

**Tuesday, June 28, 2022**  
**7:30 pm Board of Trustees Monthly Meeting**  
**Meeting Room**

**Agenda**

- 1. Roll Call**
- 2. Public Comment**
- 3. Consent Agenda (VOTE)**
  - a. Approve May 2022 meeting minutes (Attachment)
  - b. Accept the May 2022 financial statements (Attachment)
  - c. Approve the new member of the Auxiliary Board (Attachment)
- 4. President's Report**
- 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. 2023 Budget (Attachment, VOTE)
  - b. Architect / Space Planner Update (Handout, VOTE)
  - c. Building Committee (Attachment, VOTE)
  - d. Annual Campaign
  - e. Nominating
  - f. Mission Moments (Attachment)
- 7. New Business**
- 8. Executive Session**

**Next meeting dates:**                                **Tuesday, July 26 – 7:30 pm**  
   **Tuesday, September 27 – 7:30 pm**

**Summer Reading Minigolf Kickoff:**        **June 25, 2022 12 to 4:30 pm**  
**City Budget Workshop:**                        **November 14, 2022 6:30 pm**

## Minutes of the May 24, 2022 RFRR Board meeting

Kathleen Riegelhaupt opened the meeting as an information session at 7:32, as quorum was not present.

No one from the public was in attendance. The following representatives from the space planning consultants were also in attendance: Skolnick Design and Architecture: Lee Skolnick, Jo Ann Secor, Christian Ferwerda, and Vonn Weisenberger; TMS Waterfront: Dena Pratos; Altieri: Philip Steiner and Anthony Amoroso.

### Staff Reports

#### Director's Report

Chris reported that a new communications and marketing plan is being developed. The newsletter will be redesigned and blended into social media. The '23-'24 budget has been drafted and will be forwarded to the finance committee for review. The development of the Y Studios has made parking more challenging. Once it opens in June and the road construction on Locust Avenue is completed, the actual impact on parking can be determined. A grant was received for a joint historical presentation with the Rye Historical Society as part of Revolutionary Westchester 250. A new Children's Librarian Assistant has been hired and the interview process for a new Children's Librarian has been completed.

Chris reviewed the statistics for the first quarter of the year. The numbers for library access are bright. Circulation is ahead of 2021 and close to first quarter 2020. New library card emails are going out again. Website use has fallen because appointments are no longer required for entry. Programs and program attendance have increased and are close to pre-pandemic levels. Baker & Taylor have cleared up their shipping issues and so the library has received a large amount of material to be processed. So far \$30,000 of the \$100,000 set aside for replacement children's materials has been spent and the items have been coming in rapidly.

#### Adult Report

Catherine reported that the library is getting ready for the summer reading program. This year the theme is "Oceans of Possibilities". The mini-golf kick-off is set for June 25. The theme for each hole is a book. The Rye High internship program is meeting at the library daily for three weeks. The seed library has been brought up to date. There are sweet potato slips in the propagation station.

### Teen Report

Sarah collaborated with the Y, pRYEde, the Youth Council and Rye Act on the “Power of Community” event on the village green. A cultural fair is being planned.

### Children’s Report

The Mother’s Day tea party was well attended. Storytime and music programs are conducted every weekday. In July storytime will move to Rye Town Park and continue there until Labor Day. This is longer than in previous years due to its popularity.

There now being a quorum, Kathleen called the meeting to order at 7:52. No one from the public was in attendance.

### Consent Agenda

Kathleen presented the consent agenda which included the minutes of the April 2022 meeting; the April 2022 financial statements; and the list of new members of the Auxiliary Board: Kelli Sussman and Gwendolyn Boyce. Nicole moved to approve the consent agenda and Emilie seconded. All approved.

### President’s Report

Kathleen congratulated Lina and the Auxiliary Board for a very successful Vehicle Fair. The policy review and committees will start this month.

### Auxiliary Board

Lina reported that the Vehicle Fair (the first one since 2019) was the most successful ever, raising \$22,000. Between 500 and 700 children attended. So far the Novel Night committee is having good success getting business sponsors. Hosts are still needed. They don’t want to have to limit ticket sales because of lack of capacity. Planning for the Book Sale will begin in June. The sale is in September and brought in over \$6,000 last year. An idea that is being considered as a fundraiser in non-Novel Night years is an adult mini-golf event in the library.

