

Minutes of the April 25, 2023 RFRR Board Meeting

Kirstin Bucci called the meeting to order at 7:33. One member of the public was in attendance. She is new to town and interested in the library.

Consent Agenda

The Consent Agenda is the March 28, 2023 meeting minutes. Kathleen moved to approve the consent agenda. Jan seconded. All approved.

President's Report

Kirstin had no report.

Staff Reports

Director's Report

Chris reported that, in honor of National Library Week, a special appeal had gone out. So far there has not been a big return but it was useful to get our message out. He has met with the Auxiliary Board about their new social media plans. He reported that the BAR has approved the plans for repair of the widow's walk. He has also spoken with the architect regarding any permits needed for the upcoming renovation. Beginning on May 1, WLS will roll out a new catalog which will incorporate all holdings of materials including physical and digital material in one search and provide recommendations. Chris then reviewed the first quarter statistics, which showed strong increases in circulation and program over last year. Some statistics from Osborn didn't track due to the change of personnel there. He has asked WLS to track our wifi stats as they seem inconsistent with previous periods. Acquisition numbers are lower because of issues with Baker & Taylor.

Adult Services

In keeping with the theme of National Library Week which is "There's more to the story," Catherine conducted a demonstration of a display that was in the library which highlighted the breadth of the collection and the various formats available. The board was impressed and hoped that more publicity would be possible.

Teen Services

Catherine reported that Sara had instituted a 'Quiet Hour' beginning at 5:00 pm in the teen room to facilitate study. This has been well received and is bringing in a new group of teens.

Children's Services

Catherine reported good attendance at several recent programs including Cooking with Kids, slime making and bunny scavenger hunt. She showed the board the explorer bags from the Audubon Society which could be checked out.

Auxiliary Board

Georgia reported that the gross sales for the Vehicle Fair scheduled for May 21 are already \$16,000. The goal for the event is \$20,000. They expect many walk-ins. This event has a number of local sponsors. Dianna reported that they have a new social media strategy. Over 11,000 people are reached through Instagram.

Financial Report

Katie reported a profit of over \$171,000 for the first quarter. Heating expenses have been higher during this period. The finance committee will be meeting in the next few weeks to review the library's various banking relationships. She asked for a motion to accept the March 2023 financials. Jen so moved and Emilie seconded. All approved.

Mission Moments

Chris noted several upcoming programs including Mark Shenker's session on "King Lear" on May 7; floral arrangements with Nancy on June 1; and the Vehicle Fair on May 21.

New Business

Chris reported on the progress with the architects. The excavation company will be reporting their findings to Skolnick later this week. We should get the final report by the middle of next week. Chris has been looking at furniture for the relocation projects. Carousels and bins might be used in the children's room. He has spoken with several major donors who have been in favor of our temporary moving plans. He passed out conflict of interest forms to the board.

There being no further business, Kirstin called for a motion to adjourn. Kathleen so moved and Jan seconded. All approved. The meeting was adjourned at 8:08.

Action: The Board approve the April 2023 meeting minutes

April Financials

There was no significant income in April. The next expected change is the second payment from the city for \$680,000, which will come in July.

In Expenses, programs are higher due to the \$600 fee for filming in the Rye Little League parade. The 2023 program budget was increased by \$5000 to account for this.

There was no significant activity in library operations expenses.

In building operations, \$10,000 was paid to W and M Fire to replace the wet and dry valves on part of our sprinkler system. They were no longer holding pressure, and were setting off false alarms. Due to a timing issue, 2 Con Ed payments were made in March, so no payments were made in April. Con Ed expenses will be over budget for 2023, but that will be offset elsewhere in the overall budget.

Personnel increases are below budget. The 2023-2024 United Furniture Worker healthcare rates have been received, and they are the same as last year. Healthcare expenses will be slightly lower, as we budgeted for a rate increase taking effect in June.

