

Tuesday, December 20, 2022
7:30 pm Board of Trustees Monthly Meeting
Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve October 25, 2022 meeting minutes (Attachment)
 - b. Accept the October 2022 financial statements (Attachment)
 - c. Accept the November 22 financial statements (Attachment)
 - d. Approve the 2023 Meeting Schedule (Attachment)
 - e. Approve the 2023 Holiday Closing Schedule (Attachment)
 - f. Approve the 2023 Auxiliary Board Leadership Slate (Attachment)
4. President's Report
 - a. Trustee Education Policy (Attachment, VOTE)
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 - ii. Adult Report
 - iii. Teen Report
 - iv. Children's Report
 - b. Auxiliary Board
6. Board Discussion
 - a. Annual Campaign (Attachment)
 - b. Architect (Attachment, VOTE)
 - c. Finance (Attachments, VOTE)
 - d. Nominating (Handout, VOTE)
 - e. Policy Review (Attachment, VOTE)
 - i. Card holder Policy
 - ii. Collection Development Policy
 - iii. Bylaws
 - f. Strategic Planning (Attachment, VOTE)
 - g. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates:

Tuesday, January 24 – 7:30 pm

Annual Meeting - Thursday, February 9 – 7:30 pm

Minutes of the October 25, 2022 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:34. No one from the public was in attendance.

Consent Agenda

The Consent Agenda included the September 2022 meeting minutes, the September 2022 financial statements, and two new members of the Auxiliary Board (Melissa Giovinazzo and Samantha Nagelberg). Jan moved to accept the consent agenda. Matt seconded. All approved.

President's Report

Kathleen congratulated and thanked the Auxiliary Board for a very successful Novel Night.

Staff Reports

Director's Report

Chris reported that there were no third quarter statistics due to software problems at WLS. He did note that door count was flat but program attendance and reference numbers were slightly up. A new design for the newsletter is being planned. It will be full color and highlight four to six programs and events.

Adult Services

Catherine reported that the "Off the Shelf" book suggestions have been very popular. Patrons also appreciate the book picks and multiple copies of new titles. Paul Rhiengold's lecture on the origins of Rye street names was well attended.

Teen Services

The Halloween library lock-in party was very popular. The board game circulation is increasing. The collection has been moved into the main area for greater visibility.

Children's Services

The library is continuing to reach out to the third through fifth grade children. The attendance at the Mock Newbery club doubled. On November 5 the library will be partnering with the Rye Garden Club and The Snackery for the Fall Festival. Bulbs and copies of The Secret Garden will be given away. There will be snacks and cupcakes to decorate.

Auxiliary Board

Lina reported that Novel Night was a great success. It netted approximately \$157,000, which is \$30,000 more than the previous Novel Night. The auction and wine raffle were very successful. The journal, however, did not meet its goal because the interest in print ads by businesses was lower. The board is working on ideas for a fundraiser for next year. Kathleen thanked the Auxiliary Board and the co-chairs of the event on behalf of the library board.

Annual Campaign

Jen reported that \$138,000 had been raised from 188 households so far. There have been 21 new donors. The second mailing will go out in December.

Architect

Chris reported that the external borings had been taken. The analysis takes about two weeks. He expects a report in November.

Policy Review

Jen reported that the committee had met three times. Suggested changes to the by-laws will be presented at the next meeting. The collections and card holder policies are the next to be reviewed.

Strategic Planning

Kathleen reported that the committee had met and would be reporting at the next meeting.

Nominating

Emilie reported that Michael Karmilowicz has resigned from the board of trustees effective as of October 24.

Budget Process

Chris reported that the city budget hearing is coming up in November. This is when the library presents its case for the budget request. He asked that trustees attend the meeting as a show of support.

Mission Moments

Kathleen pointed out several upcoming events. Read in Rye will have Parker Lee discussing his new book. The spelling bee will take place on Veterans Day. Mock job interviews for teens will be held on November 15.



There being no further business, Kathleen called for a motion to adjourn the meeting. Matt so moved and Shelley seconded. All approved. The meeting was adjourned at 8:09.

Action: The Board approve the October 2022 meeting minutes

November 15, 2022
RFRR Board Information Meeting

There being no quorum, the board held an informational meeting.

President's Report

Kathleen reported on the budget hearing at city hall last evening. The city manager recommended that the library's full request be granted. In the past year the library has hosted 50% more Senior programs and 75% more school groups. The final vote on the city budget will be toward the end of December.

Director's Report

Chris reported that the borings were being evaluated and reviewed by the architects and that he expected a report by the first week in December. The Annual Campaign reminder will be going out in the first week of December. The craft project for Mistletoe Magic is clothespin snowmen. The library received a \$5,000 grant from Con Ed for STEM programs for children and teens and boxes for families. The 3rd quarter statistics show an increase in circulation. The number of library cards is up as well as the number of questions. The door count has remained static. The children's collection has increased 480% as it is still recovering from the losses caused by the damage from Ida.

Adult Services

Catherine reported that flowers for adults program was so popular that a second one was done. Annabel Monaghan's program was well attended.

Teen Services

Catherine reported that there is a monthly food program on Fridays called "Food: Take & Bake."

Children's Services

Catherine reported that the fall festival on November 6 was very successful. There were games, crafts, popcorn and cupcakes to decorate. Participants were given daffodil bulbs and copies of *The Secret Garden*. Seventy first graders from Midland School visited the library. The library is partnering with Milton School on their book clubs and on their unit on extreme weather. There was a discussion on the shifting way that the children's room is being used and its possible implications for configuration and staffing.

Auxiliary Board

Lina reported that they are gearing up for new officers. Their executive committee is revamping the nomination process with more prescreening for new members and plans to add new members three times a year rather than monthly.

Annual Campaign

Chris passed around two lists: one of donors needing thank you notes and the other of previous donors needing reminders. Board members were asked to write ten of each. The lists will be emailed to all board members. So far the campaign has raised \$155,000.

Nominating Committee

Emilie presented bios of the 4 candidates for the board. They will be voted on at the December meeting.

Policy Review

Kathleen reported that the proposed changes to the by-laws, collection development policy and card holder registration policy will be voted on at the December meeting.

Strategic Planning

Kathleen suggested that the strategic plan be reviewed and discussed at the December meeting.

Mission Moments

“Treason of the Darkest Dye” about the treason of Benedict Arnold and his capture in Westchester County will be presented on November 29. It is co-sponsored by RW250 (Revolutionary Westchester 250). The Cooking the Book book club selection for December is *Sally's Cookie Addiction*.

There being no further business, the meeting was adjourned at 8:56.

October Financials

In Income

- The Annual Campaign gifts have started arriving, and will be the driving source of revenue for the rest of 2022

In expenses:

- Annual campaign printing costs are reflected in the printing and publicity line
- \$8,873 in repairs and maintenance were paid to Bedford Road and Polytemp for repairs to the library window frames, a burned out regulator, and service to the boiler pump.
- Medical insurance is higher in October due to a timing issue in receiving and processing.

On the Combined report, the program expense line shows the \$43,000 in Novel Night related expenses.

Action : The Board accept the October 2022 Financial Statements

Rye Free Reading Room
Income and Expense Report
For 10 Months Ending October 31 ,2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	\$ -	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000
Annual Campaign	\$ 81,183	\$ 210,457	\$ 200,000	\$ 240,000
Miscellaneous Income	\$ 1,763	\$ 217,496	\$ 25,000	\$ 30,000
Osborn Branch Library	\$ 2,939	\$ 42,099	\$ 46,289	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ 46,875	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 85,885</u>	<u>\$ 1,805,052</u>	<u>\$ 1,653,164</u>	<u>\$ 1,828,046</u>
Expense				
Library Materials				
Books	\$ 5,194	\$ 57,799	\$ 65,738	\$ 78,885
Audio Visual	\$ 1,837	\$ 6,806	\$ 21,583	\$ 25,900
Periodicals	\$ 226	\$ 7,646	\$ 10,750	\$ 12,900
Programs	\$ 267	\$ 8,692	\$ 6,250	\$ 7,500
Ebooks/ Binding	\$ 5,141	\$ 37,543	\$ 30,000	\$ 36,000
	<u>\$ 12,665</u>	<u>\$ 118,486</u>	<u>\$ 134,321</u>	<u>\$ 161,185</u>
Library Operations				
Supplies	\$ 439	\$ 13,349	\$ 10,833	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 3,750	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 4,167	\$ 5,000
Automated Systems	\$ 699	\$ 74,837	\$ 54,881	\$ 65,857
Telephone	\$ 637	\$ 2,996	\$ 5,000	\$ 6,000
Postage	\$ 722	\$ 5,709	\$ 8,333	\$ 10,000
Printing & Publicity	\$ 6,490	\$ 22,693	\$ 33,333	\$ 40,000
Auditing	\$ -	\$ 19,523	\$ 15,000	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 1,667	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 981	\$ 12,231	\$ 6,500	\$ 7,800
	<u>\$ 9,968</u>	<u>\$ 250,803</u>	<u>\$ 143,464</u>	<u>\$ 172,157</u>
Building Operations				
Heat	\$ 649	\$ 14,688	\$ 8,333	\$ 10,000
Light & Power	\$ 3,793	\$ 28,047	\$ 26,250	\$ 31,500
Water & Sewer	\$ 295	\$ 2,827	\$ 6,250	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 21,338	\$ 4,167	\$ 5,000
Building Supplies	\$ 684	\$ 19,792	\$ 10,000	\$ 12,000
Contracted Services	\$ 5,634	\$ 204,026	\$ 56,000	\$ 67,200
Repairs & Maintenance	\$ 8,873	\$ 16,229	\$ 15,000	\$ 18,000
Insurance	\$ -	\$ 25,283	\$ 26,479	\$ 31,775
Miscellaneous	\$ -	\$ 3,724	\$ -	\$ -
	<u>\$ 19,928</u>	<u>\$ 335,954</u>	<u>\$ 152,479</u>	<u>\$ 182,975</u>
Personnel				
Salaries	\$ 77,601	\$ 780,366	\$ 831,492	\$ 997,791
Social Security	\$ 5,771	\$ 58,537	\$ 63,609	\$ 76,331
Retirement	\$ -	\$ -	\$ -	\$ 93,685
Medical Insurance	\$ 8,942	\$ 62,691	\$ 71,381	\$ 85,657
Other Insurance	\$ 1,453	\$ 19,986	\$ 10,833	\$ 13,000
Payroll Services	\$ 586	\$ 13,056	\$ 4,750	\$ 5,700
Staff Development	\$ 90	\$ 3,911	\$ 2,500	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 94,443</u>	<u>\$ 938,546</u>	<u>\$ 984,565</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 85,885</u>	<u>\$ 1,805,052</u>	<u>\$ 1,653,164</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 137,004</u>	<u>\$ 1,643,790</u>	<u>\$ 1,414,829</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	<u>\$ (51,119)</u>	<u>\$ 161,262</u>	<u>\$ 238,335</u>	<u>\$ 36,565</u>

**Rye Free Reading Room
Annual Campaign
October 2022 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2020</i>	<i>2021</i>	<i>2022</i>
Donations received & deposited in	JAN	59,213	29,771	85,387
	FEB	16,352	9,764	5,531
	MAR	2,134	4,471	5,764
	APR	600	7,031	3,659
	MAY	492	3,077	5,989
	JUN	371	3,820	4,953
	JUL	4,267	2,850	811
	AUG	6,183	1,940	203
	SEP	4,017	37,884	16,977
	OCT	36,564	50,299	81,183
	NOV	64,037	88,772	
	DEC	77,720	101,425	
	Total	271,950	341,104	210,457

<i>Donations to Previous or Subsequent Annual Campaigns</i>			
Donations to <i>prior</i> Annual Campaigns	56,154	24,193	85,287
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	<u>56,154</u>	<u>24,193</u>	<u>85,287</u>

Rye Free Reading Room
Endowment Report
October 2022

Endowment Inflows/Outflows:	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	44,235	63,379	59,271
Appreciation	(251,671)	247,318	4,789
End of Period Bal (Market Value)	<u>2,166,581</u>	<u>2,388,851</u>	<u>2,188,828</u>
Endowment Performance	-9.30%	13.48%	2.25%
Return of S&P 500	-17.70%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-15.72%	-1.54%	7.51%

Silvercrest:		YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	1%	124,643	12,815	114,631
Fixed Income	41%	742,594	884,363	647,426
Equities	54%	1,037,445	1,170,444	1,143,143
Gold	1%	15,191	17,096	26,754
Other	3%	49,312	71,182	32,810
Silvercrest Total	100%	<u>1,969,185</u>	<u>2,155,900</u>	<u>1,964,764</u>

Endowment Breakdown at:		YTD 2022	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea		41,680	41,680	38,677	80,357
Flores		76,650	76,650	(6,359)	70,291
Balf		27,390	27,390	19,360	46,750
Silvercrest		745,086	745,086	1,224,099	1,969,185
		<u>\$ 890,806</u>	<u>890,806</u>	<u>1,275,776</u>	<u>2,166,582</u>

Rye Free Reading Room Combined Report
For 10 Months Ending October 31, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000
Annual Campaign	210,457	0	0	210,457
Contribution	-	324,715	0	324,715
Grants	-	0	0	-
Osborn Branch Library	42,099	0	0	42,099
Income from Invested and Equity	-	0	44,235	44,235
Miscellaneous	217,496	12,467	0	229,963
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,705,052</u>	<u>437,182</u>	<u>44,235</u>	<u>2,186,469</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	-251,671	(251,671)
Total Funds	1,705,052	437,182	-207,435	1,934,799
Expense				
Library Materials				
Books	57,799	43,260	0	101,059
Audio Visual	6,806	250	0	7,056
Periodicals	7,646	0	0	7,646
Programs	8,692	122,248	0	130,940
Online Resources	5,141	960	0	6,101
Miscellaneous	32,402	0	0	32,402
	<u>118,486</u>	<u>166,718</u>	<u>0</u>	<u>285,204</u>
Library Operations				
Supplies	13,349	1,622	0	14,971
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	74,837	0	0	74,837
Telephone	2,996	0	0	2,996
Postage	5,709	0	0	5,709
Printing & Publicity	22,693	1,968	0	24,661
Auditing	19,523	0	0	19,523
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	12,231	9,309	0	21,540
	<u>150,803</u>	<u>12,899</u>	<u>0</u>	<u>163,702</u>
Building Operations				
Heat	14,688	0	0	14,688
Light & Power	28,047	0	0	28,047
Water & Sewer	2,827	0	0	2,827
Fixtures, Furnishings & Equipment	21,338	0	0	21,338
Building Supplies	19,792	0	0	19,792
Contracted Services	204,026	1,395	0	205,421
Repairs & Maintenance	16,229	0	0	16,229
Insurance	25,283	0	0	25,283
Miscellaneous	3,724	0	14,834	18,558
	<u>335,954</u>	<u>1,395</u>	<u>14,834</u>	<u>352,183</u>
Personnel				
Salaries	780,366	0	0	780,366
Social Security	58,537	0	0	58,537
Retirement	0	0	0	-
Medical Insurance	62,691	0	0	62,691
Other Insurance	19,986	0	0	19,986
Payroll Services	13,056	0	0	13,056
Staff Development	3,911	80	0	3,991
Miscellaneous	0	0	0	-
	<u>938,546</u>	<u>80</u>	<u>0</u>	<u>938,626</u>
Total Expense	1,543,790	181,092	14,834	1,739,715
Net Receipts/Expenses	161,262	256,090	-222,269	195,083
Prior Year Funds	387,802	349,675	2,166,581	2,904,058
Balance	549,064	605,765	1,944,312	3,099,142

November Financials

In Income

- Annual Campaign income is strong. It shows higher than our goal in part because of the timing of funds, received in January that were credited to the 2021 Annual Campaign. There were two large gifts to the Annual Campaign as well.

In expenses:

- Material spending shows behind budget, but that will be balanced out with a year end digital order.
- Operations shows right on budget, when the transfer to designated account is backed out.
- Building Operations are ahead of budget, driven by the architect fees.
- Payroll is high for November, but there were 3 pay periods in November. YTD payroll is tracking slightly behind budget. Medical Insurance is slightly higher for the same reason - two premiums were paid in November.

The Flores endowment is currently underwater. This is not an uncommon occurrence for that account, but it means we would have to draw down more from the general Silvercrest fund.

