

**Tuesday, November 15, 2022**  
**7:30 pm Board of Trustees Monthly Meeting**  
**Meeting Room**

**Agenda**

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
  - a. Approve October 25, 2022 meeting minutes (Attachment)
  - b. Accept the October 2022 financial statements (Attachment)
4. President's Report
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report
      1. 3<sup>rd</sup> Quarter Statistics
    - ii. Adult Report
    - iii. Teen Report
    - iv. Children's Report
  - b. Auxiliary Board
6. Board Discussion
  - a. Annual Campaign (Handout)
  - b. Nominating (Handout, VOTE)
  - c. Policy Review (Attachment)
  - d. Strategic Planning (Attachment)
  - e. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, December 20– 7:30 pm

City Budget Workshop: November 14, 2022 6:30 pm

## **Minutes of the September 27, 2022 RFRR Board meeting**

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

### Consent Agenda

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

### President's Report

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

### Staff Reports

#### Director's Report

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

### Adult Services

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

### Teen Services

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

### Children's Services

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

### Auxiliary Board

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

### Annual Campaign

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

### Architect

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

### Policy Review

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

### Strategic Planning

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

### Nominating

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

### Budget Process

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

### Mission Moments

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

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

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

## October Financials

### In Income

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

### In expenses:

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

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

**Action : The Board accept the October 2022 Financial Statements**

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

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

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

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

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

Rye Free Reading Room  
Endowment Report  
October 2022

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

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

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



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

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

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Attended 2023 Budget presentation to the City Council
- Strategic Planning
  - With Committee Chair, refined strategic plan goals and activities

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Finalized December Annual Campaign reminder mailer
  - Finalized December e-blast messages
  - Continued sending thank you letters to new donors and donors who increased their gifts
- Community Relations
  - Planned Mistletoe Magic activity for families
  - With CURE, started planning for 2023 5 Communities, One Book program
- Fundraising
  - Received 2023 CONED STEM grant for activity boxes for children

### BUILDING & GROUNDS:

- With building manager, reviewed HVAC and Fire Systems maintenance contract to address performance deficiencies

### STAFF & PERSONNEL

- Reviewed employee safety guide and employee handbook

### 3rd Quarter Statistics

The statistics for Q3 show the continued normalization of library operations. Hurricane Ida had a significant impact on Q3 2021 operations, and so some September stats look higher in comparison. August 2022 in particular reflects higher usage compared to last year.

Osborn operations were impacted by staff out on short term disability leave, and the need to train back-up coverage. Two part time employees and one full time employee have now been trained to provide coverage. Coverage training had lapsed during the pandemic.

Summer Reading program has a strong response compared to 2021, and that drove both program attendance and circulation. Back to school has also been busier than previous years.

Website use continues to dip, as usage was inflated during previous years due to the requirement to make reservations. Patron behavior has significantly shifted in that regard.

Even with delays in delivery from Baker and Taylor, new materials are regularly added, and the children's collection reflects the efforts to restore that collection.

