Rye Free Reading Room

Tuesday, March 29, 2022
7:30 pm Board of Trustees Monthly Meeting
Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
   a. Approve January 2022 meeting minutes (Attachment)
   b. Accept the January 2022 financial statements (Attachment)
   c. Accept the February 2022 financial statements (Attachment)
   d. Approve the new members to the Auxiliary Board (Attachment)
4. President's Report
5. Information Items
   a. Staff Reports (Attachments)
      i. Director's Report
         1. NYS Annual Report (Attachment, VOTE)
      ii. Adult Report
      iii. Teen Report
      iv. Children's Report
   b. Auxiliary Board
6. Board Discussion
   a. 2022 Committees
      i. Committee Opportunities (Attachment)
   b. Policy Review
      i. Code of Conduct (Attachment, VOTE)
      ii. Programming Policy (Attachment, VOTE)
      iii. Space Use Policy (Attachment, VOTE)
   c. Architect / Space Planner update
   d. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, April 26 – 7:30 pm
                         Tuesday, May 24 – 7:30 pm

Vehicle Fair – May 22, 2022 11 am to 3 pm

Minutes of the December 14, 2021
RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:33. No one from the public was in attendance.

Consent Agenda
Kathleen presented the consent agenda which included the minutes of the December 2021 meeting; the December 2021 financial statements; and change the Annual Meeting date from February 24 to February 15. Matt moved to approve the consent agenda and Jackie seconded. All approved.

President's Report
Kathleen thanked all for joining the meeting remotely. She welcomed the incoming trustees: Megan Monaghan, Maria Seiler, Shelly Huber, and Jen McArdle. She also welcomed Josh Nathan as the new liaison to the library from the city council. She thanked retiring trustees Sarah and Ted for their commitment and nine years of service each to the library. She reported that the information session with the Skolnick team last evening was a great success and she thanked those that attended. The public session with the Skolnick team is tomorrow. There will be a review of the board's committee structure later this meeting and she encouraged all trustees to serve on at least one committee.

Staff Reports

Director's Report
Chris reported that the Skolnick team has been great to work with. There are sessions planned with the teen advisor group and other stakeholders such as the city and the Y. RyeTV has successfully moved into the library. The library was awarded a METRO grant for STEM programming for grades 3 to 6. RFRR will be partnering with the Westchester Children's Museum and Harrison Public Library on this project. There is no flood update. The library is still waiting to receive the check from the insurance company. That payout of $178,000 will more than cover the expenses for the physical repairs but not the collection.

Chris presented the year end statistics. He compared 2021 to both 2020 and 2019 in order to get a more accurate picture. Children's circulation did not drop as much as anticipated because of the flood losses. The number of questions answered was up. The number of items added remains a problem due to shipping delays and waiting for the Children's Room to reopen before placing orders. The library has not returned to pre-pandemic levels of service but there has been

definite growth.   Ted commented that the door count was only down 7% while other areas were down more. People are using the library as an alternative place to work remotely.

Adult Services
Catherine reported that the new books have been relocated to the shelves on the left as you enter. Many are "forward facing" with recommendations. "Staff Picks" bookmarks have been made.

Teen Services
Sara's weekly craft program has resumed. Regular attendance has been good. Sara co-judged the Y's "Heads Up!" safety poster contest which promoted safety while texting.

Children's Services
There has been a major effort to get books back on the shelves and an audit is being conducted to determine what needs to be replaced. The dollhouse and other toys are being put out again. Daily cleaning of these toys will be prioritized.   Michelle has begun an afterschool craft program. Attendance has been good. She is also starting a Saturday storytime for school-age children.

Auxiliary Board
Lina reported that they are gearing up for Novel Night 2022. The first committee meeting is coming up soon. The first phase is getting hosts. They hope to raise between $120,000 and $150,000. The Vehicle Fair is scheduled for May 22 on the Village Green.

Board Discussion

Development Committee
Jackie reported great results from the Annual Campaign. There were 581 gifts and the final total was $366,582.15. Lists of current donors and lapsed donors are being prepared so that trustees can write thank you notes or encouragement notes.

Committee Review
Kathleen described each of the each of the board's committees: Executive; Building and Grounds; Development (usually the new trustees in their first year); Finance and Audit (Maria will chair this committee as Treasurer); Nominating (looking particularly to sectors and skill sets that the board needs); and Strategic Planning (this committee will begin work on a new strategic plan this year). She encouraged all board members to review the committees and decide on which ones they would like to serve.

Policy Review
Kathleen tabled this discussion until the March meeting.

Architect/Space Planner Update

Chris reported that there has been a good response to the Google Doc list of questions he sent to trustees who were unable to attend the session with Skolnick. A site survey is being developed since the last one is twenty years old. Skolnick will be working on a ten week process with the plan report due in March.

Mission Moments

Read Across America is March 2. Request book bundles or stop by and get book recommendations. National Library Week is April 3 - 9. The theme is "Connect with Your Library."

Fund Transfer

Ted reported that since there had been such an outpouring of support during the Annual Campaign for replacing the Children's collection damaged in the flood, it would be appropriate to create a fund specifically for that purpose. Unusually the funds would go to capital projects. It was determined that the appropriate sum would be $100,000. Sarah moved that a fund be created specifically for the restoration of the children's book collection through the transfer of $100,000 raised during the 2021 Annual Campaign. Jan seconded. All approved.

There being no new business, Kathleen suggested that the meeting be adjourned. Sara so moved and Trish seconded. All approved. The meeting was adjourned at 8:20.

Action: The Board approve the January 2022 meeting minutes

January Financials

For January

- Misc Income currently includes $194K from insurance reimbursement.
- Automated Systems reflects the first of two payments to WLS of $32K. The second payment will be made in July.
- The transfer of $100,000 to the Designated Children's Book Fund is reflected in the library operations line.
- The first payment of $23K to Skolnick for their work is in the contracted services line.
- There was a delay in the city transfer, so that funding will show in the February report.

Action : The Board accept the January 2022 Financial Statement

Rye Free Reading Room
Income and Expense Report
For One Month Ending January 31, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	$ -	$ -	$ 667,500	$ 1,335,000
Annual Campaign	$ 85,387	$ 85,387	$ 20,000	$ 240,000
Miscellaneous Income	$ 196,509	$ 196,509	$ 2,500	$ 30,000
Osborn Branch Library	$ 6,449	$ 6,449	$ 4,629	$ 55,546
Auxiliary Board Transfer	$ -	$ -	$ -	$ 62,500
Endowment Transfer	$ -	$ -	$ -	$ 105,000
	$ 288,345	$ 288,345	$ 694,629	$ 1,828,046
Expense				
Library Materials				
Books	$ 13,041	$ 13,041	$ 6,574	$ 78,885
Audio Visual	$ 101	$ 101	$ 2,159	$ 25,900
Periodicals	$ 1,630	$ 1,630	$ 1,075	$ 12,900
Programs	$ 774	$ 774	$ 416	$ 5,000
Ebooks/ Binding	$ 208	$ 208	$ 3,000	$ 36,000
	$ 15,754	$ 15,754	$ 13,224	$ 158,685
Library Operations				
Supplies	$ 3,103	$ 3,103	$ 1,083	$ 13,000
Equipment & Systems - New	$ -	$ -	$ 375	$ 4,500
Equipment & Systems - Maintenance	$ -	$ -	$ 417	$ 5,000
Automated Systems	$ 32,906	$ 32,906	$ 5,488	$ 65,857
Telephone	$ 359	$ 359	$ 500	$ 6,000
Postage	$ 303	$ 303	$ 833	$ 10,000
Printing & Publicity	$ 2,225	$ 2,225	$ 3,333	$ 40,000
Auditing	$ -	$ -	$ 1,500	$ 18,000
Legal Services	$ -	$ -	$ 167	$ 2,000
Interest	$ -	$ -	$ -	$ -
Transfer to Designated Account	$ 100,000	$ 100,000	$ -	$ -
Miscellaneous	$ 1,079	$ 1,079	$ 650	$ 7,800
	$ 139,975	$ 139,975	$ 14,346	$ 172,157
Building Operations				
Heat	$ 4,082	$ 4,082	$ 833	$ 10,000
Light & Power	$ 1,982	$ 1,982	$ 2,625	$ 31,500
Water & Sewer	$ 243	$ 243	$ 625	$ 7,500
Fixtures, Furnishings & Equipment	$ -	$ -	$ 417	$ 5,000
Building Supplies	$ 750	$ 750	$ 1,000	$ 12,000
Contracted Services	$ 31,067	$ 31,067	$ 5,600	$ 67,200
Repairs & Maintenance	$ 3,150	$ 3,150	$ 1,500	$ 18,000
Insurance	$ -		$ 2,648	$ 31,775
Miscellaneous	$ 414	$ 414	$ -	$ -
	$ 41,688	$ 41,688	$ 15,248	$ 182,975
Personnel				
Salaries	$ 73,674	$ 73,674	$ 83,149	$ 997,791
Social Security	$ 5,736	$ 5,736	$ 6,361	$ 76,331
Retirement	$ -	$ -	$ -	$ 93,685
Medical Insurance	$ 5,747	$ 5,747	$ 7,138	$ 85,657
Other Insurance	$ 1,765	$ 1,765	$ 1,083	$ 13,000
Payroll Services	$ 892	$ 892	$ 475	$ 5,700
Staff Development	$ 321	$ 321	$ 250	$ 3,000
Miscellaneous	$ -	$ -	$ -	
	$ 88,135	$ 88,135	$ 98,456	$ 1,275,164
Total Income	$ 288,345	$ 288,345	$ 694,629	$ 1,828,046
Total Expense	$ 285,552	$ 285,552	$ 141,273	$ 1,788,981
Net Receipts (Expense)	$ 2,793	$ 2,793	$ 553,356	$ 39,065