Action : The Board accept the November 2022 Financial Statements

Rye Free Reading Room
Income and Expense Report
For 11 Months Ending November 30, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	\$ -	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000
Annual Campaign	\$ 67,548	\$ 278,005	\$ 220,000	\$ 240,000
Miscellaneous Income	\$ 1,561	\$ 219,057	\$ 27,500	\$ 30,000
Osborn Branch Library	\$ -	\$ 42,099	\$ 50,918	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ 46,875	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 69,108</u>	<u>\$ 1,874,161</u>	<u>\$ 1,680,293</u>	<u>\$ 1,828,046</u>
Expense				
Library Materials				
Books	\$ 3,257	\$ 61,056	\$ 72,311	\$ 78,885
Audio Visual	\$ 4,513	\$ 11,319	\$ 23,742	\$ 25,900
Periodicals	\$ 4,089	\$ 11,735	\$ 11,825	\$ 12,900
Programs	\$ 3,684	\$ 12,376	\$ 6,875	\$ 7,500
Ebooks/ Binding	\$ 847	\$ 38,390	\$ 33,000	\$ 36,000
	<u>\$ 16,390</u>	<u>\$ 134,876</u>	<u>\$ 147,753</u>	<u>\$ 161,185</u>
Library Operations				
Supplies	\$ 1,648	\$ 14,997	\$ 11,917	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 4,125	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 4,583	\$ 5,000
Automated Systems	\$ 1,518	\$ 76,355	\$ 60,369	\$ 65,857
Telephone	\$ 457	\$ 3,453	\$ 5,500	\$ 6,000
Postage	\$ -	\$ 5,709	\$ 9,167	\$ 10,000
Printing & Publicity	\$ 2,485	\$ 25,178	\$ 36,666	\$ 40,000
Auditing	\$ -	\$ 19,523	\$ 16,500	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 1,833	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 1,027	\$ 13,258	\$ 7,150	\$ 7,800
	<u>\$ 7,135</u>	<u>\$ 257,938</u>	<u>\$ 157,810</u>	<u>\$ 172,157</u>
Building Operations				
Heat	\$ -	\$ 14,688	\$ 9,166	\$ 10,000
Light & Power	\$ 3,005	\$ 31,052	\$ 28,875	\$ 31,500
Water & Sewer	\$ 280	\$ 3,107	\$ 6,875	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 21,338	\$ 4,583	\$ 5,000
Building Supplies	\$ 842	\$ 20,634	\$ 11,000	\$ 12,000
Contracted Services	\$ 4,062	\$ 208,088	\$ 61,600	\$ 67,200
Repairs & Maintenance	\$ 2,665	\$ 18,894	\$ 16,500	\$ 18,000
Insurance	\$ 6,100	\$ 31,382	\$ 29,127	\$ 31,775
Miscellaneous	\$ 100	\$ 3,825	\$ -	\$ -
	<u>\$ 17,054</u>	<u>\$ 353,008</u>	<u>\$ 167,726</u>	<u>\$ 182,975</u>
Personnel				
Salaries	\$ 111,903	\$ 892,269	\$ 914,641	\$ 997,791
Social Security	\$ 8,372	\$ 66,909	\$ 69,970	\$ 76,331
Retirement	\$ -	\$ -	\$ -	\$ 93,685
Medical Insurance	\$ 7,803	\$ 70,493	\$ 78,519	\$ 85,657
Other Insurance	\$ -	\$ 19,986	\$ 11,917	\$ 13,000
Payroll Services	\$ 776	\$ 13,832	\$ 5,225	\$ 5,700
Staff Development	\$ 331	\$ 4,242	\$ 2,750	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 129,185</u>	<u>\$ 1,067,731</u>	<u>\$ 1,083,022</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 69,108</u>	<u>\$ 1,874,161</u>	<u>\$ 1,680,293</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 169,764</u>	<u>\$ 1,813,553</u>	<u>\$ 1,556,311</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	<u>\$ (100,656)</u>	<u>\$ 60,608</u>	<u>\$ 123,982</u>	<u>\$ 36,565</u>

**Rye Free Reading Room
Annual Campaign
November 2022 YTD**

<u>Donations to the Current Annual Campaign</u>		<u>2020</u>	<u>2021</u>
Donations received & deposited in	JAN	59,213	29,771
	FEB	16,352	9,764
	MAR	2,134	4,471
	APR	600	7,031
	MAY	492	3,077
	JUN	371	3,820
	JUL	4,267	2,850
	AUG	6,183	1,940
	SEP	4,017	37,884
	OCT	36,564	50,299
	NOV	64,037	88,772
	DEC	77,720	101,425
	Total	271,950	341,104

Donations to <i>Previous or Subsequent</i> Annual Campaigns		
Donations to <i>prior</i> Annual Campaigns	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign	0	0
<i>Sub-total</i>	<u>56,154</u>	<u>24,193</u>

Rye Free Reading Room
Endowment Report
November 2022

Endowment Inflows/Outflows:	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	51,690	63,379	59,271
Appreciation	(160,657)	247,318	4,789
End of Period Bal (Market Value)	<u>2,265,049</u>	<u>2,388,851</u>	<u>2,188,828</u>
Endowment Performance	-5.18%	13.48%	2.25%
Return of S&P 500	-13.10%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-12.62%	-1.54%	7.51%

Silvercrest:		YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	1%	110,953	12,815	114,631
Fixed Income	41%	763,283	884,363	647,426
Equities	54%	1,119,366	1,170,444	1,143,143
Gold	1%	16,481	17,096	26,754
Other	3%	50,662	71,182	32,810
Silvercrest Total	100%	<u>2,060,745</u>	<u>2,155,900</u>	<u>1,964,764</u>

Endowment Breakdown at:	YTD 2022	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea	41,680	41,934	83,614	
Flores	76,650	(4,578)	72,072	
Balf	27,390	21,228	48,618	
Silvercrest	745,086	1,315,659	2,060,745	
	<u>\$ 890,806</u>	<u>1,374,244</u>	<u>2,265,050</u>	

Rye Free Reading Room Combined Report
For 11 Months Ending November 30, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000
Annual Campaign	278,005	0	0	278,005
Contribution	-	325,215	0	325,215
Grants	-	0	0	-
Osborn Branch Library	42,099	0	0	42,099
Income from Invested and Equity	-	0	51,690	51,690
Miscellaneous	219,057	12,467	0	231,524
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,774,161</u>	<u>437,682</u>	<u>51,690</u>	<u>2,263,533</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation			0	<u>(160,657)</u>
Total Funds	<u>1,774,161</u>	<u>437,682</u>	<u>-108,968</u>	<u>2,102,875</u>
Expense				
Library Materials				
Books	61,056	52,754	0	113,810
Audio Visual	11,319	250	0	11,569
Periodicals	11,735	0	0	11,735
Programs	12,376	127,074	0	139,450
Online Resources	847	960	0	1,807
Miscellaneous	<u>37,543</u>	<u>0</u>	<u>0</u>	<u>37,543</u>
	<u>134,876</u>	<u>181,038</u>	<u>0</u>	<u>315,914</u>
Library Operations				
Supplies	14,997	1,622	0	16,619
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	76,355	0	0	76,355
Telephone	3,453	0	0	3,453
Postage	5,709	0	0	5,709
Printing & Publicity	25,178	1,968	0	27,146
Auditing	19,523	0	0	19,523
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	<u>13,258</u>	<u>9,309</u>	<u>0</u>	<u>22,567</u>
	<u>157,938</u>	<u>12,899</u>	<u>0</u>	<u>170,837</u>
Building Operations				
Heat	14,688	0	0	14,688
Light & Power	31,052	0	0	31,052
Water & Sewer	3,107	0	0	3,107
Fixtures, Furnishings & Equipment	21,338	0	0	21,338
Building Supplies	20,634	0	0	20,634
Contracted Services	208,088	1,395	0	209,483
Repairs & Maintenance	18,894	0	0	18,894
Insurance	31,382	0	0	31,382
Miscellaneous	<u>3,825</u>	<u>0</u>	<u>14,834</u>	<u>18,659</u>
	<u>353,008</u>	<u>1,395</u>	<u>14,834</u>	<u>369,237</u>
Personnel				
Salaries	892,269	0	0	892,269
Social Security	66,909	0	0	66,909
Retirement	0	0	0	-
Medical Insurance	70,493	0	0	70,493
Other Insurance	19,986	0	0	19,986
Payroll Services	13,832	0	0	13,832
Staff Development	4,242	80	0	4,322
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	<u>1,067,731</u>	<u>80</u>	<u>0</u>	<u>1,067,811</u>
Total Expense	<u>1,713,553</u>	<u>195,412</u>	<u>14,834</u>	<u>1,923,799</u>
Net Receipts/Expenses	60,608	242,270	-123,802	179,076
Prior Year Funds	<u>387,802</u>	<u>349,675</u>	<u>2,265,049</u>	<u>3,002,526</u>
Balance	448,410	591,945	2,141,247	3,181,602

2023 Trustee Meeting Schedule

January 24
February 9 – Annual Meeting
March 28
April 25
May 23
June 27
July 25
September 26
October 24
November 28
December 19

All meeting take place at 7:30 pm in the Community Meeting Room unless otherwise noted. Please check the library calendar for any schedule change.

Action : The Board approve the 2023 Meeting Schedule

2023 Library Holiday Closing Schedule

Sunday, January 1 – New Year’s Day (unpaid closing)
Monday, January 2 – New Year’s Day (observed)
Monday, January 16 – Martin Luther King Jr. Day
Monday, February 20 – President’s Day
Sunday, April 9 – Easter Sunday (unpaid closing)
Sunday, May 28 – Memorial Day (unpaid closing)
Monday, May 29 – Memorial Day
Tuesday, July 4 – Independence Day
Sunday, September 3 – Labor Day (unpaid closing)
Monday, September 4 – Labor Day
Thursday, November 23 – Thanksgiving
Sunday, December 24 – Christmas Eve (unpaid closing)
Monday, December 25 – Christmas Day
Sunday, December 31 – New Year’s Eve (Close at 4 pm)

Action : The Board approve the 2023 Holiday Closing Schedule



2023 Auxiliary Board Leadership Slate

Co-President – Georgia Dyer
Co-President – Diane Martin
Secretary – Cristina Wade
Treasurer - Valerie Chuebon

Action : The Board approve the 2023 Auxiliary Board Leadership Slate



Trustee Education Policy

Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by *Chapter 468 of the Laws of 2021*).

The New York State Library has drafted a sample policy, self-assurance form, tracking form, and FAQ.

Trustee Education Policy

Library trustees must stay informed of their general powers and duties in order to provide effective governance. To support this work, and in keeping with New York State Education Law Section 260-D, library trustees will be required to complete a minimum of two hours of trustee education annually from a provider approved by the commissioner that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Whenever possible, Trustees should utilize free offerings from approved providers. Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed in accordance with the Conference and Professional Development Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees and the Library Director evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers;
or
2. a signed self-assurance of completion that identifies the approved trustee education providers, includes a description of the format and content of the completed instruction activities, contains the date and time the trustee began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers. See Appendix B for the Self Assurance form.

Evidence of completion must be submitted to the Board President and Library Director by December 31 of each year.

Trustees who do not submit evidence of completion by December 31 of each year will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

The Library Director or the Director's designee will report on compliance through the Library's Annual Report to the State.

Appendix A – Approved Providers and Formats

Appendix B – Self Assurance Form

Appendix C- Conference and Professional Development Policy

Appendix D – Trustee Education

Appendix A - Approved Providers and Formats

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Appendix B – Self Assurance Form

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. A copy should also be sent to the Library Director. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date



Appendix C – Conference and Professional Development Policy

Conference and Staff Development Policy

Staff members are encouraged, for the benefit of the Rye Free Reading Room and for their own development, to participate in professional activities which enhance their knowledge and performance. The Conference and Staff Development Policy ensures that staff requests for professional development are awarded equitably.

Staff Development is defined as:

- Library, Consortium and professional association meetings, including committee meetings.
- Meetings or webinars to gather information on topics or programs with subject matter that relates directly to the employee's position or provides beneficial information to enhance departmental operations.
- Membership in professional organizations, such as ALA, NYLA, WLA, etc.
- Professional memberships that include either publications or discounts on conference
- Conference registration, such as NYLA, ALA, WLA, etc.
- Library arranged or sponsored Educational Training Days

To support learning across the library, the attendee is required to speak about the professional development opportunity at a future staff meeting.

Priority in approving requests will be given to those requesters that have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences. At the discretion of the Director or Assistant Director, requests may be denied to reserve funds for other staff members to attend future events, or to prevent negative impacts on library operations.

1. Requests and Approval

All requests, even instances when a staff member may not seek reimbursement or the workshop or conference may be held virtually, must be submitted via the Conference and Staff Development Request Form, to the Assistant Director prior to registering. Requests should be submitted as soon as possible. A copy of the submitted Conference/Staff Development form will be returned to the requesting staff member no later than two weeks after the request.

2. Reimbursement Procedure

The Rye Free Reading Room will pre-pay an event registration if a registration form is submitted and approved. If the requester pays for the registration fee using their own funds, they will be reimbursed after the event. In the latter case, the requester must present a receipt for the registration fee and proof of attendance. Reimbursements are not provided without prior approval.

All receipts for expenditures should be submitted to the Assistant Director within two weeks of the staff member's return. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed. Reimbursements will take place no later than 30 days after approval by the Assistant Director.

3. Professional Memberships

Rye Free Reading Room may maintain organizational memberships in state and local associations. In addition to those memberships, full time staff members may choose 1 additional professional association memberships for professional development. It is the employee's responsibility to submit the Conference and Staff Development request to the Assistant Director prior to the expiration of any professional association membership. The Rye Free Reading Room is not responsible for any consequences, including loss of appointments, committee memberships, or scholarships, due to lapses in professional association membership.

At the discretion of the Director or the Assistant Director, any organizational or professional membership may not be renewed upon expiration.

4. Purpose of Travel

There are two types of travel: administrative and professional.

Administrative travel is undertaken at the direct request of the Director or Assistant Director, either to represent the Rye Free Reading Room in an official capacity or to acquire new skills related to the performance of the employee's job and to the goals of the Rye Free Reading Room. Whenever possible, virtual training methods should be used for administrative travel. Allowable expenses include: registration, travel, meals, and lodging. This travel is considered mandatory and is reimbursed according to the guidelines below:

- Meal reimbursement is limited to the current U.S. General Services Administration regulations in place at the time the expense is incurred. No reimbursements are provided for any alcohol expenses.
- If a personal vehicle is used, the staff member should submit Mileage Allowance Form in advance of travel; reimbursement is at one half the current IRS's Standard Mileage Rates for business miles driven.
- If air travel is required, airline reservations must be made for economy class fare only.
- If other transportation methods are used,(i.e. bus, train) the expense must not exceed the commercial air fare that would be reimbursable for the same trip.
- Ground transportation costs, such as public transit, should be used whenever possible.
- Lodging will be reimbursed at the conference rates given at conference hotels or motels, or, if other lodging may be booked, at the lowest of the two rates. Prior to traveling, the employee should request a Tax Exemption certificate if planning to stay at a hotel in New York State.
- Conference attendance on a Saturday will be scheduled as part of the staff member's regular work week. Conference attendance on a Sunday will be paid according to the CWA contract, as applicable.

Professional travel supports growth and maintains professional engagement. For professional travel, allowable expenses include registration only.

- Preference is given to staff members making presentations at these conferences or serving on the associations' committees.
- Conference attendance on a Saturday or Sunday will be on the staff member's own time. If a staff member was previously scheduled to work on the Saturday of professional travel, then the Saturday would be considered part of the employee's regular work week.

5. Miscellaneous

- Other expenses may be reimbursed if determined to be reasonable and necessary by the Assistant Director or Director, and if supporting receipts and documents are provided.
 - Rye Free Reading Room will not provide reimbursements for expenses that are inherently personal in nature, nor provide reimbursement for the travel expenses of spouses or others who accompany employees on library business.
-



Appendix D – Trustee Education Activities Record

Rye Free Reading Room Trustee Education Activities Record

Trustee Name	Approved Provider	Title of Activity	Topic/Content	Format	Date	Contact Hours

Directions: This form is provided for use by libraries to assist in maintaining a record of trustee education activities.

1. Document trustee education activities in the table below.
2. Keep certificates of completion or trustee self-assurance forms with this record to demonstrate attendance/participation.
3. DO NOT submit this form to the New York State Library unless requested to do so. This form is for library records.

Trustee Education Requirements

Sample Reporting Forms

[Self-Assurance Form \(PDF\)](#) [Trustee Education Activities Record \(Excel\)](#)

Frequently Asked Questions

Q: Why are continuing education requirements for public library trustees important?

A: Public library trustees in New York State oversee an estimated \$1.6 billion of the public's money—a responsibility that must be undertaken by informed, thoughtful, prudent, and trustworthy library boards. Requiring trustee education will foster an understanding of complex governance processes so that this responsibility is met.

Furthermore, to provide effective oversight, board members must appreciate their mandated duties and responsibilities. An effective way of providing this appreciation is to offer the training necessary to be good financial stewards.

The [Handbook for Library Trustees of New York State](#) states that “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

Q: What are the trustee education requirements?

A: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. ([Education Law 260-d](#) added by [Chapter 468 of the Laws of 2021](#)).

Per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Libraries should consult with their public library system about acceptable trustee education topics, formats and activities.

Q: Who is affected by the new trustee education law?

A: All boards of trustees of chartered (incorporated) and registered (licensed) public libraries, association libraries and Indian Libraries.

Q: Who approves the trustee education activities (topics and formats) and providers?

A: At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Q: Which trustee education providers are pre-approved at the State level?

A: The State Library has pre-approved the following trustee education providers:

- [New York State Library/Division of Library Development](#)
- [Public Library Systems](#)
- [WebJunction](#)

- [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
- [Reference and Research Library Resources Councils](#)
- [Empire State Library Network \(formerly New York 3Rs Association\)](#)
- PULISDO (Public Library System Directors Organization)
- [ALA](#) including United for Libraries and other Divisions

Other providers may be approved by the public library systems. Libraries should contact the public library system to request approval of a provider.

Q: What types of trustee education formats are acceptable?

A: Trustee education may be delivered online or in person. Trustee education formats may include lectures, workshops, webinars, or online courses. Trustee education formats may also include educational programs held at in-person or virtual regional, state or national library association conferences. Libraries may contact the public library system if they have a question as to whether a trustee education format is acceptable.

Q: How do trustees demonstrate compliance with the education requirements?

A: Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

- Certificates of completion issued by the approved provider
- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Q: How is trustee education compliance tracked by the Library?

A:

- The Library Board of Trustees should establish a written policy and procedures related to trustee education and compliance.
- Public Library Systems are available to Library Boards to assist with the development of library policies that comply with the trustee education law.
- The library should track trustee education compliance. This sample form, provided by the State Library, can assist library boards in maintaining a record of trustee education activities.

Q: How is trustee education compliance tracked by the State Library?

A: Compliance is tracked through questions on the *Annual Report for Public and Association Libraries*.

Q: What happens if a trustee fails to meet the trustee education requirements?

A: The State Library recommends that a Library Board address this topic in its Board-approved trustee education policy and procedures. In addition, the Library Board may wish to amend the library's by-laws to specifically address trustee education requirements and compliance. For assistance and for sample policies and bylaws, please contact your Public Library System.

Q: Can the costs for complying with the trustee education requirements be charged to the library?

A: Yes. Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements may be charged to the library if there is board approved policy. All such costs must be approved by the board of trustees. The State Library recommends that the library's trustee education policy and procedures provide information on this topic. The Trustee Handbook recommends that 1% of the library's budget should be dedicated to continuing education.

