Tuesday, May 25, 2021
7:30 pm Board of Trustees Monthly Meeting
Zoom

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
   a. Approve April 2021 meeting minutes (Attachment)
   b. Accept the April 2021 financial statements (Attachment)
4. President's Report
5. Information Items
   a. Staff Reports (Attachments)
      i. Director's Report
         1. 2020 NYS Annual Report (Attachment, VOTE)
      Adult Report
      ii. Children's Report
      iii. Teen Report
   b. Auxiliary Board
      i. New members
      ii. Cliffnotes!
6. Board Discussion
   a. 2021 Committees
      i. Nominating Committee
   b. Mission Moments (Attachment)
   c. Board dashboard (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, June 22, 2021 – 7:30 pm
                        Tuesday, July 27, 2021 – 7:30 pm

https://zoom.us/j/97663486495?pwd=WWxTWU5kaGlFZ0laUTlxeE5QU3lkZz09
Meeting ID: 976 6348 6495
Passcode: 930612

Minutes of the March 23, 2021
RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:32.

Consent Agenda
The consent agenda includes the minutes of the March meeting and the financials. Nicole Cunningham moved to accept the consent agenda. Sarah Wise Miller seconded. All approved the motion.

President's Report
Kathleen discussed the possibility of moving from zoom meetings to a hybrid format. Chris tested a hybrid meeting last week and did not have good results. More study on this needs to be done. For the present the meetings will continue on zoom. Kathleen turned the floor over to Katy Finger. Katy announced that she would be leaving the Board since she and her family are moving to New Orleans in June. She hoped to serve as long as she could and thanked all for her experience with RFRR. Kathleen thanked her for all her good work on the Board and on the Auxiliary Board through the years.

Staff Reports
Chris reported that the library had co-hosted with 5 other libraries an author talk by Isabel Wilkerson through CURE that was very well attended. There was a 2% return on the National Library Week appeal to Novel Night participants and a 9% return on the appeal to lapsed donors. The furniture in the Children's Room has been rearranged. The library is seeking a new business manager and Chris asked if anyone had any useful contacts. It is difficult to compare the stats for first quarter 2021 with 2020 so Chris included the end of 2020 as well. They show growing comfort level for returning to the library. The materials added is the biggest drag because the vendor, Baker & Taylor, has been very slow. Chris is pursuing other options. Chris presented the Free Direct Access Plan which is required by New York State. It outlines how the RFRR will provide library service to those without a library. A new section gives the library the ability to give preference on materials and space to its own patrons. RFRR has no contracts to provide service to other groups nor is there excessive borrowing from other groups. Our main users are Rye residents. All libraries must vote on this and then the WLS board will approve its adoption. Sarah moved to approve the plan and Jan Kelsey seconded. All approved.

Catherine Riedel described the new propagation station for plants which will have 18 containers. It will operate like the seed collection. The teen librarian organized a "Community Clue" event based on the board game. Twenty-seven families (75 people) participated. Participants had to seek clues from various local businesses to solve the mystery. It was a very popular event.

There has been very positive feedback on the rearrangement of the furniture in the Children's Room. Plans are being made for summer outdoor programs.

Auxiliary Board
Lina and Grace reported that the Auxiliary Board is looking into different possibilities for Novel Night. They sent out a survey and found that about two-thirds of responders would be comfortable with a party but not comfortable hosting one. It seems like the best approach is to have a smaller event than in the past with no after-party in September when the weather would permit outdoor parties. Ted Burdick commented that this seemed like a good interim solution since it provided for good outreach. It is a return to Novel Night's origins. Kathleen thanked the Auxiliary Board for all its work on planning a new Novel Night. The slate of new Auxiliary Board members was presented. Sarah moved to approve the slate and Katy Finger seconded. All approved.

Committee Reports
Kathleen reported that Nominating Committee chair Emilie Reddoch was ill and that committee would report at the next Board meeting. She then gave the report of the Strategic Planning Committee. She reviewed the existing strategic plan and its implementation. The library will continue under this plan for another year. Sarah commented that given the extraordinary challenges of the past year, the library had done quite well. She commended the staff on their good work.

Board Discussion
Kathleen asked Chris to review the talking points and board dashboard. Chris reported that more patrons are coming into the library. Kathleen asked about what capacity was like if a patron came in without an appointment. Chris said that for just browsing or sitting there was no problem but it was tight for study spaces. Katy asked if materials were still being quarantined. Chris said that WLS has advised stopping that practice which will mean that books etc. will get to patrons faster. Sarah wondered if there was still interest by patrons in book pick-up. Chris said that they were looking into using express holds to expedite the process. They plan to eliminate the use of paper bags and just use tape with the patron's name instead.

Mission Moments
Chris reported that there will be a Battle of the Books this year. The interet meeting is in May. Over 50 people have registered for classical music on the Village Green.

New Business
Kathleen requested that the Board go into Executive Session for a labor discussion. Sarah so moved and Katy seconded. All approved. The Board went into Executive Session at 8:20 PM. The Board left Executive Session at 8:30 PM.

There being no further business, Kathleen suggested that the meeting be adjourned. Sarah so moved and was seconded by Jan. All approved. The meeting was adjourned at 8:31.

Action : The Board Approve the April meeting minutes

April Financials

The library has been billing the Osborn on a different cycle while Marjoire Shapiro has been working here, and also covering some of her hours from the regular personnel budget. That changed as of May 14, when Marjorie returned to the Osborn for her regular schedule. Billing will resume on the normal timeline.