### Audit

Maria reported that the library received a clean report from the auditors. She reported that the assets are up from a decrease of \$338,176 in 2020 to an increase of \$569,993 in 2021. This was driven by the income from and forgiveness of the PPP loans, strong growth in investment income, and higher than normal contributions. The Management Letter noted no material weaknesses. Segregation of duties was pointed out as a

deficiency but the size of the library's organization is the main reason. Frances commented that this had been pointed out in the past. Frances moved to accept the 2021 audited financial statements and management letter. Maria seconded. All approved.

#### Architect/Space Planner Presentation

Kathleen opened the meeting up for discussion of the plan submitted by Skolnick in order to determine the level of interest of the Board in the project and the will to carry it out and fund raise for it. She reported that the feedback from the Board survey had been positive with support for its focus on investing in the children's room. The concerns raised included the structural feasibility regarding the wall by the brook; the ability to raise sufficient funds and the possibility of doing the project in stages.

There was discussion of the benefits and challenges of the plan. The plan does move the most at risk content and equipment from immediate flooding. There was a lot of interest in the improved accessibility, new community room and working spaces. There was some confusion about the differences between the children's room and the discovery room, and potential issues with having those spaces separated.

The high cost was noted as a concern, and additional discussion focused on the last capital campaign performance, other potential campaigns in the community, and economic uncertainty for the future.

There was additional discussion about alternatives, including raising the building and acquiring additional land.

Kathleen noted that the cost for an alternate plan with an expansion would be \$14,500 (\$20,000 with renderings) and the cost for structural engineering and concept design validation from Skolnick with the existing plan would be \$108,000. The Board would need to authorize funds in either case.

Kathleen summed up that the consensus of the Board was to hold off on approving additional funds while finding out the feasibility of acquiring more land from the city and getting a brief answer from Skolnick on the feasibility of raising the building. With this additional information, the Board will then address next steps at the June meeting.

### **Mission Moments**

Chris outlined upcoming programs including Chris Duncan's art show in June, a family concert on June 11, donuts with dad, and the mini-golf kick-off for the summer reading program.

There being no further business, Kathleen requested a motion to adjourn. Matt so moved and Emilie seconded. All approved. The meeting was adjourned at 9:53.

**Action: The Board approve the May 2022 meeting minutes**

## May Financials

### In Income

- The combined report shows the income from Vehicle Fair (\$25k) and the Metro STEAM grant (\$58k). Metro STEAM is an IMLS funded program grant with the Westchester Children's Museum, the Harrison Library, and RFRR.

### In expenses:

- Medical insurance is slightly higher, due to a timing issue. Overall though, expenses are slightly lower than budget, as one employee who had asked for medical coverage left RFRR employment.