Last Updated: June 27, 2022

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Revised 2023 budget
- Strategic Planning
 - With Committee Chair, finalized 2023-2025 Strategic Plan
 - Presented draft plan to library staff

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Continued sending thank you letters to new donors and donors who increased their gifts
 - Contacted donors to the flood recovery fund to encourage giving in 2022.
- Community Relations
 - With CURE, reviewed program ideas for civil rights discussion connected to Lorraine Hansberry and *A Raisin in the Sun*
 - Participated in the Knight Foundation Informed virtual conference on social media, information safety, and online behavior
- Fundraising
 - Attended Long Island Sound Sustainable and Resilient Communities workshop series, including grant funding opportunities

BUILDING & GROUNDS:

- Met with Skolnick to discuss update on feasibility studies

STAFF & PERSONNEL

- Arranged staff holiday party

Adult Services

PROGRAMMING AND DISPLAYS:

- RFRR Bi-Monthly Off The Shelf Book Picks, Cookie Cook Books, Colleen Hoover Read Alikes
- Book Groups
 - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Cooking the Book, After Work Book Club
- In the Gallery Carole Muller Mascolo: Soul Landscapes, Its Always Blooming, Artist Reception 12/15
- Programs
 - Adult Take and Make Waterless Winter Snow Globe, YMCA MahJong, YMCA Canasta, Techie Tuesdays, Spin a Yarn Knitting, Rye Storytellers, Rye Storytellers Tellebration, ESL Conversation Class, Women and Money : How to Make Sense of Today's Financial Markets,

COMMUNITY OUTREACH -**Strategic goal 4: Advance strategic partnerships with community and regional agencies:**

- We hosted the Crossroads Book Club for their End of Year Cookie Swap

Teen Services

PROGRAMMING AND DISPLAYS:

- The High school students continue running 3 Dungeons & Dragons campaigns at the library with successful turnout.
- The upcoming Gingerbread House Contest lock-in on 12/16 has massive buzz building with 31 teens registered, and the new Cookies and Books Club is gaining attention which is better than years past.
- The Volun-tween programs gained more attendees this month and worked on greeting cards for military service members with Operation Gratitude.
- STEM specific themed events have been added to the calendar for teens starting in January

COMMUNITY OUTREACH - **Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships**

- The Youth Council and the library continue to collaborate on the Activist Academy series with talks slated for Jan, and more in the spring with a particular focus on teen citizenship for this year's theme.

MATERIALS:

- Board games continue to circulate well, and some more popularly asked for titles were added. Considerations for their maintenance are underway as some boxes are showing signs of significant wear and tear.
- The manga collection in particular is seeing heavy use and due to the nature of people borrowing 3-4 novels at a clip, regularly gets rearranged on a weekly basis.
- The Nintendo Switch continues to be used regularly after school by the predominantly middle school crowd while the older teens gravitate towards the board games or doing work in the space.

Children's Services

PROGRAMMING AND DISPLAYS

- Starting in January we will offer a movement storytime on Fridays and phase out Discovery Storytime.
- STEAM Across the Sound Shore will end this month. We thank the Westchester Children's Museum for their time and effort to facilitate this program.
- Over the school break week we have several fun programs planned for the kids. We hope to have full classes for all of them.

COMMUNITY OUTREACH (Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships):

- We are working on partnering more with the local school librarians to help us market some of our programs directly in the schools.

MATERIALS:

- Ordering of new books continues regularly.
- Our new play area is officially opened. We have some newer toys that the kids can play with, and have put up a wall to discourage play in the stacks. So far it has been a positive addition to the children's room.



Annual Campaign

Please sign up to send 10 thank you cards to donors

Dear X,

Thank you for making a gift to the library's Annual Campaign and building a vibrant future for all of Rye! Your gift fills the shelves, makes program possible, and helps sustain the beautiful facility in the heart of downtown. Thank you for being a library advocate, and helping Rye residents read, work, and study all across the community.

Please sign up to send 10 cards to people who have not yet donated

Dear X,

Thank you for being a library advocate! I'm asking you to make a donation today to the library's annual campaign. You help Rye residents read, work, and study all across the community. Please show your support, and help sustain a vibrant future for all of Rye. You can make a donation at www.ryelibrary.org/support.

2023 Budget

The Board approved a budget during the June 28, 2022 meeting. While the City Funding has not changed from that initial budget, utility costs have risen drastically over the last several months, and are projected to remain higher. To compensate for that increase, the 2023 budget has been revised.

Budgeted income was been adjusted down by \$1,521 due to a reduction in the Osborn contract.

Library operations was reduced by \$4,000, due to lower printing and postage usage.

Building operations increased by \$7,800, due to increased utility costs.

Personnel costs increased by \$2,115 after management salaries were approved in the September 27, 2022 meeting.

Rye Free Reading Room 2023

	2023	2023	
	Initial	Final	
INCOME			
City of Rye	\$1,360,000	\$1,360,000	
Annual Campaign	245,000	245,000	
Osborne Branch Library	57,753	56,232	
Miscellaneous Income	35,000	35,000	
Aux Board Transfer	65,000	65,000	
Transfer from Endowments	105,000	105,000	
	\$ 1,867,753	\$ 1,866,232	(\$1,521)
MATERIALS			
Books	\$ 88,885	\$ 88,885	
Audio Visual	25,940	25,940	
Periodicals	12,900	12,900	
Programs	13,500	13,500	
Online Resources	40,900	40,900	
Miscellaneous	100	100	
	182,225	182,225	
LIBRARY OPERATIONS			
Supplies	14,000	14,000	
Equipment & Systems - New	4,500	4,500	
Equipment & Systems - Maintenance	5,000	5,000	
Automated Systems	70,695	70,695	
Telephone	5,000	5,000	
Postage	10,000	9,000	
Printing & Publicity	40,000	36,000	
Auditing	19,500	20,500	
Legal Services	2,000	2,000	
Miscellaneous	7,800	7,800	
	178,495	174,495	(\$4,000)
BUILDING OPERATIONS			
Heat	12,000	16,800	
Light & Power	31,500	34,500	
Water & Sewer	8,000	8,000	
Fixtures, Furnishings & Equipment	5,000	5,000	
Supplies	12,000	12,000	
Contracted Services	61,560	61,560	
Maintenance & Repairs	18,000	18,000	
Insurance	32,500	32,500	
	180,560	188,360	\$7,800
Personnel			
Salaries	1,014,175	1,015,292	
Social Security	77,584	77,670	
Other Personnel Expense	0	0	
Retirement	108,482	109,394	
Medical Insurance	91,904	91,904	
Other Insurance	16,000	16,000	
Payroll Services	7,000	7,000	
Staff Development	3,000	3,000	
	\$ 1,318,145	\$ 1,320,260	\$2,115
Transfer to Designated			
TOTAL OPERATING EXPENSE	\$ 1,859,425	\$ 1,865,340	
Surplus/Deficit	\$ 8,328	\$ 892	



Finance Committee Update

- Operating Cash as of 12/16/2022 - \$340,288
- Projected Expense for December – \$60,500
 - a. \$60,500 Payroll - app. \$40,000 on 12/27
 - b. Recurring monthly expense - \$5,500
 - c. Misc expense - \$15,000
- Projected Income by Dec 31, 2022 Annual Campaign - \$100,000
- Potential expense - Board to determine
 - a. Skolnick - \$25,000
 - b. Contractor rehab - \$10,000

Rye Free Reading Room
Endowment Report
November 2022

Endowment Inflows/Outflows:	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	51,690	63,379	59,271
Appreciation	(160,657)	247,318	4,789
End of Period Bal (Market Value)	2,265,049	2,388,851	2,188,828
Endowment Performance	-5.18%	13.48%	2.25%
Return of S&P 500	-13.10%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-12.62%	-1.54%	7.51%

Silvercrest:		YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	1%	110,953	12,815	114,631
Fixed Income	41%	763,283	884,363	647,426
Equities	54%	1,119,366	1,170,444	1,143,143
Gold	1%	16,481	17,096	26,754
Other	3%	50,662	71,182	32,810
Silvercrest Total	100%	2,060,745	2,155,900	1,964,764

Endowment Breakdown at:		YTD 2022	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea		41,680	41,934	83,614	
Flores		76,650	(4,578)	72,072	
Balf		27,390	21,228	48,618	
Silvercrest		745,086	1,315,659	2,060,745	
		\$ 890,806	1,374,244	2,265,050	

Shea 80% - Fidelity Puritain Fund, 20% - Vanguard Intermediate-Term Treasury Fund Investor Shares
 Flores 100% - Vanguard Intermediate-Term Treasury Fund Investor Shares
 Balf 85% - Fidelity Puritain Fund, 15% - Vanguard Intermediate-Term Treasury Fund Investor Shares

As part of the budget process, the Board approves a transfer from the endowment each year, which may not exceed 5% of the total value of the Endowment and Board Restricted Funds as of the end of the previous fiscal year. The approved transfer amount for 2022 is \$105,000.

The endowment draw is prorated across the 4 funds that make up the endowment. The current breakdown would be

- Shea - \$4,000, or 4.87% of account value
- Flores - \$0 - underwater
- Balf - \$2,300, or 4.81% of the account value
- Silvercrest - \$98,700, or 4.79% of the account value

Considering the overall cash position of the library, and the performance of the endowment, the Board may wish to make changes to the planned endowment draw.

Architect Update

Carlin-Simpson completed their borings, and have submitted a report to Skolnick for review. There are a couple of outstanding questions from the geotechnical survey, and so the structural engineer has not been able to perform their analysis.

The borings show that the existing fill would not be suitable to support the weight of additional construction, due to issues with settling. There is bedrock that can support construction, but there are additional issues with supporting the corner of the building that overhangs the brook, and how to reinforce the seawall.

The proposal, which adds 2.5 feet to the height of the seawall behind the library, would require building out into the brook, and then connecting the new wall construction to the building foundation for support. The seawall behind most of the building has a narrow bit of land, and it would be almost impossible to get the equipment needed in the space back there. So, work would have to be done in the brook, which will require diverting water, pumps, and other equipment.

The corner of the building which overhangs the brook is a structural question. In order to build the seawall / support up, we would have to take away some of the land behind the children's room, balancing out whatever we added to the waterway. There is also a question about the foundation of that part of the building, and how it is supported.

Carlin Simpson, the surveying firm has assembled a proposal to dig six excavation pits, two on the parking lot side of the building, one on the front of the building, and three behind the building, to verify the as built foundations and supports. That cost would be \$25,030 for the digging and analysis. There would be some additional costs to restore plantings, concrete, and other conditions, to be completed by our own contractor.



Rye Free Reading Room Building Committee Update

December 16, 2022



Rye Free
Reading
Room

SKOLNICK

ARCHITECTURE + DESIGN PARTNERSHIP

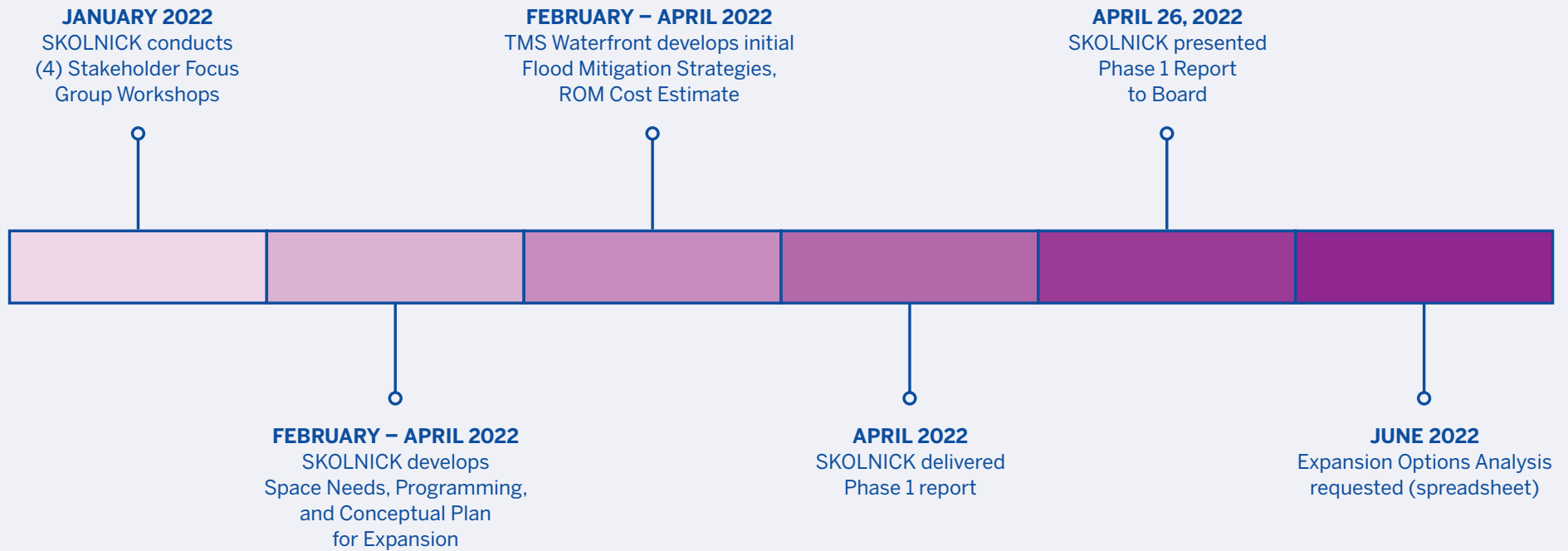
Altieri MURRAYengineering

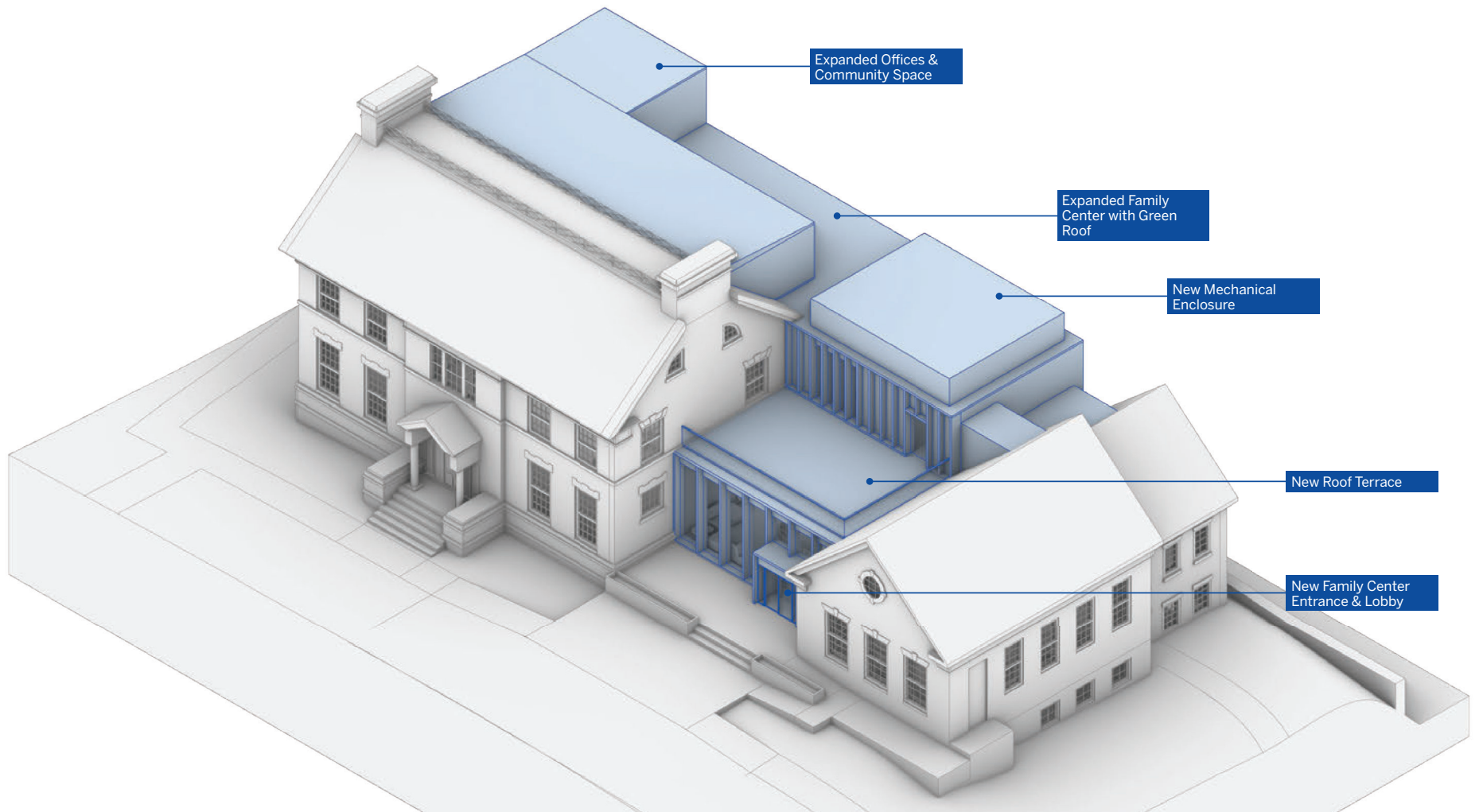


Carlin-Simpson & Associates

Timeline

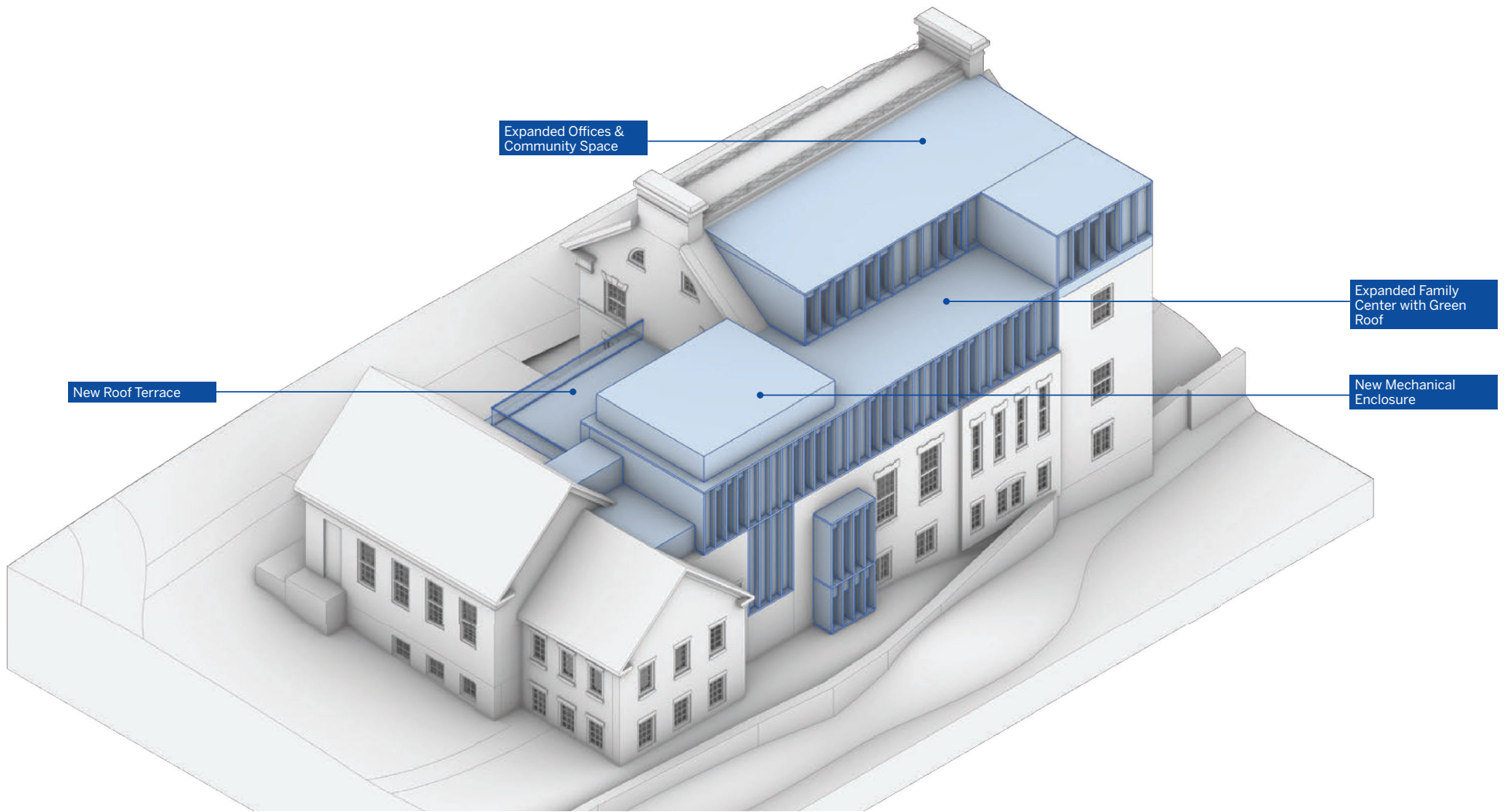
Phase 1: Space Needs & Programming Study