Automated systems may change for the second part of the year, as WLS is still finalizing the model for billing moving forward. Chris has been conducting an IT outsourcing review to see if there are cost savings to be achieved.

Insurance is behind budget as it paid on a quarterly cycle. There's no cost savings for lump sum payments as there were with the previous insurance company.

Personnel costs are below budget as a full time staff member moved to part time in March, the labor contract is still outstanding, and fewer part time hours are scheduled until the library fully reopens.

Action : The Board Accept the April financial statements

Rye Free Reading Room
Income and Expense Report
For Four Months Ending April 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	$ -	$ 657,500	$ 657,500	$ 1,315,000
Annual Campaign	$ 7,031	$ 51,038	$ 41,750	$ 225,000
Miscellaneous Income	$ 1,140	$ 7,056	$ 3,976	$ 22,000
Osborn Branch Library	$ -	$ 4,252	$ 17,010	$ 51,029
Auxiliary Board Transfer	$ -	$ -	$ -	$ 62,500
Endowment Transfer	$ -	$ -	$ -	$ 95,000
	$ 8,171	$ 719,846	$ 720,236	$ 1,770,529
Expense				
Library Materials				
Books	$ 5,419	$ 11,989	$ 20,800	$ 72,200
Audio Visual	$ 5,933	$ 10,454	$ 12,162	$ 36,485
Periodicals	$ -	$ 2,804	$ 4,300	$ 12,900
Programs	$ 149	$ 4,134	$ 2,500	$ 7,500
Ebooks/ Binding	$ 1,858	$ 5,730	$ 6,767	$ 20,100
	$ 13,359	$ 35,111	$ 46,529	$ 149,185
Library Operations				
Supplies	$ 450	$ 2,904	$ 4,333	$ 13,000
Equipment & Systems - New	$ -	$ -	$ 1,500	$ 4,500
Equipment & Systems - Maintenance	$ -	$ -	$ 1,667	$ 5,000
Automated Systems	$ 1,525	$ 35,111	$ 33,500	$ 67,000
Telephone	$ 86	$ 868	$ 2,000	$ 6,000
Postage	$ 637	$ 1,901	$ 2,600	$ 10,000
Printing & Publicity	$ 499	$ 10,435	$ 16,000	$ 40,000
Auditing	$ 13,293	$ 13,293	$ 10,000	$ 17,500
Legal Services	$ -	$ 682	$ 667	$ 2,000
Interest	$ -	$ -	$ -	$ -
Miscellaneous	$ 988	$ 4,592	$ 2,600	$ 7,800
	$ 17,478	$ 69,786	$ 74,867	$ 172,800
Building Operations				
Heat	$ 1,630	$ 5,841	$ 6,500	$ 10,000
Light & Power	$ -	$ 4,845	$ 8,000	$ 31,500
Water & Sewer	$ 148	$ 494	$ 2,333	$ 7,000
Fixtures, Furnishings & Equipment	$ -	$ -	$ 1,500	$ 5,000
Building Supplies	$ 750	$ 3,968	$ 4,000	$ 12,000
Contracted Services	$ 7,450	$ 26,253	$ 21,333	$ 64,000
Repairs & Maintenance	$ 6,515	$ 11,043	$ 6,000	$ 18,000
Insurance	$ -	$ 5,697	$ 10,334	$ 31,000
Miscellaneous	$ -	$ -	$ -	$ -
	$ 16,493	$ 58,141	$ 60,000	$ 178,500
Personnel				
Salaries	$ 63,058	$ 273,626	$ 330,334	$ 991,000
Social Security	$ 4,609	$ 21,040	$ 25,291	$ 75,872
Retirement	$ -	$ -	$ -	$ 81,515
Medical Insurance	$ 11,057	$ 30,756	$ 31,246	$ 93,737
Other Insurance	$ 371	$ 3,595	$ 5,100	$ 13,800
Payroll Services	$ 450	$ 2,130	$ 1,700	$ 5,100
Staff Development	$ -	$ 1,103	$ 833	$ 2,500
Miscellaneous	$ -	$ -		
	$ 79,545	$ 332,250	$ 394,504	$ 1,263,524
Total Income	$ 8,171	$ 719,846	$ 720,236	$ 1,770,529
Total Expense	$ 126,875	$ 495,288	$ 575,900	$ 1,764,009
Net Receipts (Expense)	$ (118,704)	$ 224,558	$ 144,336	$ 6,520

Rye Free Reading Room
Annual Campaign
April 2021 YTD

Donations to the Current Annual Campaign		*2018*
Donations received & deposited in	JAN	6,072
	FEB	150
	MAR	1,533
	APR	16,206
	MAY	946
	JUN	683
	JUL	253
	AUG	10,357
	SEP	361
	OCT	28,611
	NOV	42,570
	DEC	137,118
	Total	244,859

Donations to *Previous or Subsequent* Annual Campaigns	
Donations to *prior* Annual Campaigns	13,563
Donations to the *subsequent* Annual Campaign	0
Sub-total	13,563

Rye Free Reading Room
Endowment Report
April 2021

Endowment Inflows/Outflows:		YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)		2,188,828	2,233,617	2,011,113
Expenses		7,685	(13,845)	(14,745)
Transfer to/from Other Funds		-	(95,004)	(85,000)
Interest & Dividend Income		16,422	59,271	68,274
Appreciation		147,357	4,789	253,975
End of Period Bal (Market Value)		2,360,292	2,188,828	2,233,617
Endowment Performance		7.83%	2.25%	15.29%
Return of S&P 500		11.84%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index		-2.61%	7.51%	8.72%