Rye Free Reading Room Statistical Summary  
Lending Services

	July 21	Aug 21	Sept 21	July 22	Aug 22	Sept 22	Q3 2021	Q3 2022	Q3 change	YE 2021	YTD 2022	YTD change
<b>Circulation to Patrons</b>												
RFRR - Total	12430	11945	7820	12210	13298	10562	32,195	36,070	12%	115,195	96,432	-16%
<i>Adult - All Categories</i>	7327	7310	5857	7997	8638	6971	20,494	23,606	15%	75,328	63,188	-16%
Fiction	2786	2847	2037	2862	3133	2221	7,670	8,216	7%	24,526	20,756	-15%
Non-Fiction	864	792	552	979	1060	932	2,208	2,971	35%	9,344	8,296	-11%
Express (Book + AV)	79	75	89	99	101	88	243	288	19%	828	714	-14%
E-Media	2765	2803	2569	3111	3386	2988	8,137	9,485	17%	31,911	26,371	-17%
Movie	582	595	470	733	629	529	1,647	1,891	15%	6,060	5,303	-12%
Music	130	101	89	63	81	98	320	242	-24%	1,436	711	-50%
Other	121	97	51	150	248	115	269	513	91%	1,223	1,037	-15%
<i>Children's - All Categories</i>	5103	4635	1963	4213	4660	3591	11,701	12,464	7%	39,867	33,244	-17%
Fiction	4083	3670	1518	3346	3644	2806	9,271	9,796	6%	31,878	26,556	-17%
Non-Fiction	750	691	331	715	823	637	1,772	2,175	23%	6,004	5,334	-11%
Movie	149	170	49	42	62	37	368	141	-62%	1,035	410	-60%
Music	0	0	0	3	1	1	0	5	#DIV/0!	3	12	300%
Other	121	104	65	107	130	110	290	347	20%	947	932	-2%
ROS	283	318	243	203	217	206	844	626	-26%	2,879	2,073	-28%
<b>ILL to Other WLS Libraries</b>												
RFRR	1046	893	788	1088	968	897	2,727	2,953	8%	11,513	8,499	-26%
ROS	21	15	17	50	60	28	53	138	160%	115	281	144%
<b>New Patron Registration</b>												
RFRR	144	82	54	104	147	91	280	342	22%	763	786	3%
<i>Adult</i>	83	49	44	63	86	68	176	217	23%	514	505	-2%
<i>Teen</i>	9	4	3	6	26	5	16	37	131%	27	65	141%
<i>Children</i>	52	29	7	35	35	18	88	88	0%	222	216	-3%
<i>Digital</i>	22	24	19	23	45	19	65	87	34%	275	234	-15%
ROS	7	5	4	5	1	3	16	9	-44%	44	30	-32%
<b>Reference Services</b>												
<b>Questions Answered</b>												
RFRR	3883	3904	2320	3679	4272	3556	10,107	11,507	14%	37,768	31,601	-16%
<i>Adult</i>	2547	2465	1838	2479	3021	2555	6,850	8,055	18%	24,733	21,407	-13%
<i>Children</i>	1336	1439	482	1200	1251	1001	3,257	3,452	6%	13,035	10,194	-22%
ROS	71	79	83	72	75	86	233	233	0%	590	781	32%
<b>Programs &amp; Events (RFRR Only)</b>												
<b>Programs &amp; Program Attendance</b>												
<i>Programs</i>	75	37	66	99	116	103	178	318	79%	722	884	22%
<i>Adult</i>	8	4	23	51	58	35	35	144	311%	189	300	59%
<i>Teen</i>	15	11	9	10	16	28	35	54	54%	183	221	21%
<i>Children</i>	52	22	34	38	42	40	108	120	11%	350	363	4%
<i>Attendance</i>	2355	1197	1778	2274	2805	2150	5,330	7,229	36%	18,472	21,296	15%
<i>Adult Programs</i>	52	93	184	489	492	454	329	1,435	336%	2,432	3,111	28%
<i>Teen Programs</i>	91	125	33	174	103	178	249	455	83%	1,635	2,700	65%
<i>Children's Programs</i>	2212	979	1561	1611	2210	1518	4,752	5,339	12%	14,405	15,485	7%
<b>Library Visits (Doorcount; RFRR Only)</b>												
<b>Doorcount</b>												
RFRR	18656	16451	18978	17985	17541	18698	54,085	54,224	0%	154,207	133,535	-13%
<b>Electronic Services (RFRR Only)</b>												
<b>Computer Sessions</b>												
Use of Public PCs	375	354	217	303	386	299	946	988	4%	4,162	2,831	-32%
<i>Adult PCs</i>	364	341	204	288	341	285	909	914	1%	3,961	2,572	-35%
<i>Laptops</i>	11	13	13	15	45	14	37	74	100%	201	259	0%
<b>Website Use</b>												
Sessions (Visits)	6117	4993	5349	4638	4813	5121	16,459	14,572	-11%	61,724	42,049	-32%
Users	3874	3,108	3531	3314	3,406	3596	10,513	10,316	-2%	38,943	28,794	-26%
Pageviews	10940	8309	8814	7761	7970	8286	28,063	24,017	-14%	106,698	70,183	-34%
<b>Wifi Usage</b>												
Sessions	444	412	488	802	581	1172	1,344	2,555	90%	5,172	6,135	19%
<b>Technical Services</b>												
<b>Items Added</b>												
RFRR	191	222	423	967	1008	441	836	2,416	189%	4,368	6,619	52%
<i>Adult</i>	137	195	266	361	426	249	598	1,036	73%	3,204	3,203	0%
Fiction	100	77	205	280	323	166	382	769	101%	1,774	1,947	10%
Non-Fiction	11	15	28	37	48	31	54	116	115%	178	258	45%
eBooks	1	0	0	0	0	0	1	0	-100%	885	602	-32%
Express (Book + AV)	11	7	23	15	13	22	41	50	22%	104	109	5%
Movie	14	0	9	22	37	16	23	75	226%	155	172	11%
Music	0	82	0	0	0	0	82	0	-100%	85	2	-98%
Other	0	14	1	7	5	14	15	26	73%	23	113	391%
<i>Children's</i>	54	27	157	606	582	192	238	1,380	480%	1,164	3,416	193%
Fiction	36	26	144	419	212	151	206	782	280%	937	2,119	126%
Non-Fiction	18	1	13	187	370	41	32	598	1769%	181	1,296	616%
Movie	0	0	0	0	0	0	0	0	#DIV/0!	5	1	-80%
Music	0	0	0	0	0	0	0	0	0%	0	0	0%
Other	0	0	0	0	0	0	0	0	#DIV/0!	41	0	-100%
ROS	49	19	20	37	21	12	88	70	-20%	181	189	4%