Northeast Massing Isometric

- Existing Library
- Proposed New Construction

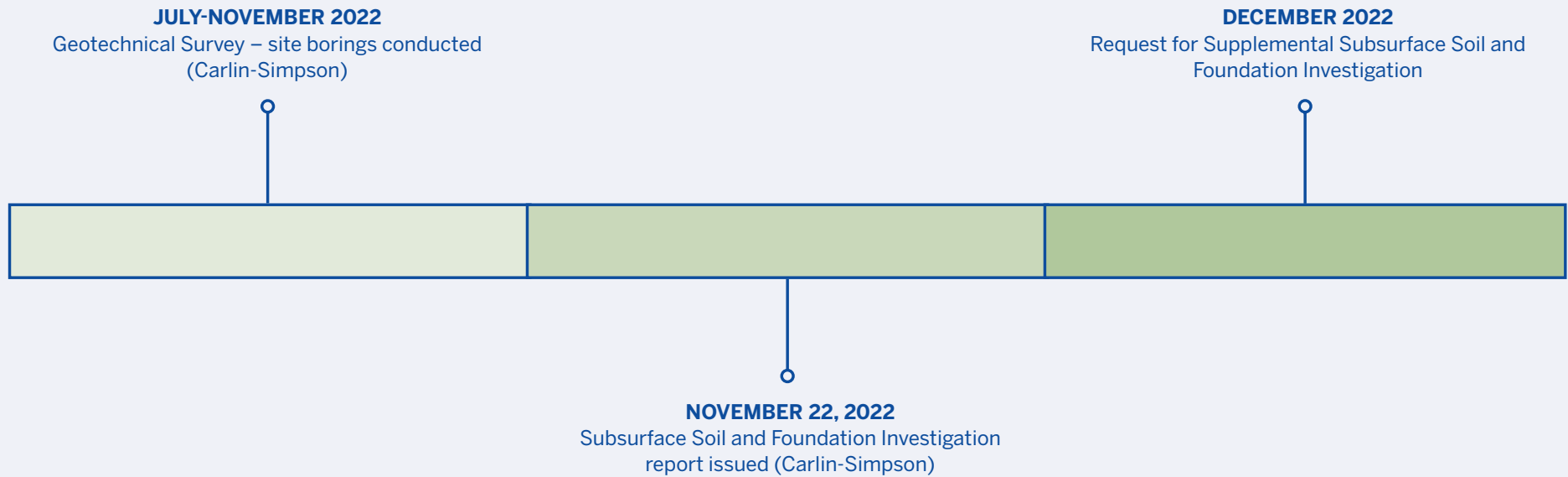


Northwest Massing Isometric

- Existing Library
- Proposed New Construction

Timeline

Phase 2: Concept Design Validation / Pre-Design Analysis



Work to be completed in Phase 2:



Supplemental
Subsurface Soil
and Foundation
Investigation



Structural
Analysis



Advance wet
floodproofing
concept



Regulatory
assessment and
meetings with
local agencies



Preliminary
phase Cost
Estimate

Geotechnical Survey

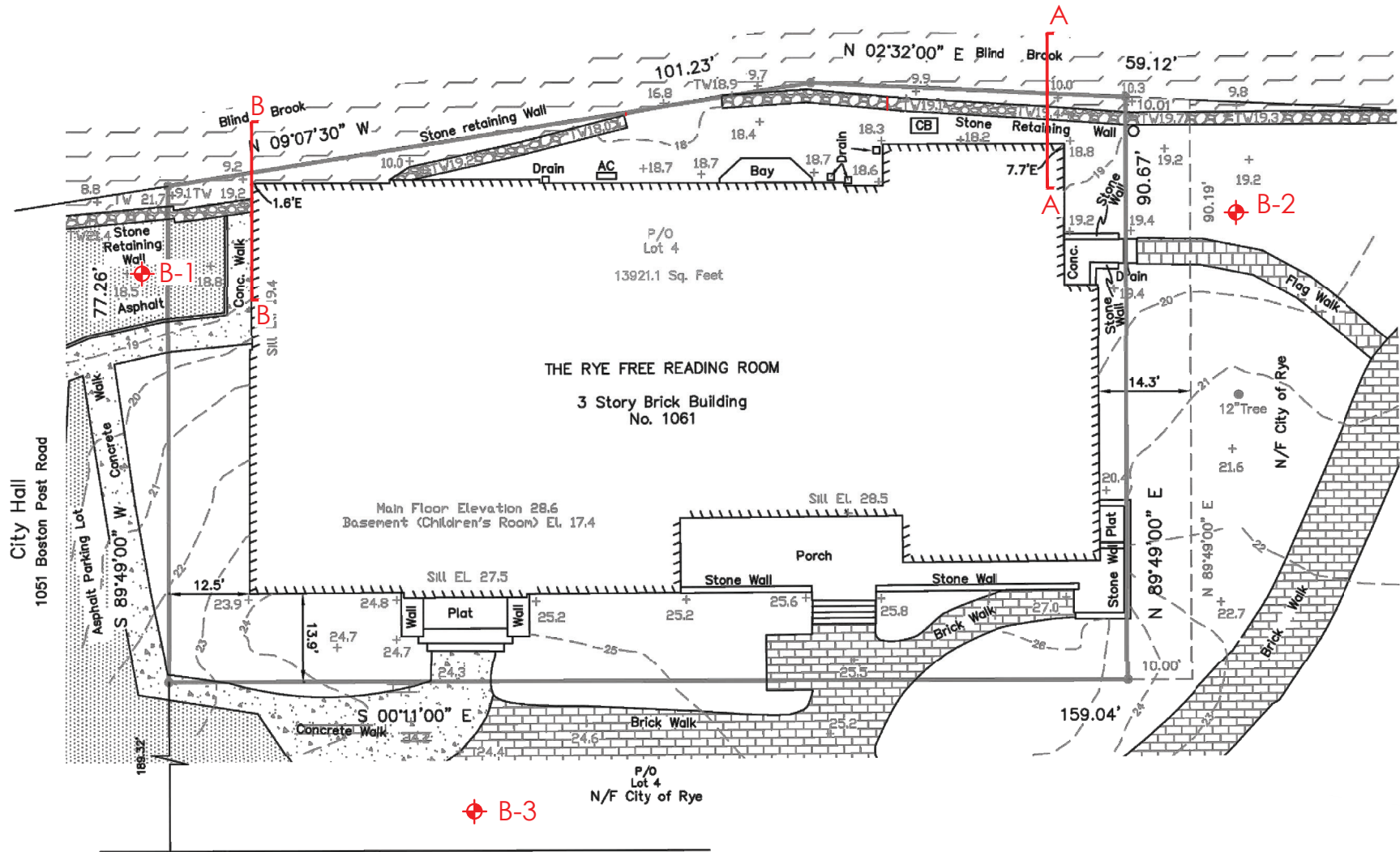
- Determine nature and engineering properties of the subsurface soil and groundwater conditions required to support new construction
- Determine a practical foundation scheme to determine allowable bearing capacity of the site soils
- Site boring subcontractor to lay out borings in the field, provide full time inspection of explorations, prepare detailed logs, observe groundwater depths, and obtain representative soil samples for laboratory testing
- Soil identification tests will be performed

Findings

- Test boring data was compiled
- Existing fill is not acceptable bearing material for new building; consistency and density are too variable causing potential uneven settlement
- New structure foundations may need to be lowered to bear directly on virgin soil or bedrock below existing fill
- Groundwater encountered at 9' depth; dewatering with pumps and proper groundwater control methods will be required for any site excavation

Findings

- Other means of densifying subgrade soils and bearing criteria for new foundations and footings are proposed
- Blind Brook retaining wall evaluation was performed. Reinforcement would be required. A permanent easement for approx. 3' encroachment into Blind Brook would be required. Recommendations for new retaining wall construction outlined.
- Stability of material under the 1913 building could not be confirmed; needs further investigation to prevent undermining the foundation during new construction
- ***Recommend that supplementary test pits be dug to confirm condition of existing foundations and retaining wall***



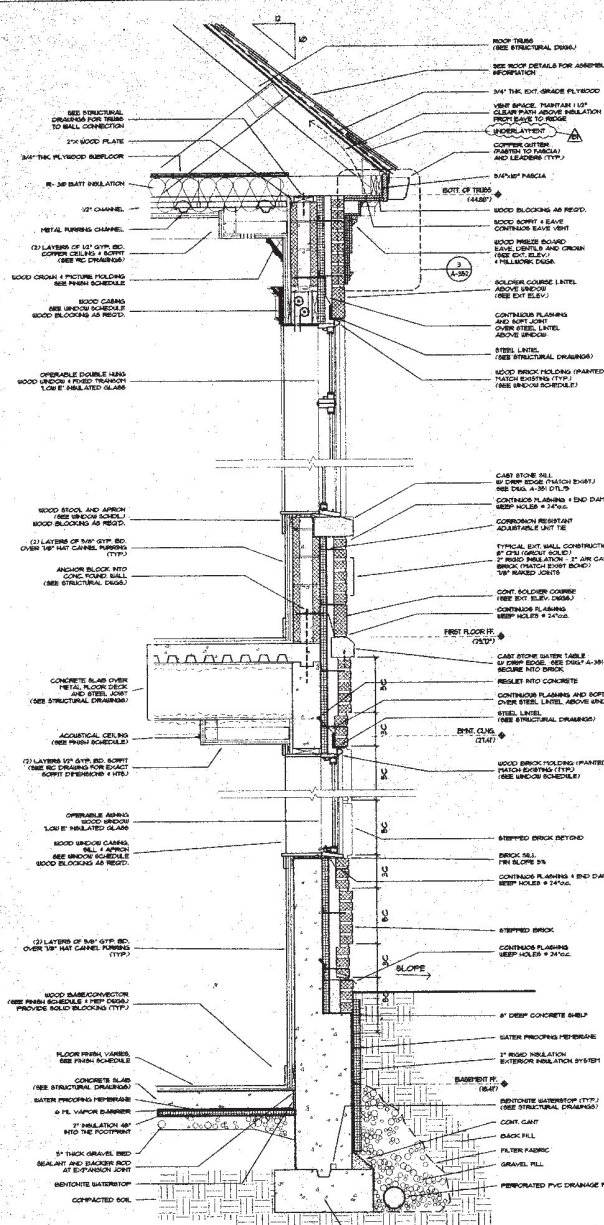
BOSTON POST ROAD



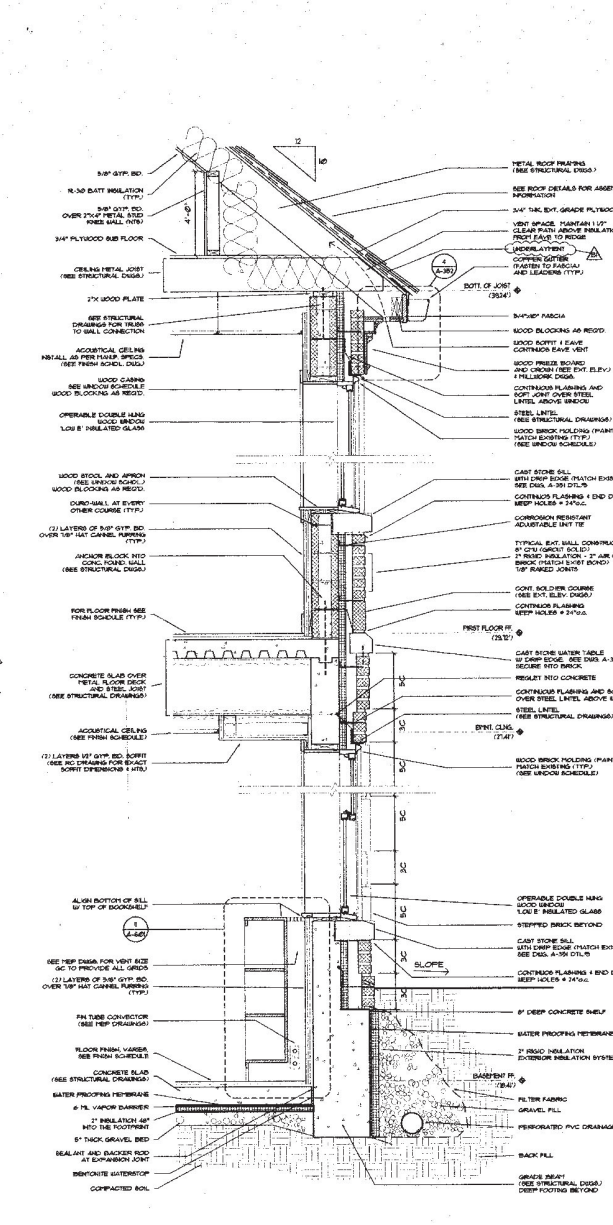
Supplemental Subsurface Soil and Foundation Investigation

- Test pits are required to complete feasibility study for the proposed building expansion
- Test pits will identify the foundation bearing material, depth to foundation, consistency and integrity of the existing foundations
- Test pits will provide information for support of excavation of the Blind Brook retaining wall replacement
- 6 test pits are recommended to expose existing foundations
- Field tests to be compiled in final report providing further data on subsurface and groundwater conditions, soil testing, additional recommendations for replacement of the Blind Brook retaining wall

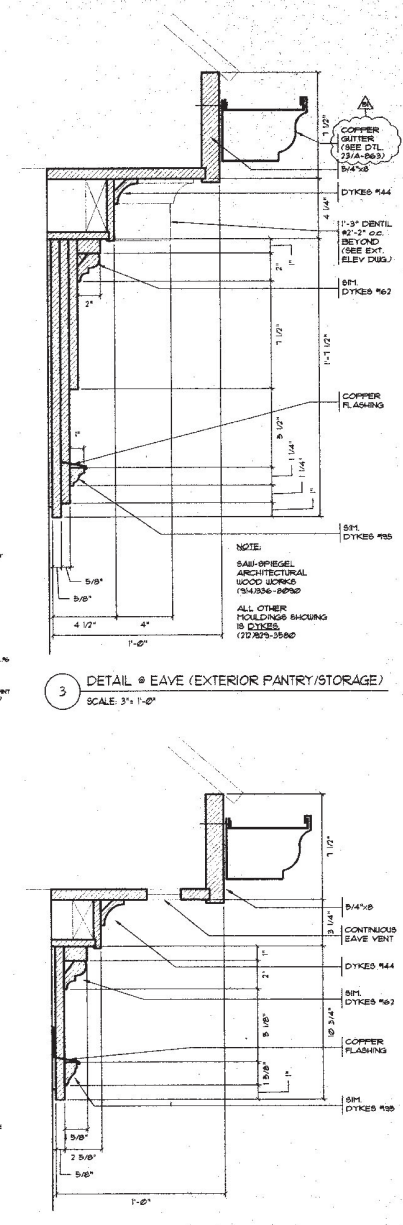




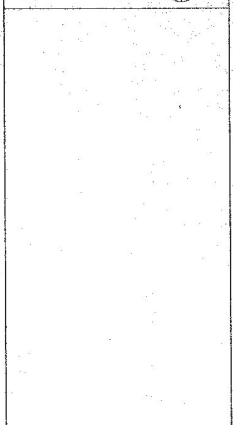
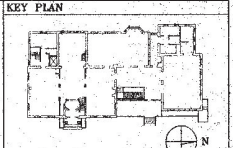
1 WALL SECTION
SCALE: 3/4" = 1'-0"



2 WALL SECTION
SCALE: 3/4" = 1'-0"



4 DETAIL @ EAVE (EXTERIOR MEETING ROOM)
SCALE: 3/4" = 1'-0"



3 DETAIL @ EAVE (EXTERIOR PANTRY/STORAGE)
SCALE: 3/4" = 1'-0"

No.	Date	Revision
1	05/17/00	ISSUED FOR PERMITS
2	05/17/00	ISSUED FOR PERMITS
3	05/17/00	ISSUED FOR PERMITS
4	05/17/00	ISSUED FOR PERMITS
5	05/17/00	ISSUED FOR PERMITS
6	05/17/00	ISSUED FOR PERMITS
7	05/17/00	ISSUED FOR PERMITS
8	05/17/00	ISSUED FOR PERMITS
9	05/17/00	ISSUED FOR PERMITS
10	05/17/00	ISSUED FOR PERMITS

MECHANICAL ENGINEER
 License No. 10000
 State of New York
 110 West 42nd Street, 11th Floor
 New York, NY 10018-3618
 Tel: 212-697-7700
 Fax: 212-697-7701
 E-mail: pgs@aol.com

Project Title
THE RYE FREE READING ROOM
 1061 Boston Post Road
 Rye, New York 10580

Date	Job No.	Scale	Drawing No.
05/17/00	0018		A-352
Drawn	Checked	Approved	
MSJ/MSJ			

PETER G. SOLVY ASSOCIATES



APPROXIMATE
LOCATION OF TEST
PIT TP-1

APPROXIMATE
LOCATION OF TEST
PIT TP-2.