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	221,391	114,631	18,679
Fixed Income	33%	706,944	647,426	756,257
Equities	58%	1,131,880	1,143,143	1,154,630
Gold	1%	16,566	26,754	21,435
Other	2%	51,406	32,810	77,671
Silvercrest Total	100%	2,128,187	1,964,764	2,028,672

Endowment Breakdown at:	YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
	Shea	41,680	52,197	93,877
	Flores	76,650	7,060	83,710
	Balf	27,390	27,128	54,518
	Silvercrest	745,086	1,383,101	2,128,187
	$	890,806	1,469,486	2,360,292

Rye Free Reading Room Combined Report for Four Months Ending April 2021

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	$ 657,500	$ -	$ -	$ 657,500
Annual Campaign	51,038	0	0	51,038
Contribution	-	11,850	0	11,850
Grants	-	0	0	-
Osborn Branch Library	4,252	0	0	4,252
Income from Invested and Equity	-	0	16,422	16,422
Miscellaneous	7,056	0	0	7,056
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	719,846	11,850	16,422	748,118
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	147,357	147,357
Total Funds	719,846	11,850	163,779	895,475
Expense				
Library Materials				
Books	11,989	0	0	11,989
Audio Visual	10,454	0	0	10,454
Periodicals	2,804	0	0	2,804
Programs	4,134	32,988	0	37,122
Online Resources	3,044	0	0	3,044
Miscellaneous	2,686	0	0	2,686
	35,111	32,988	0	68,099
Library Operations				
Supplies	2,904	0	0	2,904
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	35,111	0	0	35,111
Telephone	868	0	0	868
Postage	1,901	0	0	1,901
Printing & Publicity	10,435	0	0	10,435
Auditing	13,293	0	0	13,293
Interest	0	0	0	-
Legal Services	682	0	0	682
Miscellaneous	4,592	0	0	4,592
	69,786	0	0	69,786
Building Operations				
Heat	5,841	0	0	5,841
Light & Power	4,845	0	0	4,845
Water & Sewer	494	0	0	494
Fixtures, Furnishings & Equipment	0	0	0	-
Building Supplies	3,968	0	0	3,968
Contracted Services	26,253	0	0	26,253
Repairs & Maintenance	11,043	0	0	11,043
Insurance	5,697	0	0	5,697
Miscellaneous	0	0	-7,685	(7,685)
	58,141	0	-7,685	50,456
Personnel				
Salaries	273,626	0	0	273,626
Social Security	21,040	0	0	21,040
Retirement	0	0	0	-
Medical Insurance	30,756	0	0	30,756
Other Insurance	3,595	0	0	3,595
Payroll Services	2,130	0	0	2,130
Staff Development	1,103	0	0	1,103
Miscellaneous	0	0	0	-
	332,250	0	0	332,250
Total Expense	495,288	32,988	-7,685	520,591
Net Receipts/Expenses	224,558	-21,138	171,464	374,884
Prior Year Funds	157,038	274,961	2,360,292	2,792,291
Balance	381,596	253,823	2,531,756	3,167,175

Director's Report

LIBRARY OPERATIONS:
- Budget
  - Drafted budget through 2024 for planning purposes
- Strategic Planning
  - Reviewed staffing for future service plans with Rye TV and adult programming

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:
- Annual Campaign
  - With Communications Coordinator, started drafting annual campaign text
- Community Relations
  - Hosted MyRye and Chamber of Commerce Intern visits
  - Continued conversations with RAC and City on Rye TV
- Fundraising
  - With development associate, added tags to DonorPerfect for donor tracking
  - Planned lapsed donor appeal
  - Reviewed grant opportunities from ALA for COVID related program grants
  - With Auxiliary Board, started planning fall fundraising event

BUILDING & GROUNDS:
- Provided IT outlines to companies for IT service bids
- Researched network options and technology solutions

STAFF & PERSONNEL
- Completed Business Manager recruitment
- Continued labor contract discussions with CWA business agent

NYS Annual Report

Each year, the New York State Division of Library Development requires an annual report to be submitted that summaries the activities and finances of all libraries in the state. The report is required for eligibility for Library State Aid and Construction Grant funds. The information is also shared with the Institute of Museum and Library Services.

The reporting information reflects the year end summary, which was presented to the Board in January. It is included here below.

> Library services looked quite different in 2020, and the statistics are no exception. Circulation is down by 1/3, but that is in keeping with the larger system wide trends. Across WLS, circulation is down by ¼ to ½. Digital items provided a boost to overall usage. New digital users have also been increasing, with almost as many new user accounts as there were library cards issued in 2020.
>
> Reference questions are also down, but that is tempered slightly by the deployment of virtual chat services.
>
> Programs have decreased as well, with attendance down at a higher proportion than the decrease in programs. However, we were able to offer more teen programs this year than last year, thanks in part to the collaboration between the library and the Rye Youth Council. Capacity restrictions and Zoom fatigue contributed to the lower program numbers.
>
> The new door counters are working correctly, but reflect a significant decrease in people crossing the threshold. That decrease is reflected in lower computer usage and lower wifi engagement.
>
> The website redesign and the online appointment calendar have increased the traffic to the library website.
>
> The library added nearly 1,000 more digital items than in 2019. Purchasing 1,427 items, in addition to cost per circulation digital items cost the library $53,000. That was about 1/3 of the materials budget, and included funds that had been redirected from other material accounts. Overall purchasing was down, due to both delays in ordering and delays in receiving from Baker and Taylor.