**Action : The Board accept the May 2022 Financial Statement**

Rye Free Reading Room  
Income and Expense Report  
For Four Months Ending May 31, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 667,500	\$ 667,500	\$ 1,335,000
Annual Campaign	\$ 5,989	\$ 106,331	\$ 100,000	\$ 240,000
Miscellaneous Income	\$ 1,447	\$ 203,971	\$ 38,542	\$ 30,000
Osborn Branch Library	\$ 3,679	\$ 21,793	\$ 23,144	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 11,115</u>	<u>\$ 999,595</u>	<u>\$ 829,186</u>	<u>\$ 1,828,046</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 5,558	\$ 31,892	\$ 32,869	\$ 78,885
Audio Visual	\$ 99	\$ 1,227	\$ 10,792	\$ 25,900
Periodicals	\$ 227	\$ 2,944	\$ 5,375	\$ 12,900
Programs	\$ 850	\$ 4,799	\$ 3,124	\$ 7,500
Ebooks/ Binding	\$ 4,855	\$ 16,725	\$ 15,000	\$ 36,000
	<u>\$ 11,589</u>	<u>\$ 57,587</u>	<u>\$ 67,160</u>	<u>\$ 161,185</u>
<b>Library Operations</b>				
Supplies	\$ 2,243	\$ 10,747	\$ 5,416	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 1,875	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 2,084	\$ 5,000
Automated Systems	\$ 323	\$ 36,641	\$ 27,440	\$ 65,857
Telephone	\$ 246	\$ 1,294	\$ 2,500	\$ 6,000
Postage	\$ 220	\$ 2,404	\$ 4,166	\$ 10,000
Printing & Publicity	\$ 250	\$ 10,169	\$ 16,666	\$ 40,000
Auditing	\$ -	\$ 16,440	\$ 7,500	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 833	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 1,102	\$ 5,921	\$ 3,250	\$ 7,800
	<u>\$ 4,384</u>	<u>\$ 183,081</u>	<u>\$ 71,730</u>	<u>\$ 172,157</u>
<b>Building Operations</b>				
Heat	\$ 2,000	\$ 13,165	\$ 4,166	\$ 10,000
Light & Power	\$ 2,142	\$ 11,229	\$ 13,125	\$ 31,500
Water & Sewer	\$ 306	\$ 1,349	\$ 3,125	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 18,900	\$ 2,083	\$ 5,000
Building Supplies	\$ 367	\$ 16,575	\$ 5,000	\$ 12,000
Contracted Services	\$ 33,016	\$ 128,094	\$ 28,000	\$ 67,200
Repairs & Maintenance	\$ 295	\$ 7,106	\$ 7,500	\$ 18,000
Insurance	\$ 5,763	\$ 11,527	\$ 13,240	\$ 31,775
Miscellaneous	\$ 3,724	\$ 3,724	\$ -	\$ -
	<u>\$ 47,613</u>	<u>\$ 211,669</u>	<u>\$ 76,239</u>	<u>\$ 182,975</u>
<b>Personnel</b>				
Salaries	\$ 71,872	\$ 376,599	\$ 415,746	\$ 997,791
Social Security	\$ 5,312	\$ 28,490	\$ 31,805	\$ 76,331
Retirement	\$ -	\$ -	\$ -	\$ 93,685
Medical Insurance	\$ 8,942	\$ 31,953	\$ 35,690	\$ 85,657
Other Insurance	\$ -	\$ 10,623	\$ 5,416	\$ 13,000
Payroll Services	\$ 546	\$ 2,985	\$ 2,375	\$ 5,700
Staff Development	\$ 254	\$ 2,091	\$ 1,250	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 86,926</u>	<u>\$ 452,741</u>	<u>\$ 492,282</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 11,115</u>	<u>\$ 999,595</u>	<u>\$ 829,186</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 150,512</u>	<u>\$ 905,078</u>	<u>\$ 707,411</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	\$ (139,396)	\$ 94,517	\$ 121,775	\$ 36,565

**Rye Free Reading Room  
Annual Campaign  
May 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	3,658
	MAY	492	3,077	5,989
	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	106,329

<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>		56,154	24,193	85,287



Rye Free Reading Room  
Endowment Report  
May 2022

<b>Endowment Inflows/Outflows:</b>	<u>YTD 2022</u>	<u>YTD 2021</u>	<u>YTD 2020</u>
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(7,923)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	22,063	63,379	59,271
Appreciation	(146,514)	247,318	4,789
End of Period Bal (Market Value)	<u>2,256,476</u>	<u>2,388,851</u>	<u>2,188,828</u>
Endowment Performance	-5.54%	13.48%	2.25%
Return of S&P 500	-12.76%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-8.92%	-1.54%	7.51%

<b>Silvercrest:</b>		<u>YTD 2020</u>	<u>YTD 2021</u>	<u>12/31/2020</u>
Cash & Equivalents	1%	52,067	12,815	114,631
Fixed Income	41%	816,794	884,363	647,426
Equities	54%	1,102,080	1,170,444	1,143,143
Gold	1%	17,114	17,096	26,754
Other	3%	57,374	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<u>2,045,429</u>	<u>2,155,900</u>	<u>1,964,764</u>

Endowment Breakdown at:	<u>YTD 2022</u>	<u>Permanently Restricted</u>	<u>Permanently Restricted &amp; Board Designated</u>	<u>Temp Restricted</u>
Shea	41,680	41,680	44,554	86,234
Flores	76,650	76,650	(1,987)	74,663
Balf	27,390	27,390	22,760	50,150
Silvercrest	745,086	745,086	1,300,343	2,045,429
	<u>\$</u>	<u>890,806</u>	<u>1,365,670</u>	<u>2,256,476</u>