## Adult Services

### PROGRAMMING AND DISPLAYS:

- [RFRR Bi-Monthly Book Picks, Thanksgiving Cookbooks](#)
- [Book Groups](#)
  - [Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Events Book Club, Rye YMCA Booked at the Y Book Club, After Work Book Club](#)
- [Programs](#)
  - [Rye Storytellers, Fun Fall Flowers with Nancy White from the Flower Bar in Larchmont, Women and Money : How to Make Sense of Today's Financial Markets, Friends with Words:Jeannie Zusy, Rye YMCA Canasta, Rye YMCA MahJong, Mark Schenker Sessions : The Age of Innocence by Edith Wharton](#)

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

- 2022 RFRR Spelling Bee

## Teen Services

### PROGRAMMING AND DISPLAYS:

- Displays focusing on book picks and cozy fall reads are up in the teen room
- Attendance at programs continues to hold steady between 8-12 attendees, with the new Take and Bake having 100% pick-up rate.
- Programs integrating the results from the Teen Room 2022 survey have been added to the upcoming calendar year for January and February as well as a new book club integrating the Book Picks more actively into programming in the teen room to help encourage free reading.

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

- Books for school assignments have been ordered in from other libraries, and teacher support for the Voluntween Club and the upcoming Cookies and Books, supporting independent reading, is well received.

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

- An informational talk on podcasting at the industry level with local non-profit Media for Good is slated for the new year with other libraries around the county slated to attend and advertise it to their communities.

### MATERIALS:

- The TAB submitted their first book order for the year, and those books will be added to the collection

## Children's Services

### **PROGRAMMING AND DISPLAYS**

- Mock Newbery book club continues meeting once a month on Mondays. The second session had 6 participants and they were very enthusiastic.
- The November Book Tasting had two attendees and we hope it will pick up steam.
- STEAM Across the Sound Shore started back up again with the Westchester Children's Museum on Tuesdays. Attendance is low
- Displays for this month include book picks, Veterans Day, Native Americans, Thanksgiving, and new Wonderbooks.
- Fall Festival was a success. We had about 50 kids and their families on the green enjoying the nice weather. We did crafts, ate snacks, and gave out goody bags. The Little Garden Club of Rye also gave out books and daffodil bulbs.

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

- Our November school visits went very well. We had about 70 1<sup>st</sup> grade children from Midland School come to the library to take a tour and read some stories.
- We are partnering with Milton to order their monthly book club books
- We are partnering with Milton to order books for their Extreme Weather Unit.

### **MATERIALS:**

- Ordering of new books continues regularly.
- New Wonderbooks have arrived on the shelves.



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## Annual Campaign

Please sign up to send 10 thank you cards to donors

Dear X,

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

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

Dear X,

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





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## **Policy Review Committee**

The Policy Review Committee reviewed three policies – the library bylaws, the collection development policy, and the cardholder registration policy. Changes and notes are included via track changes. Changes to the bylaws will be approved no earlier than the December meeting, due to the notification guidelines established in the bylaws.