Rye Free Reading Room
Annual Campaign
January 2022 YTD

Donations to the Current Annual Campaign		*2020*	*2021*	*2022*
Donations received & deposited in	JAN	59,213	29,771	85,387
	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	85,387

Donations to *Previous or Subsequent* Annual Campaigns	2020	2021	2022
Donations to *prior* Annual Campaigns	56,154	24,193	85,287
Donations to the *subsequent* Annual Campaign	0	0	0
Sub-total	56,154	24,193	85,287

Rye Free Reading Room
Endowment Report
January 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		(4,026)	(15,674)	(13,845)
Transfer to/from Other Funds		-	(95,000)	(95,004)
Interest & Dividend Income		3,703	63,379	59,271
Appreciation		(56,903)	247,318	4,789
End of Period Bal (Market Value)		2,331,625	2,388,851	2,188,828
Endowment Performance		-2.40%	13.48%	2.25%
Return of S&P 500		-5.17%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index		-2.15%	-1.54%	7.51%

Silvercrest:		YTD 2021	YTD 2021	12/31/2020
Cash & Equivalents	1%	42,201	12,815	114,631
Fixed Income	41%	853,633	884,363	647,426
Equities	54%	1,130,148	1,170,444	1,143,143
Gold	1%	16,809	17,096	26,754
Other	3%	64,524	71,182	32,810
Silvercrest Total	100%	2,107,315	2,155,900	1,964,764

Endowment Breakdown at:

YTD 2022		Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea		41,680	50,432	92,112
Flores		76,650	2,007	78,657
Balf		27,390	26,151	53,541
Silvercrest		745,086	1,362,229	2,107,315
	$	890,806	1,440,819	2,331,625

Rye Free Reading Room Combined Report For

One Month Ending January 31, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	$ -	$ -	$ -	$ -
Annual Campaign	85,387	0	0	85,387
Contribution	-	0	0	-
Grants	-	0	0	-
Osborn Branch Library	6,449	0	0	6,449
Income from Invested and Equity	-	0	3,703	3,703
Miscellaneous	196,509	0	0	196,509
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	188,345	100,000	3,703	292,048
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	-56,903	(56,903)
Total Funds	188,345	100,000	-53,199	235,146
Expense				
Library Materials				
Books	13,041	0	0	13,041
Audio Visual	101	0	0	101
Periodicals	1,630	0	0	1,630
Programs	774	57,609	0	58,383
Online Resources	208	0	0	208
Miscellaneous	0	60	0	60
	15,754	57,669	0	73,423
Library Operations				
Supplies	3,103	221	0	3,324
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	32,906	0	0	32,906
Telephone	359	0	0	359
Postage	303	0	0	303
Printing & Publicity	2,225	1,560	0	3,785
Auditing	0	0	0	-
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	1,079	5,128	0	6,207
	39,975	6,909	0	46,884
Building Operations				
Heat	4,082	0	0	4,082
Light & Power	1,982	0	0	1,982
Water & Sewer	243	0	0	243
Fixtures, Furnishings & Equipment	0	0	0	-
Building Supplies	750	0	0	750
Contracted Services	31,067	0	0	31,067
Repairs & Maintenance	3,150	18,204	0	21,354
Insurance	0	0	0	-
Miscellaneous	414	0	4,026	4,440
	41,688	18,204	4,026	63,918
Personnel				
Salaries	73,674	0	0	73,674
Social Security	5,736	0	0	5,736
Retirement	0	0	0	-
Medical Insurance	5,747	0	0	5,747
Other Insurance	1,765	0	0	1,765
Payroll Services	892	0	0	892
Staff Development	321	0	0	321
Miscellaneous	0	0	0	-
	88,135	0	0	88,135
Total Expense	185,552	82,782	4,026	272,360
Net Receipts/Expenses	2,793	17,218	-57,225	-37,214
Prior Year Funds	387,802	349,675	2,331,625	3,069,102
Balance	390,595	366,893	2,274,400	3,031,888

February Financials

For February

- For income, the first payment from the city was received in February.
- Material spending is right on budget
- In Building operations, Carpet Trends submitted their invoice for replacing flooring after the flood, so that expense appears in the fixtures, furnishings and equipment.
- Personnel is behind budget, in part due to FMLA leave by one of the full time employees.

Action : The Board accept the January 2022 Financial Statement

Rye Free Reading Room Income and Expense Report
ForTwo Months Ending February 28, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	$ 667,500	$ 667,500	$ 667,500	$ 1,335,000
Annual Campaign	$ 5,531	$ 90,918	$ 40,000	$ 240,000
Miscellaneous Income	$ 1,138	$ 197,648	$ 5,000	$ 30,000
Osborn Branch Library	$ 3,656	$ 10,106	$ 9,258	$ 55,546
Auxiliary Board Transfer	$ -	$ -	$ -	$ 62,500
Endowment Transfer	$ -	$ -	$ -	$ 105,000
	$ 677,825	$ 966,172	$ 721,758	$ 1,828,046
Expense				
Library Materials				
Books	$ 5,304	$ 18,345	$ 13,148	$ 78,885
Audio Visual	$ 485	$ 586	$ 4,317	$ 25,900
Periodicals	$ 659	$ 2,289	$ 2,150	$ 12,900
Programs	$ 1,106	$ 1,880	$ 1,249	$ 5,000
Ebooks/ Binding	$ 2,633	$ 2,840	$ 6,000	$ 36,000
	$ 10,187	$ 25,940	$ 26,864	$ 158,685
Library Operations				
Supplies	$ 1,067	$ 4,170	$ 2,166	$ 13,000
Equipment & Systems - New	$ -	$ -	$ 750	$ 4,500
Equipment & Systems - Maintenance	$ -	$ -	$ 834	$ 5,000
Automated Systems	$ -	$ 32,906	$ 10,975	$ 65,857
Telephone	$ 296	$ 656	$ 1,000	$ 6,000
Postage	$ 921	$ 1,224	$ 1,666	$ 10,000
Printing & Publicity	$ 6,094	$ 8,319	$ 6,666	$ 40,000
Auditing	$ 16,440	$ 16,440	$ 3,000	$ 18,000
Legal Services	$ (535)	$ (535)	$ 334	$ 2,000
Interest	$ -	$ -	$ -	$ -
Transfer to Designated Account	$ -	$ 100,000	$ -	$ -
Miscellaneous	$ 1,124	$ 2,203	$ 1,300	$ 7,800
	$ 25,407	$ 165,383	$ 28,691	$ 172,157
Building Operations				
Heat	$ 1,172	$ 5,254	$ 1,666	$ 10,000
Light & Power	$ 2,248	$ 4,230	$ 5,250	$ 31,500
Water & Sewer	$ 235	$ 478	$ 1,250	$ 7,500
Fixtures, Furnishings & Equipment	$ 18,900	$ 18,900	$ 833	$ 5,000
Building Supplies	$ -	$ 750	$ 2,000	$ 12,000
Contracted Services	$ 3,912	$ 34,980	$ 11,200	$ 67,200
Repairs & Maintenance	$ -	$ 3,150	$ 3,000	$ 18,000
Insurance	$ 5,763	$ 5,763	$ 5,296	$ 31,775
Miscellaneous	$ -	$ -	$ -	$ -
	$ 32,230	$ 73,505	$ 30,495	$ 182,975
Personnel				
Salaries	$ 76,824	$ 150,499	$ 166,299	$ 997,791
Social Security	$ 5,918	$ 11,654	$ 12,722	$ 76,331
Retirement	$ -	$ -	$ -	$ 93,685
Medical Insurance	$ 6,064	$ 11,811	$ 14,276	$ 85,657
Other Insurance	$ -	$ 1,765	$ 2,166	$ 13,000
Payroll Services	$ 522	$ 1,414	$ 950	$ 5,700
Staff Development	$ -	$ 321	$ 500	$ 3,000
Miscellaneous	$ -	$ -	$ -	
	$ 89,328	$ 177,464	$ 196,913	$ 1,275,164
Total Income	$ 677,825	$ 966,172	$ 721,758	$ 1,828,046
Total Expense	$ 157,152	$ 442,292	$ 282,963	$ 1,788,981
Net Receipts (Expense)	$ 520,673	$ 523,880	$ 438,795	$ 39,065