**Rye Free Reading Room Combined Report**  
**For Four Months Ending May 31, 2022**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 667,500	\$ -	\$ -	\$ 667,500
Annual Campaign	106,331	0	0	106,331
Contribution	-	98,239	0	98,239
Grants	-	0	0	-
Osborn Branch Library	21,793	0	0	21,793
Income from Invested and Equity	-	0	22,063	22,063
Miscellaneous	203,971	0	0	203,971
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>899,595</u>	<u>198,239</u>	<u>22,063</u>	<u>1,119,897</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation			0	<u>(146,514)</u>
Total Funds	899,595	198,239	-124,451	973,383
<b>Expense</b>				
<b>Library Materials</b>				
Books	31,892	15,082	0	46,974
Audio Visual	1,227	250	0	1,477
Periodicals	2,944	0	0	2,944
Programs	4,799	56,753	0	61,552
Online Resources	4,855	0	0	4,855
Miscellaneous	<u>11,870</u>	<u>0</u>	<u>0</u>	<u>11,870</u>
	57,587	72,085	0	129,672
<b>Library Operations</b>				
Supplies	10,747	100	0	10,847
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	36,641	0	0	36,641
Telephone	1,294	0	0	1,294
Postage	2,404	0	0	2,404
Printing & Publicity	10,169	392	0	10,561
Auditing	16,440	0	0	16,440
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	<u>5,921</u>	<u>715</u>	<u>0</u>	<u>6,636</u>
	83,081	1,207	0	84,288
<b>Building Operations</b>				
Heat	13,165	0	0	13,165
Light & Power	11,229	0	0	11,229
Water & Sewer	1,349	0	0	1,349
Fixtures, Furnishings & Equipment	18,900	0	0	18,900
Building Supplies	16,575	0	0	16,575
Contracted Services	128,094	1,395	0	129,489
Repairs & Maintenance	7,106	0	0	7,106
Insurance	11,527	0	0	11,527
Miscellaneous	<u>3,724</u>	<u>0</u>	<u>7,923</u>	<u>11,647</u>
	211,669	1,395	7,923	220,987
<b>Personnel</b>				
Salaries	376,599	0	0	376,599
Social Security	28,490	0	0	28,490
Retirement	0	0	0	-
Medical Insurance	31,953	0	0	31,953
Other Insurance	10,623	0	0	10,623
Payroll Services	2,985	0	0	2,985
Staff Development	2,091	80	0	2,171
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	452,741	80	0	452,821
Total Expense	805,078	74,767	7,923	887,768
Net Receipts/Expenses	94,517	123,473	-132,374	85,615
Prior Year Funds	<u>387,802</u>	<u>349,675</u>	<u>2,256,476</u>	<u>2,993,953</u>
Balance	482,319	473,148	2,124,102	3,079,569

## **New Auxiliary Board Members**

- **At the May Auxiliary Board Meeting, one new member was voted on and approved by the members.**
  - **Samantha Manning**

**Action : The Board approve the one new member to the Auxiliary Board**

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Presented 2023 budget to Finance Committee
- Strategic Planning
  - Attended METRO Annual Meeting
  - Researched new Print from Own Device solutions
  - Researched streaming service subscription options

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Prepared campaign messaging and photos for committee review
- Community Relations
  - Attended Rye ACT meeting
  - Assisted in Novel Night host orientation
- Fundraising
  - Started 2022 Booksale Planning
  - Selected software for Novel Night 2022 ticket sales

### BUILDING & GROUNDS:

- Continued work with Skolnick on flood solution plans

### STAFF & PERSONNEL

- Completed hiring process for Children's Librarian
- Completed hiring process for Children's Librarian Assistant
- Completed hiring process for Technical Services Assistant