Action : The Board Approve the 2020 NYS Annual Report

Rye Free Reading Room
Annual Report For Public And Association Libraries - 2020

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, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

		CURRENT YEAR	PREVIOUS YEAR
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	01/01/2020	*01/01/2019*
1.7	Ending Fiscal Reporting Year	12/31/2020	*12/31/2019*
1.8	Is the library now reporting on a different fiscal year	No	*No*

	than it reported on in the previous Annual Report?		
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	*01/01/2019*
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021	*12/31/2019*
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	*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 member	Y	*Y*

	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 2020? (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/2020)	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 2020) 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	Y	*Y*

circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

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 read 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	11,481	*12,439*
2.2	Adult Non-fiction Books	10,730	*11,762*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	22,211	*24,201*
2.4	Children's Fiction Books	11,335	*11,014*
2.5	Children's Non-fiction Books	7,111	*6,901*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	18,446	*17,915*
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	40,657	*42,116*

Other Print Materials

2.8	Total Uncataloged Books	0	*0*

2.9	Total Print Serials	400	*600*
2.10	All Other Print Materials	20	*25*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	420	*625*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	41,077	*42,741*

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	113,945	*24,299*
2.14	Local Electronic Collections	9	*14*
2.15	NOVEL NY Electronic Collections	15	*16*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	24	*30*
2.17	Audio - Downloadable Units	25,222	*6,551*
2.18	Video - Downloadable Units	2,194	*3,867*
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.)	0	*0*
2.20	Total Electronic Materials (Total questions 2.13, 2.16,	141,385	*34,747*

Non-Electronic Materials

2.21	Audio - Physical Units	3,065	*3,500*
2.22	Video - Physical Units	4,233	*4,623*
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	176	*138*
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	7,474	*8,261*

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	189,936	*85,749*

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

2.26	Cataloged Books	3,371	*5,503*
2.27	All Other Print Materials	0	*0*
2.28	Electronic Materials	4,418	*6,597*
2.29	All Other Materials	919	*138*
2.30	Total Additions (Total questions 2.26 through 2.29)	8,708	*12,238*

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 3.83 for the 2020 <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)	39,404	*158,154*
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	
3.2	Registered resident borrowers	10,317	*9,850*
3.3	Registered non-resident borrowers	1	*1*

Please report information on WRITTEN POLICIES as of 12/31/20.

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 12/31/20.

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	*N*
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	*N*

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

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	193	*371*
3.18	Young Adult Program Sessions	123	*121*
3.19	Children's Program Sessions	358	*637*
3.20	All Other Program Sessions	0	*0*
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	674	*1,129*
3.22	One-on-One Program Sessions	35	*0*
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	Adult Program Attendance	1,342	*6,331*
3.25	Young Adult Program Attendance	1,008	*1,064*

3.26	Children's Program Attendance	7,714		22,555
3.27	All Other Program Attendance	0		0
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	10,064		29,950
3.29	One-on-One Program Attendance	35		0

Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	No
c.	Program(s) for Adults	No	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	No
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	68	175

program

3.33	Young adults registered for the library's summer reading program	24	*32*
3.34	Adults registered for the library's summer reading program	0	*25*
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	92	*232*
3.36	Children's program sessions - Summer 2020	43	*42*
3.37	Young adult program sessions - Summer 2020	14	*51*
3.38	Adult program sessions - Summer 2020	0	*2*
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	57	*95*
3.40	Children's program attendance - Summer 2020	265	*450*
3.41	Young adult program attendance - Summer 2020	81	*217*
3.42	Adult program attendance - Summer 2020	0	*10*
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	346	*677*

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 2020 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	*11*
b.	Focus on parents & caregivers	0	*0*

c.	Combined audience	100	*417*
d.	N/A	0	*0*
3.55	Total Sessions	105	*428*

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	6	*25*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	5,560	*18,219*
d.	N/A	0	*0*
3.57	Total Attendance	5,566	*18,244*

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 2020 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 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	*Y*
3.66	Children's program sessions	0	*0*
3.67	Young adult program sessions	0	*0*
3.68	Adult program sessions	0	*22*
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0	*22*
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	0	*29*
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0	*29*
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 2020 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 2020 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	17,240	*33,931*
4.2	Adult Non-fiction Books	7,429	*15,830*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	24,669	*49,761*
4.4	Children's Fiction Books	19,351	*40,348*
4.5	Children's Non-fiction Books	4,056	*8,994*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	23,407	*49,342*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	48,076	*99,103*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	9,737	*27,943*
4.9	Circulation of Children's Other Materials	2,395	*8,068*
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	12,132	*36,011*

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	60,208	*135,114*

ELECTRONIC USE

4.12	Use of Electronic Material	39,955	*29,141*
4.13	Successful Retrieval of Electronic Information	9,695	*3,926*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	49,650	*33,067*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	100,163	*164,255*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	109,858	*168,181*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	25,802	*57,410*

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	17,143	*36,703*
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	
4.19	Does the library offer virtual reference?	Y	*N*

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	11,709	*23,843*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	16,086	*19,443*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

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	63,303	*55,552*
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)	4.75	*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)	.4	*.4*
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	*0*

6.10	Other Staff	6.87	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)	13.02	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)	$61,057	$61,057
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	$113,850	$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 (CURRENT)

Report all information as of December 31, 2020. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
7.2	2. Has a board-approved written long range plan of	Y	Y

	service.		
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	N	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. 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	Y	Y

once every five years or
earlier if required by law.