Rye Free Reading Room
Annual Campaign
February 2022 YTD

Donations to the Current Annual Campaign		*2020*	*2021*	*2022*
Donations received & deposited in	JAN	59,213	29,771	85,387
	FEB	16,352	9,764	5,531
	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	90,918

Donations to *Previous or Subsequent* Annual Campaigns

	2020	2021	2022
Donations to *prior* Annual Campaigns	56,154	24,193	85,287
Donations to the *subsequent* Annual Campaign	0	0	0
Sub-total	56,154	24,193	85,287

Rye Free Reading Room
Endowment Report
February 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		(4,026)	(15,674)	(13,845)
Transfer to/from Other Funds		-	(95,000)	(95,004)
Interest & Dividend Income		7,392	63,379	59,271
Appreciation		(61,630)	247,318	4,789
End of Period Bal (Market Value)		2,330,587	2,388,851	2,188,828
Endowment Performance		-2.44%	13.48%	2.25%
Return of S&P 500		-8.01%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index		-3.25%	-1.54%	7.51%

Silvercrest:		YTD 2021	YTD 2021	12/31/2020
Cash & Equivalents	1%	32,939	12,815	114,631
Fixed Income	41%	860,864	884,363	647,426
Equities	54%	1,122,158	1,170,444	1,143,143
Gold	1%	17,838	17,096	26,754
Other	3%	63,836	71,182	32,810
Silvercrest Total	100%	2,097,636	2,155,900	1,964,764

Endowment Breakdown at:		Permanently	Permanently	Temp Restricted
	YTD 2022	Restricted	Restricted & Board Designated	
	Shea	41,680	49,010	90,690
	Flores	76,650	1,792	78,442
	Balf	27,390	25,349	52,739
	Silvercrest	745,086	1,352,550	2,097,636
	$	890,806	1,428,701	2,319,507

Rye Free Reading Room Combined Report

ForTwo Months Ending February 28, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	$ 667,500	$ -	$ -	$ 667,500
Annual Campaign	90,918	0	0	90,918
Contribution	-	0	0	-
Grants	-	0	0	-
Osborn Branch Library	10,106	0	0	10,106
Income from Invested and Equity	-	0	7,392	7,392
Miscellaneous	197,648	0	0	197,648
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	866,172	100,000	7,392	973,564
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	-61,630	(61,630)
Total Funds	866,172	100,000	-54,238	911,934
Expense				
Library Materials				
Books	18,345	0	0	18,345
Audio Visual	586	0	0	586
Periodicals	2,289	0	0	2,289
Programs	1,880	10,367	0	12,247
Online Resources	2,633	0	0	2,633
Miscellaneous	207	0	0	207
	25,940	10,367	0	36,307
Library Operations				
Supplies	4,170	0	0	4,170
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	32,906	0	0	32,906
Telephone	656	0	0	656
Postage	1,224	0	0	1,224
Printing & Publicity	8,319	0	0	8,319
Auditing	16,440	0	0	16,440
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	2,203	0	0	2,203
	65,383	0	0	65,383
Building Operations				
Heat	5,254	0	0	5,254
Light & Power	4,230	0	0	4,230
Water & Sewer	478	0	0	478
Fixtures, Furnishings & Equipment	18,900	0	0	18,900
Building Supplies	750	0	0	750
Contracted Services	34,980	0	0	34,980
Repairs & Maintenance	3,150	0	0	3,150
Insurance	5,763	0	0	5,763
Miscellaneous	0	0	4,026	4,026
	73,505	0	4,026	77,531
Personnel				
Salaries	150,499	0	0	150,499
Social Security	11,654	0	0	11,654
Retirement	0	0	0	-
Medical Insurance	11,811	0	0	11,811
Other Insurance	1,765	0	0	1,765
Payroll Services	1,414	0	0	1,414
Staff Development	321	0	0	321
Miscellaneous	0	0	0	-
	177,464	0	0	177,464
Total Expense	342,292	10,367	4,026	356,685
Net Receipts/Expenses	523,880	89,633	-58,264	555,249
Prior Year Funds	387,802	349,675	2,330,587	3,068,064
Balance	911,682	439,308	2,272,323	3,623,313

New Auxiliary Board Members

At the March 8, 2022 meeting, the Auxiiary Board voted to approve 5 new members to the board. The Rye Free Reading Room Board of Trustees also votes to confirm new members of the Auxiliary Board. The new members are Whitney Whipple, Casey Spiss, Madison Walsh, Lorraine Godfrey and Beth Kent.

Action : The Board approve the new members of the Auxiliary Board

Director's Report

LIBRARY OPERATIONS:
- Budget
    - Reviewed budget for communications and outreach for summer reading
- Strategic Planning
    - Reviewed feedback collected through Skolnick sessions for planning process

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:
- Annual Campaign
    - Drafted sample letter for trustee outreach to lapsed donors
    - Mailed update letters to donors who mentioned Children's Collection or Children's room with their gift
- Community Relations
    - Attended Library Advocacy Day virtual session
    - With CURE, hosted first discussion for the 5 Communities One Book program with Heather McGhee.
    - With Adam Levi, discussed Rye TV activities and policies
- Fundraising
    - Attended United Way Nonprofit Leader Summit with ConED
    - Researched costs for minigolf event

BUILDING & GROUNDS:
- With Facilities Manager, conducted walkthrough of building space to develop maintenance plan and address minor appearance issues

STAFF & PERSONNEL
- Opened recruitment for Children's Librarian
- Started revisions of Employee handbook

NYS Annual Report

Attached is the Annual Report that is submitted to New York State. It is a summary of the 2021 statistics presented to the Board in the 2021 Year End Summary. That information is included here.

Library statistics improved compared to 2020, but have not matched the 2019 performance. Circulation increased, and the Children's Collection did not reflect a huge drop in circulation despite the loss of a significant portion of the collection.

The number of questions answered increased for 2021 over 2019 and 2020, which is slightly unexpected, as door count has not climbed over 2019.

Programs and program attendance have both grown vs 2020 as residents have gotten vaccinated and are more comfortable visiting the library. Programs are more volatile, as presenters may change their mind on in person vs online offerings at the last moment.

Wifi use continues to drop, despite the number of people who are in the library with personal devices. With the upcoming speed upgrade to the wireless system, it may encourage more use by patrons.

Fewer items were added in 2021, in part due to delayed shipments and in part due to a temporary freeze on children's material purchases while the flood remediation work was performed.

Action : The Board approve the 2021 Annual Report

Rye Free Reading Room
Annual Report For Public And Association Libraries - 2021

	CURRENT YEAR	*PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8800665770	*8800665770*
1.2	Library Name	RYE FREE READING ROOM	*RYE FREE READING ROOM*
1.3	Name Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.4	Structure Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.5	Community	Rye	*Rye*
1.6	Beginning Fiscal Reporting Year	01/01/2021	*01/01/2020*
1.7	Ending Fiscal Reporting Year	12/31/2021	*12/31/2020*
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	*No*
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021	*01/01/2021*
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021	*12/31/2021*
1.13	Address Status	00 (for no change from previous year)	*00 (for no change from previous year)*
1.14	Street Address	1061 BOSTON POST ROAD	*1061 BOSTON POST ROAD*
1.15	City	RYE	*RYE*
1.16	Zip Code	10580	*10580*
1.17	Mailing Address	1061 BOSTON POST ROAD	*1061 BOSTON POST ROAD*
1.18	City	RYE	*RYE*
1.19	Zip Code	10580	*10580*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 967-0480	*(914) 967-0480*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 967-5522	*(914) 967-5522*
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@ryelibrary.org	*director@ryelibrary.org*
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.ryelibrary.org	*www.ryelibrary.org*
1.24	Population Chartered to Serve (per 2010 Census)	15,720	*15,720*
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	*ASSOCIATION*
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City	*City*
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	*N*

1.28	Indicate the type of charter the library currently holds (select one):	Absolute	*Absolute*
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	01/03/1889	*01/03/1889*
1.30	Date the library was last registered	01/25/1917	*01/25/1917*
1.31	Federal Employer Identification Number	131740028	*131740028*
1.32	County	WESTCHESTER	*WESTCHESTER*
1.33	School District	City Of Rye	*City Of Rye*
1.34	Town/City	Rye	*Rye*
1.35	Library System	Westchester Library System	*Westchester Library System*