NO PARKING
11:00 AM - 1:00 PM
MONDAY - FRIDAY



APPROXIMATE
LOCATION OF TEST
PIT TP-3.



APPROXIMATE
LOCATION OF TEST
PIT TP-6.

TEST PITS TP-2 AND
TP-5 BEYOND
BUILDING CORNER

Structural Analysis

- Structural engineering survey and facility assessment to study the impact and implications of proposed building program and design
- Development of a probe plan to evaluate existing structure, opening areas to expose structural system for analysis if required
- Feasibility study to determine necessary augmentation of building structure if existing foundation and framing are found to be not capable of supporting the loads for proposed addition per New York State Building Code
- Analysis of existing loading capacity of the existing foundation and bearing walls in accordance with New York State Building Code, and all other applicable codes, supplements, and reference standards
- Summary report to be issued documenting all findings, assessments and implications of proposed design additions and alterations to the existing building

Advancement of the wet floodproofing concept

- Engage in discussions with Rye Floodplain Administrator to confirm acceptability of wet floodproofing approach and variance requirements
- Conduct regulatory assessment regarding the existing southwest corner of the building that is adjacent to/overhangs Blind Brook.
- Based on structural engineering findings, explore potential structural reinforcement implications for the proposed building addition and seawall regarding environmental permitting (New York State Department of Environmental Conservation (NYSDEC) /US Army Corps of Engineers (USACE) New York State Department of State (NYSDOS)



Conduct preliminary meetings



City of Rye Landmarks Advisory Committee and Board of Architectural Review to review proposed conceptual design for expansion/renovation of the library



Develop relationship with these agencies to ease approvals process once project moves into architectural design phase (Phase 3)

Preliminary phase Cost Estimate



Possible options for project phasing, along with cost/benefit analysis and recommendations for structuring future architectural design phase (Phase 3)



Rye Free Reading Room Building Committee Update

December 16, 2022



Rye Free
Reading
Room

SKOLNICK

ARCHITECTURE + DESIGN PARTNERSHIP

Altieri MURRAYengineering



Carlin-Simpson & Associates



CARLIN • SIMPSON & ASSOCIATES, LLC

Consulting Geotechnical and Environmental Engineers

61 Main Street, Sayreville, New Jersey 08872
Tel. (732) 432-5757
Fax. (732) 432-5717

Principal:
Robert B. Simpson, P.E.
Associates:
Meredith R. Anke, P.E.
Stephen Rossi, P.E.
Michal Wroblewski, P.E.
Catherine K. Simpson, E.I.T.
Kurt W. Anke
Eric J. Shaw

2 December 2022

Skolnick Architecture & Design Partnership
75 Broad St, Suite 2700
New York, NY 10004

Attn: Mr. Scott W Briggs, AIA
Associate Principal

Re: Proposal for a Supplemental Subsurface Soil and Foundation Investigation
Proposed Renovations
Rye Free Reading Room Library
1061 Boston Port Rd.
Rye, NY (CSA Job #22-84)

Dear Mr. Briggs:

In accordance with your request, we are pleased to submit this proposal to perform a Subsurface Soil and Foundation Investigation for the referenced site. We understand that the planned construction will consist of adding upper stories to the existing building and constructing a flood control retaining wall. To guide us in the preparation of this proposal, you have provided us with a site plan that indicates the location of the planned construction.

Our office has completed a subsurface investigation for the flood control retaining wall and building expansion. This investigation consisted of three borings and were performed in November 2022. We have provided a Subsurface Soil and Foundation Investigation Report dated 22 November 2022 for your review.

Test pits are required to complete the feasibility study for the proposed building expansion. The test pits will be performed along the building footprint that existed prior to the 2002 addition. The test pits will identify the foundation bearing material, depth to foundation, consistency, and integrity of the existing foundations. In addition, test pits will provide information for possible support of excavation (SOE) for the sea wall replacement recommendation. To accomplish this, we propose the following:

- 6 test pits on the exterior of the building to expose the existing foundation (see attached Figure 1 and attached photos for additional information)

For this study, we will retain the test pit subcontractors, lay out the test pits in the field, provide full time inspection of the explorations, prepare detailed logs, observe the depth to groundwater, and obtain representative soil samples for laboratory testing. When the field

exploration is completed, the samples will be brought to our laboratory for examination and testing. Soil identification tests will be performed on selected representative samples.

After the field tests are completed, we will prepare a final report that will contain all of the data collected and our engineering analysis of that data. In our final report, we will include the following:

1. Subsurface soil, rock, and groundwater conditions.
2. Cross-sections and test pit sketches from test pit field observations.
3. Design bearing pressure of existing foundation bearing material.
4. A discussion of the existing groundwater conditions and their effect on the proposed construction.
5. Active and passive soil pressures where applicable.
6. Estimated settlement for the structure after increased loads.
7. Provide additional recommendations for the replacement of the sea wall.
8. Provide recommendations for possible support of excavation (SOE) for the sea wall.
9. Controlled compacted fill recommendations and a determination of the suitability of the on-site soils for use as compacted fill.
10. Laboratory testing may include the following:
 - a. Moisture Content
 - b. Sieve Analyses
 - c. Atterberg Limits

The cost of this study will be as follows:

I. Test Pit Subcontractors

Mobilization and Demobilization	\$900
6 days @ \$2,400/day (test pits)	\$14,400
* Disposal of concrete, asphalt, and excess soil from TP-1	\$1,000
** Disposal of shrubs is not included	

II. Test Pit Inspection (CSA)

6 days @ \$600/day	\$3,600
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III. Laboratory Testing

Lump Sum - Soil Testing	\$350
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IV. Engineering Analysis and Report

Lump Sum	\$4,500
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V. Reimbursable

Tolls @ \$40/trip (6 trips)

Mileage - 80 miles/trip @ \$0.50/mile (\$40/trip)

Federal Express and copying charges will be billed at cost.

Reimbursable Estimate \$280

Total \$25,030

VI. Additional Services (if required)

Services of Robert B. Simpson, P.E.	\$195/hour
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Services of Staff Engineers	\$125/hour
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Services of Technicians and Draftsmen	\$95/hour
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Clerical Services	\$75/hour
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General Conditions

The total cost of this study will be **\$25,030** including the test pit subcontractors. You will be billed after the completion of our final report. Payment is requested within 30 days.

We are prepared to begin this study about 2-3 weeks after receiving your authorization to proceed. The fieldwork will take 6 days and our report will be submitted about 2-3 weeks after the fieldwork is completed. A preliminary memo discussing our findings will be issued upon request.

By New York State law the New York Utility One-Call Center must be notified to provide a markout of existing underground utilities prior to the start of our fieldwork. Carlin-Simpson & Associates or their subcontractor will be responsible for notifying the one-call center. The One-Call Center requires three business days after the request is received to complete the markout. The One-Call Center may or may not mark out utilities on private property. In the absence of their markout, we will rely exclusively on information you furnish us in locating utilities. We will not be responsible for damage to any utilities that are not brought to our attention. If we are engaged to perform this study, we request that you forward to us all available information regarding existing utilities in the work area.

We look forward to working with you on this project. If the terms of this proposal are satisfactory, please sign and return one copy of this proposal or issue a Purchase Order that refers to this project. Thank you.

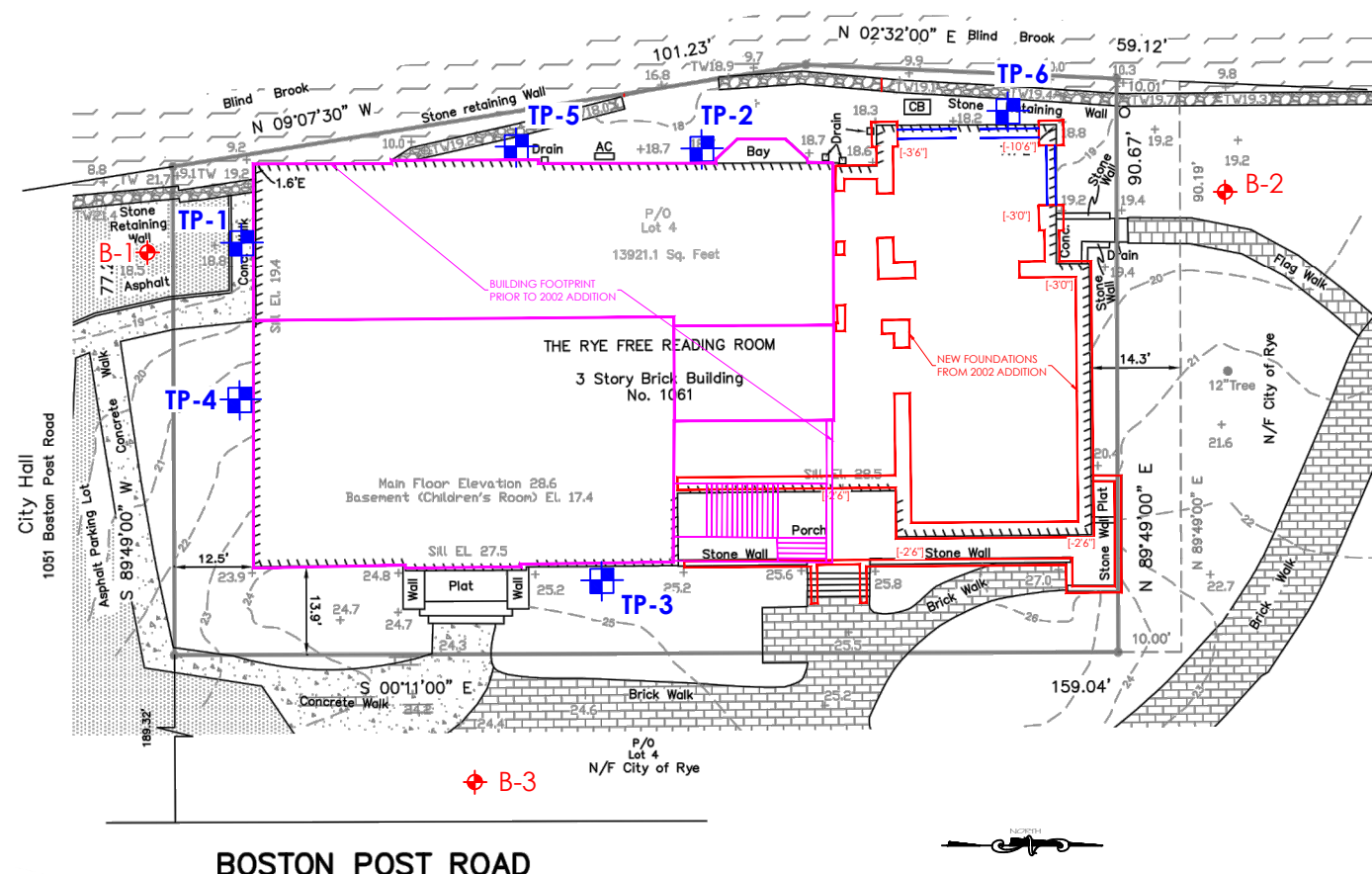
Very truly yours,

CARLIN-SIMPSON & ASSOCIATES

A handwritten signature in black ink, appearing to read 'R.B. Simpson', enclosed within a rectangular box.

ROBERT B. SIMPSON, P.E.

Approved By _____ Date _____
File No. 22-84



BOSTON POST ROAD

TEST PIT GENERAL NOTES:

1. TEST PITS ALONG THE EXTERIOR OF THE BUILDING WILL BE REQUIRED TO DETERMINE THE ADDITIONAL INFORMATION FOR THE FEASIBILITY STUDY.
2. TEST PITS WILL BE PERFORMED ALONG THE BUILDING FOOTPRINT THAT EXISTED PRIOR TO THE 2002 ADDITION.
3. THE GENERAL INFORMATION FROM THE TEST PITS WILL PROVIDE THE FOUNDATION BEARING MATERIAL, DEPTH TO BOTTOM OF FOUNDATION, CONSISTENCY, AND INTEGRITY OF THE EXISTING FOUNDATIONS.
4. THE FOLLOWING IS A GENERAL SUMMARY OF THE TEST PIT PROCEDURE AND RESPONSIBILITIES.

TEST PIT TP-1 NOTES:

1. EXCAVATION OF TEST PIT TP-1 IS REQUIRED TO DETERMINE IF THE "BUILDING OVERHANG" IS STRUCTURALLY CANTILEVERED WITH A BURIED PIER COLUMN. THIS WILL AID THE STRUCTURAL ENGINEER IN DETERMINING HOW MUCH INCREASED LOAD CAN BE PLACED AT THE SOUTH WEST BUILDING CORNER.
2. TEST PIT TP-1 IS LOCATED IN A CONCRETE SIDEWALK AND ADJACENT TO AN ASPHALT ROADWAY AREA. TO EXCAVATE TP-1 IT WILL BE REQUIRED TO REMOVE THE CONCRETE SIDEWALK AND A PORTION OF THE ASPHALT.

3. THE EXCAVATION WILL EXTEND DOWN TO THE BOTTOM OF EXISTING FOUNDATION, WHICH MAY BE UP TO 10 FEET OR GREATER. THE TEST PIT DIMENSIONS WILL RANGE FROM 4 FEET BY 4 FEET FOR SHALLOW EXCAVATIONS, BUT MAY REACH 8 FEET BY 8 FEET IF THE FOUNDATIONS ARE DEEP.
4. THE USE OF AN SMALL EXCAVATOR AND HAND EXCAVATION WILL BE REQUIRED. IN ADDITION, THE USE OF TEMPORARY WOOD SHORING MAY BE REQUIRED BY OUR SUBCONTRACTOR.
5. TO PERFORM THE EXCAVATION OF TEST PIT TP-1 WE WILL CORDON OFF THE AREA TO PEDESTRIANS AND VEHICLE TRAFFIC DURING THE ENTIRE EXCAVATION PROCESS.
6. UPON COMPLETION OF THE TEST PIT, OUR SUBCONTRACTOR WILL PLACE THE MATERIAL BACK INTO THE EXCAVATION AND COMPACT IT IN LIFTS. **THE DEBRIS RESULTING FROM THE DEMOLITION OF THE CONCRETE SIDEWALK AND ASPHALT WILL BE DISPOSED OF BY OUR SUBCONTRACTOR, INCLUDING EXCESS SOIL. THE CONCRETE SIDEWALK AND ASPHALT WILL NOT BE RESTORED.**

TEST PITS TP-3 AND TP-4 NOTES:

1. EXCAVATION OF TEST PIT TP-3 AND TP-4 WILL PROVIDE THE GENERAL INFORMATION AS MENTIONED ABOVE IN SECTION "TEST PIT GENERAL NOTES".

2. TEST PITS TP-3 AND TP-4 ARE LOCATED IN A HEAVILY TO MODERATELY LANDSCAPED AREAS. THE BUSHES AND SHRUBS WILL NEED TO BE REMOVED AS REQUIRED TO GAIN ACCESS TO THESE LOCATIONS. **DISPOSAL OF ANY BUSHES AND SHRUBS WILL BE BY THE RYE LIBRARY OR BY OTHERS.**
3. THE USE OF A SMALL EXCAVATOR AND HAND EXCAVATION EQUIPMENT WILL BE REQUIRED TO COMPLETE THESE TEST PITS.
4. UPON COMPLETION OF THE TEST PIT OUR SUBCONTRACTOR WILL PLACE THE MATERIAL BACK INTO THE EXCAVATION AND UP TO ORIGINAL GRADE.
5. **ANY BUSHES OR SHRUBS THAT ARE CUT OR REMOVED WILL NOT BE REPLACED. DISTURBANCE OF LANDSCAPE WILL BE RESTORED BY THE RYE LIBRARY OR BY OTHERS.**

TEST PITS TP-2 AND TP-5 NOTES:

1. EXCAVATION OF TEST PIT TP-2 AND TP-5 WILL PROVIDE THE GENERAL INFORMATION AS MENTIONED IN THE SECTION "TEST PIT GENERAL NOTES" ABOVE. IN ADDITION TEST PIT TP-5 WILL LIKELY EXPOSE THE BACK OF THE SEA WALL.
2. TEST PIT TP-2 AND TP-5 ARE LOCATED IN A GRASS LANDSCAPED AREA.
3. THE ACCESS TO TEST PITS TP-2 AND TP-5 IS VERY LIMITED. OUR SUBCONTRACTOR WILL HAVE TO HAND EXCAVATE THESE TEST PITS.

4. UPON COMPLETION OF THE TEST PIT OUR SUBCONTRACTOR WILL PLACE THE MATERIAL BACK INTO THE EXCAVATION AND UP TO ORIGINAL GRADE.
5. **DISTURBANCE OF LANDSCAPE WILL BE RESTORED BY THE RYE LIBRARY OR BY OTHERS.**

TEST PIT TP-6 NOTES:

1. EXCAVATION OF TEST PIT TP-6 WILL PROVIDE THE INFORMATION REGARDING THE GRADE BEAM THAT SPANS THE TWO PIERS IN THAT LOCATION. IN ADDITION TEST PIT TP-5 WILL LIKELY EXPOSE THE BACK OF THE SEA WALL.
2. TEST PIT TP-6 IS LOCATED IN A GRASS LANDSCAPED AREA.
3. THE ACCESS TO TEST PIT TP-6 IS VERY LIMITED. OUR SUBCONTRACTOR WILL HAVE TO HAND EXCAVATE THIS TEST PIT.
4. UPON COMPLETION OF THE TEST PIT OUR SUBCONTRACTOR WILL PLACE THE MATERIAL BACK INTO THE EXCAVATION AND UP TO ORIGINAL GRADE.
5. **DISTURBANCE OF LANDSCAPE WILL BE RESTORED BY THE RYE LIBRARY OR BY OTHERS.**

GENERAL NOTES:

1. GENERAL LAYOUT WAS OBTAINED FROM A SURVEY BY SPINELLI SURVEYING, LABELED, "BPR1061", SURVEYED ON 2.10.22, MAP DRAWN ON 2.14.22.
2. TEST PITS TO BE PERFORMED TO DETERMINE THE DEPTH, BEARING MATERIAL, AND MATERIAL OF THE EXISTING FOUNDATIONS.
3. PROPOSED TEST PIT LOCATIONS ARE APPROXIMATE.