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

**ARTICLE I**

Members

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

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

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## ARTICLE II

### Meetings of Members

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

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

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

### **ARTICLE III**

#### Election of Trustees and Officers

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

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

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

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

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

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

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

## ARTICLE IV

### Board of Trustees

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

## ARTICLE V

### Duties of Officers

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

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

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

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

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

## ARTICLE VI

### Committees

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

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

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



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

#### **ARTICLE VII**

##### Fiscal Year

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

#### **ARTICLE VIII**

##### Use of Library

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

## **ARTICLE IX**

### Amendments

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

## **ARTICLE X**

### Conflicts of Interest and Indemnification

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

## **Cardholder Registration & Borrowing Policy**

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

### **CARDHOLDER REGISTRATION**

#### **1. CATEGORIES OF ELIGIBILITY**

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

## 2. ACCEPTABLE IDENTIFICATION

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

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

## 3. DUPLICATION OF LIBRARY ACCOUNTS

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

## 4. AGE RESTRICTIONS

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

#### 5. LIBRARY CARD EXPIRATION & RENEWAL

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

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

#### 6. SUSPENSIONS

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

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

Library privileges will be restored when accounts have been settled.

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## BORROWING

### 1. RESPONSIBILITY

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

### 2. LOAN PERIODS

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

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

### 3. RENEWALS

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

### 4. RETURN OF ITEMS

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

### 5. OVERDUE NOTICES<sup>†</sup>

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

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

### 6. CLAIMS RETURNED

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

### 7. RECIPROCAL BORROWING

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



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## 8. NON-CIRCULATING ITEMS

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

## 9. EQUIPMENT

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

## 10. FINES AND FEES

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

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

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

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

## 11. SPECIAL SERVICES

### a. RESERVES OR SYSTEM HOLDS

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

### b. INTERLIBRARY LOAN REQUESTS<sup>†</sup>

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

## 12. SPECIAL COLLECTIONS

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

### a. Laptops

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

d. Playaway Tablets

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

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



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## **Collection Development Policy**

### **Rye Free Reading Room Mission:**

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

### **Statement of Purpose**

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

### **Introduction**

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

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

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

### Collection Management Goals

The goals that drive Collection Management are:

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

### Overview of Collections

#### Adult Collection

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

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

#### *Fiction*

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

#### *Nonfiction*

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

### *Local History*

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

### *Foreign Language*

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

### *Audiobooks*

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

### *Audiovisual*

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

### *eBooks*

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

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

### *Music*

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

### *Periodicals*

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

### *Electronic Resources*

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

### *Reference*

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





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### *College and Career*

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

### Children's Collection

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

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

### *Fiction*

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

### *Young Reader Fiction*

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

### *Easy Reader Fiction*

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

### *Picture Books*

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

### *Nonfiction*

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

### *Foreign*

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

### *Periodicals*

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

### *Parenting*

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

### *Reference*

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

### *Electronic Resources*

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

#### *Audiobooks*

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

#### *Audiovisual*

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

#### *Music*

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

#### *Movies*

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

### Young Adult Collections

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

### *Fiction*

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

### *Nonfiction*

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

### *Graphic Novels*

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

### *Audiovisual*

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

### *Periodicals*

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

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### *Electronic Resources*

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

### *Special Collections*

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

### Selection Guidelines

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

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

### Standard Selection Sources

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

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

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

### Standing Orders

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

### Collection Maintenance

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

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

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

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



### Consideration and Reconsideration of Materials

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

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

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

**Comment [A2]:** Changed timeline

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

**Comment [A4]:** Added timeline.

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

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

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

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

**Comment [A7]:** Limit on repeat requests

### Formats

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

### Access to the Collection

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

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

### Preservation

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

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

### Materials Budget

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

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

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

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

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

### Related Services

#### Interlibrary Loan

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

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

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

### Gifts and Donations

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

### Bindery

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

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

Approved by the Board of Trustees, February 24, 2015

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List of Appendices:

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

Appendix B: [Freedom to Read](#)

Appendix C: [Freedom to View](#)

Appendix D: [Purchase Suggestion Form](#)

Appendix E: Request for Reconsideration of Library Material Form

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## Appendix A

### The Library Bill of Rights

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

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

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

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

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

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

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

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

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

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## Appendix B

### Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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## Appendix C

### Freedom to View Statement

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

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

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



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## Appendix D

### Patron Request Form

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

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip \_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you the author? \_\_\_\_ Publisher? \_\_\_\_

Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine

\_\_\_\_ Library Program \_\_\_\_ Audio Recording \_\_\_\_ Newspaper

\_\_\_\_ Electronic information/network (please specify) \_\_\_\_ Other

---

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

ISBN \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



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## Appendix E

### Request for Reconsideration of Library Material Form

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

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip \_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Do you represent: Self? \_\_\_\_ Organization? \_\_\_\_

Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine

\_\_\_\_ Library Program \_\_\_\_ Audio Recording \_\_\_\_ Newspaper

\_\_\_\_ Electronic information/network (please specify) \_\_\_\_ Other

\_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Have you examined the entire resource? \_\_\_\_ Yes \_\_\_\_ No

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

\_\_\_\_\_

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

\_\_\_\_\_

## **Strategic Planning**

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

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

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

Comments from the Trustees and library staff will be incorporated into the final document.



Strategic Roadmap

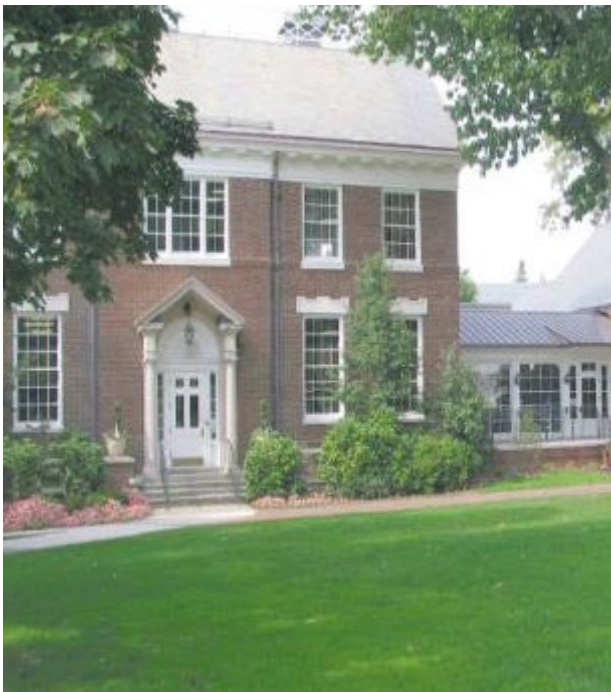
## Rye Free Reading Room

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



# Pillars

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



01

## COMMUNITY

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

02

## FAMILY

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

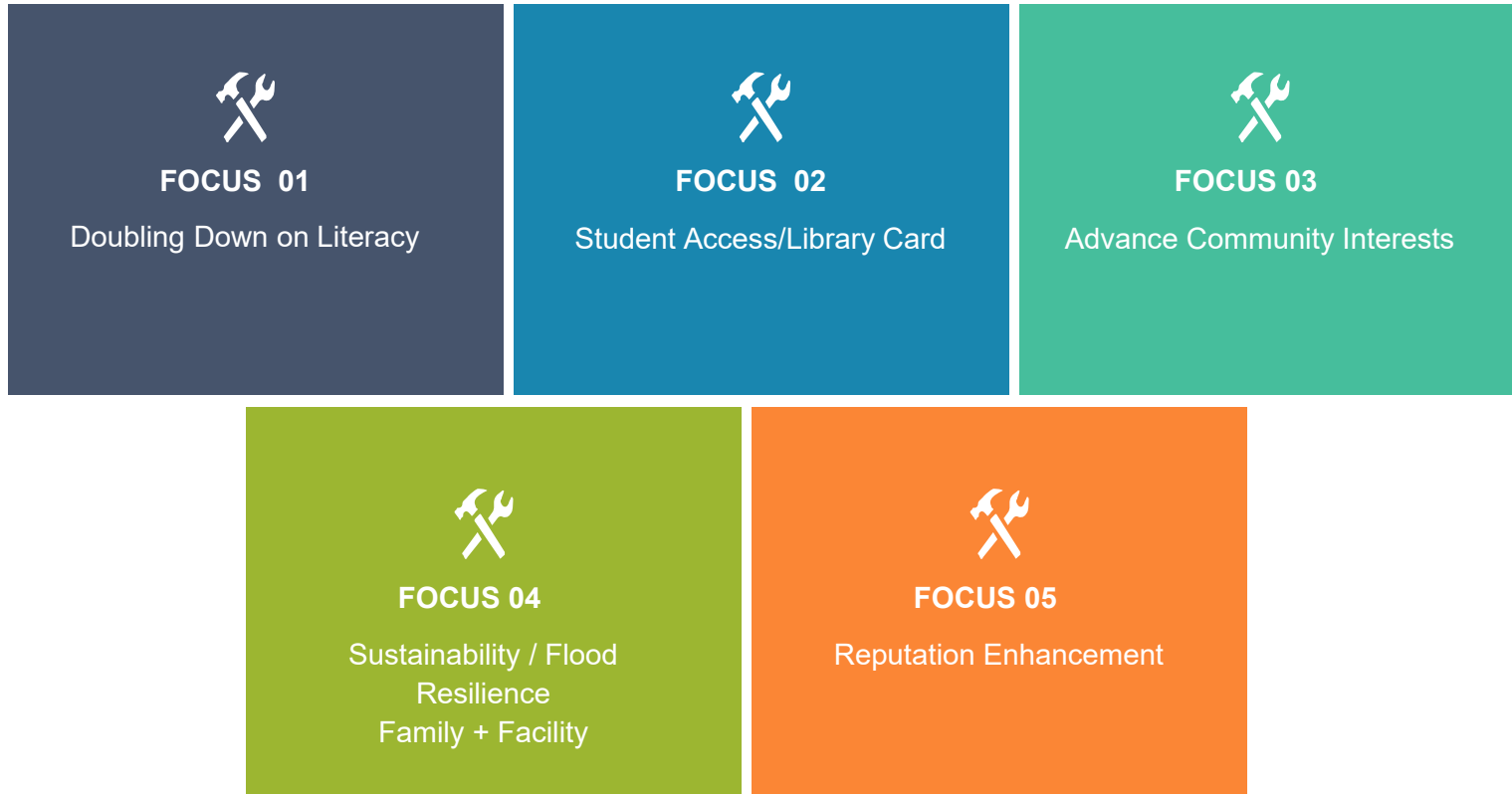
03

## LITERACY

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

# Initiatives Areas

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

## Benefits

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

## Activities

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

## Timing + Duration



TIMING: July 2023 – December 2024

DURATION: 18 months

## Dependencies



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

## Success Metrics

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

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

### Benefits

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

### Timing + Duration



TIMING: January 2023 – December 2024

DURATION: 24 months

### Activities

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

### Dependencies



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

### Success Metrics

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

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