Action : The Board accept the April 2023 financial statements

Rye Free Reading Room
Income and Expense Report
For 4 Month Ending April 30, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
Income				
City of Rye	\$ -	\$ 680,000	\$ 680,000	\$ 1,360,000
Annual Campaign	\$ 4,214	\$ 41,595	\$ 81,667	\$ 245,000
Miscellaneous Income	\$ 4,141	\$ 8,575	\$ 11,667	\$ 35,000
Osborn Branch Library	\$ 3,275	\$ 13,561	\$ 18,744	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 11,630</u>	<u>\$ 743,731</u>	<u>\$ 792,078</u>	<u>\$ 1,866,232</u>
Expense				
Library Materials				
Books	\$ 6,217	\$ 18,461	\$ 29,628	\$ 88,885
Audio Visual	\$ 507	\$ 2,596	\$ 8,647	\$ 25,940
Periodicals	\$ 204	\$ 2,830	\$ 4,300	\$ 12,900
Programs	\$ 1,156	\$ 6,229	\$ 4,167	\$ 12,500
Ebooks/ Binding	\$ 4,912	\$ 6,740	\$ 13,666	\$ 41,000
	<u>\$ 12,996</u>	<u>\$ 36,856</u>	<u>\$ 60,408</u>	<u>\$ 181,225</u>
Library Operations				
Supplies	\$ 492	\$ 6,712	\$ 4,667	\$ 14,000
Equipment & Systems - New	\$ -	\$ 999	\$ 1,500	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 1,666	\$ 5,000
Automated Systems	\$ 1,172	\$ 36,170	\$ 23,565	\$ 70,695
Telephone	\$ 256	\$ 874	\$ 1,667	\$ 5,000
Postage	\$ 772	\$ 3,212	\$ 3,000	\$ 9,000
Printing & Publicity	\$ 1,133	\$ 11,566	\$ 12,000	\$ 36,000
Auditing	\$ -	\$ 10,789	\$ 6,833	\$ 20,500
Legal Services	\$ -	\$ -	\$ 666	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 886	\$ 4,636	\$ 2,600	\$ 7,800
	<u>\$ 4,711</u>	<u>\$ 74,958</u>	<u>\$ 58,164</u>	<u>\$ 174,495</u>
Building Operations				
Heat	\$ -	\$ 15,547	\$ 5,600	\$ 16,800
Light & Power	\$ 1,497	\$ 7,872	\$ 11,500	\$ 34,500
Water & Sewer	\$ 236	\$ 1,133	\$ 2,667	\$ 8,000
Fixtures, Furnishings & Equipment	\$ -	\$ 1,589	\$ 1,667	\$ 5,000
Building Supplies	\$ 596	\$ 2,030	\$ 4,000	\$ 12,000
Contracted Services	\$ 13,912	\$ 36,721	\$ 20,520	\$ 61,560
Repairs & Maintenance	\$ -	\$ 9,666	\$ 6,000	\$ 18,000
Insurance	\$ -	\$ 6,098	\$ 10,833	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 16,241</u>	<u>\$ 209,656</u>	<u>\$ 62,787</u>	<u>\$ 188,360</u>
Personnel				
Salaries	\$ 76,847	\$ 303,749	\$ 338,431	\$ 1,015,292
Social Security	\$ 5,690	\$ 22,530	\$ 25,890	\$ 77,670
Retirement	\$ -	\$ -	\$ -	\$ 109,394
Medical Insurance	\$ 4,402	\$ 26,504	\$ 30,635	\$ 91,904
Other Insurance	\$ -	\$ 2,891	\$ 5,333	\$ 16,000
Payroll Services	\$ 584	\$ 2,788	\$ 2,333	\$ 7,000
Staff Development	\$ 128	\$ 1,528	\$ 1,000	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 87,651</u>	<u>\$ 359,991</u>	<u>\$ 403,622</u>	<u>\$ 1,320,260</u>
Total Income	<u>\$ 11,630</u>	<u>\$ 743,731</u>	<u>\$ 792,078</u>	<u>\$ 1,866,232</u>
Total Expense	<u>\$ 121,599</u>	<u>\$ 681,461</u>	<u>\$ 584,981</u>	<u>\$ 1,864,340</u>
Net Receipts (Expense)	<u>\$ (109,968)</u>	<u>\$ 62,270</u>	<u>\$ 207,096</u>	<u>\$ 1,892</u>