2. Has a community-based,
board-approved, written
long-range plan of service   Y   Y
developed by the library
board of trustees and staff.

3. Provides a board-approved
written annual report to the
community on the library's
progress in meeting its   Y   Y
mission, goals and
objectives, as outlined in
the library's long-range plan
of service.

4. Has board-approved
written policies for the
operation of the library,
which shall be reviewed   Y   Y
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 Y   Y
address the community's
needs, as outlined in the
library's long-range plan of
service.

6. Periodically evaluates the
effectiveness of the
library's programs, services
and collections to address   Y   Y
community needs, as
outlined in the library's
long-range plan of service.

7. Is open the minimum
standard number of public
service hours for   Y   Y
population served. (see
instructions)

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 two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	62.00	*59.50*

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	*71.50*
8.10	Annual Total Hours - Main Library	1,850.50	*3,094.00*
8.11	Annual Total Hours - Branch Libraries	102.00	*624.00*
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)	1,952.50	*3,718.00*

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 March 7, 2020 to December 31, 2020.

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
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
CV3	Did the library add or increase access to electronic collection	Yes

materials due to the
Coronavirus (COVID-19)
pandemic?

CV4 Did the library allow users
to complete registration for
library cards online without
having to come to the   Yes
library before the
Coronavirus (COVID-19)
pandemic?

CV5 Did the library allow users
to complete registration for
library cards online without
having to come to the   Yes
library during the
Coronavirus (COVID-19)
pandemic?

CV6 Did the library provide
reference service via the
Internet or telephone when
the building was physically   Yes
closed to the public during
the Coronavirus (COVID-
19) pandemic?

CV7 Did the library provide
'outside' service for
circulation of physical
materials at one or more   Yes
outlets during the
Coronavirus (COVID-19)
pandemic?

CV8 Did the library provide live,
virtual programs via the
Internet during the   Yes
Coronavirus (COVID-19)
pandemic?

CV9 Did the library create and
provide recordings of
program content via the   Yes
Internet during the
Coronavirus (COVID-19)
pandemic?

CV10   Report total number of
        recordings of program
        content during COVID-19
        pandemic. **Optional
        response. Responses to** 74
        **new questions requiring
        numerical data may be
        estimated or left blank
        the first year.**

CV11   Did the library provide Wi-
        Fi Internet access to users
        outside the building at one
        or more outlets before the   Yes
        Coronavirus (COVID-19)
        pandemic?

CV12   Did the library intentionally
        provide Wi-Fi Internet
        access to users outside the   Yes
        building at one or more
        outlets during COVID-19
        pandemic?

CV13   Did the library increase
        access to Wi-Fi Internet
        access to users outside the
        building at one or more   Yes
        outlets during the
        Coronavirus (COVID-19)
        pandemic?

CV14   Did library staff work for
        other government agencies
        or nonprofit organizations
        instead of, or in addition to, No
        their normal duties during
        the Coronavirus (COVID-
        19) pandemic?

9. SERVICE OUTLET 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.

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	3,153	*3,094*
16.	Number of Weeks This Outlet is Open	52	*52*

16a	Number of weeks an outlet closed due to COVID-19	20	
16b	Number of weeks an outlet had limited occupancy due to COVID-19	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	2	35
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 at this outlet used by general public	20	18

27.	Number of uses (sessions) of public Internet computers per year	3,221	*8,181*
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	Cablevision/Optimum	*Cablevision/Optimum*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Number of wireless sessions provided by the library wireless service per year	6,327	*17,194*
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	624	*624*
16.	Number of Weeks This Outlet is Open	52	*52*
16a	Number of weeks an outlet		

	closed due to COVID-19	42	
16b	Number of weeks an outlet had limited occupancy due to COVID-19	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	*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 at this outlet used by general public	0	*0*

27.	Number of uses (sessions) of public Internet computers per year	0	*0*
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.	Number of wireless sessions provided by the library wireless service per year	0	*N/A*
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)* |

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

| 10.1 | Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) | 10 | *11* |

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	*Yes*
10.3	If yes, what is the range?	15 - 25	*15-25*
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	21	*21*
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	*Yes*
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	3	*3*

BOARD MEMBER SELECTION

| 10.8 | Enter Board Member Selection Code (select | EA - board members are elected by the library | *EA - board members are elected by the library* |

2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Daire Browne	*Ted Burdick*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Kirstin Bucci	*Nicole Cunningham*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	*N*
1.	Trustee Name	Ted Burdick	*Katy Finger*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Nicole Cunningham	*Chase Finley*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Katy Finger	*Francis Jenkins III*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*

	education in the last calendar year (2020)?		
1.	Trustee Name	Emilie Reddoch	*Kathleen Riegelhaupt*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Kathleen Riegelhaupt	*Wanhi Salerno*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Wanhi Salerno	*Jana Seitz*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Jana Seitz	*Peter Sinnott IV*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Peter Sinnott IV	*Mary Sykes*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Kimberly Vanneck	*Jennifer Eylward*

2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Sarah Wise Miller	*Elizabeth Parks*
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	*N*
1.	Trustee Name	Jennifer Eylward	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	
1.	Trustee Name	Elizabeth Parks	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	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	$1,120,000	*$1,295,000*
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**	$1,120,000	*$1,295,000*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$3,695	*$4,149*
11.4	Central Library Aid (CLDA and/or CBA)	$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)	$3,695	*$4,149*