### Benefits

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

### Activities

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

### Timing + Duration



TIMING: January 2023 – December 2025

DURATION: 36 months

### Dependencies



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

### Success Metrics

- Program attendance
- Increase in program proposals received



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

### Benefits

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

### Activities

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

### Timing + Duration



TIMING: January 2023 – December 2025

DURATION: 36+ months

### Dependencies



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

### Success Metrics

- Reduction or elimination of flood damage
- Attendance
- Annual Campaign donations



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

### Benefits

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

### Activities

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

### Timing + Duration



TIMING: July 2024 – December 2025

DURATION: X months

### Dependencies



- Expertise
- Staffing & Capacity
- Funding

### Success Metrics

- New footsteps
- Attendance



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## December Talking Points

Rye Free Reading Room is preparing for a vibrant future and you are an essential part of this exciting future - We are at 60% of our goal - make your donation to the Annual Campaign today at [www.ryelibrary.org/support](http://www.ryelibrary.org/support)

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

See if you are eligible for a corporate match at [www.ryelibrary.org/double](http://www.ryelibrary.org/double)

Join the library at Mistletoe Magic on Sunday, Nov 27 and make a festive clothspin snowman

### **Notable Activities**

Tuesday, November 29 – 7 pm

RW250 : Treason on the Darkest Dye

Master Storyteller Jonathan Kruk engages audiences in this most compelling story of the fight for Independence, sharing General Benedict Arnold's treasonous plot to give West Point to the British and how it got thwarted by three farmer-soldiers in central Westchester.

Tuesday, December 6 – 10 am

Elder Law Seminar

Patricia Micek shares information preparing your estate and assets.

Wednesday, December 7 – 6 pm

Cooking the Books Book Club

Browse the book, tell us which recipe you'll be cooking, and bring the dish to our monthly meeting for everyone to try. This month - Sally's Cookie Addiction.

Thursday, December 15 – 6 pm

Carola Muller Mascolo Soul Landscapes reception

Inspired by nature and spheric shapes, Carola's collages adorn the meeting room.

Tuesday December 27 and Thursday December 29 – 4 pm

Winter Break – Nailed It Cooking edition!