

Tuesday, September 28, 2021
7:30 pm Board of Trustees Monthly Meeting
Community Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve July 2021 meeting minutes (Attachment)
 - b. Accept the July 2021 financial statements (Attachment)
 - c. Accept the August 2021 financial statements (Attachment)
 - d. Approve new members for the Auxiliary Board (Attachment)
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. NY HERO Act plan (Attachment, VOTE)
 - ii. Adult Report
 - iii. Children's Report
 - iv. Teen Report
 - b. Auxiliary Board
 - i. Cliffnotes!
 - ii. Booksale
6. Board Discussion
 - a. 2021 Committees
 - i. Nominating Committee
 - ii. Development Committee
 - iii. Building and Grounds Committee
 - b. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, October 26 – 7:30 pm
 Tuesday, November 16 – 7:30 pm

Call in number: 888-617-3400
Passcode: 219111

Minutes of the July 20, 2021 RFRR Board meeting

Kathleen Riegelhaupt began the meeting at 7:37. A quorum was not present.

Director's Report

Chris reported that the text was all set for the annual appeal brochure and mailings. The Rye Watershed festival in September would wrap up before CliffNotes! A children's book festival with book sales and author signings is scheduled for Sunday October 9. The library's book sale has been rescheduled for September 19 but may need to be rescheduled to the spring. For the quarterly stats Chris presented 2019 stats because 2020 stats skewed everything because of library closures during COVID. Ted asked about the time people were spending in the library. Chris said that that was increasing and should continue to go up since the seating arrangement has been changed from the COVID arrangement. There is an issue with Baker & Taylor regarding receiving new books. The library is also working with Ingram to improve this. Chris is pleased at the way the stats are rebounding. The door count is increasing. Lina asked about the sight lines in the Children's Room. The re-arrangement of the furniture has improved this. Kathleen asked if new card holders who used digital access have stayed with us. The stats seem to reflect this.

Catherine reported that the Passport to India held last weekend was a big success. Over 175 people attended. There was a dance troupe, henna tattoos, food etc. Many Indian residents commented how proud they were. Teen outdoor programming is picking up. The children's beach storytime had 45 participants.

There now being a quorum, Kathleen called the meeting to order at 7:50. No one from the public was in attendance.

Consent Agenda

The consent agenda consists of the minutes of the June meeting and the June financials. Daire Brown moved to accept the consent agenda. Ted Burdick seconded. All approved.

President's Report

Kathleen described the policy review process that the board will begin in September. The goal is to gradually review all the library's existing policies. To begin, 3 policies (Space Use, Code of Conduct and Programming) will be assigned to 3 trustees who will review them and present their recommendations to the board. Daire suggested that it would be useful to know the types of issues/challenges that have come up on each of the policies under review. Chris said that

they were driven primarily by 3 things: homeless people for the Code of Conduct; collection development on gender for K - 9 year olds; and free speech for use of public meeting space.

Auxiliary Board

Lina reported that so far CliffNotes! has raised \$27,000. Forty-five of the donors are new. Eleven parties are set. Tickets will be sold at Rye's sidewalk sale. There are still some issues to be decided including party themes, whether to increase the ticket price after July, when to deliver the party destination information. Seven or eight of the hosts want to do Novel Night next year (October 29, 2022). Grace reported that there was an article in the Rye Record about CliffNotes! The Rye Historical Society is having an author tour at the Knapp House on the same day but it should be wrapped up by the afternoon.

Development

The theme is open and transformed. The library is even better than before, highlighting what we learned during the pandemic. The mailing should arrive the Monday after CliffNotes!

Mission Moments

Lina asked if more cultural events like the Passport to India were planned. Catherine commented that the library would work with the Indian Cultural Center again. Chris reported that they are also working with a Japanese group in Harrison and a Korean group on future programming.

Upcoming events include CliffNotes!, Summer Olympics on the Village Green and the ice cream social. Chris asked for teens to help with sorting books for the book sale scheduled for September 19 & 20. An art benefit will be held on October 2. Ellen Liman has donated her art collection for sale and the proceeds will benefit the library.