LEGEND:

- PROPOSED TEST PIT LOCATIONS (6 TOTAL)
- EXISTING BORING LOCATION

ROBERT B. SIMPSON, P.E.
PROFESSIONAL ENGINEER

PROPOSED TEST PIT LOCATION PLAN

PROPOSED RENOVATIONS
RYE FREE READING ROOM LIBRARY
1061 BOSTON POST ROAD
RYE, NY

DRAWN	MW	SCALE	1" = 30'	CARLIN-SIMPSON AND ASSOCIATES 61 Main Street Sayreville, NJ 08872 Consulting Geotechnical and Environmental Engineers	
CHECKED	RBS	DATE	2 DEC 22		
PROJECT NO.	22-84	DWG NO.	FIG - 1		
APPROVED					



APPROXIMATE
LOCATION OF TEST
PIT TP-1

APPROXIMATE
LOCATION OF TEST
PIT TP-2.

NO PARKING
EXCEPT FOR
DELIVERIES



APPROXIMATE
LOCATION OF TEST
PIT TP-3.



APPROXIMATE
LOCATION OF TEST
PIT TP-6.

TEST PITS TP-2 AND
TP-5 BEYOND
BUILDING CORNER

Policy Review Committee

The Policy Review Committee reviewed three policies – the library bylaws, the collection development policy, and the cardholder registration policy. Changes and notes are included via track changes.

Bylaws changes summary

- Article 1, Section 2 – remove this section which established the classes of membership
- Article 3, Section 6 – amend this section to remove the March 1st deadline for appointing the nominating committee
- Article 4, Section 4 – add this section to add provisions for removing a trustee for reasons other than non-participation
- Article 5, Section 2 – amend this section to remove “charge of the receipt, custody, and disbursement of the funds and securities of the corporation.
- Article 5, Section 2 - amend His books to The Corporation’s books
- Article 6, Section 3 – amend to include the director as an ex-officio member of the Executive Committee
- Article 6, Section 3 – amend to increase the fiscal obligation limit of the Executive Committee to \$20,000

**By-laws of the Rye Free Reading Room
As amended to the date of
April 24, 2012**

ARTICLE I

Members

1. Any person may become a member of the Rye Free Reading Room (the "Corporation") upon payment of dues.
2. There shall be nine classes of members, with annual dues as follows:
 - a. President's Circle with dues of \$10,000 or more per year
 - b. Director's Circle with dues of \$5,000 to \$9,999 per year
 - c. Sponsor with dues of \$2,500 to \$4,999 per year
 - d. Fellow with dues of \$1,000 to \$2,499 per year
 - e. Scholar with dues of \$500 to \$999 per year
 - f. Family with dues of \$250 to \$499 per year
 - g. Individual with dues of \$100 to \$249 per year
 - h. Friend with dues of less than \$100
3. All members shall be voting members, provided, however, that in light of the costs incurred by the Corporation, a member who pays dues of less than \$10 shall be a non-voting member.
4. The Corporation shall maintain the roll of membership which shall be used to determine all voting members and non-voting members.
5. As of the end of each calendar year, all members who during the preceding 12 months have paid dues sufficient to qualify as a voting member, shall be eligible to vote at a meeting of members held in the succeeding calendar year.
6. As of the end of each calendar year, any member who during the preceding 12 months shall not have paid dues sufficient to qualify as a voting member, shall not be eligible to vote at a meeting of members held in the succeeding calendar year, unless such dues are paid prior to the record date of such meeting of members.
7. Any member who has not paid dues for a period of 24 months may be dropped from the roll of membership by a 2/3 vote of the Board of Trustees.

Comment [A1]: Recommendation to remove giving classes from bylaws and allow board to adjust as needed.

ARTICLE II

Meetings of Members

1. An Annual Meeting of members for the election of Trustees and Officers and for the transaction of such other business as may come before it shall be held in each year between the 15th day of January and the 28th day of February, inclusive, in the City of Rye at such time and place as the Board of Trustees shall appoint.
2. Special Meetings of members may be called by the President. In addition, The President must call a Special Meeting of members upon receipt of a written request signed by at least 20 members then eligible to vote at a meeting of members. The meeting shall be held within 60 days of receipt of the written request. No business shall be transacted at a Special Meeting unless included in the Notice of Meeting, and the Notice of Meeting must contain all issues or proposals raised in the written request for a Special Meeting made by members.
3. A Quorum for all meetings of members shall be the lesser of (i) 100 members eligible to vote or (ii) 10% of the members eligible to vote determined as of the record date. If there be no quorum, the members present may adjourn the meeting from time to time until a quorum is present.
4. Members eligible to vote at a meeting of members may attend the meeting and vote in person or by proxy. A member attending a meeting by proxy shall be counted for purposes of determining a quorum. Each member eligible to vote shall be entitled to one vote regardless of the class of membership. If two or more persons (such as a husband and wife) are listed on the membership roll as one member, they shall be considered as one member for all purposes, including quorum, and shall be entitled to one vote.
5. No subject shall be introduced at a meeting of members of the Corporation which does not relate directly to its affairs.
6. The record date for purposes of a meeting of members shall be either (i) the December 31st immediately prior to the meeting or (ii) a date 50 days prior to the meeting, whichever date is closest to the meeting. Those members eligible to vote at a meeting of members shall be limited to voting members eligible to vote as described in paragraph 4 of Art. I, and any additional voting members who have paid dues in that calendar year prior to the record date.

Comment [A2]: Is there a need to change the timeframe to allow for more flexibility? This can only be changed by a vote of 2/3 of the membership. This would be approximately 380 members / proxies.

7. The order of business at an Annual Meeting of members shall be substantially similar to the following:
 - Call to order
 - Roll call
 - Reading of minutes of previous meeting
 - Reports and communications
 - Election of Trustees
 - Election of Officers
 - Unfinished business
 - New business
 - Adjournment
8. Written notice of the meeting with respect to an Annual Meeting or a Special Meeting shall be mailed at least 10 days prior to the meeting to each member of the Corporation eligible to vote at the meeting at his or her last known address as the same appears upon the records of the Corporation.

ARTICLE III

Election of Trustees and Officers

1. The membership of the board of Trustees shall be fixed at such number, not less than 15 or more than 25, as shall be determined from time to time by the Board of Trustees. The members of the Board shall be divided into three classes. The term of office of each class shall be three years or until their successors are elected. The Trustees in each class shall be elected in alternate years by the members at the Annual Meeting. Each Trustee shall be eligible to serve for up to three, three-year terms. A former Trustee who has not served on the Board for a period of at least three years will be eligible to be nominated again to serve as a Trustee for up to three, three-year terms. All Trustees must be or become voting members of the library.
2. In addition to the members of the Board of Trustees who are elected by the members of the Corporation, the Mayor of the City of Rye shall be a voting Ex Officio member of the Board of Trustees or, at the option of the Mayor, a member of the Rye City Council appointed by the Mayor shall serve as a non-voting liaison to the Rye Free Reading Room. The liaison shall be available to library staff and management as well as the Board of Trustees, and shall be able to attend Board meetings and executive sessions.

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3. At the discretion of the Board, there shall be established an Auxiliary Board which shall be a committee of the Board. The President or Co-President of the Auxiliary Board may attend Board of Trustee meetings and shall be entitled to have a single vote on behalf of the Auxiliary Board. At the discretion of the Board, past members of the Board may be designated Life Members of the Board, a designation that honors their contributions to the Rye Free Reading Room. Life Members shall not be voting members of the Board.
 4. If the office of any Trustee becomes vacant for any reason, the remaining Trustees, although less than a quorum, may elect by a vote of a majority of the Board then in office, a successor Trustee who shall hold office during the balance of the unexpired term. In the event of an increase in the number of Trustees, the new Trustees to fill the additional trusteeships may be named by the Board of Trustees unless such vacancies are filled by action at a meeting of the members.
 5. The elected officers shall be the President, the Vice President, the Secretary and the Treasurer, and they shall be elected from among the Board of Trustees by the members at each annual meeting to serve until the next Annual Meeting or until their successors are elected. The positions of Secretary and Treasurer, or of Vice President and Treasurer, may be filled by one person. As provided in Article V, paragraph 4, the members may elect such other officers as the members may deem necessary or appropriate; and the Board of Trustees may appoint such other officers as the Board may deem appropriate or necessary for the proper conduct of the Corporation's business or may fill any vacancy which may occur in any office, to serve until the next annual meeting of members.
 6. Nominations for Trustees and Officers to be voted upon at an Annual Meeting of members of the Corporation shall be made only in accordance with the following:

The Board of Trustees shall determine the number of the Trustees to constitute the class of Trustees to be elected at the next Annual Meeting of members, subject to the requirements of paragraph 1 of this Article. Prior to the 1st day of March in each year, the Board of Trustees shall appoint a nominating committee of such number as it shall determine but no less than three persons, or if it shall fail to appoint such committee by the 1st day of March, such committee shall then within one week thereafter be appointed by the President in such number as she or he may determine, but no less than three persons. The nominating committee shall consist of members of the Corporation who may but need not be members of the Board of Trustees. Suggestions from members as to persons who are willing to serve on the nominating committee shall be considered.

Comment [A3]: This deadline tends not to work for the board process, and the recommendation is to remove this portion of section 6.

The nominating committee shall prepare and present to the Board of Trustees not later than at its September meeting a list of Trustee-candidates with a brief statement of the background and qualifications of each candidate. The Board from this list shall determine a slate of potential nominees and nominee alternates to be invited to constitute the class of Trustees. The chairman of the nominating committee will inform each such nominee that he or she is invited to stand on the slate of candidates for the Board of Trustees and, if any nominee is not willing to accept this invitation, will so inform a nominee alternate until a complete slate for the upcoming class has accepted the invitation to stand for election to the Board of Trustees at the next Annual Meeting. The nominating committee shall on or before the 20th day of December prepare a list of nominees who have so accepted and a list of nominees for the Officers to be elected at the next Annual Meeting, and shall file such lists with the Secretary, who shall before the 25th day of December next following, post a copy thereof on the bulletin board or in some other conspicuous location in the library building, and such lists shall remain so posted until after the Annual Meeting. Any 20 members then eligible to vote may propose an additional list of nominees for Trustees to constitute the class of Trustees being elected, and/or a list of nominees of Officers by filing such nomination in writing signed by all 20 members with the Secretary on or before the 5th day of January next following. The Secretary shall promptly in like manner post a copy of any such additional lists.

No nominations for Trustee or Officer shall be voted upon at a meeting of members unless made in accordance with the foregoing.

7. The members shall elect Trustees or Officers by voting for the candidates as a group from the lists presented by the Board of Trustees or the lists presented by members. All elections of Directors and Officers shall be by written ballot and a majority of all the votes cast shall elect. Two tellers appointed by the President shall count the votes and shall declare the result. Where a nomination is unopposed the vote may be by voice vote or the meeting may authorize the Secretary to cast the ballot.

ARTICLE IV

Board of Trustees

1. The Board of Trustees shall have power to adopt By-Laws for the conduct of their meetings and shall have control of all the property and affairs of the Corporation and shall have power to supersede any committee in the control of any matter which would otherwise come within the jurisdiction of such committee, and to review, amend, set aside or otherwise deal with any decision reached or action taken by any committee, but shall have no power, unless specifically authorized by the Corporation at an annual or special meeting, to render the Corporation liable for any amount beyond its assets. A majority of the Trustees in office will constitute a quorum.
2. The President shall fix the dates for the regular meetings of the Board of Trustees to conduct the business of the Corporation. Such meetings shall be held not less than quarterly. Notice of the dates of such meetings shall be posted in a conspicuous location in the library building at the beginning of each year or at least ten days prior to such meeting.
3. If any Trustee shall fail to attend three consecutive meetings of the Board without excuse accepted as satisfactory by the Trustees, such Trustee shall be deemed to have resigned from the Board, and the vacancy shall be filled by action of the Board pursuant to Article III paragraph 4.
4. The Board of Trustees may remove a Trustee for by vote of a majority of the entire on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.

ARTICLE V

Duties of Officers

1. The President shall be the chief executive officer and shall preside at all meetings of members and of the Board of Trustees. In his or her absence or inability to act the Vice President shall be vested with these powers and shall perform these duties.
2. The Treasurer shall have charge of the receipt, custody and disbursement of the funds and securities of the Corporation. He or she shall render to the Board of Trustees accurate account of all transactions as Treasurer and of the financial condition of the Corporation. His books shall at all times be open to the inspection of any member of the Board of Trustees, (or any person or persons designated by a member of the Board of Trustees).

Comment [A4]: There are currently no provisions for removal of a trustee. This language comes from NYS Education Law 226; subdivision 8.

Comment [A5]: The financial policy manual identifies the Library Director as the fiscal agent for the library. The Library Director shall serve as fiscal officer responsible for implementing the financial policies and procedures as directed by the Board of Trustees. The Director and the Business Manager are responsible for the day-to-day financial decisions necessary to keep the Library running. These decisions must be consistent with the budget and policies established by the Board of Trustees and by the Committee. The treasurer does provide accurate accounts of all the transactions, but is not the sole individual responsible for disbursement, receipt, or custody of funds. The recommendation is to remove "charge of the receipt, custody, and disbursement of the funds and securities of the Corporation."

Comment [A6]: Change the language to The Corporation's

3. The Secretary shall keep the minutes of all meetings of the members and all meetings of the Board of Trustees. The minutes shall report actions taken by the members or by the Board of Trustees. The minutes shall be made available to any member upon request.
4. Other Officers of the Corporation may be elected by the members or appointed by the Board of Trustees and such other officers shall have such powers, authorities and duties as the members or the Board of Trustees shall determine from time to time to be advisable for the proper conduct of the affairs of the Corporation.

ARTICLE VI

Committees

1. There shall be the following committees: The Executive Committee, the Finance & Audit Committee, the Nominating Committee and such other committees as the Board of Trustees shall from time to time determine to be advisable for the proper conduct of the affairs of the Corporation. Each of such committees shall be composed of such number or members as the Board of Trustees shall from time to time determine, who may, but need not, be members of the Board of Trustees. The President shall, subject to the approval of the Board of Trustees, appoint the members of the committees.
2. Members of each committee shall hold office for one year from the date of their appointments, or until their successors are appointed, or the committee is disbanded. Any vacancy in any committee shall be filled by the President, subject to the approval of the Board of Trustees.
3. Subject to the powers of the Board of Trustees, hereinabove provided, the Executive Committee shall be made up of the President, Vice Presidents, Secretary and Treasurer of the Board and the previous President of the Board. It shall have the power to transact any business within the Board's accepted policies and shall report such transaction to the Board in writing at the earliest possible date. Financial obligations approved by the Executive Committee shall not exceed \$10,000. The Executive Committee shall recommend to the Board of Trustees the rate of compensation for the Director of the Library.
4. Subject to the powers of the Board of Trustees, hereinabove provided, the Finance & Audit Committee shall have charge of the finances and property of the Corporation in the intervals between meetings of the Board of Trustees including the power to make purchases and sales for the investment portfolio provided, however, that any such purchases and sales can be made only through vote of a majority of the members of the Finance & Audit Committee.

Comment [A7]: Add note that the director is an ex-officio member of the executive committee.

Comment [A8]: A recommendation to increase this number of \$20,000.

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5. Subject to the powers of the Board of Trustees, hereinabove provided, each of the foregoing committees shall have such additional powers and duties, and all other committees that may be created by the Board of Trustees shall have such powers and duties, as the Board of Trustees shall determine.
 6. From time to time, whenever requested by the President or by the Board of Trustees, the chair of each committee shall report in writing to the President and to the Board as to all action had or proposed by the particular committee and the condition of matters under the supervision of the particular committee.

ARTICLE VII

Fiscal Year

1. The fiscal year of the Corporation shall be the calendar year.

ARTICLE VIII

Use of Library

1. The Library, building and grounds, shall be open on such days and during such hours as the Board of Trustees may designate for the use and enjoyment of all members and of the public generally who observe and obey the rules and regulations; but this right or privilege may be suspended or annulled by the Board of Trustees in case of any improper conduct on the part of any member or other person in or about the building or grounds.

ARTICLE IX

Amendments

1. These By-Laws may be altered, amended or repealed at any meeting of the members of the Corporation by the vote of two-thirds of the members eligible to vote who are present in person or by proxy, provided that notice of the substance of the proposed alteration, amendment or repeal shall have been given in the Notice of Meeting.
2. In addition, these By-Laws may be altered or amended at a meeting of the Board of Trustees at which two-thirds of the Trustees in office are present by a two-thirds vote of the trustees, provided that the Board of Trustees may not amend Article II of the By-Laws and provided further that notice of the substance of the proposed alteration or amendment shall have been given in a notice of meeting which shall be delivered to all Trustees at least ten days prior to the meeting or in the waiver of such notice. Notice of the meeting where a proposed alteration or amendment to the By-Laws will be considered setting out the substance of such proposed alteration or amendment shall also be delivered via e-mail at least 10 days prior to the date of the meeting, provided that a failure of a Trustee to receive such e-mail shall not constitute a failure in notice and provided further that such notice may be waived.
3. Any amendment adopted by the members may provide that such amendment cannot be altered or amended by the Board of Trustees.

ARTICLE X

Conflicts of Interest and Indemnification

1. Each Trustee and Officer of the Corporation shall disclose in writing to the Board of Trustees any conflict of interest which he or she believes may arise in connection with service as a Trustee or an Officer of the Corporation. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will refrain from discussion and voting on said item.
2. The Corporation shall indemnify (a) any person made or threatened to be made a party to any action or proceeding by reason of the fact that such a person is or was a Trustee or Officer of the Corporation; and (b) any Trustee or Officer of the Corporation who served any other corporation of any type or kind, or any partnership, joint venture, trust, employee benefit plan, or other enterprise, association, or entity in any capacity at the request of the Corporation, in the manner and to the maximum extent permitted by the Not-for-Profit Corporation Law of New York, as amended from time to time; and the Corporation may, in the discretion of the Board of Trustees, purchase and maintain insurance pursuant to such indemnification and indemnify all other corporate personnel to the extent permitted by law.

Cardholder Registration & Borrowing Policy

In order to insure fair and equitable access to the materials and information in the Rye Free Reading Room's collection, the library's Board of Trustees establishes policies for patron registration, length of loan periods, renewals, reserves, fines, and fees. The library staff enact these policies through their established procedures.