**Rye Free Reading Room
Annual Campaign
April 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2021</i>	<i>2022</i>	<i>2023</i>
Donations received & deposited in	JAN	29,771	85,387	32,982
	FEB	9,764	5,531	1,446
	MAR	4,471	5,764	2,953
	APR	7,031	3,659	4,214
	MAY	3,077	5,989	-
	JUN	3,820	4,953	-
	JUL	2,850	811	-
	AUG	1,940	203	-
	SEP	37,884	16,977	-
	OCT	50,299	81,183	-
	NOV	88,772	67,548	-
	DEC	101,425	66,435	-
	Total	341,104	344,440	41,595

Donations to <i>Previous or Subsequent</i> Annual Campaigns			
Donations to <i>prior</i> Annual Campaigns	24,193	85,287	30,883
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	24,193	85,287	30,883

Rye Free Reading Room
Endowment Report
April 2023

Endowment Inflows/Outflows:	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(7,165)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	13,671	57,746	63,379	59,271
Appreciation	304	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,116,302	2,109,492	2,388,851	2,188,828
Endowment Performance	0.32%	-7.44%	13.48%	2.25%
Return of S&P 500	9.17%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	3.59%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	2%	43,412	29,727	12,815	114,631
Fixed Income	40%	759,818	775,964	884,363	647,426
Equities	55%	1,051,228	1,046,548	1,170,444	1,143,143
Gold	1%	18,480	16,964	17,096	26,754
Other	2%	39,726	46,723	71,182	32,810
Silvercrest Total	100%	1,912,664	1,915,926	2,155,900	1,964,764

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	40,322	82,002
Flores		76,650	76,650	(2,688)	73,962
Balf		27,390	27,390	20,283	47,673
Silvercrest		745,086	745,086	1,167,578	1,912,664
		\$ 890,806	890,806	1,225,496	2,116,302

Rye Free Reading Room Combined Report

For 4 Month Ending April 30, 2023

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 680,000	\$ -	\$ -	\$ 680,000
Annual Campaign	41,595	0	0	41,595
Contribution	-	14,452	0	14,452
Grants	-	205,823	0	205,823
Osborn Branch Library	13,561	0	0	13,561
Income from Invested and Equity	-	15,078	13,671	28,749
Miscellaneous	8,575	0	0	8,575
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>614,731</u>	<u>364,353</u>	<u>13,671</u>	<u>992,755</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		<u>0</u>	<u>304</u>	<u>304</u>
Total Funds	614,731	364,353	13,975	993,059
Expense				
Library Materials				
Books	18,461	8,109	0	26,570
Audio Visual	2,596	0	0	2,596
Periodicals	2,830	0	0	2,830
Programs	6,229	27,965	0	34,194
Online Resources	4,912	0	0	4,912
Miscellaneous	1,828	0	0	1,828
	<u>36,856</u>	<u>36,074</u>	<u>0</u>	<u>72,930</u>
Library Operations				
Supplies	6,712	0	0	6,712
Equipment & Systems - New	999	0	0	999
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	36,170	24,500	0	60,670
Telephone	874	0	0	874
Postage	3,212	0	0	3,212
Printing & Publicity	11,566	0	0	11,566
Auditing	10,789	0	0	10,789
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	4,636	0	0	4,636
	<u>74,958</u>	<u>24,500</u>	<u>0</u>	<u>99,458</u>
Building Operations				
Heat	15,547	0	0	15,547
Light & Power	7,872	0	0	7,872
Water & Sewer	1,133	0	0	1,133
Fixtures, Furnishings & Equipment	1,589	0	0	1,589
Building Supplies	2,030	0	0	2,030
Contracted Services	36,721	32,982	0	69,703
Repairs & Maintenance	9,666	0	0	9,666
Insurance	6,098	0	0	6,098
Miscellaneous	0	825	7,165	7,990
	<u>80,656</u>	<u>33,807</u>	<u>7,165</u>	<u>121,628</u>
Personnel				
Salaries	303,749	0	0	303,749
Social Security	22,530	0	0	22,530
Retirement	0	0	0	-
Medical Insurance	26,504	0	0	26,504
Other Insurance	2,891	0	0	2,891
Payroll Services	2,788	0	0	2,788
Staff Development	1,528	0	0	1,528
Miscellaneous	0	0	0	-
	<u>359,991</u>	<u>0</u>	<u>0</u>	<u>359,991</u>
Total Expense	552,461	94,381	7,165	654,007
Net Receipts/Expenses	62,270	269,972	6,810	339,052
Prior Year Funds	<u>374,367</u>	<u>592,522</u>	<u>2,109,492</u>	<u>3,076,381</u>
Balance	436,637	862,494	2,116,302	3,415,433