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State	$0	*$0*

Aid reported as system
cash grants

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**	$22,102	*$47,243*

OTHER RECEIPTS

11.14	Gifts and Endowments	$0	*$4,283*
11.15	Fund Raising	$268,360	*$205,578*
11.16	Income from Investments	$0	*$0*
11.17	Library Charges	$6,753	*$18,815*
11.18	Other	$6,100	*$13,914*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$281,213	*$242,590*
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$1,427,010	*$1,588,982*
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	$95,004	*$335,000*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$95,004	*$335,000*
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	$291,148	*$126,864*
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$1,813,162	*$2,050,846*

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 here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$463,467	*$423,832*
12.2	Other Staff	$459,680	*$451,635*

12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$923,147	*$875,467*
12.4	**Employee Benefits Expenditures**	$234,317	*$400,652*
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$1,157,464	*$1,276,119*

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$68,704	*$77,121*
12.7	Electronic Materials Expenditures	$57,246	*$46,812*
12.8	Other Materials Expenditures	$15,378	*$22,171*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$141,328	*$146,104*

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)	$93,133	*$82,954*

12.14	From Other Funds (72OF)	$0	*$0*
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$93,133	*$82,954*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$65,444	*$63,234*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$158,577	*$146,188*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$26,586	*$14,882*
12.19	Telecommunications	$5,657	*$4,659*
12.20	Binding Expenses	$605	*$656*
12.21	Postage and Freight	$3,440	*$7,779*
12.22	Professional & Consultant Fees	$22,809	*$16,120*
12.23	Equipment	$9,451	*$3,235*
12.24	Other Miscellaneous	$54,589	*$59,530*
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$123,137	*$106,861*

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$78,172	*$84,426*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

Other Loans

12.30	Budget Loans (Principal and Interest)	$0	*$0*
12.31	Short-Term Loans	$0	*$0*
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$0	*$0*
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$1,658,678	*$1,759,698*

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0	*$0*
12.35	From Other Funds (76OF)	$0	*$0*
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0	*$0*
12.37	**Transfer to Other Funds**	$0	*$0*

12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0	*$0*
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$1,658,678	*$1,759,698*
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	$154,484	*$291,148*
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$1,813,162	*$2,050,846*

ASSURANCE

12.42	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).	02/26/2021	*02/27/2020*

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	09/01/2020	*06/01/2019*
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2019-12/31/2019	*01/01/2018-12/31/2018*
12.45	Indicate type of audit (select one):	Private Accounting Firm	*Private Accounting Firm*

CAPITAL FUND

12.46 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

$0 $46,707

13.5 Other State Aid

$0 $0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5)

$0 $46,707

FEDERAL AID FOR CAPITAL PROJECTS

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

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36)

$0 $0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)

$0 $46,707

13.10 **NON-REVENUE**

| | RECEIPTS | $0 | $0 |

| 13.11 | **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) | $0 | $46,707 |

| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (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) | $224,167 | $270,874 |

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 | $0 | $46,707 |

| 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)	$0	$46,707

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)	$0	$46,707
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2020	$224,167	$224,167
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$224,167	$270,874

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	5.18	5.18
16.2	Total Librarians	5.54	5.54
16.3	All Other Paid Staff	6.18	6.18
16.4	Total Paid Employees	11.72	11.72

16.5	State Government Revenue	$3,695	*$4,149*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$303,315	*$289,833*
16.8	Total Operating Revenue	$1,427,010	*$1,588,982*
16.9	Other Operating Expenditures	$359,886	*$337,475*
16.10	Total Operating Expenditures	$1,658,678	*$1,759,698*
16.11	Total Capital Expenditures	$0	*$46,707*
16.12	Print Materials	41,057	*42,716*
16.13	Total Registered Borrowers	10,318	*9,851*
16.14	Other Capital Revenue and Receipts	$0	*$0*
16.15	Total Number of Internet Terminals Used by the General Public	20	*18*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,221	*8,181*
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	6,327	*17,194*
16.18	Total Capital Revenue	$0	*$46,707*

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 & Mary Beth Lubeck	*Chris Shoemaker & Mary Beth Lubeck*
Phone Number:	(914) 231-3160	*(914) 231-3160*
I am satisfied that this resource (Collect) is meeting library needs:	Agree	*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!

Response has been entered.

Adult Services

<u>PROGRAMMING AND DISPLAYS:</u>
- Virtual Programs
  - Classical Music on the Green! Once Upon a Time: A Musical Fairytale for all ages!! (116 participant), One Book Cure, NY Library Club Program: A Feminist Walk Through Harlem, Intro to Microsoft Word, Armchair Art Tours: Eternal Spring, The Monsoon Sea: Glimpses of an Ancient Indian Ocean World, Virtual Tour of NY Public Library, The Food Historian: When the Groom Had His Own Cake: American Wedding Food Traditions, Adult Take and Make Together: DIY Marbled Coasters, American   Politics & Community Book Discussion Series, WLS Senior Law Day: One-On-One Consultations, Westchester Library System High School Equivalency Information Session
- Virtual Book Groups

<u>COMMUNITY OUTREACH/PARTNERSHIPS</u> -Strategic goal 4: Advance strategic partnerships with community and regional agencies:
- RFRR has been reaching out to our community with a variety of programs designed by the Westchester Library System.
  - One-on-One Consultation Program for Seniors with Attorneys, Certified Financial Planners or Care Managers
  - High School Equivalency Information Session
  - Nursing Homes Vs. Home Care: Comparing Each Community's Resources

<u>MATERIALS:</u>
- Staff is being trained in ordering books from a new distributor, Ingram Content Group.