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name		
1.36b	President/CEO Phone Number		
1.36c	President/CEO Email		

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Christopher	*Christopher*
1.38	Last Name of Library Director/Manager	Shoemaker	*Shoemaker*
1.39	NYS Public Librarian Certification Number	22842	*22842*
1.40	What is the highest education level of the library manager/director?	Master's Degree	*Master's Degree*
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	*Y*
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff	Y	*Y*

	member without an active certificate in a Note.		
1.43	E-mail Address of the Director/Manager	cshoemaker@ryelibrary.org	*cshoemaker@ryelibrary.org*
1.44	Fax Number of the Director/Manager	(914) 967-5522	*(914) 967-5522*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	*N*

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N	*N*
1.	Name of municipality or district holding the public vote	N/A	*N/A*
2.	Indicate the type of municipality or district holding the public vote	N/A	*N/A*
3.	Date the vote was held (mm/dd/2021)	N/A	*N/A*
4.	Was the vote successful? Y/N	N/A	*N/A*
5.	What type of public vote was it?	N/A	*N/A*
6a.	Most recent prior year approved appropriation from a public vote:	N/A	*N/A*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	*N/A*
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A	*N/A*

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	*N*
1.	Name of municipality or district holding the public vote	N/A	*N/A*
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	*N/A*
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	*N/A*

Unusual Circumstances

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.	N	*N*

1.	Name of contracting municipality or district	N/A	*N/A*
2.	Is this a written contractual agreement?	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Enter the appropriate code for range of services provided (select one):	N/A	*N/A*
1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.	Y	*Y*

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please <u>read</u> general information instructions below before completing this section.
NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,579	*11,481*
2.2	Adult Non-fiction Books	9,826	*10,730*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	21,405	*22,211*
2.4	Children's Fiction Books	9,182	*11,335*
2.5	Children's Non-fiction Books	5,821	*7,111*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	15,003	*18,446*
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	36,408	*40,657*

Other Print Materials

2.8	Total Uncataloged Books	0	*0*
2.9	Total Print Serials	400	*400*
2.10	All Other Print Materials	20	*20*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	420	*420*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	36,828	*41,077*

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	127,780	*113,945*
2.14	Local Electronic Collections	8	*9*
2.15	NOVEL~NY~ Electronic Collections	15	*15*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	23	*24*
2.17	Audio - Downloadable Units	28,573	*25,222*
2.18	Video - Downloadable Units	2,300	*2,194*
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	3,943	*0*

2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	162,619	*141,385*

Non-Electronic Materials

2.21	Audio - Physical Units	1,291	*3,065*
2.22	Video - Physical Units	3,668	*4,233*
2.23	Other Circulating Physical Items	213	*176*
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	5,172	*7,474*

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	204,619	*189,936*

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	3,698	*3,371*
2.27	All Other Print Materials	0	*0*
2.28	Electronic Materials	20,661	*106,638*
2.29	All Other Materials	248	*919*
2.30	Total Additions (Total questions 2.26 through 2.29)	24,607	*110,928*

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	154,207	*39,404*
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*

3.2	Registered resident borrowers	11,067	*10,317*
3.3	Registered non-resident borrowers	1	*1*

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	*Y*
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	*Y*
3.6	Does the library have an Internet use policy?	Y	*Y*
3.7	Does the library have a disaster plan?	Y	*Y*
3.8	Does the library have a board-approved conflict of interest policy?	Y	*Y*
3.9	Does the library have a board-approved whistle blower policy?	Y	*Y*
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	*Y*

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	*Y*
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	*Y*
3.13	Does the library have large print books?	Y	*Y*
3.14	Does the library have assistive technology for people who are visually	N	*N*

impaired or blind?

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No	No
refreshable Braille commonly referred to as a refreshable Braille display	No	No
screen magnification software, such as Zoomtext	No	No
electronic scanning and reading software, such as OpenBook	No	No

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	*Y*

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,
- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	189	*193*
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	183	*123*

3.19	Number of Children's Programs	350	*358*
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	N/A	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	N/A	
3.20	Number of Synchronous General Interest Program Sessions	N/A	*0*
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	722	
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	372	*674*
3.21a	Number of Synchronous In-Person Onsite Program Sessions	644	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	8	
3.21c	Number of Synchronous Virtual Program Sessions	70	
3.22	One-on-One Program Sessions	55	*35*
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	*Yes*

3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	2,432	*1,342*
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1,635	*1,008*
3.26	Children's Program Attendance	14,405	*7,714*
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	N/A	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	N/A	
3.27	Attendance at Synchronous General Interest Programs	N/A	*0*
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	18,472	
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	4,067	*10,064*
3.28a	Synchronous In-Person Onsite Program Attendance	16,912	
3.28b	Synchronous In-Person Offsite Program Attendance	158	
3.28c	Synchronous Virtual Program Attendance	1,402	
3.29	One-on-One Program Attendance	55	*35*
3.29a	Total Number of Asynchronous Program Presentations	0	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	0	

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.31	Library outlets offering the summer reading program	1	*1*
3.32	Children registered for the library's summer reading program	119	*68*
3.33	Young adults registered for the library's summer reading program	35	*24*
3.34	Adults registered for the library's summer reading program	20	*0*
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	174	*92*
3.36	Children's program sessions - Summer 2021	74	*43*
3.37	Young adult program sessions - Summer 2021	14	*14*
3.38	Adult program sessions - Summer 2021	0	*0*
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	88	*57*
3.40	Children's program attendance - Summer 2021	3,191	*265*

3.41	Young adult program attendance - Summer 2021	125	*81*
3.42	Adult program attendance - Summer 2021	0	*0*
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	3,316	*346*

COLLABORATORS

3.44	Public school district(s) and/or BOCES	2	*2*
3.45	Non-public school(s)	2	*2*
3.46	Childcare center(s)	2	*2*
3.47	Summer camp(s)	0	*0*
3.48	Municipality/Municipalities	2	*2*
3.49	Literacy provider(s)	0	*0*
3.50	Other (describe using the State note)	0	*0*
3.51	Total Collaborators (total 3.44 through 3.50)	8	*8*

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	*Y*

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	5	*5*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	208	*100*
d.	N/A	0	*0*
3.55	Total Sessions	213	*105*

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	15	*6*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	9,666	*5,560*
d.	N/A	0	*0*
3.57	Total Attendance	9,681	*5,566*

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No	*No*
3.60	Total group program sessions	0	*0*
3.61	Total one-on-one program sessions	0	*0*
3.62	Total group program attendance	0	*0*
3.63	Total one-on-one program attendance	0	*0*

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other	Y	*N*

Languages (ESOL)? (Enter
Y for Yes, N for No)

3.66	Children's program sessions	0	*0*
3.67	Young adult program sessions	0	*0*
3.68	Adult program sessions	13	*0*
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	13	*0*
3.70	One-on-one program sessions	0	*0*
3.71	Children's program attendance	0	*0*
3.72	Young adult program attendance	0	*0*
3.73	Adult program attendance	8	*0*
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	8	*0*
3.75	One-on-one program attendance	0	*0*

3.76 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N	*N*
3.78	Total group program sessions	0	*0*
3.79	Total one-on-one program sessions	0	*0*
3.80	Total group program attendance	0	*0*
3.81	Total one-on-one program attendance	0	*0*
3.82	Did your library offer teen-led activities during the 2021 calendar year?	Y	*Y*

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	24,526	*17,240*
4.2	Adult Non-fiction Books	9,344	*7,429*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	33,870	*24,669*
4.4	Children's Fiction Books	31,878	*19,351*
4.5	Children's Non-fiction Books	6,004	*4,056*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	37,882	*23,407*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	71,752	*48,076*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	9,547	*9,737*
4.9	Circulation of Children's Other Materials	1,985	*2,395*
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	11,532	*12,132*
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	83,284	*60,208*

ELECTRONIC USE

4.12	Use of Electronic Material	32,299	*39,955*
4.13	Successful Retrieval of Electronic Information	10,820	*9,695*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	43,119	*49,650*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	115,583	*100,163*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	126,403	*109,858*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	39,867	*25,802*

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	37,768	*17,143*
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
4.19	Does the library offer virtual reference?	Y	*Y*

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	16,804	*11,709*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	11,048	*16,086*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	*Y*
5.2	Online public access catalog (OPAC)?	Y	*Y*
5.3	Electronic access to the OPAC from outside the library?	Y	*Y*
5.4	Annual number of visits to the library's web site	61,724	*63,303*
5.5	Does the library use Internet filtering software on any computer?	Y	*Y*
5.6	Does your library use social media?	Y	*Y*
5.7	Does the library file for E-rate benefits?	Y	*Y*
5.8	Is the library part of a consortium for E-rate benefits?	Y	*Y*
5.9	If yes, in which consortium are you participating?	Westchester Library System	*Westchester Library System*