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Revised 2023 budget based on staffing changes and UFW healthcare premium update
- Strategic Planning
 - Reviewed marketing for featured events
 - Reviewed social media plan

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Drafted 2023 Annual Campaign Mailer
- Community Relations
 - Met with Schenker program organizer to discuss 2023/2024 season
 - Participated in CURE wrap up session and brainstormed for 2024 program
 - Co-ordinated pRYEd resource table with Harrison Public Library and Port Chester Rye Brook Library
- Fundraising
 - Completed outreach to donors about Children's Room Changes
 - Finalized Con Edison funding proposal

BUILDING & GROUNDS:

- Met with Rex Gedney for updates on rooftop work and interior space reorganization plans

STAFF & PERSONNEL

- Completed recruitment for part time library caretaker and full time technology clerk

Adult Services

PROGRAMMING:

- Programs
 - Armchair Art Tours: Making a Good Impressionism

COMMUNITY OUTREACH:

Strategic Priority 1: Independent Reading Services

- Book Displays
 - RFRR Off The Shelf Book Picks
 - Mental Health Awareness Month, National Pet Month, Asian American and Pacific Islander Heritage Month & Jewish-American Heritage Month, National Bike Month
- Library Book Groups
 - After Work Book Club, Cooking The Books, Current Events Book Club (virtual), Thursday Afternoon Book Club (hybrid), Friday Morning Virtual Book Club (virtual)
- Programs
 - Read in Rye: Sara Leman - "Socorro"
 - Upcoming 5/25 - Read in Rye: Nancy L. Meyer - "Teaching Improv Skills: Stories, Games, and Tips to Develop Skills for Improvisational Comedy Troupes"

Strategic Priority 4: Community Interest Advancement:

- Provided meeting space for the Rye Sustainability Committee & Ruth Lyon Bush DAR Chapter.
- Programs
 - Appraisal Day with Shapiro Auctions

Teen Services

PROGRAMMING AND DISPLAYS:

- Displays focusing on book picks, Cookies & Books, and the monthly theme of “Celebrate Asian American and Pacific Islander Heritage month” are performing as well as others in the past, with the AAPI display garnering positive feedback from the community.
- The recruitment for Battle of the Books begins on 5/17, and it looks like we will have a teen team and a children’s team.

Strategic Goals - #1 Independent Reading

- The genre stickers have been a great help for navigating the collection quickly and offering faster reader’s advisory when go-to books are checked out

Strategic Goals - #4 Community Interest Advancement

- Collaboration with the Rye High School art department has led to a library-wide art installation with plans for more in the Fall
- Collaboration with the RCSD Middle School and High School English departments as well as the Library Media Center are encouraging students to participate in summer reading as well as Battle of the Books

MATERIALS:

- Fiction was weeded on schedule and, similar to manga, is circulating well enough that our collection is seeing use in the ~83% circulation rate for weeding-eligible items.

Children's Services

Community Interest Advancement

- Our struggles with parking may affect attendance on several morning of the week.
- STEM Sparks Boxes on Saturdays have been drawing visitors occasionally. The boxes are filled with fun STEM activities for preschoolers and change monthly. May's box has bug/insect themed activities inside.
- Crafty Kids transitioned to 2 sessions on Wednesday afternoons, but the attendance is non-existent for the second session. We will transition back to one session in June.