2022 Budget

Kathleen reported that it was time to submit the library's annual request for funding from the city. We usually request a 2 - 3% increase to cover personnel costs. She felt that we could make a good case for the increase because of the stability of labor costs due to the new contract, the PPP loans etc. In May 2024 the union health care costs will unfreeze. We might need to get increases ahead of time so that we aren't slammed by a big hit then. Nicole moved that the board authorize the executive committee to submit the 2022 preliminary budget request to the city. Ted seconded. All voted in favor of the motion.

Ted moved that the board go into executive session. Nicole seconded. All approved. The board went into executive session at 8:15. The board came out of executive session at 8:36.

Nicole moved that the board approve the management compensation that had been discussed in executive session. Daire seconded. All approved.

There being no further business, Nicole moved that the meeting be adjourned. Ted seconded. All approved. The meeting ended at 8:37.

Action : The Board Approve the July meeting minutes

July / August Financials

For July:

- In library operations, the second half of the WLS annual fee was paid via the automated systems line. That is paid twice a year - in February and July.
- In Personnel, the salaries line reflects retro pay for CWA employees and the management salaries and bonuses.

For August:

- In income, there is \$2,900 in cash deposits that reflects a few months of fine revenue.
- In library operations, the \$5,100 in automated systems reflects the annual bill for the donorperfect software. Publicity reflects invoices from the graphic designer and support of Sprye's 10th anniversary gala.
- In building operations, the insurance renewal payment was sent out in advance of the Sept 1 renewal deadline.

Action : The Board Accept the July / August financial statements

Rye Free Reading Room
Income and Expense Report
For Seven Months Ending July 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	\$ 657,500	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Annual Campaign	\$ 2,850	\$ 60,785	\$ 43,250	\$ 225,000
Miscellaneous Income	\$ 1,066	\$ 5,680	\$ 9,235	\$ 22,000
Osborn Branch Library	\$ 3,926	\$ 20,338	\$ 29,767	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 95,000
	<u>\$ 665,342</u>	<u>\$ 1,401,803</u>	<u>\$ 1,397,252</u>	<u>\$ 1,770,529</u>
Expense				
Library Materials				
Books	\$ 4,239	\$ 27,924	\$ 40,200	\$ 72,200
Audio Visual	\$ 669	\$ 11,899	\$ 21,283	\$ 36,485
Periodicals	\$ -	\$ 6,777	\$ 7,525	\$ 12,900
Programs	\$ 642	\$ 3,966	\$ 4,375	\$ 7,500
Ebooks/ Binding	\$ 4,546	\$ 11,175	\$ 11,767	\$ 20,100
	<u>\$ 10,096</u>	<u>\$ 61,741</u>	<u>\$ 85,150</u>	<u>\$ 149,185</u>
Library Operations				
Supplies	\$ 733	\$ 7,800	\$ 7,583	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 2,625	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 2,917	\$ 5,000
Automated Systems	\$ 33,140	\$ 68,303	\$ 67,000	\$ 67,000
Telephone	\$ 43	\$ 1,321	\$ 3,500	\$ 6,000
Postage	\$ -	\$ 2,536	\$ 3,800	\$ 10,000
Printing & Publicity	\$ 1,175	\$ 13,682	\$ 22,000	\$ 40,000
Auditing	\$ 2,045	\$ 15,338	\$ 17,500	\$ 17,500
Legal Services	\$ -	\$ 4,002	\$ 1,167	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,951	\$ 9,284	\$ 4,550	\$ 7,800
	<u>\$ 39,087</u>	<u>\$ 122,266</u>	<u>\$ 132,642</u>	<u>\$ 172,800</u>
Building Operations				
Heat	\$ 69	\$ 8,459	\$ 7,400	\$ 10,000
Light & Power	\$ 2,770	\$ 13,011	\$ 16,500	\$ 31,500
Water & Sewer	\$ 167	\$ 4,745	\$ 4,083	\$ 7,000
Fixtures, Furnishings & Equipment	\$ -	\$ 2,750	\$ 3,000	\$ 5,000
Building Supplies	\$ 1,090	\$ 6,558	\$ 7,000	\$ 12,000
Contracted Services	\$ 6,431	\$ 40,536	\$ 37,333	\$ 64,000
Repairs & Maintenance	\$ -	\$ 13,972	\$ 10,500	\$ 18,000
Insurance	\$ -	\$ 15,977	\$ 18,083	\$ 31,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 10,527</u>	<u>\$ 106,008</u>	<u>\$ 103,899</u>	<u>\$ 178,500</u>
Personnel				
Salaries	\$ 83,661	\$ 519,792	\$ 578,084	\$ 991,000
Social Security	\$ 6,236	\$ 39,307	\$ 44,259	\$ 75,872
Retirement	\$ -	\$ -	\$ -	\$ 81,515
Medical Insurance	\$ 3,100	\$ 49,295	\$ 54,680	\$ 93,737
Other Insurance	\$ 1,554	\$ 5,149	\$ 8,550	\$ 13,800
Payroll Services	\$ 737	\$ 3,963	\$ 2,975	\$ 5,100
Staff Development	\$ 35	\$ 2,209	\$ 1,458	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 95,323</u>	<u>\$ 619,715</u>	<u>\$ 690,006</u>	<u>\$ 1,263,524</u>
Total Income	<u>\$ 665,342</u>	<u>\$ 1,401,803</u>	<u>\$ 1,397,252</u>	<u>\$ 1,770,529</u>
Total Expense	<u>\$ 155,033</u>	<u>\$ 909,730</u>	<u>\$ 1,011,697</u>	<u>\$ 1,764,009</u>
Net Receipts (Expense)	<u>\$ 510,309</u>	<u>\$ 492,073</u>	<u>\$ 385,555</u>	<u>\$ 6,520</u>