## Adult Services

### PROGRAMMING AND DISPLAYS:

- Book display - World Refugee Day, Juneteenth, Pride
- Book Groups
  - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Events Book Club, YMCA Booked at the Y, After Work Book Club, Virtual Book Group.
- Programs
  - Mini Flower Gardens by Greenery Creations, Techie Tuesdays: How to Use Google Drive, Spin a Yarn Knitting, Rye Storytellers, YMCA Canasta, YMCA Mahjong, Read in Rye: Annabel Monaghan, Music on the Green Family Concert, Where the Wild Things Are: A Musical Rumpus, ESL Conversation Class, Vietnamese Fresh Spring Rolls with Shrimp + Peanut Sauce, Armchair Art Tours: A Little Like the Good Lord™: Impressionist Camille Pissarro, Library wide Mini-Golf.
- Art Exhibit - Trash to Treasure Collaging by Chris Duncan.

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

- RFRR has partnered with Rye Recreation and the Rye YMCA to provide space for a variety of classes for seniors this summer.

### MATERIALS:

- All of the prizes have been received for the Adult Summer Reading program which launches June 25.

## Teen Services

### PROGRAMMING AND DISPLAYS:

- The TAB created bookmarks to go with the theme of Pride Month and both the displays and bookmarks are getting traction with readers.
- Attendance at programs has been increasing, though not quite to pre-pandemic levels. After school use of the library is incredibly high as well with 20+ teens in the building regularly
- Upcoming events are also gaining buzz within the teen room as well, and the button making event had over 20 teens participating.
- Passive programming, like board games, daily riddles, Nintendo use, and interactive displays remains high
- The library has a teen team for the Battle of the Books Summer League with 4 returning members, and 1 new member.

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

- Reading lists have been incorporated into summer reading as bonus missions, as well as copies of required reading being ordered from other libraries.
- We are hosting an intern from the Rye High School who is assisting with multiple projects for the library, including key organizational efforts in the teen room.

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).

- Virtual talks with other libraries focusing on adulting topics and mental health are in the works for the fall

### MATERIALS:

- The genrefication project was completed on time, and is well received by patrons

## Children's Services

### PROGRAMMING AND DISPLAYS

- Our special program this month is coming up this weekend. Donuts with Dad will be a fun event for kids to come to with their grownups to eat and make some Father's Day crafts.
- Storytimes and music/movement programs are now offered every weekday morning in the library. Tales for Tots on Mondays, Marilyn's bilingual Spanish program on Tuesdays, Wiggle Giggle time on Wednesdays, and Robert the Guitar Guy on Thursdays.
- Discovery Storytime officially came back in May. We are now utilizing our lego and play tables after a short storytime on Friday mornings.
- Crafty Kids continues on Wednesday afternoons with Lisa, now that Michelle has moved on.
- Our Take and Make bags are still being assembled and distributed monthly. This will stop for the summer.
- Summer Reading Kicks off at the end of the month, and we are hoping for a good crowd for our kickoff event. We will transform the library into a mini golf course and each hole will be themed to go along with a popular book.
- Displays for this month include Juneteenth and Father's Day.

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

- We have ordered several books to support the school summer reading lists and created a section just to house and distribute these books
- Summer Reading flyers were sent to all 3 public elementary schools to help promote the summer reading program.

### MATERIALS:

- Ordering of new books continues regularly.
  - A large scale audit of the collection has begun. We are hoping to see what is still missing from the shelves and be able to re-order some a large amount of items that were lost in the flood.
  - The dollhouse/toys have returned, along with large groups of children and caregivers. We are so happy to have the hustle and bustle back in the children's room.
-

## **2023 Budget Draft**

The 2023 Budget is driven by the following significant assumptions

- Maintains existing service hours, including Sunday hours
- Includes contracted 3% increase for CWA staff
- Increases the collection budget by \$10,000
- Increase of the programs budget by \$5,000 to allow for filming contract work to be performed

A funding request of \$1,360,000 represents a 1.8% increase over the 2022 funding amount. The 2023 Budget also includes an increase in Annual Campaign performance by a small amount, along with a slight increase in the Auxiliary Board operating transfer. The endowment performance has been held steady, given concerns of the market performance.

The budget also notes that this is the final year of the CWA health plan premium freeze, and prepares to address an unknown increase in 2024.