5.10	Name of the person responsible for the library's Information Technology (IT) services	Christopher Shoemaker	*Christopher Shoemaker*
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 231-3160	*(914) 231-3160*
5.12	IT contact's email address	cshoemaker@ryelibrary.org	*cshoemaker@ryelibrary.org*

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	36	*36*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	*1*
6.3	Vacant Library Director (certified)	0	*0*
6.4	Librarian (certified)	8.35	*4.75*
6.5	Vacant Librarian (certified)	0	*0*
6.6	Library Manager (not certified)	0	*0*
6.7	Vacant Library Manager (not certified)	0	*0*
6.8	Library Specialist/Paraprofessional (not certified)	0	*.4*
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	*0*
6.10	Other Staff	5.37	*6.87*
6.11	Vacant Other Staff	0	*0*
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	14.72	*13.02*
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	*0.00*

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	*1*
6.15	Salary - Entry Level Librarian (certified)	$67,298	*$61,057*
6.16	FTE - Library Director (certified)	1	*1*
6.17	Salary - Library Director (certified)	$119,925	*$113,850*
6.18	FTE - Library Manager (not certified)	N/A	*N/A*
6.19	Salary - Library Manager (not certified)	N/A	*N/A*

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	*Y*
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	*Y*
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	*Y*
4.	Has board-approved written policies for the operation of the library, which shall be	Y	*Y*

	reviewed and updated at least once every five years or earlier if required by law.		
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	*Y*
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	*Y*

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y	*Y*
8b.	lighting	Y	*Y*
8c.	shelving	Y	*Y*
8d.	seating	Y	*Y*
8e.	power infrastructure	Y	*Y*
8f.	data infrastructure	Y	*Y*
8g.	public restroom	Y	*Y*
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	*Y*
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	*Y*

11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	*Y*
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	*Y*
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	*Y*

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	*1*
8.2	Branches	1	*1*
8.3	Bookmobiles	0	*0*
8.4	Other Outlets	0	*0*
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	2	*2*

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	62.00	*62.00*
8.7	Minimum Weekly Total Hours - Branch Libraries	12.00	*12.00*
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	*0.00*
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	74.00	*74.00*
8.10	Annual Total Hours - Main Library	3,100.00	*1,850.50*
8.11	Annual Total Hours - Branch Libraries	600.00	*102.00*
8.12	Annual Total Hours - Bookmobiles	0.00	*0.00*
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,700.00	*1,952.50*

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV4	Did the library provide reference service via the Internet or telephone when the building was physically	Yes	*Yes*

	closed to the public during the Coronavirus (COVID-19) pandemic?		
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	*Yes*
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	*No*
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	2	

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	Rye Free Reading Room	*Rye Free Reading Room*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	1061 Boston Post Road	*1061 Boston Post Road*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Rye	*Rye*
6.	Zip Code	10580	*10580*
7.	Phone (enter 10 digits only)	(914) 967-0480	*(914) 967-0480*
8.	Fax Number (enter 10 digits only)	(914) 967-5522	*(914) 967-5522*
9.	E-mail Address	director@ryelibrary.org	*director@ryelibrary.org*
10.	Outlet URL	www.ryelibrary.org	*www.ryelibrary.org*
11.	County	Westchester	*Westchester*
12.	School District	City of Rye	*City of Rye*
13.	Library System	Westchester Library System	*Westchester Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	2,976	*1,850*
16.	Number of Weeks This Outlet is Open	48	*32*
16a	Number of weeks an outlet closed due to COVID-19	2	*20*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*22*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	Y	*Y*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	10	*2*
20.	Enter the appropriate outlet code (select one):	LO	*LO*
21.	Who owns this outlet building?	Library Board	*Library Board*
22.	Who owns the land on which this outlet is built?	Library Board	*Library Board*

23.	Indicate the year this outlet was initially constructed	1913	*1913*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2019	*2019*
25.	Square footage of the outlet	20,881	*20,881*
26.	Number of Internet Computers Used by General Public	20	*20*
27.	Number of uses (sessions) of public Internet computers per year	4,162	*3,221*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
28.	Type of connection on the outlet's public Internet computers	Fiber	*Fiber*
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
31.	Internet Provider	Other (specify using the State note)	*Cablevision/Optimum*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Wireless Sessions	5,172	*6,327*
33a	Reporting Method for Wireless Sessions	CT - Annual Count	
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*Y*
36.	Does your **outlet** have a Makerspace?	N	*N*
37.	*LIBID*	8800665770	*8800665770*
38.	*FSCSID*	NY0754	*NY0754*
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*

40.	*Outlet Structure Status*	00 (for no change from previous year)	*00 (for no change from previous year)*
1.	Outlet Name	The Osborn Branch Library	*The Osborn Branch Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	101 Theall Road	*101 Theall Road*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Rye	*Rye*
6.	Zip Code	10580	*10580*
7.	Phone (enter 10 digits only)	(914) 925-8247	*(914) 925-8247*
8.	Fax Number (enter 10 digits only)	(914) 925-8292	*(914) 925-8292*
9.	E-mail Address	director@ryelibrary.org	*director@ryelibrary.org*
10.	Outlet URL	theosborn.org	*theosborn.org*
11.	County	Westchester	*Westchester*
12.	School District	City of Rye	*City of Rye*
13.	Library System	Westchester Library System	*Westchester Library System*
14.	Outlet Type Code (select one):	BR	*BR*
15.	Public Service Hours Per Year for This Outlet	576	*102*
16.	Number of Weeks This Outlet is Open	48	*10*
16a	Number of weeks an outlet closed due to COVID-19	2	*42*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*0*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	*N*
18.	Is the meeting space available for public use even when the outlet is closed?	N	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet		*0*
20.	Enter the appropriate outlet code (select one):	N/A	*N/A*
21.	Who owns this outlet building?	Other (specify using the State note)	*Other (specify using the State note)*

22.	Who owns the land on which this outlet is built?	Other (specify using the State note)	*Other (specify using the State note)*
23.	Indicate the year this outlet was initially constructed	1908	*1908*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2019	*2019*
25.	Square footage of the outlet	1,019	*1,019*
26.	Number of Internet Computers Used by General Public	0	*0*
27.	Number of uses (sessions) of public Internet computers per year	0	*0*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year		
28.	Type of connection on the outlet's public Internet computers		
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers		
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers		
31.	Internet Provider		
32.	WiFi Access		*The library does not offer WiFi to patrons*
33.	Wireless Sessions		*0*
33a	Reporting Method for Wireless Sessions		
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*Y*
36.	Does your **outlet** have a Makerspace?	N	*N*
37.	*LIBID*	8800665770	*8800665770*
38.	*FSCSID*	NY0754	*NY0754*

	term, which was to run from beginning date to ending date.		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
16.	Is this a brand new trustee?	Y	*N*

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Matt Anderson	*Matt Anderson*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Daire Browne	*Daire Browne*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Kirstin Bucci	*Kirstin Bucci*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*Y*
1.	Trustee Name	Ted Budrick	*Ted Burdick*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Jackie Cohen	*Nicole Cunningham*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Nicole Cunningham	*Katy Finger*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Chase Finley	*Chase Finley*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Fracnis Jenkins	*Francis Jenkins*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Micahel Karmilowicz	*Michael Karmilowicz*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Jan Kelsey	*Jan Kelsey*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Jill MacVicar	*Trish Muccia*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Trish Muccia	*Kane O'Neill*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Kane O'Neill	*Emilie Reddoch*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Elizabeth Parks	*Kathleen Riegelhaupt*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Emilie Reddoch	*Wanhi Salerno*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Kathleen Riegelhaupt	*Jana Seitz*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Wanhi Salerno	*Peter Sinnott IV*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Peter Sinnott IV	*Kimberly Vanneck*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Sarah Wise Miller	*Sarah Wise Miller*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Lina Eroh	*Jennifer Eylward*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

1.	Trustee Name	Grace Yang	*Elizabeth Parks*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	*Y*

1.	Source of Funds	City	*City*
2.	Name of funding County, Municipality or School District	Rye	*Rye*
3.	Amount	$1,315,000	*$1,120,000*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A	*N/A*
5.	Written Contractual Agreement	Y	*Y*
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$1,315,000	*$1,120,000*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$5,298	*$3,695*
11.4	Record all Central Library Services Aid monies received from system headquarters	$0	*$0*
11.5	Additional State Aid received from the System	$0	*$0*
11.6	Federal Aid received from the System	$0	*$0*
11.7	Other Cash Grants	$0	*$0*
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$5,298	*$3,695*