CARDHOLDER REGISTRATION

1. CATEGORIES OF ELIGIBILITY

- a. **RESIDENT CARDHOLDERS:** Persons who reside in the City of Rye are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described below.
- b. **NON-RESIDENTS CARDHOLDERS:** Persons who work or attend school in the City of Rye and who reside outside of the Westchester Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below.
- c. **TEMPORARY BORROWERS:** Persons who live, work or attend school outside the City, and who reside in the Westchester Library System service area, may be eligible for a library card from their home library; such persons are issued a temporary card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below. Temporary card registration information will be sent to the individual's home library for issuance of a permanent library card.
- d. **GUEST COMPUTER USERS:** Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a temporary guest card in order to use library computers. Guest computer users may not borrow materials from the library's collection.
- e. Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a library card directly from the Westchester Library System for a fee. Individuals who are interested in a non-resident card should contact the Westchester Library System directly.

2. ACCEPTABLE IDENTIFICATION

Applicants for a Rye Free Reading Room library card must show identification with a current address. This identification will be used by library staff in determining the category of eligibility and registering the cardholder in the Westchester Library System's catalog. The following are considered acceptable proofs of identification:

- a. A valid state-issued driver's license with current residential address; or, (2) a valid state-issued identification card with current residential address; or, (3) imprinted checks with current residential address; or, (4) telephone, utility, rent, or tax bills with current residential address.
- b. Applicants who work in the City, including au pairs, nannies and other domestic workers, must also show proof of current employment. Suitable proof of employment includes a signed, dated letter from the employer with the employer's address.
- c. Applicants who attend school in the City must also show proof of current school attendance. Suitable proof of school attendance includes a signed, dated letter from a school official, or current student identification card.
- d. For applicants under the age of twelve (12), the parent or legal guardian must be present with the applicant. For children using the library in the care of au pairs, nannies and other domestic workers, the library will mail a card to the child's home.

3. DUPLICATION OF LIBRARY ACCOUNTS

Users may not maintain multiple borrowing accounts or multiple library cards.

4. AGE RESTRICTIONS

- a. There is no minimum age to receive a library card.
- b. Patrons under the age of twelve (12) are registered as juveniles; patrons over the age of twelve (12) and under the age of eighteen (18) are registered as teens; patrons ages eighteen (18) or over are registered as adults

5. LIBRARY CARD EXPIRATION & RENEWAL

Library cardholder privileges expire periodically and must be renewed. Current address and eligibility will be verified each time privileges are renewed

- a. Residents in good standing must have cards renewed every three (3) years.
- b. Non-residents in good standing must have cards renewed every one (1) year.
- c. Temporary cards are intended to allow the patron to use the library without first registering at their home library; they are not intended to replace a card from their home library. These cards expire in one (1) month and may not be renewed

6. SUSPENSIONS

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a. a patron owes more than \$ 50.00 in fines or replacement costs of materials; or
- b. a patron has more than three (3) claims returned at the same time; or
- c. mail sent to his/her home address is returned; or
- d. telephone number is disconnected; or
- e. another WLS library requests the suspension.

Library privileges will be restored when accounts have been settled.

BORROWING

1. RESPONSIBILITY

- a. In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.
- b. A patron may only borrow materials on his/her library card. A patron may borrow materials on his/her spouse's library card, provided prior consent has been obtained.
- c. A patron is responsible for all library materials checked out on his/her library card.

2. LOAN PERIODS

Loan periods and limits are designed to balance the individual user's needs against those of the community at large.

a. Adult Audiobooks	21 Days
b. Adult Books	21 Days
c. Adult DVDs	7 Days
d. Adult Magazines	7 Days
e. Adult Music CDs	21 Days
f. Adult New Books	14 Days
g. Children's Audiobooks	21 Days
h. Children's Books	21 Days
i. Children's Holiday Books	14 Days
j. Children's Music CDs	21 Days
k. Children's DVDs	7 Days
l. Children's Kits	21 Days
m. Children's Magazines	7 Days
n. Children's MP3 Players	14 Days
o. Children's Playaway Tablet	14 Days
p. Children's Playaway Views	14 Days
q. Children's Wonderbooks	21 Days
r. Express Books	14 Days
s. Express Audio-Visual	7 Days
t. Laptop	2 Hours
u. MP3	14 Days
v. Mobile Hotspot	14 Days

3. RENEWALS

All circulating items, except express books and express audio-visual materials, may be renewed once, unless the material is on hold for another patron. Items on hold may not be renewed; other items may be renewed in the library, by telephone, or via the Westchester Library System's online catalog.

4. RETURN OF ITEMS

- a. Items may be returned to any library in the Westchester Library System.
- b. Items returned in the Rye Free Reading Room bookdrop before the library opens for the day are considered returned the previous day.
- c. Playaway devices, Wonderbooks, mobile hotspots, and laptops must be returned to the service desk at which they were borrowed.

5. OVERDUE NOTICES[†]

In order to remind users that they have overdue items, two (2) notices will be sent out. Cardholders may elect to have notices sent via e-mail or via telephone notification. The library does not send any printed notices. The library does not send notices for overdue fines, other than when an item is assumed lost.

- a. The first notice is an overdue/reminder notice that is sent after items are fourteen (14) days late.
- b. The second notice is a bill for the value of missing items that is sent after the items are sixty (60) days late and assumed lost.

6. CLAIMS RETURNED

If a library user feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. If the user subsequently returns the item, then the applicable overdue fine will be charged.

7. RECIPROCAL BORROWING

The Rye Free Reading Room is a member of the Westchester Library System. Cards issued by the Rye Free Reading Room may be used in any Westchester Library System ("WLS") member library. Library cards issued by other WLS libraries may be used in the Rye Free Reading Room. Items borrowed from other libraries are subject to the lending library's loan periods and overdue fines.

8. NON-CIRCULATING ITEMS

Items whose physical format is very susceptible to damage do not circulate. In addition, books that have been designated for reference use do not circulate. The Library Director or his/her designee may grant exceptions to this rule.

9. EQUIPMENT

The library does not accept any responsibility for damage caused to patrons' equipment (e.g. audio-visual playback devices) as a result of using borrowed media.

10. FINES AND FEES

- a. Overdue fines are assessed for items returned past their due date to encourage library users to return their materials by the designated return date so that they are available for other users.

a. Adult Audiobooks	\$.50/day, \$10 maximum
b. Adult Books	\$.25/day, \$10 maximum
c. Adult DVDs	\$1/day, \$10 maximum
d. Adult Magazines	\$.25/day, \$10 maximum
e. Adult Music CDs	\$.25/day, \$10 maximum
f. Children's Audiobooks	\$.25/day, \$10 maximum
g. Children's Books	\$.10/day, \$5 maximum
h. Children's DVD	\$1./day, \$10 maximum
i. Children's Kits	\$.10/day, \$5 maximum
j. Children's MP3 Players	\$.10/day, \$10 maximum
k. Children's Magazines	\$.25/day, \$5 Maximum
l. Children's Music CDs	\$.10/day, \$5 maximum
m. Children's Playaway Tablet	\$2/day, \$25 maximum
n. Children's Playaway View	\$2/day, \$25 maximum
o. Children's Wonderbooks	\$.10/day, \$5 maximum
p. Express Audio-Visual	\$1/day, \$10 Maximum
q. Express Books	\$.50/day, \$10 Maximum
r. Laptops	\$2/per hour, \$10 Maximum
s. Mobile hotspots	\$1/day, \$10 Maximum

- b. Lost or damaged items are assessed at their current, full replacement costs. If the item is returned to the library within six (6) months then a refund of the replacement cost will be made upon presentation of a receipt. The library does not accept replacement materials in lieu of lost items.
- c. New York State Education Law Section 265 provides for additional penalties.

- d. The Library Director or his/her designee has the option of waiving or reducing charges if it is determined that there are extenuating circumstances.

11. SPECIAL SERVICES

a. RESERVES OR SYSTEM HOLDS

Library users may place a reserve or hold on circulating items within the Westchester Library System. Patrons may reserve these materials at any Westchester Library System library, by telephone, by e-mail, or via the library's online catalog.

b. INTERLIBRARY LOAN REQUESTS[†]

- i. Library users may request that the library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Westchester Library System. These Inter-Library Loan ("ILL") requests are subject to the policies and procedures of the Westchester Library System.
- ii. The circulation policies of the lending library will prevail. The lending library may charge a fee for its service which will be passed along to the cardholder. The lending library may limit the number of interlibrary loan requests that it will accept.

12. SPECIAL COLLECTIONS

The Rye Free Reading Room offers a variety of special collections to enhance learning and fun. These materials are often packaged as kits and may include a variety of books, audiovisual aids, and even nontraditional formats like scientific equipment, learning toys, and other specialty items. Most special collection items are available for checkout by anyone with a valid Westchester Library System card.

a. Laptops

- i. Laptops may be checked out for use inside the library only by people who are registered for a library card from any of the member libraries of the Westchester Library System, or for those out of area visitors who register for a guest pass at the Rye Free Reading Room. All laptop users will be required to provide a valid photo id that will be held at the customer service desk.
 - ii. Library laptop users are subject to the library's Internet Use Policy.
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- iii. Library laptops are only for use within the library building, and must be returned to the customer service desk.
 - iv. Laptop users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
 - v. Removal of a library laptop from the building incurs a fee of \$25 per day and suspension of all library borrowing privileges until it is returned. Failure to return a laptop constitutes theft and the library will pursue prosecution to the fullest extent of the law.
 - vi. Library laptops are shared devices. The borrower is responsible for signing out of all accounts and deleting all files/downloads before returning the laptop. Any apps the patron downloads onto the iPad will also be erased when the device is returned.
- b. Mobile Hotspots
- i. Mobile hotspots may be checked out for use only by individuals 18 or older who are registered for a library card from the Rye Free Reading Room
 - ii. Only one mobile hotspot may be checked out to a household at a time.
 - iii. Mobile hotspot users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
- c. STEM Kits
- i. The library circulates a variety of science, technology, engineering, and mathematics (STEM) kits for a variety of ages.
 - ii. The lending period, borrowing policies, and fine and fee structures for STEM kits are indicated on each item and may be different than other items in our collection.
 - iii. Due to their fragile nature and potential for missing parts, STEM kits must be returned inside the Rye Free Reading Room.
 - iv. If borrowers lose an entire STEM kit, they will be charged the cost to replace the entire kit and its packaging. Borrowers will be charged the cost of replacing individual components of a STEM kit if they return one that is missing pieces or with broken pieces.
 - v. After returning, please note that it may take up to 24 hours for STEM Kit to be processed and checked in.
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d. Playaway Tablets

- i. Playaway tablets are preloaded with a selection of educational games that cover a wide variety of subjects for a wide variety of ages.
- ii. The lending period, borrowing policies, and fine and fee structures for Playaway Tablets are indicated on each item and may be different than other items in our collection.
- iii. Due to their fragile nature and potential for missing parts, tablets must be returned inside the Rye Free Reading Room.
- iv. If borrowers lose or break tablets, they will be charged the full cost of the item. Borrowers will be charged the cost of replacing individual components of a tablet if they return one that is missing pieces.
- v. A broken Playaway Launchpad may be reordered or replaced with a different title at the sole discretion of the Librarian.
- vi. After returning, please note that it may take up to 24 hours for STEM Kit to be processed and checked in.

[†] The Rye Free Reading Room is a member of the Westchester Library System and, as such, some policies expressed in this document reflect current Westchester Library System policy and/or procedure.



Collection Development Policy

Rye Free Reading Room Mission:

To serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests.

Statement of Purpose

The purpose of this policy is to outline the principles and criteria for selecting, retaining and discarding resources (print, non-print and electronic) owned by the Rye Free Reading Room (RFRR). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission of the library, making efficient use of financial resources, and providing appropriate formats.

Introduction

The Rye Free Reading Room's collections contain materials which provide citizens of Rye, NY, equitable access to information and materials for lifelong learning, enrichment and enjoyment. The library recognizes some materials may be considered controversial and may offend some users. Material which represents only one point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view; Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The library's Board of Trustees adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's "Library Bill of Rights" (Appendix A), "Freedom to Read" (Appendix B) and "Freedom to View" (Appendix C).

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for the library involves a wide variety of individuals from the librarians, department managers and including the Director.

Collection Management Goals

The goals that drive Collection Management are:

- Provide responsive collections and access to information that meets the community's current and evolving needs and interests.
- Provide high quality and relevant collections through active collection management.
- Utilize collection management tools to increase efficiency in the library's acquisition and maintenance cycles.

Overview of Collections

Adult Collection

The Adult collection serves the needs and interests of patrons from adolescence (age twelve) through adulthood; provides resources in a broad range of genres and subject areas; includes a variety of print and non-print materials. School textbooks and workbooks are specifically excluded from general circulation.

Selection for adult department material is influenced by the interests and developmental, informational and educational needs of adult patrons and patrons transitioning from the young adult to adult resources.

Fiction

The fiction collection consists of classic and current titles of general fiction including short stories, genre fiction and large print. The emphasis of the collection is on American and British authors, but world authors in English translation, local authors and some small press publications may be collected as well.

Nonfiction

The adult collection strives to be well balanced and broad and is intended to cover the recreational and educational needs and interests of patrons. Special attention is given to subject areas in highest demand. While the school curricula is supported, highly specialized material, text books and workbooks or materials for college courses are not purchased.

Local History

The local history collection focuses on the history of the City of Rye and, to a lesser degree, of Westchester County. The collection consists of historical monographs and periodicals as available. Works specific to Rye are sometimes purchased on the secondary market. In order to maintain access to all items in the small collection, at least one copy of each item in the collection is for in-house, reference use only.

Foreign Language

The collection of works in Spanish is intended to meet the recreational and information needs of an increasingly diverse population within Rye. The circulating print collection serves native speakers as well as students. The further development of the non-English collection will be determined by demographics, patron requests and circulation statistics.

Audiobooks

The audiobook collection includes literature, popular fiction and nonfiction. Only unabridged editions in CD or MP3 format are purchased by the library or accepted as donations. The adult collection also contains language instruction resources, spoken performances and lectures.

Audiovisual

The adult collection of movies contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescence (age twelve) through adult and families. The emphasis of the collection is on popular materials and includes classic movies, independent films, foreign films, and nonfiction educational and documentary titles. The movies are in their original unedited formats. Only titles available in DVD are currently being added to the collection. The RFRR is custodian of the "Heard in Rye" VHS/DVD series. This series of parenting lectures is presented and reproduced by the Rye City School District. They are given to the library for circulation to the general public. They are currently being produced in DVD format only.

eBooks

The RFRR purchases electronic books on the Overdrive platform and the Recorded books platform. These materials are available exclusively to Rye cardholders. In addition to regular selection criteria, staff purchasing eBooks evaluate the license terms and pricing when considering the purchase of an eBook. RFRR purchases eBooks with the intent of making popular titles available to Rye residents, rather than building an expansive eBook collection.

The Library also participates in the Westchester Library System's Overdrive program, which makes eBooks available to any Westchester Library System cardholders.

Music

The adult music collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

Periodicals

The periodical and newspaper collection emphasizes popular titles in a broad range of subjects including business, fashion, art, boating, gardening and world affairs. The collection is also used by the staff for materials selection. Gift subscriptions are not accepted for the collection. The subscription lists are reviewed and adjusted annually by staff.

Electronic Resources

The Rye Free Reading Room online database collection complements or takes the place of resources in the print reference collection. Factors in selecting electronic resources include reference value, space allocation needs, availability of print equivalent, cost, availability of remote access and patron demand. Changing technology will play a role in choices made. Rye patrons have access to these resources and to Westchester Library System databases covering a wide variety of subjects.

Reference

The Library maintains a collection of reference sources, covering a wide variety of topics and intended to meet the informational needs of the general public.



College and Career

The College and Career collection is intended for students (and their families) choosing schools and job seekers of all ages. The reference collection includes volumes covering undergraduate and graduate schools, private secondary schools, financial aid, scholarships and loans, study abroad, job banks, encyclopedias of careers, internships and resume guides.

Children's Collection

This collection serves the needs and interests of children from birth through early adolescence (age twelve); provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and non-print materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection, but may be purchased to support homework assistance programs.

Fiction

The Fiction collection is comprised of titles meeting the recreational and educational needs of children through fifth grade reading levels. Books include contemporary selections in such areas as classics, mystery, sports, science fiction, adventure, humor, historical fiction, and novels about the problems of contemporary boys and girls.

Young Reader Fiction

The Young Reader Fiction collection is intended to bridge the gap between easy readers and juvenile fiction. These chapter books are about 40-80 pages in length. Young Reader titles are generally shorter than Fiction books. The subject matter is intended to appeal to children in grades 2 and 3, although readers in grades 1 and 4 may also find them appropriate.

Easy Reader Fiction

This collection serves the needs of children who are just learning to read, through the end of grade two. These fiction books have controlled vocabulary, large print, and, in some cases, short chapters. The subject matter of these titles is geared toward those of the typical early reader.

Picture Books

The Picture Book collection is the largest, most popular section in the Children's Department. Picture Books generally feature illustrations which in large part help tell the book's story. This broad category includes alphabet books and counting books.

Nonfiction

The children's nonfiction collection consists of materials to meet the informational, educational, and recreational reading needs of children with third to sixth grade reading levels. Students use the non-fiction collection to complete assignments and to explore personal interests. Special attention is given to curriculum areas within each grade.

Foreign

The children's foreign language collection consists of fiction and nonfiction titles primarily in picture book format. Currently Spanish is the only language actively acquired but a few French and Chinese titles can be found in the collection. Some books in this collection are in both Spanish and English.

Periodicals

The periodical collection in the Children's Services Department contains materials to support the recreational, informational, and educational needs of children through grade five and their parents. The included subjects range from animals to history to science to parenting. Titles which are well-reviewed are considered for addition to the collection and patron suggestions are also considered when making selection decisions.

Parenting

Our Parenting collection, which is shelved in the Children's Room, affords parents, caregivers, and others access to parenting and child development materials. Purchases are determined by currency and the interests and needs of the community and patron requests. In some cases, duplicated copies of in demand books, especially of baby naming books, may be purchased.

Reference

The reference collection responds to the needs of patrons and the Children's Department staff. Children, adults and staff use this collection to find answers to their questions and for material for assignments. The staff often uses the collection as a resource for planning story times and for management of the collection.

Electronic Resources

Patrons of the Rye Free Reading Room Children's Room have access to the electronic resources of the Westchester Library System which cover a wide variety of age appropriate subjects. They are especially use for aiding children and their parents in the completion of school assignments. Demand and changing technologies will guide the library in their choices when acquiring new electronic resources.

Audiobooks

The juvenile audio book collection emphasizes popular fiction and picture books, but includes recommended nonfiction titles. "Read-along" cassettes and CDs that come packaged with a book are in high demand. New purchases are made in CD format only.