Independent Reading and Reading Drop-off Prevention

- Book tastings attract a smaller crowd. May's Graphic Novel meeting had 3 enthusiastic kids in attendance.
- The New Time Traveler's Book Club met at the end of April with a small group of passionate readers. They loved talking about the book *Show Me a Sign* and making a craft. Next week they'll meet to discuss *Freewater*.
- There is a general interest meeting for our Battle of the Books team taking place this week. Kids will read 5 books and practice to compete in a trivia competition that will be taking place in October. We hope to have a good group of kids interested in joining the team.
- Our Off The Shelf book picks have been popular and usually circulate quite well.
- Our displays this month have focused on AAPI Heritage Month, Memorial Day, Science, and Mother's Day.

Materials

- Books continue to be ordered regularly. By the end of June a huge order will be going through to finish replacing books lost in the flood.

Annual Campaign Update

May 19, 2023

In attendance: Kirstin Bucci, Lina Eroh, Kathleen Riegelhaupt, Shelley Huber, Whitney Whipple, Chris Shoemaker

The committee discussed messaging tone, shifting from the funding gap to an aspirational approach.

There was additional discussion on potential membership awards that had minimal or no cost to the library. Ideas included picking books for storytime for a particular week, having a display in the library for artwork, adding signage recognizing people for making that hour of time available to the community, or early access to Novel Night and other ticketed event sales.

There was discussion about adding “buy up” membership options when purchasing tickets.

There was discussion about communicating the difference between member, cardholder, and attendee.

Chris will provide a more detailed breakdown of annual campaign giving, and the results of the member survey, conducted in 2023.

Questions for trustees:

1. What does library membership mean to you?
2. Is there a form of recognition that you would enjoy or could use to inspire others to become members?
3. How do you discuss library membership with others?

Building Update #1

May 12, 2023

In attendance: Kirstin Bucci, Jan Kelsey, Lina Eroh, Jill MacVicar, Sarah Wise Miller, Kathleen Riegelhaupt, Chris Shoemaker

Guests: Scott Briggs, Dena Sherman, Paul Alter

Paul and Scott provided a brief overview of the proposed design, as well as the timeline so far.

Based on the geotechnical survey from Carlin-Simpson, the existing fill is not acceptable bearing material in most locations for new building. There is too much variation in consistency and density of the material, and it would lead to uneven settling and other issues.

To stabilize the existing structure and allow for future building, there are two tasks to be done. First, the Blind Brook retaining wall requires reinforcement and stabilization in order to shore up the existing structure and allow for future building. Second, the southwest corner of the building may require underpinning. Skolnick is recommending a test with ground penetrating radar to see if there is existing foundation support that would eliminate or reduce the amount of underpinning needed.

The GPR test would be \$3,650
Underpinning would be between \$234,000 - \$264,000
Seawall reconstruction would be \$1,158,400

The reconstructed seawall would consist of soil nails, tiebacks, and shotcrete. The wall would be built up 2 feet taller than the existing wall. The process would take between 18 to 24 months, including design, permitting, and construction. The seawall is not in such a state of decay that it would qualify for emergency review. Dena and Paul noted that there are grants that would be available to fund a significant portion of the seawall work. Dena would be available as a consultant, and the fees for that service could be included in the grant proposal.

An additional recommendation is to remove all trees from the retaining wall as soon as possible, to reduce ongoing damage caused by the tree roots.

Dena spoke about the wet flood-proofing concept and the informal conversations they have had with the city on that solution. As the lower level is a multipurpose space, a variance is required for wet flood-proofing. Overall, the feedback has been good, but it is not yet confirmed.

Paul also provided an overview of lifting and moving the library. Lifting the building 8 feet and moving it 8 feet east, away from Blind Brook, would have a cost of \$1,110,000. This would not include any new construction, excavation, utility connections, landscaping, foundation, or waterproofing. Moving the building would require two months, while the new construction would require additional time. The library would be closed for at least 18 months. The overall estimate would be for \$3,500,000 for the move and new connections, plus the \$6,669,900 for the proposed additions to the attic and second floor.

Scott explained that due to the complexity of the work, there was no way to phase the project into stages effectively.

There are still some structural analysis work for Murray Engineering to complete, and meetings with Rye's Landmarks Committee, Board of Architectural Review, and Floodplain administrator about the initial construction concept.