**Action : The Board approve the proposed 2023 budget**



**Rye Free Reading Room  
2019-2024**

	2019		2020		2021		2022			2023		2024	
	Adopted	Actual	Adopted	Actual	Adopted	Actual	Adopted	EST	5/31/2022	Flat Rev	Project Rev	Flat Rev	Project Rev
<b>INCOME</b>													
City of Rye	\$1,295,000	\$1,295,000	\$1,315,000	\$1,120,000	\$1,315,000	\$1,315,000	\$1,335,000	\$1,335,000	\$667,500	\$1,335,000	\$1,350,000	\$1,335,000	\$1,350,000
Annual Campaign	220,000	209,119	225,000	268,360	225,000	341,103	240,000	240,000	106,331	240,000	245,000	240,000	245,000
Osborne Branch Library	48,238	47,243	51,029	22,102	51,029	22,497	55,546	55,546	21,793	55,546	57,753	55,546	59,603
Miscellaneous Income	46,800	41,161	46,800	16,547	22,000	41,738	30,000	30,000	203,971	30,000	35,000	30,000	35,000
Aux Board Transfer	62,500	-	62,500	0	62,500	0	62,500	62,500		62,500	65,000	62,500	65,000
Transfer from Endowments	85,000	85,000	85,000	95,000	95,000	95,000	105,000	105,000		105,000	105,000	105,000	115,000
	<b>\$ 1,757,538</b>	<b>\$ 1,677,523</b>	<b>\$ 1,785,329</b>	<b>\$ 1,522,009</b>	<b>\$ 1,770,529</b>	<b>\$ 1,815,338</b>	<b>\$ 1,828,046</b>	<b>\$ 1,828,046</b>	<b>\$ 999,595</b>	<b>\$ 1,828,046</b>	<b>\$ 1,857,753</b>	<b>\$ 1,828,046</b>	<b>\$ 1,869,603</b>
<b>MATERIALS</b>													
Books	\$ 68,488	\$ 77,121	\$ 71,488	\$ 68,704	\$ 72,200	\$ 52,096	\$ 78,885	\$ 78,885	\$ 31,892	\$ 78,885	\$ 88,885	\$ 72,200	\$ 88,885
Audio Visual	39,485	23,922	36,485	45,293	36,485	18,335	25,940	25,940	1,227	25,940	25,940	36,485	25,940
Periodicals	16,900	12,467	12,900	7,146	12,900	16,225	12,900	12,900	2,944	12,900	12,900	12,900	12,900
Programs	3,000	9,704	7,500	8,232	7,500	7,553	7,500	7,500	4,799	7,500	13,500	7,500	13,500
Online Resources	10,000	23,546	20,000	12,558	20,000	21,707	35,900	35,900	16,725	40,900	40,900	20,000	40,900
Miscellaneous	100	0	100	100	100	0	100	100	0	100	100	100	100
	<b>137,973</b>	<b>146,760</b>	<b>148,473</b>	<b>142,033</b>	<b>149,185</b>	<b>115,916</b>	<b>161,225</b>	<b>161,225</b>	<b>57,587</b>	<b>166,225</b>	<b>182,225</b>	<b>149,185</b>	<b>182,225</b>
<b>LIBRARY OPERATIONS</b>													
Supplies	13,000	14,882	13,000	17,817	13,000	18,521	13,000	13,000	10,747	14,000	14,000	13,000	14,000
Equipment & Systems - New	4,500	3,235	4,500	9,451	4,500	0	4,500	4,500		4,500	4,500	4,500	4,500
Equipment & Systems - Maintenance	5,000	-	5,000	0	5,000	0	5,000	5,000		5,000	5,000	5,000	5,000
Automated Systems	82,923	84,462	64,923	78,172	67,000	73,673	65,857	65,857	36,641	70,695	70,695	77,058	75,250
Telephone	5,000	4,659	5,000	5,657	6,000	2,510	6,000	6,000	1,294	5,000	5,000	6,000	6,000
Postage	10,000	7,779	10,000	3,440	10,000	6,553	10,000	10,000	2,404	10,000	10,000	10,000	10,000
Printing & Publicity	40,000	33,929	40,000	40,006	40,000	30,621	40,000	40,000	10,169	40,000	40,000	40,000	40,000
Auditing	16,000	16,120	16,500	16,640	17,500	17,894	18,000	18,000	16,440	19,500	19,500	21,000	21,000
Legal Services	2,000	0	2,000	6,169	2,000	11,005	2,000	2,000	-535	2,000	2,000	2,000	2,000