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0	*$0*

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0	*$0*
11.11	Other Federal Aid	$0	*$0*
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0	*$0*

11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$41,738	*$22,102*
OTHER RECEIPTS			
11.14	Gifts and Endowments	$0	*$0*
11.15	Fund Raising	$341,103	*$268,360*
11.16	Income from Investments	$0	*$0*
11.17	Library Charges	$12,346	*$6,753*
11.18	Other	$4,853	*$6,100*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$358,302	*$281,213*
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$1,720,338	*$1,427,010*
11.21	**BUDGET LOANS**	$0	*$0*

Transfers/Grant Total

TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	$0	*$0*
11.23	From Other Funds	$95,000	*$95,004*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$95,000	*$95,004*
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	$154,484	*$291,148*
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$1,969,822	*$1,813,162*

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click <u>here</u> to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$596,245	*$463,467*
12.2	Other Staff	$319,752	*$459,680*
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$915,997	*$923,147*
12.4	**Employee Benefits Expenditures**	$261,390	*$234,317*
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$1,177,387	*$1,157,464*

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$52,096	*$68,704*
12.7	Electronic Materials Expenditures	$39,584	*$57,246*
12.8	Other Materials Expenditures	$23,758	*$15,378*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$115,438	*$141,328*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0	*$0*
12.11	From Other Funds (71OF)	$0	*$0*
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0	*$0*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$200,476	*$93,133*
12.14	From Other Funds (72OF)	$0	*$0*

12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$200,476	*$93,133*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$89,209	*$65,444*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$289,685	*$158,577*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$18,251	*$26,586*
12.19	Telecommunications	$2,510	*$5,657*
12.20	Postage and Freight	$6,991	*$3,440*
12.21	Professional & Consultant Fees	$28,899	*$22,809*
12.22	Equipment	$0	*$9,451*
12.23	Other Miscellaneous	$47,935	*$54,589*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$104,586	*$123,137*

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$73,672	*$78,172*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0	*$0*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$0	*$0*

Other Loans

12.29	Budget Loans (Principal and Interest)	$0	*$0*
12.30	Short-Term Loans	$0	*$0*
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0	*$0*

12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$1,760,768	*$1,658,678*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0	*$0*
12.34	From Other Funds (76OF)	$0	*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0	*$0*
12.36	**Transfer to Other Funds**	$0	*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0	*$0*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$1,760,768	*$1,658,678*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	$209,054	*$154,484*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$1,969,822	*$1,813,162*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/15/2022	*02/26/2021*

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	06/30/2021	*09/01/2020*
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2020-12/31/2020	*01/01/2019-12/31/2019*
12.44	Indicate type of audit (select one):	Private Accounting Firm	*Private Accounting Firm*

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	*Y*

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$0	*$0*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0	*$0*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$15,324	*$0*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$15,324	*$0*

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0	*$0*
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$15,324	*$0*
13.10	**NON-REVENUE RECEIPTS**	$0	*$0*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$15,324	*$0*

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$224,167	*$224,167*
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$239,491	*$224,167*

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$18,205	*$0*
14.2	Incidental Construction	$0	*$0*
Other Disbursements			
14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*
14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0	*$0*
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$18,205	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0	*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$18,205	*$0*
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021	$221,286	*$224,167*

14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$239,491	*$224,167*

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	8.42	*5.18*
16.2	Total Librarians	8.42	*5.54*
16.3	All Other Paid Staff	4.83	*6.18*
16.4	Total Paid Employees	13.25	*11.72*
16.5	State Government Revenue	$5,298	*$3,695*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$400,040	*$303,315*
16.8	Total Operating Revenue	$1,720,338	*$1,427,010*
16.9	Other Operating Expenditures	$467,943	*$359,886*
16.10	Total Operating Expenditures	$1,760,768	*$1,658,678*
16.11	Total Capital Expenditures	$18,205	*$0*
16.12	Print Materials	36,808	*41,057*
16.13	Total Registered Borrowers	11,068	*10,318*
16.14	Other Capital Revenue and Receipts	$0	*$0*
16.15	Number of Internet Computers Used by General Public	20	*20*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,162	*3,221*
16.17	Wireless Sessions	5,172	*6,327*
16.18	Total Capital Revenue	$15,324	*$0*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8800665770	*8800665770*
17.2	*Interlibrary Relationship Code*	ME	*ME*

17.3	*Legal Basis Code*	NP	*NP*
17.4	*Administrative Structure Code*	MO	*MO*
17.5	*FSCS Public Library Definition*	Y	*Y*
17.6	*Geographic Code*	CI1	*CI1*
17.7	*FSCS ID*	NY0754	*NY0754*
17.8	*SED CODE*	661800700003	*661800700003*
17.9	*INSTITUTION ID*	800000034978	*800000034978*

SUGGESTED IMPROVEMENTS

Library Name:	RYE FREE READING ROOM	*RYE FREE READING ROOM*
Library System:	Westchester Library System	*Westchester Library System*
Name of Person Completing Form:	Chris Shoemaker and Stacy Lavelle	*Chris Shoemaker & Mary Beth Lubeck*
Phone Number:	(914) 231-3160	*(914) 231-3160*
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	*Agree*
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	*Neither Agree nor Disagree*
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	Software issues - many errors about unable to access / trouble logging in / trouble accessing. Required switching to different browsers and different computers. All unspecified errors with a message to call the help line.	

Adult Services

PROGRAMMING AND DISPLAYS:
- Book display – Women's History Month
- We have new "staff picks" book marks that staff put inside the books they recommend that are on the shelves.
- 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 Club.
- Programs
  - Techie Tuesdays - Technology assistance on the first Tuesday of the month. A different topic will be covered each month.
  - Rye Storyteller's Guild, Spin a Yarn Knitting Group, YMCA Mahjong/Canasta, Rye Storytellers, ESL Conversation Class, Writers Group, Armchair Art Tours - The World of St. Patrick!, Dr. Shenker: Selected poems, former US Poet Laureate Billy Collins, Cook it together

COMMUNITY OUTREACH/PARTNERSHIPS - Strategic goal 4: Advance strategic partnerships with community and regional agencies:
  - YMCA Mahjong and Canasta are back after a winter hiatus
  - Working with Rye Seniors on a letter writing program for April

MATERIALS:
  - Baker and Taylor has been prompt and thorough in their fulfillment of our orders and we are now receiving books by their date of publication.
  - New hot sports in the library to work with the internet upgrade

Rye Free Reading Room

Teen Services

PROGRAMMING AND DISPLAYS:
- March Manga Madness continues to be an engaging display with participation hovering between 50-60 voters per week as well as regular use of the Nintendo Switch after school.
- Teen led programs are being proposed by TAB members for additional community service credit, and they are working on creating subcommittees for regular program planning, including collaborating with school clubs to host a Cultural Fair in May.
- Book displays for Women's History Month and Retold Fairy Tales were popular
- Craft events and college prep attendance have tapered off a bit, due to the play.
- The teen room continues to be popular even as the weather has improved with 20+ kids in the space after school regularly between 4 and 5pm in particular.
- The Activist Academy was well attended.
- The Teen Job Skills workshop I organized across the county had 80 registrants.

COMMUNITY OUTREACH –
Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).
- I continue to work with other libraries around the county to have Battle of the Books happen

MATERIALS:
- The free games bundle arrived, and the board game collection has grown in use, particularly the puzzle-based gamed
- I have created a reader's advisory cheat sheet for the librarians who cover the teen room on my days off.

Children's Services

<u>Programs and Displays</u>
- Storytimes and music/movement programs are now offered every weekday morning in the library. Tales for Tots returned on Mondays, Marilyn has restarted her bilingual program on Tuesdays, and Dawn, Robert, and Michelle continue their programs on Wednesday, Thursday, and Fridays. All are well attended.
- STEAM Across the Sound Shore is a brand new after school program for 3rd-5th graders, funded by a large grant. Numbers continue to be small; some funds are being redirected to purchase STEAM books for the collection.
- Michelle's after school craft program on Wednesdays is very popular, especially among the youngers.
- Michelle has continued Saturday storytimes with limited success.
- Our Take and Make bags are still being assembled and distributed monthly.
- Planning has begun for Summer Reading 2022.
- Displays for Women's History Month and new books.

<u>COMMUNITY OUTREACH</u>
Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships
- We are working with our community partners to try to attract more kids to the STEAM program.
- We have ordered several books for Milton School for a unit on the Revolutionary War.
- We have collected several books for Osborn School for a unit on the Civil Rights Movement.

<u>MATERIALS</u>
- 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.

Code of Conduct

The Rye Free Reading Room provides a safe and pleasant atmosphere in which people can use the library and its resources. This Code of Conduct outlines acceptable behavior for customers of the Library, with respect to the rights of all other customers and the staff.