Teen Services

PROGRAMMING AND DISPLAYS:
- Plans for a reverse escape room "Break In" room are planned for the fall
- Take and Make crafts and monthly loot boxes remain popular
- An Asian-American and Pacific Islander Heritage month display was quickly picked over
-]

COMMUNITY OUTREACH –
Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships
- The Empathy Project, in collaboration with Roni Sarig's students at the Rye High School and participants in the Big Picture Foundation is in the works for a
- RFRR is the home base for the Rye High School Internship program in advertising. Students are using the Library on weekday mornings for a 3 week period.
- A game night with middle school students and RAISE is in the works for June

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).
- Summer Reading virtual program collaboration is happening with the Harrison, Croton, and Somers libraries as well as the YMCA for an in-person outdoor summer Olympics event being spearheaded by Samantha Mairson of the Children's Department

MATERIALS:
- Collection evaluation has been completed, and the graphic novel collection is at 99.98% circulation, with only 2 out of 977 items needing to be removed. The teen room has been rearranged to allow for increased growth of that collection.

Children's Services

Programs and Displays

- Our Wednesday Cooking with Kids class is still attracting regulars and new participants every week, between 8-15 kids average. May's recipes include Taco Zucchini Boats, No-Bake Oreo Pie, Bacon & Spinach Quiche, and Hawaiian Teriyaki Burgers.
- Outdoor programs remain popular. In order to handle crowd issues, if the weather is bad, the program will be done on Facebook Live. We hope for a sunny summer.
- Samantha has started a Babywearing Dance Class indoors at the library. Registration is limited to accommodate the pod spaces in the meeting room. So far attendance has been great for a new program, and we hope to attract more new moms and dads to come dance with their babies.

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

- We expect to receive the COVID-19 videos from Milton School with their accounts of community helpers in Rye during the pandemic. We will host the videos as a part of our COVID-19 archive on the website.

Materials

- New Wonderbooks have been added to the collection and are circulating well.

Auxiliary Board

The Board of Trustees votes to approve new members to the Auxiliary Board following the approval of a majority of the existing Auxiliary Board membership.

New members to the Auxiliary Board are:
- Despina Gandhi
- Megan Rossi

Action: The Board approves the new members

Rye Free Reading Room

Cliffnotes! Wanderlust – Novel Night 2021
Save the Date – Saturday, September 25

Novel Night is possible only with the creativity and support of our gracious party hosts and we are humbled by your generosity, especially at this time.

The funds raised through Novel Night:
- Support 98% of the library programs, such as Wiggle Giggle, Mother Goose, and more
- Bring summer reading events to the Rye community with weekly activities to celebrate reading and learning
- Cover the costs for the Express Collection, making sure bestsellers and popular subjects are available with limited or no waiting
- Make the museum pass program possible, allowing residents to visit MoMA, the Guggenheim, the Intrepid, the Children's Museum of Manhattan, and others
- Maintain the landmark facility at the heart of downtown Rye

How is 2021 different?
- As an off-year event that's occurring immediately after a pandemic, 2021 will be a slightly scaled-back affair, limited to private parties without an afterparty
- Ticket prices will be $150 instead of the usual $350
- Instead of Novel Night, this year will be Cliffnotes!, with a theme celebrating Wanderlust
- Hosts will be able to design a party that fits their unique risk and safety concerns including:
  - Setting a capacity limit (our goal is an average of 30 attendees per party, though you can host more or less depending on comfort level)
  - Deciding whether the event will be inside or outside
  - Deciding whether you want to limit your party to **only** people you know – please note that doing so means you'll be responsible for filling your own party versus relying on the library's publicity efforts to do so

Tips for Hosts:
- Please enjoy the planning process – Novel Night is fun, and should not be stressful!
- Keep receipts of all your party expenses so you can receive the tax deductible benefits.
- Hosts receive 4 complimentary tickets – two for the hosts and two to be distributed to your choice of guests.
- Be creative in your décor, menu, and entertainment; there's no need to spend a fortune

For more information, contact our Cliffnotes! Co-chairs, Lauren Tesoriere, lauren.tesoriere@gmail.com or Jaclyn Shanahan, Jaclyn.shanahan@gmail.com
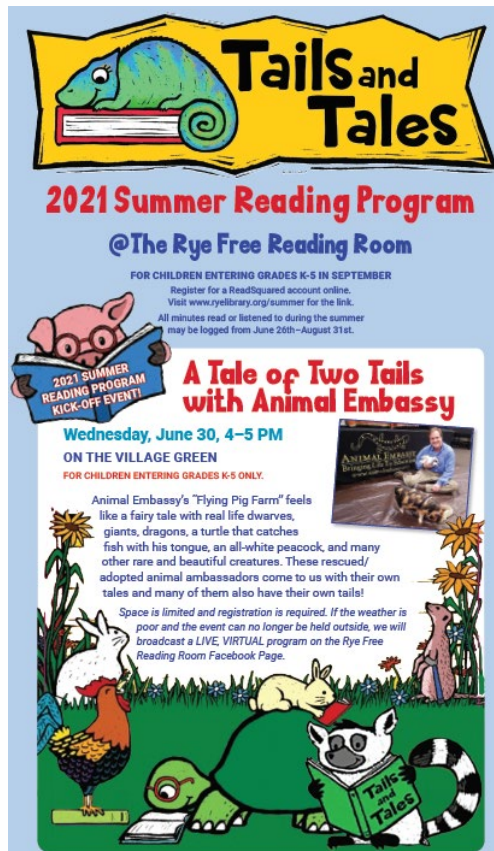**Cliffnotes.ryelibrary.org**

June Talking Points

The library is open for browsing and studying – reserve a spot at www.ryelibrary.org/appointment. Reserve a study space for you or a group, browse the collection, collect materials for a learning pod, grab an activity kit, and more.