The library committee needs to consider the proposal for the ground penetrating radar survey, the seawall reconstruction, and the tree removal. A follow-up meeting will take place on May 19th.

Building Update #2

May 19, 2023

In attendance: Kirstin Bucci, Jan Kelsey, Lina Eroh, Jill MacVicar, Sarah Wise Miller, Kathleen Riegelhaupt, Chris Shoemaker

Chris provided an information update from Skolnick regarding grant funding for the seawall. Dena, from TMS Waterfront, noted each grant can have different timelines for applications and for funding. Some are on rolling clocks, while some have finite clocks. She anticipates there being ~4-6 grants that the library would be eligible for, in relation to the resiliency /seawall project, and would be applying over a 2 year period. An early ~4mo "Grant Identification" phase should be added in for the consultant team if this is a service the Library would like assistance exploring. Grants would likely be in the 24/25 fiscal year, as it is getting late in 2023 for applications.

Chris also noted that the 1965 plans had been provided to the architect, and it looks as though underpinning would not be necessary, nor would the GPR test be needed.

There was significant discussion over next steps, timelines, and planning. Chris has a follow-up meeting with Skolnick regarding questions about matching requirements, ability to separate design work from actual construction to accommodate fundraising, potential complications, and a calendar for the project.

AV System Update

Metro Sound has installed the new control panel, sound system, and wiring for the AV systems. During the installation, they discovered the projector control panel was no longer operational. Due to the age of the projector, and the lack of replacement parts, the recommendation was to replace the existing projector with a new model. The new projector would be adaptable to a new location before the end of its useful lifespan, if it needed to be relocated.

Neither the existing wireless microphone or DVD player could be integrated with the new control system, and will also need to be replaced.

The attached quote is for \$12,350, in addition to the \$23,000 spent.

Metro Sound Pros, Inc.

577 State Route 208, Suite 200

Monroe, NY 10950 US

(845) 429-7900

contactus@metrosoundpros.com

http://metrosoundpros.com

Estimate

ADDRESS
Rye Free Reading Room
Attn: Accounts Payable
1061 Boston Post Road
Rye, NY 10580

SHIP TO
1061 Boston Post Road
Rye, NY 10580

ESTIMATE #	DATE
6017	04/27/2023

SHIP VIA

Installation

ACTIVITY	QTY	RATE	AMOUNT
**V1 Projector/Wireless Microphone/DVD Player Replacement			
*			
Product USED Vivitek DU7095Z Laser Projector 6,500 ANSI lumens and a 20,000:1 contrast ratio DU7095Z	1	7,995.00	7,995.00
Product Vivitek Lens, Long Zoom 2: 3.0 - 5.0:1 5811120055-SVV	1	1,350.00	1,350.00
Product USED - Shure ULXS G3 with SM58 Handheld Wireless Microphone	1	550.00	550.00
Product Sony BDP-BX370E Multi-Region/Multisystem Network Blu-ray Disc Player BDP-BX370E	1	225.00	225.00
Product Installation Materials (Straps, Connectors, Hardware, Misc)	1	200.00	200.00
Labor Labor to Install System	1	1,950.00	1,950.00
*			
NOTES **Notes: -Client to provide a clean and safe work environment for MSP's Installers. -Client to provide all electrical requirements (if applicable) specified by MSP. -Client to provide all tax exemption paperwork (if applicable) upon contract	1	0.00	0.00