- Engaging in conduct that disrupts or interferes with the normal operation of the Library, or that disturbs Library visitors or staff, is not permitted.
- Damaging, destroying, misusing, or moving furniture, fixtures, equipment, or property belonging to the Library is not permitted. This includes disabling or unplugging Library equipment, changing hardware or software, or using a Library computer for purposes not designated by the Library. Misuse of the rest rooms is not permitted.
- Interfering with, harassing, or intimidating other customers, Library staff or Library volunteers is unacceptable.
- Library materials must be checked out to a library customer before being removed from the library.
- Loud talking and the use of cell phones, personal audio equipment and other electronic devices without earphones are to be limited to the lobby area or enclosed stairs. Quiet must be maintained in the designated quiet areas.
- Smoking, chewing, and using other tobacco products, including electronic cigarettes and smokeless tobacco products, is not permitted inside the building, or within 100 feet of the entrances and exits.
- The use of skates, skateboards, scooters, or bicycles is not permitted on library property.
- Shoes and shirts must be worn at all times.
- Responsible consumption of individually packaged food and drinks is allowed; full meals are allowed only as part of programs and events held in the Meeting Room. Pungent foods should be consumed outside the library. Beverages may be consumed in the library in covered containers only. Consumption of alcohol is not permitted on library property.
- The Library is not responsible for children who are left unattended on Library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library. Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. Children under the age of seven must be accompanied by a responsible adult or teenager at all times.
- Except for events and sales conducted by the Library, solicitations for charitable, religious or other purpose, selling of tickets or merchandise of any kind or obtaining signatures on petitions and surveying Library patrons are only permitted on Library premises with prior approval of the Director.

The Rye Free Reading Room staff is authorized to administer this policy and to modify and/or adapt the Code of Conduct to special circumstances. The above Code of Conduct is not intended to be a complete list of expected behavior. The Library Director, or the director's designee, reserves the right to take appropriate action against any other behavior which can reasonably be deemed to be offensive or disturbing to Library patrons or staff.

Customers who do not comply with any reasonable request of the staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension to termination of Library privileges and denial of access to the Library premises.

Programming Policy

The Rye Free Reading Room supports its mission to serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests by developing and presenting programs that provide opportunities for lifelong learning, cultural enrichment, entertainment, literacy support and community connection. The programming policy outlines how programs are selected, developed, and conducted at the library.

Final responsibility for programming rests with the Director, who delegates program management responsibility to the Assistant Director, the Adult Services Librarians, the Children's' Services Librarians, the Teen Services Librarian, and other designated staff. In developing and delivering programs, the Rye Free Reading Room draws on staff expertise along with library collections, equipment, and facilities. The criteria used in making decisions about program topics, speakers, and accompanying resources are:
- Community interests and needs
- Budget and cost of program
- Space requirements
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to RFRR's mission
- Staff time

Anyone interested in presenting a program may submit a proposal that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room.

The Rye Free Reading Room draws upon community resources in developing programs and attempts to partner with other community organizations, educational, cultural, and literary institutions or individuals to present and/or co-sponsor programs. The Rye Free Reading Room is dependent on the Auxiliary Board as a significant source of program funding. In addition, grant funding is also used to support program offerings. Staff also present programs as a part of their job.

Performers or authors may sell books or media as part of a program. Programs sponsored by the Auxiliary Board may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at programs is not permitted unless authorized by the

Director or Director's designee. Programs are not used for commercial, religious or politically partisan purposes or for the solicitation of business. However, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered. Petitions and letter signing campaigns are not permitted at candidates' forums or other library programs.

Due to space limitations or due to the nature of the program, attendance at programs may be limited. Registration for programs may be done on the Rye Free Reading Room's web site calendar of events, or by calling or visiting the library. Some programs do not require registration. In some cases, the nature and success of a program may require a limited attendance based on age, such as programs intended for children or teens that are geared to their interests and developmental needs.

External organizations or individuals partnering with the Rye Free Reading Room on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

All programs at the Rye Free Reading Room are open to the public and offered free of charge. Tickets may be sold for special library events.

Note: This policy refers to programs sponsored by the Rye Free Reading Room, not to programs held at the Rye Free Reading Room by community groups that have rented out the space. Please see Policy for the Public Use of Library Facilities for guidelines on space rentals.

Policy for the Public Use of Library Facilities

The Rye Free Reading Room provides library service to residents and other members of the Rye Community, in part through the use of the library building and grounds. This public use policy outlines how community organizations or individuals may use those library spaces.

Library facilities are available to the community for uses that will enhance the library's role as an essential community resource. Programs scheduled in the library's facilities shall not impede the delivery of regular public library service. The Director shall be authorized to implement procedures for the use of library facilities consistent with this Board-approved policy.

Permission to use the meeting rooms does not constitute endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Board of Trustees or staff of the Rye Free Reading Room

The Director or the Director's designee reserves the right to approve or disapprove each application for the use of the facilities, and may impose such restrictions as judged appropriate for a particular program or use.

The Director or the Director's designee may cancel any planned event when it is deemed to be in the interest of the Rye Free Reading Room to do so. Failure to observe regulations governing the use of the meeting rooms may result in denial of use in the future.

Space Use Regulations and Requirements

- Facilities are scheduled on a first-come, first-served basis and are available at the sole discretion of the Director or the Director's designee.
- Library activities and those the library jointly sponsors with other organizations will have first priority in scheduling. Where possible, scheduling preference will be given to applicants based in Rye.
- Library facilities may be made available to non-library organizations for the pursuit of social, cultural, educational, recreational and non-partisan political activities. Religious organizations are eligible to schedule meetings but they may not hold worship or instructional services at the library.
- Unless approved by the Director or the director's designee, use of Library meeting facilities by an individual or organization shall not exceed five times per year.
- Reservations may be made up to 6 months in advance.
- No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room.
- There will be no smoking or use of smokeless tobacco products; an applicant who wishes to serve alcohol must obtain prior approval by the library and must provide the library with a copy of the proper permit if it will be sold.
- Applicant must provide all supplies, food, paper goods and service utensils, other than items included on equipment list.
- Existing exhibitions displayed in the Meeting Room will be closed to the public when it has been reserved for a program. Objects on display may not be moved or disturbed.
- The applicant must restore the premises to their original condition immediately after they have been used with all trash bagged for removal.
- Program publicity is the applicant's responsibility, though the Library may include program notices in its regular publication and on its website. Inclusion of non-library programs in library publications and on the library website is strictly at the discretion of the Director or the Director's designee.
- In case of emergency building closure, the program will be cancelled and the applicant will be offered the opportunity to reschedule or to have room fees refunded.
- All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Rye Free Reading Room.

- Any furniture, equipment, or materials (collectively, "Additional Equipment"), brought into the building for the applicant's program is the responsibility of the applicant and must have prior approval of the Library Director or designee. The Library assumes no responsibility whatsoever for any property placed in the Library in connection with the applicant's program. The applicant agrees to indemnify, defend, and hold harmless the Library, its Trustees, employees and volunteers from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program or the Additional Equipment used during the program held on the Library's premises.

Applicant Categories:
- Nonprofit users who pay no rental fees or personnel costs for events open to the public at no cost to attendees and that take place when the library is open.
- Nonprofit users who pay no rental fee but who pay excess personnel costs for events that take place when the library is closed
- Users who pay a rental fee and excess personnel costs for
  - Regularly scheduled member/board meetings of local nonprofit organizations that are not open to the public
  - Meetings open to the public with a fee charged for attendance
  - Private events and/or meetings

Application Process

1. An application must be made in writing on the official application form and submitted.
   a. Applications for use of the library's facilities when the library is not open to the public must be signed by the President or authorized officer of the organization or business requesting use of the facility. If applicant is an individual, they must agree to be financially responsible for the event and library facility. If the applicant is a youth group or organization, a responsible adult over the age of 18 years must co- sign application.
   b. Applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that none engage in unlawful or improper conduct.
   c. Applicant must agree to accept full responsibility for the facilities and to comply with all regulations governing its use. This binds the applicant and organization, if any, to hold harmless, defend and indemnify the Rye Free Reading Room from and against any and all claims of injury, death and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant or organization or others in connection with the program or event.
2. A "reserved" date may be established over the phone or via e-mail prior to application submission, but the date is not final until the application form is received and approved by the appropriate Library staff.
3. In the event that the program must be cancelled, please notify the Library in a timely manner.
4. Room-use fees should be paid at the time the application is approved but no later than one week prior to the program/event.
5. The applicant is liable for any damage done to the premises, its furnishings or equipment.
6. The Rye Free Reading Room may require applicants who will use the meeting room's audio visual facilities to deposit a check for $500 as a security deposit, to be returned after the event if there is no damage.
7. The Rye Free Reading Room reserves the right to require insurance for an event.