Visit the Village Green! From concernts to storywalks to family fun activities, the library is taking advantage of the wonderful outdoors space to ensure social distanced in person programs are possible for all ages. Visit the library's calendar at www.ryelibrary.org/calendar to see what's going on.

Tickets will be onsale soon for Cliffnotes! Details are online at cliffnotes.ryelibrary.org. All proceeds support library programs.

Get ready for the Summer Reading Program! Details are online at www.ryeibrary.org/summer

Rye Free Reading Room

Notable Activities

Wednesday , June 2 at 6:30 pm : Spring Cleaning with the KonMari method
 Learn the KonMari philosophy and guiding principles needed to tidy once and for all and
 leave feeling motivated to Spark Joy in your home, office, and life. Includes a special
 raffle and a quick hands on tutorial to the KonMari folding method.
 Trustee Action: Share, register, and attend

Saturday, June 5 at 10 am : Storywalk
 Enjoy a new story every other Saturday in the outdoor storywalk around the Village
 Green.
 Trustee Action: Take a stroll and share a photo of the story

Friday, June 11 at 4 pm : Teen Confetti Cannons
 Craft teen librarian Sarah guides teens through the process of making a confetti cannon
 for graduations and other special celebrations!
 Trustee Action: Share, register, and attend

Saturday, June 12 at 5 pm : Classic Due on the Green
 Duo partners Dr. Soo Yeon Kim, violin, and Dr. Caroline Sonett-Assor, flute present
 music by Mozart, LeClair, Honegger, Martinu, Bach, Li, and Vasquez.
 Trustee Action: Share, register, and attend

Wednesday, June 23 at 6:15 pm : Alka Joshi book discussion
 With the Indian Culture Center in Greenwich, join bestselling author Alka Joshi for a
 discussion of her new book along with a wine and appetizer tasting.
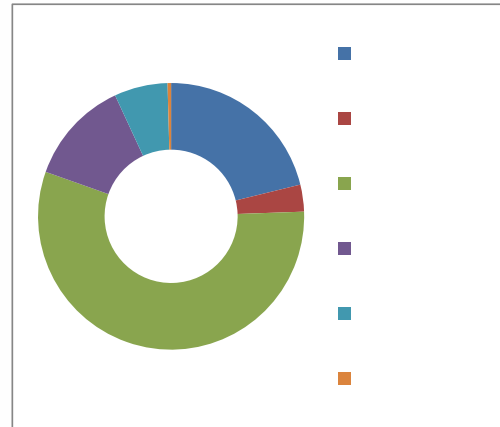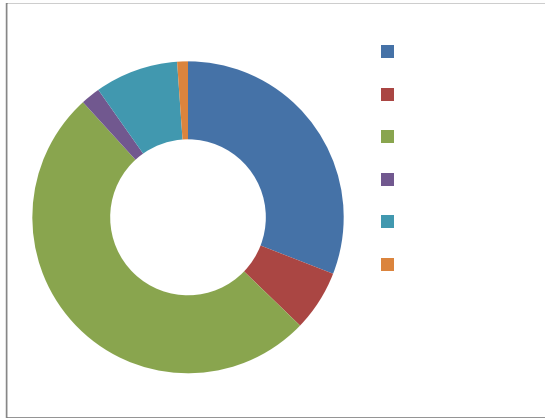 Trustee Action: Share, register, and attend.

Wednesday, June 30 at 4 pm : Summer Reading Kickoff
 Animal Embassy's Flying Pig Farm showcases rare and beautiful creatures that could be
 featured in stoyrbooks in an interactive educational program for families.
 Trustee Action: Share, register, and attend.
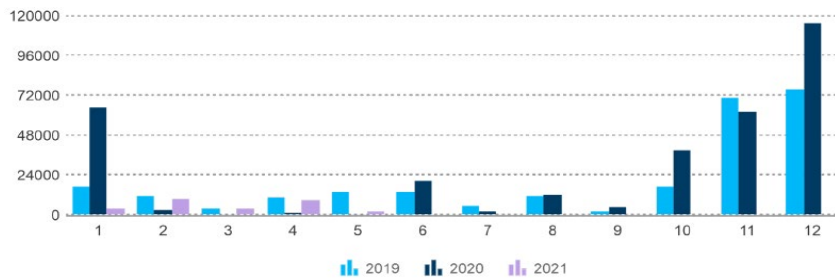
April Trustee Dashboard

March		April	
Pick up	553	Pick Up	493
Take & Make	113	Take & Make	76
Browse	913	Browse	1303
PC	36	PC	295
Study	155	Study	151
One on One	20	One on One	10

Annual Campaign Month to Month

DONATION HISTORY CYCLE 4:37 PM
Past 3 Years

New Donors YTD	0	1
Gifts $500+	0	0