ACTIVITY	QTY	RATE	AMOUNT
submittal. -MSP is not responsible for any EMI interference. -MSP must be provided exclusive access to equipment area and listening space for systems calibration. If other parties require access to the space during alignment, tuning, equalization, and calibration, time must be coordinated with MSP. -MSP will not be responsible for confirming feasibility of designs created by a third party. Client will be responsible for any and all additional labor and/or materials that may be required, due to an error or omission in a design that was not created or supplied by MSP. -Client is responsible for providing any specifications for provisions that have not been described in the Statement of Work (SOW) provided by MSP. -Client will be responsible for costs of additional labor, and/or travel that are the result of client's scheduling errors or unreadiness. -Client will be responsible for costs of additional labor, and/or travel that are the result of damages to or interference with installation work that was performed by MSP. -Installation to take place during install shift 1 (8am-5pm). Anything outside of this will be billed separately according to shift. -Labor charge is purely estimated and may change. Adjustments to the labor will be made on the final invoice. -Depending on project size, a Punch List may be issued upon completion. The items will then be resolved in a timely matter. Items not included on the punch list will be considered null and void. *			
Payment Terms #2 Upon approval, client must submit a company issued purchased order or a signed copy of this estimate, and a 50% down payment of \$6175.00. The remaining balance of \$6175.00 will be due within 5 days of completion. ** Note a late fee of 1.5% will be applied to unpaid balances that remain thirty (30) days after Invoice Date.	1	0.00	0.00

QUOTE IS VALID FOR 30 DAYS. Materials/labor costs for completing the job based on our evaluation or client's description of job location. Quote does not include price increases, change orders, or delays on materials due to delay in payments by client, unforeseen problems, or adverse weather conditions after quote is approved. If the estimate is cancelled after being approved, client is responsible for any consulting, design time, material restocking fee of thirty percent and any litigation charges due to cancellation.

SUBTOTAL	12,270.00
SHIPPING	80.00
TOTAL	\$12,350.00

Accepted By

Accepted Date



Client: 2302829

Printed on: 5/23/2023

Rye Free Reading Room
Attn: Chris Shoemaker, Director
Chris Shoemaker, Director
1061 Boston Post Road
Rye, NY 10580
Business: 914.231.3160
E-Mail Address: cshoemaker@ryelibrary.org

Bartlett Tree Experts
Laura Sarzaba - Representative
2240 Saw Mill River Road
Elmsford, NY 10523
Mobile Phone: 914-306-3352
E-Mail Address: lsarzaba@bartlett.com
Bus. Reg. ID: 00529
Registration: WC05518H93

Proposal For Tree Care Services

1061 Boston Post Road, Rye, NY 10580

NOTICE TO CLIENT:

Bartlett Tree Experts has entered this property for the specific purpose of writing this proposal, pursuant to the owner's request. Bartlett Tree Experts makes no warranties and accepts no responsibility regarding the potential risks involving any trees on this property. Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions related to your trees and shrubs. THIS IS NOT AN INVOICE.

Removal

Remove Mulberry, Elm, Ash and Maple group to the following specifications:

Remove trees and shrubs growing out of retaining wall at rear of library, which are interfering with the stability and functionality of the wall.

Cut stumps low, as close to wall as equipment allows.

Remove resulting debris and recycle wood products responsibly. (If chips are kept on property, bill to be reduced by \$200).

Arborist Notes:

- Includes the following trees:

15" diameter Siberian Elm
4" Mulberry
6" Mulberry
10" Ash (dead)
3" Mulberry

Client: 2302829

Printed on: 5/23/2023

- 8" Red Maple
- 12" Mulberry (leaning, mostly dead)
- 24" Siberian Elm
- 10" Silver Maple
- 6" American Elm

Various small (1-2") Elms, Maples, Mulberries, Bittersweet vines, Multiflora Rose shrubs, Invasive Raspberry shrubs

Total Amount: \$9,360.00

SCHEDULE OF WORK PROPOSED:

Once accepted and scheduled, Bartlett Tree Experts will coordinate all job planning and scheduling; equipment requirements, and work crew staffing and direction pertaining to safe, professional execution of the service or services offered.

Upon acceptance of this proposal, this work can be scheduled to take place during the week/weeks of 6/1/2023 and should be completed by 6/1/2024.

SCHEDULE OF PAYMENT:

Bartlett Tree Experts offers to perform the work specifications at the work location listed above at the following rates:

Owner agrees to pay a total price of: \$9,360.00

NOTICE OF RIGHT TO CANCEL:

You, the client, may cancel this transaction, without penalty or obligation, at any time prior to midnight of the third business day after the date of the acceptance of this proposal. To cancel your acceptance of this proposal within this time, you may notify Bartlett Tree Experts, in writing of your intent to do so, referencing the work location and project.