Audiovisual

The juvenile audiovisual collection contains portable electronic players with a preloaded children's book that can be displayed. The product covers a younger reading ages and is a tool for early childhood literacy, and encourages reading confidence. Standard selection criteria apply to these devices.

Music

The juvenile music CD collection emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music and children's classics in various genres are included.

Movies

The juvenile movie collection emphasizes early childhood and primary grades (birth through Grade 3), for home use. New purchases are made in DVD format only.

Young Adult Collections

The Young Adult collections are designed to meet the recreational and educational needs of teens, ages twelve to eighteen. Certain subjects and materials are of special interest or have unique appeal to adolescents, underlying the importance of this collection. Multiple copies of titles are purchased to fulfill school assignments. While the school curricula is supported, highly specialized material, text books and workbooks or materials for college courses are not purchased.

Fiction

The fiction collection consists of classic and current titles of general fiction. The emphasis of the collection is on contemporary fiction with high appeal to adolescents. RFRR also purchases titles that support school assignments and educational reading lists.

Nonfiction

The young adult collection strives to be well balanced and broad and is intended to cover the recreational and educational needs and interests of teens. Special attention is given to subject areas in highest demand. While the school curricula is supported, highly specialized material, text books and workbooks or materials for college courses are not purchased.

Graphic Novels

Rye Free Reading Room collects popular comics and manga, as well as more serious literary and artistic efforts. Graphic novels are a creative and popular format for teens, written to appeal to the adolescent audience.

Audiovisual

The young adult collection of movies contains a broad selection of entertaining and informational videos. It is intended for adolescence (ages twelve to eighteen), with some cross-over appeal with the adult collection. The emphasis of the collection is on popular materials and television shows. The movies are in their original unedited formats. Only titles available in DVD are currently being added to the collection.

Periodicals

The periodical and newspaper collection emphasizes popular titles in a broad range of subjects including fashion, art, music, and recreational activities. Gift subscriptions are not accepted for the collection. The subscription lists are reviewed and adjusted annually by staff.



Electronic Resources

The Rye Free Reading Room online database collection complements or takes the place of resources in the print reference collection. Factors in selecting electronic resources include reference value, space allocation needs, availability of print equivalent, cost, availability of remote access and patron demand. Changing technology will play a role in choices made. Rye patrons have access to these resources and to Westchester Library System databases covering a wide variety of subjects.

Special Collections

The Rye Free Reading Room offers a variety of special collections to enhance learning and fun. These materials are often packaged as kits and may include a variety of books, audiovisual aids, and even nontraditional formats like scientific equipment, learning toys, and other specialty items. Most special collection items are available for checkout by anyone with a valid Westchester Library System card.

Selection Guidelines

Selection Guidelines relate to the Library's mission. Staff uses the following guidelines when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Relevant to community needs and interests
- Reviews from critics, professional review sources, and the public
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Literary or artistic merit
- Timeliness or permanence
- Reputation and qualifications of author, publisher, or artist, without regard to political, religious, or other affiliations
- Variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Availability through community resources, interlibrary loan, etc.
- Specific patron requests
- Assess the quality of binding and physical suitability for library use.

Standard Selection Sources

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in Booklist, Library Journal, School Library Journal, Publishers Weekly, Kirkus, Criticas, VOYA and other nationally recognized, library-oriented journals as well as popular non-library periodicals.
 - Standard collection tools and recommended lists, such as the N.Y. Times best seller list and other resources prepared by professional organizations and specialized vendors.
 - Evaluative bibliographies in specialized areas.
 - Lists such as "top 100", publishers' announcements, and similar sources.
 - Award lists and "notable" and "recommended" lists published by professional associations.
-

Multiple Copies

Titles with a waiting list or broad popular appeal are generally ordered in duplicate. Generally, one copy is purchased for every three patron reserves in cases of sustained demand. For some high demand subject areas, such as resumes and travel books, the Library prefers to enrich the depth and variety of the collection by purchasing single copies of several different titles instead of buying numerous copies of one single title.

Standing Orders

Items on standing order are titles or authors important enough to the collection or in sufficient demand by patrons that receiving them automatically is most efficient and timely. These include but are not limited to best sellers, travel books, reference materials, college guides, test review books and other annual series. Standing order and automatic continuation titles are re-evaluated annually by the Adult and Children's Services librarians; titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

Collection Maintenance

The staff reviews the collection continually to keep it responsive to patrons' needs, ensure its usefulness to the community and make room for newer materials. Titles may be withdrawn, retained, repaired, updated, rebound, reclassified or duplicated as justified by need. In general, considerations for maintenance include:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, is not criteria for de-selection.

Withdrawn materials may be sold, discarded, donated, or recycled.

Consideration and Reconsideration of Materials

Comments from members of the Rye community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

Comment [A1]: Added Rye to identify the community.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Material." (Appendix E) Within 14 business days of the receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will review the material using the collection development goals, selection guidelines, and selection sources as outlined in the Collection Development Policy. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material, no later than 60 business days after the receipt of the formal request. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

Comment [A2]: Changed timeline

Comment [A3]: Noted the specific elements that will be used in the reconsideration request.

Comment [A4]: Added timeline.

In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees shall establish the timing of the hearing. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Rye Free Reading Room, using the collection development goals, selection guidelines, and selection sources outlined in the Collection Development Policy. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. The decision of the Board is final.

Comment [A5]: Set the guidelines for establishing the hearing.

Comment [A6]: Added the specific elements that will be used in the reconsideration request.

Materials shall only be subject to revaluation once every 5 years. For repeat requests within 5 years, unless the selection criteria has changed with respect to the subject materials, the prior determination shall be supplied.

Comment [A7]: Limit on repeat requests

Formats

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued or in little demand, the existing collection will continue to circulate until no longer useful or until it is decided that the space they occupy is needed for a newer, more in-demand format. In that case, the older format will be discarded or sold.

Access to the Collection

The library collection is accessible to all residents of Rye. Most material is available for loan and the rest is available for in-house use. [For specific loan rules, see the Circulation policy.] Some items may be purchased to support staff in their jobs and may not be readily available to the public. In addition to in-house computers, patrons may determine the library's holdings through the library's website, <http://www.ryelibrary.org>.

Responsibility for the use of the library's collection by children rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children—and only his/her children—from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

Except for rare or unique local resources, the collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Materials Budget

The annual material budget for the Library is divided into categories by the type of material, and the age of the intended audience:

- Books (i.e. printed materials) for adults, young adults and children;
- Audiovisual materials (i.e. physical, non-print materials) for adults, young adult and children;
- Periodicals (i.e. newspapers and magazines in any medium);
- Electronic resources (i.e. online subscription services and databases that are delivered electronically via the Internet or other means).

The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category;
- Average cost of items in each category;
- Number of items lost or withdrawn in an area;
- Average circulation for each item by category;
- Level of development for the category as determined by staff
- User requests in the area;
- Start-up costs of new collections;
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new, may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

Related Services

Interlibrary Loan

Interlibrary loan is a transaction in which the Rye Free Reading Room obtains/tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from the Rye Free Reading Room on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the library and to provide material from the collection to other libraries.

Rye Free Reading Room patrons in good standing may request items not found in RFRR or other local library collections through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

Gifts and Donations

The Rye Free Reading Room gratefully accepts donations of new and gently used materials. Library staff may select materials from donated items for the library's collection according to the library's selection guidelines.

Bindery

When a book is returned damaged or in poor condition, circulation staff will send it to Technical Services where it will be put on the "Repair" shelves. The Adult Services Librarian will review the titles needing repair/rebinding regularly and decide which books should be repaired, rebound, replaced, or withdrawn from the collection.

Re-binding should be reserved for titles which are of great importance to the collection and the community and either cannot be replaced or would be too costly to replace. Books which cannot be repaired or rebound should be withdrawn from the Library collection.

Approved by the Board of Trustees, February 24, 2015



List of Appendices:

Appendix A: [Library Bill of Rights](#)

Appendix B: [Freedom to Read](#)

Appendix C: [Freedom to View](#)

Appendix D: [Purchase Suggestion Form](#)

Appendix E: Request for Reconsideration of Library Material Form

Appendix A

The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Appendix B

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written

word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
 2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
 3. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
-

4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
 5. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
 6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
 7. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
 8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
 9. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
 10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
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11. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
13. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous;



but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council



Appendix D

Patron Request Form

The Board of Trustees of the Rye Free Reading Room has delegated the responsibility for selection and evaluation of library materials to the Library Director. If you wish to have an item considered for the collection, completion of this form is the first step in those procedures. Please return the completed form to the Library Director at 1061 Boston Post Road, Rye, NY 10580.

Name _____ Date _____

Address _____ City _____

State ____ Zip ____ Phone _____ E-mail _____

Are you the author? ____ Publisher? ____

Resource on which you are commenting:

____ Book ____ Video ____ Display ____ Magazine

____ Library Program ____ Audio Recording ____ Newspaper

____ Electronic information/network (please specify) ____ Other

Title _____

Author/Producer _____

ISBN _____

What makes you recommend this resource (use other side or additional pages if necessary)

Are there resource(s) you suggest to provide additional information on this item?



Appendix E

Request for Reconsideration of Library Material Form

The Board of Trustees of the Rye Free Reading Room has delegated the responsibility for selection and evaluation of library materials to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. Please return the completed form to the Library Director at 1061 Boston Post Road, Rye, NY 10580.

Name _____ Date _____

Address _____ City _____

State ____ Zip ____ Phone _____ E-mail _____

Do you represent: Self? ____ Organization? ____

Resource on which you are commenting:

____ Book ____ Video ____ Display ____ Magazine

____ Library Program ____ Audio Recording ____ Newspaper

____ Electronic information/network (please specify) ____ Other

Title _____

Author/Producer _____

What brought this resource to your attention?

Have you examined the entire resource? ____ Yes ____ No

What concerns you about the resource? (use other side or additional pages if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Strategic Planning

The 2023-2025 Strategic Plan was developed by the Rye Free Reading Room Strategic Planning Committee, which comprised RFRR Director, and members of the RFRR Board of Trustees.

In order to build a Strategic Plan that incorporated the needs and perspectives of the broadest sector of the RFRR community, the Committee used data from the 2022 public feedback sessions with Skolnick Architecture and Design Partnership.

In order to assess needs in the community, as well as to reach non-user populations, members of the Committee talked with community stakeholders and partners, such as the Rye YMCA, the Rye Youth Council, the Rye Chamber of Commerce, as well as Rye City School District administrators.



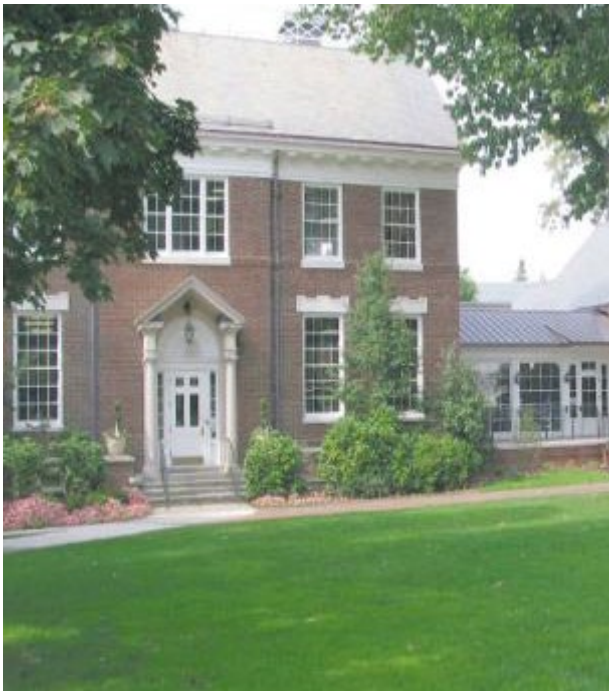
Strategic Roadmap

Rye Free Reading Room

Mission Statement: To serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests.

Pillars

The Rye Free Reading Room focuses on three pillars: Community, Family, Literacy, providing a space for lifelong learning



01

COMMUNITY

The library serves as a central hub for organizations and individuals. Mahjong players, knitting circles, and reading groups gather together, while others are coming for a quiet place to work or study.

02

FAMILY

The highest number of daily users are families and children. Caregivers and children spend several hours at the library, attending programs, socializing, and having lunch. Teens make use the space on school days from 3-6 pm.

03

LITERACY

The Reading Room is cherished by the community. Library patrons read by the fireplaces, get technology coaching, research assistance, and reading recommendations from staff.

Initiatives Areas



FOCUS 01

Doubling Down on Literacy



FOCUS 02

Student Access/Library Card



FOCUS 03

Sustainability / Flood
Resilience
Family + Facility



FOCUS 04

Advance Community Interests



FOCUS 05

Reputation Enhancement

Independent reading faces headwinds around the age of 9, with parents less likely to read to children, additional activities, and overwhelming choice for free reading. RFRR endeavors to bring forward programming to help sustain a lifelong love of reading.

Benefits

- Increases awareness within our community of this crossroads moment
- Drives advancement of library support for children/ families
- Allows RFRR to be a leader in the Westchester Area to research and support programming
- Reaffirms RFRR role as key community resource
- Fosters staff engagement with library mission

Activities

1. Conduct discovery on collections and programming
2. Identify opportunities that are appropriate for RFRR to support within the community
3. Update branding and incorporate design refresh around look and feel, as appropriate
4. Launch an awareness campaign highlighting the importance of independent reading and proposed programming as part of broader brand building activities for RFRR
5. Gather community feedback on the programming

Timing + Duration



TIMING: July 2023 – December 2024

DURATION: 18 months

Dependencies



- Availability of research and programming
- Identification of partners who can meet the requirements of the initiative

Success Metrics

- Participation in programming
- Press on RFRR efforts in this space
- Increased circulation statistics

Create a library card for students, with borrowing privileges for print materials that is marketed in partnership with our local schools.

Benefits

- Increases youth awareness of library as a supplemental resource to school library
- Drives footsteps to RFRR and increases material usage
- Creates connection between RFRR and low library users / non library users
- Highlights the library as an active agency within the community

Activities

1. Develop program details for both administration and student
2. Board adoption of fine free service model for youth materials / cards
3. Discussion with local school partners to confirm support /approval
4. Develop talking points for teachers to share w community and also list on local school websites for parental awareness
5. Launch program at start of '23 or '24 school year
6. Highlight activities on RFRR website and marketing collaterals
7. Gather school feedback on the programming
8. Explore fine and fee structure of library lending policies to increase youth access

Timing + Duration



TIMING: January 2023 – December 2024

DURATION: 24 months

Dependencies



- Adoption by school
- Competing priorities of school libraries
- Funding Source

Success Metrics

- Number of new enrollee cards issued
- Support and amplification from the local schools

The library is working on solutions to harden the facility against flooding and protect the collections and spaces inside

Benefits

- Mitigates flood damage for facility and content in the event of heavy rains and flooding
- Sets up the building and contents for sustainability and future use
- Sets a course of action for enhanced footprints in anticipation of community needs
- Improves public perception of library spaces and services

Activities

1. Complete engineering studies and meet with regulatory agencies
2. Socialization of the findings w board, trustees, city offices, potential donors
3. Determine next steps, phases and funding requirements
4. Seek necessary approvals
5. Share ongoing feedback with community and patrons on programming
6. Evaluate current capital plans i.e. (heating in children’s room, aging projector, etc.) by Q4 ‘23

Timing + Duration



TIMING: January 2023 – December 2025

DURATION: 36+ months

Dependencies



- Feedback from community and interest groups
- Fundraising results
- Permits, variances, regulatory approvals

Success Metrics

- Reduction or elimination of flood damage
- Positive response from stakeholders through meetings and surveys
- Capital Campaign Donations and Pledges

Welcome partners into the library and collaborate on programs to advance community interest.

Benefits

- Increases further awareness of library as a resource within the community
- Drives new footsteps to the library and enhances reputation within the community
- Expands the RFRR audience to new groups within the community

Timing + Duration



TIMING: January 2023 – December 2025

DURATION: 36 months

Activities

1. Canvas programming interests within the community- informal and survey
2. Select top 3-5 areas of interest and propose programming
3. Market the new programming both on website and within community channels
4. Test measure and refine programming to determine go forward commitments
5. Seek feedback from community and patrons on programming

Dependencies



- Feedback from community and interest groups
- Funding approvals and audience needs

Success Metrics

- Program attendance
- Increase in program proposals received

Enhance the reputation of the library as a dynamic space and create a marketing strategy for programs and services.

Benefits

- Increases further awareness of library as a resource within the community
- Drives footsteps to the library and enhances reputation within the community
- Supports key programming and fundraising efforts
- Allows for better insight into impact of programing and communications
- Serves as a platform to capture new library members

Activities

1. Evaluate how to enhance current look and feel of website, marketing collateral + social media
2. Define approach and plans and timing for improvement from above
3. Explore new/additional marketing vehicles test in 2023 i.e. new community award along lines of the Spelling Bee perhaps a short story award and reading for teams
4. Test measure and refine efforts to determine go forward commitments
5. Seek feedback from community

Timing + Duration



TIMING: July 2024 – December 2025

DURATION: 18 months

Dependencies



- Expertise
- Staffing & Capacity
- Funding

Success Metrics

- New impressions and engagements
- Attendance



January Talking Points

Rye Free Reading Room is preparing for a vibrant future and you are an essential part of this exciting future - We are at 70% of our goal - make your donation to the Annual Campaign today at www.ryelibrary.org/support

Your donation helps to add popular and informative materials to the shelves, brings educational and inspiring programs to the City, and helps us to steward the landmark facility at the heart of Downtown Rye.

See if you are eligible for a corporate match at www.ryelibrary.org/double

Notable Activities

Tuesday, December 27 and Thursday, December 29 – 4 pm

Winter Break – Nailed It Cooking edition 12/27 K to 2, 12/29 – G3-5

Saturday, December 31 – 11:30 am

Noon Year's Eve Party – family fun countdown to the new year with crafts and treat

Wednesday, Jan 4 – 6 pm

Cooking the Books Book Club – Modern Comfort Foods

Select a dish from Ina Garten's Modern Comfort Food cookbook, let the librarian know which recipe you'll prepare, and bring that dish to share.

Tuesday, January 17 – 7 pm

Why Course Selection is Important to the College Application Process

Learn more about the importance of your child's course selection, what it reveals about motivation focus, and how it impacts college admissions

Saturday, January 21 – 11:00 am

Chinese New Year Story time – hop into the Year of the Rabbit with stories and more