Fees for Room Use:

Donors to the library may qualify to use the library's facilities at no rental cost as authorized by the Director or the Director's designee.

The Library will charge excess personnel costs for events that require additional staff for:
1. Audio visual support
2. Assistance with event held when the library is not open to the public
3. Special room set-up or custodial services before or after the event.

Fee Categories – Community Meeting Room
- Free public events
  - o Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - $50/hour
- Events for which attendees are charged an entry/program fee
    - (1) Fee - $200/3-hour period
    - (2) Hourly personnel rate - $50/hour
- Private events
  - o Presented by non-profit organizations
    - (1) Fee - $200/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - o Presented by business, professional or other for-profit organizations
    - (1) Fee - $350/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - o Private social events – fees to be negotiated

Fee Categories – Local History Room (2nd floor)
- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - $50/hour
- Events for which attendees are charged an entry/program fee
    - (1) Fee - $100/3-hour period
    - (2) Hourly personnel rate - $50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - $100/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Presented by business, professional or other for-profit Organizations
    - (1) Fee - $250/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Private social events – fees to be negotiated

Fee Categories – Ogden Nash Room (2nd floor)
- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - $50/hour
- Events for which attendees are charged an entry/program fee
    - (1) Fee - $100/3-hour period
    - (2) Hourly personnel rate - $50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - $100/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Presented by business, professional or other for-profit Organizations
    - (1) Fee - $250/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Private social events – fees to be negotiated

Fee Categories – Stadium Seating (1st floor)

- Free public events
  - Cosponsored by the library or hosted by donors
    - (1) No fee
    - (2) Hourly personnel rate - $50/hour
- Events for which attendees are charged an entry/program fee
  - (1) Fee - $100/3-hour period
  - (2) Hourly personnel rate - $50/hour
- Private events
  - Presented by non-profit organizations
    - (1) Fee - $100/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Presented by business, professional or other for-profit Organizations
    - (1) Fee - $250/3-hour period
    - (2) Hourly personnel rate - $50/3-hour period minimum
  - Private social events – fees to be negotiated

Meeting Room Facilities Available:
Meeting Room
Capacity:
       80 seated at 10 tables
       100 seated in rows
       110open room reception
Equipment:
       10 tables 3' X 6'
       100 stacking chairs
       DVD player
       Cable Television
       Projector
       Ceiling mounted projection screen
       Wireless Internet connection
       Laptop computer
       Wireless lavalier microphone
       Microphones on (2) table or (1) floor stand
       Podium
       Pantry with refrigerator and microwave oven
       Coffee pot (50 cup)

Local History Room
Capacity:
       8 seated at 4 tables
Equipment:
       4 stationary tables 2' x 4'
       8 chairs
       Flat screen monitor
       Computer/Internet/Wireless connection

Ogden Nash Room
Capacity:
       10 seated at 3 tables
Equipment:
       3 stationary tables 3' x 3'
       10 chairs
       Flat screen monitor
       Computer/Internet/Wireless connection

Stadium Seating
Capacity:
 30 seated at 4 rows
Equipment:
 Flat screen monitor
 Computer/Internet/Wireless connection

The Library does not have a dedicated parking lot. Parking for programs is limited to neighboring community parking lots.

<u>Schedule of Availability</u>
- Meeting Room
 Weekdays - 8:00 a.m. – 9 p.m.
 Saturday - 9:00 a.m. – 9 p.m.
 Sunday - 12 noon – 9 p.m.

- Local History Room
 Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm
 Friday - 9:30 to 5:30 pm
 Saturday - 10 am to 5 pm

- Ogden Nash Room
 Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm
 Friday - 9:30 to 5:30 pm
 Saturday - 10 am to 5 pm

- Stadium Seating
 Monday, Tuesday, Wednesday, Thursday - 9:30 to 8:00 pm
 Friday - 9:30 to 5:30 pm
 Saturday - 10 am to 5 pm

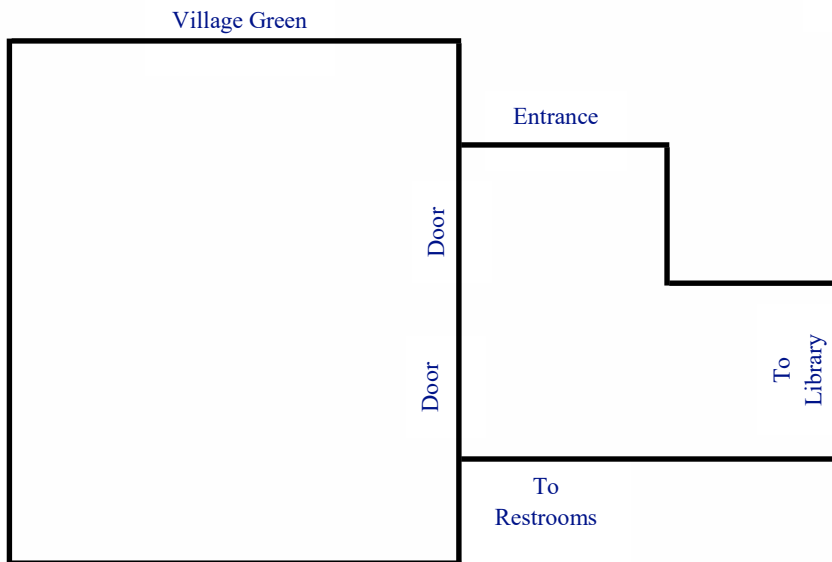# Facilities Use Application

Program Name: _____

Event Date: _____   **Time:** _____   **Staff Contact:** _____

Sponsor Org: _____   **Room:** _____   **Fee:** _____

Application Agreement:

1. Applicant agrees to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that none engage in unlawful or improper conduct.

2. Applicant accepts full responsibility for the facilities and for compliance with all regulations governing use. This binds the applicant and organization, if any, to hold harmless, defend and indemnify the Rye Free Reading Room from and against any and all claims of injury, death and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant or organization or others in connection with the program or event.

3. Applicant is responsible for complying with the Rye Free Reading Room Policy regarding public use of library facilities. The policy is available upon request, when booking public spaces and on the Library's website at: http://www.ryelibrary.org/about/policies/

Name: _____   **Signature:** _____   **Date:** _____

Village Green

Entrance

Door

Door

To Library

To Restrooms

Room/equipment needs:

Audio: (max 3 microphones)
　　Lavaliere microphone
　　Podium microphone
　　Standing microphone
　　Table mic x1 x2 x3

Visual:
　　DVD player
　　Wifi
　　Laptop
　　Podium
　　Projector
　　Projector/Laptop cart
　　Screen

Kitchen:
　　Coffee urn (serves 50)
　　Extra garbage can
　　Tables(s) x1 x2 x3

Exhibits:
　　Ladder and toolbox

Arrangement_____   # of Chairs (Max 90): _____

Standard (40 chairs in Theater seating, 4 tables in the back)
Circle - Classroom (tables w/ chairs facing front),
Conference table, Open Space, Tables in U, Theater

April Talking Points

We are working with Skolnick Architecture + Design Partnership, an award-winning, multidisciplinary design studio specializing in architecture, exhibit design, and planning, to address flood solutions and other options to make the library more resilient against future issues. We look forward to sharing details with the community as the plans are developed.

National Library Week takes place April 3 to 9, 2022. The theme is Connect with Your Library. With curbside pick-up, on-line book bundles, and virtual reference, it's never been easier to check out the library – in person or online.

Show your support for the library during National Library Week. Make a gift at www.ryelibrary.org/NLGD and support the library collections.

Notable Activities

Thursday, April 7 at 7:00 pm – Read inf Rye : Deborah Goodrich Royce
> Annabel Monaghan in conversation with actress and author Deborah Goordich Royce. In person in the meeting room.

Sunday, April 10 at 2:00 pm – The Arc of Restorative Justice
> The Archaeology Institute of America presents a lecture by Dr. Steve Nash on the repatriation movement in archaeology with a specific emphasis on the Denver Museum of Nature & Science.

Tuesday, April 19 at 4:00 pm – Adulting 101 : Mock Job Interviews
> With the Rye YMCA, teens ages 14 to 18 practice interviewing for fake positions.

Thursday, April 28 at 7:00 pm – Read in Rye : David Mills
> Poet David Mills explores the lives of unnamed slaves, free African Americans, indentured servants, and Native Americans anonymously buried in New York's Negro Burial Ground between 1712 and 1795.

Thursday, May 5 at 7:00 pm – Read in Rye : Howard Husock
> Emmy Award-winning author and former Director of Case Studies in Public Policy and Management at Harvard Kennedy School of Government, Howard Husock discusses housing reform policies and zoning principles that impact the ability to build financial assets.