**Rye Free Reading Room
Annual Campaign
July 2021 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
Donations received & deposited in	JAN	6,072	10,981	59,213	29,771
	FEB	150	2,960	16,352	9,764
	MAR	1,533	1,445	2,134	4,471
	APR	16,206	7,483	600	7,031
	MAY	946	3,225	492	3,077
	JUN	683	2,565	371	3,820
	JUL	253	2,406	4,267	2,850
	AUG	10,357	16,020	6,183	0
	SEP	361	2,345	4,017	0
	OCT	28,611	15,966	36,564	0
	NOV	42,570	17,269	64,037	0
	DEC	137,118	126,454	77,720	0
	Total	244,859	209,119	271,950	60,784
Donations to <i>Previous or Subsequent</i> Annual Campaigns					
Donations to <i>prior</i> Annual Campaigns		13,563	10,981	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign		0	0	0	0
<i>Sub-total</i>		13,563	10,981	56,154	24,193

Rye Free Reading Room
Endowment Report
July 2021

Endowment Inflows/Outflows:	YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)	2,188,828	2,233,617	2,011,113
Expenses	(11,785)	(13,845)	(14,745)
Transfer to/from Other Funds	-	(95,004)	(85,000)
Interest & Dividend Income	28,585	59,271	68,274
Appreciation	194,712	4,789	253,975
End of Period Bal (Market Value)	2,400,340	2,188,828	2,233,617
Endowment Performance	9.66%	2.25%	15.29%
Return of S&P 500	17.99%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index	-0.50%	7.51%	8.72%

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	35,027	114,631	18,679
Fixed Income	33%	904,728	647,426	756,257
Equities	58%	1,148,099	1,143,143	1,154,630
Gold	1%	16,982	26,754	21,435
Other	2%	57,832	32,810	77,671
Silvercrest Total	100%	2,162,668	1,964,764	2,028,672

Endowment Breakdown at:	YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea	41,680	41,680	54,899	96,579
Flores	76,650	76,650	8,381	85,031
Balf	27,390	27,390	28,671	56,061
Silvercrest	745,086	745,086	1,417,582	2,162,668
	\$	890,806	1,509,533	2,400,339