ADDITIONAL TERMS AND CONDITIONS:

After reviewing the terms and conditions attached, which become part of this agreement, please sign the enclosed copy and return in the enclosed envelope. In the event that the client should issue additional work authorization terms, if agreed upon, such terms will be incorporated into this agreement. In the event that such terms conflict with this agreement, then the terms of this agreement shall govern over any conflicting language. The original document should be retained for your reference. Should you have any questions or need further information, please contact me directly at 914-306-3352.

Client: 2302829

Printed on: 5/23/2023

OFFER:

Bartlett Tree Experts will perform the above referenced service in a safe, professional manner, in accordance with all laws, rules, regulations, and industry standards governing tree care.

Bartlett Representative Signature:



Date:

5/23/2023

Printed Name:

Laura Sarzaba

AUTHORIZATION TO PROCEED:

I hereby authorize Bartlett Tree Experts to perform the above services. Unless otherwise agreed upon in writing by Bartlett Tree Experts, I agree to make total payment of the estimated costs and all authorized additional costs upon completion of the work.

Client's Signature:

Date:

Printed Name:

Finance Committee Meeting

May 12, 2023

Katie Vernace, Jaclyn Shanahan, Kathleen Riegelhaupt, Stacy Lavelle, Chris Shoemaker

The committee discussed the existing relationship with Silvercrest. There was a suggestion to investigate how the Silvercrest fees compare to other investment management companies, and to see what, if any changes another firm would recommend for the library endowment portfolio. Chris and the committee will look at other firms as a comparisons before the end of the year.

Chris gave an update on the banking relationships. With First Republic now part of Chase, the concern over a possible liquidity crisis has been reduced. As the integration of First Republic clients and services with Chase occurs, the committee will review the banking portfolio. For the time being, funds are still divided between Fidelity and First Republic, as Fidelity has a significantly higher interest rate.

Chris provided an update on the library credit card. Amazon eliminated their line of credit for purchases, and it has had a impact on credit availability for purchasing supplies and other material. Chris proposed opening a new credit, to replace the Bank of America credit card, and to increase the credit limit to \$10,000, up from \$5,000. The committee agreed to the recommendation. There was discussion over the financial polices and procedures manual, as there is not a specific card use policy. Chris and Stacy will work with the Finance Committee to update the polices and procedures manual.

Mission Moments

Discover museum passes, nature exploration kits, hotspots, and more at the library.

Get ready for summer reading! Our summer reading kickoff will be June 24th, with an open mic

There's more to the story – National Library Week is April 23 to 29, 2023.

A library card may be free but your membership is priceless – donate to the library today at www.ryelibrary.org/support

Notable Activities

Floral Arrangement with Nancy from the Flower Bar – Thursday, June 1 at 7 pm
Join Nancy White of The Flower Bar and create your own colorful floral arrangement using the most beautiful blooms of the season. You will learn about the properties of each flower type, design principles and using color. Only 4 spots remain!

Read in Rye: Eric Glickman 0 Thursday, June 8 at 7 pm. What was it like to go summer sleep away camp in the seventies and can we ever go back? Come and meet Eric Glickman and hear about his new book *Camp Pock-a-Wocknee and the DYN-O-MITE Summer of 77*, a coming-of-age graphic novel celebrating the traditions, friendships, and idiocy that make up summers at Jewish sleepaway camp.

Donuts with Dad – Saturday, June 17 at 11 am

Celebrate Father's Day with your dad at the library this year! We will read some great books, sing some songs, and enjoy a snack together to tell our dads how much we appreciate them. For preschoolers and their dads, grandpas, uncles, or any person who is fatherly!

Summer Reading Kick-Off – Saturday, June 24 at 3 pm

Grab your glow sticks, craft an instrument, and rock out together by joining us for our summer reading kick-off event! Sign up now for a 3 minute performer slot, or sit back and enjoy the show from the Green. After the open mic, join us for a performance for the whole family by the *Squeaky Clean Band*! This band plays fun music for all ages and tastes and has been rocking out together for several decades. It's sure to be a rip roaring good time!