Miscellaneous	7,800	25,600	7,800	14,583	7,800	17,314	7,800	7,800	5,921	7,800	7,800	7,800	7,800
	<b>186,223</b>	<b>190,666</b>	<b>168,723</b>	<b>191,935</b>	<b>172,800</b>	<b>178,091</b>	<b>172,157</b>	<b>172,157</b>	<b>83,081</b>	<b>178,495</b>	<b>178,495</b>	<b>186,358</b>	<b>185,550</b>
<b>BUILDING OPERATIONS</b>													
Heat	10,000	7,032	10,000	9,966	10,000	10,226	10,000	10,000	13,165	10,000	12,000	10,000	12,000
Light & Power	35,000	28,082	35,000	20,777	31,500	25,778	31,500	31,500	11,229	31,500	31,500	31,500	31,500
Water & Sewer	6,870	6,802	6,870	6,285	7,000	5,950	7,500	7,500	1,349	7,500	8,000	8,500	8,500
Fixtures, Furnishings & Equipment	5,000	2,636	5,000	0	5,000	3,818	5,000	5,000	18,900	5,000	5,000	5,000	5,000
Supplies	8,000	1,325	8,000	8,769	12,000	13,475	12,000	12,000	16,575	12,000	12,000	12,000	12,000
Contracted Services	55,300	61,160	57,190	53,715	64,000	77,570	67,200	67,200	128,094	61,560	61,560	74,088	65,088
Maintenance & Repairs	18,000	21,794	18,000	35,881	18,000	143,237	18,000	18,000	7,106	18,000	18,000	18,000	18,000
Insurance	39,000	16,839	39,000	28,509	31,000	29,548	31,775	31,775	11,527	31,775	32,500	33,315	34,315
	<b>177,170</b>	<b>146,388</b>	<b>179,060</b>	<b>163,902</b>	<b>178,500</b>	<b>310,016</b>	<b>182,975</b>	<b>182,975</b>	<b>211,669</b>	<b>177,335</b>	<b>180,560</b>	<b>192,403</b>	<b>186,403</b>
<b>Personnel</b>													
Salaries	943,396	875,467	956,987	923,147	991,000	916,001	997,791	981,670	376,599	1,014,175	1,014,175	1,050,272	1,050,272
Social Security	73,008	65,106	73,209	68,485	75,872	70,535	76,331	75,098	28,490	77,584	77,584	80,346	80,346
Other Personnel Expense	0	153,158	0	0	0	0	0	0		0	0	0	0
Retirement	82,322	86,614	86,323	74,528	81,515	97,127	93,685	104,519		108,482	108,482	112,003	112,003
Medical Insurance	77,327	71,868	79,265	71,111	93,737	91,507	85,657	85,243	31,953	88,904	91,904	96,673	96,673
Other Insurance	13,000	15,256	13,000	8,668	13,800	8,518	13,000	13,000	10,623	13,000	13,000	13,000	13,000
Payroll Services	4,500	5,049	4,900	6,623	5,100	6,996	5,700	5,700	2,985	5,700	7,000	5,700	7,000
Staff Development	1,500	3,602	2,500	3,366	2,500	3,858	3,000	3,000	2,091	3,000	3,000	3,000	3,000
	<b>\$ 1,195,053</b>	<b>\$ 1,276,120</b>	<b>\$ 1,216,184</b>	<b>\$ 1,155,928</b>	<b>\$ 1,263,524</b>	<b>\$ 1,194,542</b>	<b>\$ 1,275,164</b>	<b>\$ 1,268,230</b>	<b>\$ 452,741</b>	<b>\$ 1,310,845</b>	<b>\$ 1,315,145</b>	<b>\$ 1,360,994</b>	<b>\$ 1,362,294</b>
Transfer to Designated									\$100,000				
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,696,419</b>	<b>\$ 1,759,934</b>	<b>\$ 1,712,440</b>	<b>\$ 1,653,798</b>	<b>\$ 1,764,009</b>	<b>\$ 1,798,565</b>	<b>\$ 1,791,521</b>	<b>\$ 1,784,587</b>	<b>\$ 905,078</b>	<b>\$ 1,832,900</b>	<b>\$ 1,856,425</b>	<b>\$ 1,888,940</b>	<b>\$ 1,916,472</b>
<b>Surplus/Deficit</b>	\$ 61,119	\$ (82,411)	\$ 72,889	\$ (131,789)	\$ 6,520	\$ 16,773	\$ 36,525	\$ 43,459	\$ 94,517	\$ (4,854)	\$ 1,328	\$ (60,894)	\$ (46,869)

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## Building Projects

Outside of any flood solutions, there are two building projects for discussion, one of which may require authorization of capital project funds.

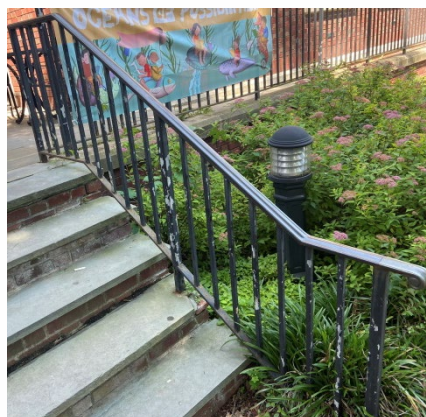
### Widow's Walk

The widow's walk can no longer be maintained, and needs to be replaced. We have added braces to the wood several times, but the structural integrity has collapsed. Bedford has provided a quote to remove the existing walk, build and paint a replica, and install the replacement. That work would be \$18,780. This work could be paid for from capital projects, or from the furnishings line. Landmarks may need to be consulted, especially as the existing structure may need to be removed before the replacement is completed.



### Wrought Iron

The wrought iron on the library patio needs to be painted, to keep it in a state of good repair. The cost to sand and repaint would be \$7,200. This work can be paid for from the contracted services operating budget. Before undertaking that work, I wanted to note there is a chance that the wrought iron would be removed or replaced as part of any work done under Skolnick's conceptual proposal. Given the visibility of the patio ironwork, this would be a worthwhile investment for maintaining the library appearance.






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**Buildings Operations – Operating Budget**

Building Operations				
Heat	\$ 2,000	\$ 13,165	\$ 4,166	\$ 10,000
Light & Power	\$ 2,142	\$ 11,229	\$ 13,125	\$ 31,500
Water & Sewer	\$ 306	\$ 1,349	\$ 3,125	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 18,900	\$ 2,083	\$ 5,000
Building Supplies	\$ 367	\$ 16,575	\$ 5,000	\$ 12,000
Contracted Services	\$ 33,016	\$ 128,094	\$ 28,000	\$ 67,200
Repairs & Maintenance	\$ 295	\$ 7,106	\$ 7,500	\$ 18,000
Insurance	\$ 5,763	\$ 11,527	\$ 13,240	\$ 31,775
Miscellaneous	\$ 3,724	\$ 3,724	\$ -	\$ -
	<b>\$ 47,613</b>	<b>\$ 211,669</b>	<b>\$ 76,239</b>	<b>\$ 182,975</b>

**Capital Projects Budget**

**\$90,000**

**Action: The Board Authorize \$20,000 from the Capital Projects fund for expenses related to the replacement of the Widow’s Walk, including construction costs, architect fees, and city permit costs.**



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## July Talking Points

Summer Reading is underway. Be sure to sign up for the summer reading program at [www.ryelibrary.org/summer](http://www.ryelibrary.org/summer). Activities for all ages are available throughout the summer.

### Notable Activities

Just for the Summer!

Monday through Friday at 10:30 am – Rye Rec Senior Exercise Classes

Tuesdays at 4 pm – Cooking with Kids

Fridays at 10 am – Storytime at the Beach

Thursday, July 14 at 7:00 pm – Writes and Bites

10 talented local authors take the stage for 5 minute literary readings. This is a not to be missed summer opportunity.

Donations for the booksale begin September 10<sup>th</sup>!