Rye Free Reading Room Combined Report
For Seven Months Ending July 2021

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,315,000	\$ -	\$ -	\$ 1,315,000
Annual Campaign	60,785	0	0	60,785
Contribution	-	56,918	0	56,918
Grants	-	0	0	-
Osborn Branch Library	20,338	0	0	20,338
Income from Invested and Equity	-	0	28,585	28,585
Miscellaneous	5,680	0	0	5,680
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,401,803</u>	<u>56,918</u>	<u>28,585</u>	<u>1,487,306</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	194,712	194,712
Total Funds	1,401,803	56,918	223,297	1,682,018
Expense				
Library Materials				
Books	27,924	0	0	27,924
Audio Visual	11,899	0	0	11,899
Periodicals	6,777	0	0	6,777
Programs	3,966	45,314	0	49,280
Online Resources	3,044	0	0	3,044
Miscellaneous	8,131	0	0	8,131
	<u>61,741</u>	<u>45,314</u>	<u>0</u>	<u>107,055</u>
Library Operations				
Supplies	7,800	221	0	8,021
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	68,303	0	0	68,303
Telephone	1,321	0	0	1,321
Postage	2,536	0	0	2,536
Printing & Publicity	13,682	0	0	13,682
Auditing	15,338	0	0	15,338
Interest	0	0	0	-
Legal Services	4,002	0	0	4,002
Miscellaneous	9,284	0	0	9,284
	<u>122,266</u>	<u>221</u>	<u>0</u>	<u>122,487</u>
Building Operations				
Heat	8,459	0	0	8,459
Light & Power	13,011	0	0	13,011
Water & Sewer	4,745	0	0	4,745
Fixtures, Furnishings & Equipment	2,750	0	0	2,750
Building Supplies	6,558	0	0	6,558
Contracted Services	40,536	0	0	40,536
Repairs & Maintenance	13,972	18,204	0	32,176
Insurance	15,977	0	0	15,977
Miscellaneous	0	0	11,785	11,785
	<u>106,008</u>	<u>18,204</u>	<u>11,785</u>	<u>135,997</u>
Personnel				
Salaries	519,792	0	0	519,792
Social Security	39,307	0	0	39,307
Retirement	0	0	0	-
Medical Insurance	49,295	0	0	49,295
Other Insurance	5,149	0	0	5,149
Payroll Services	3,963	0	0	3,963
Staff Development	2,209	0	0	2,209
Miscellaneous	0	0	0	-
	<u>619,715</u>	<u>0</u>	<u>0</u>	<u>619,715</u>
Total Expense	909,730	63,739	11,785	985,254
Net Receipts/Expenses	492,073	-6,822	211,512	696,764
Prior Year Funds	157,038	274,961	2,400,340	2,832,339
Balance	649,111	268,140	2,611,853	3,529,103

Rye Free Reading Room
Income and Expense Report
For Eight Months Ending August 31, 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	\$ -	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Annual Campaign	\$ 1,940	\$ 62,725	\$ 50,000	\$ 225,000
Miscellaneous Income	\$ 3,814	\$ 9,492	\$ 10,988	\$ 22,000
Osborn Branch Library	\$ 4,799	\$ 25,137	\$ 34,019	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 95,000
	<u>\$ 10,553</u>	<u>\$ 1,412,354</u>	<u>\$ 1,410,007</u>	<u>\$ 1,770,529</u>
Expense				
Library Materials				
Books	\$ 1,479	\$ 29,403	\$ 46,400	\$ 72,200
Audio Visual	\$ 326	\$ 12,225	\$ 24,323	\$ 36,485
Periodicals	\$ 4,780	\$ 11,556	\$ 8,600	\$ 12,900
Programs	\$ 505	\$ 4,470	\$ 5,000	\$ 7,500
Ebooks/ Binding	\$ 1,273	\$ 12,448	\$ 13,433	\$ 20,100
	<u>\$ 8,363</u>	<u>\$ 70,102</u>	<u>\$ 97,756</u>	<u>\$ 149,185</u>
Library Operations				
Supplies	\$ 1,778	\$ 9,578	\$ 8,667	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 3,000	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,333	\$ 5,000
Automated Systems	\$ 5,148	\$ 73,456	\$ 67,000	\$ 67,000
Telephone	\$ 274	\$ 1,595	\$ 4,000	\$ 6,000
Postage	\$ 775	\$ 3,311	\$ 4,800	\$ 10,000
Printing & Publicity	\$ 5,775	\$ 19,457	\$ 24,000	\$ 40,000
Auditing	\$ -	\$ 15,338	\$ 17,500	\$ 17,500
Legal Services	\$ 2,421	\$ 6,422	\$ 1,333	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,402	\$ 10,681	\$ 5,200	\$ 7,800
	<u>\$ 17,573</u>	<u>\$ 139,838</u>	<u>\$ 138,833</u>	<u>\$ 172,800</u>
Building Operations				
Heat	\$ 32	\$ 8,492	\$ 7,700	\$ 10,000
Light & Power	\$ 3,229	\$ 16,240	\$ 20,500	\$ 31,500
Water & Sewer	\$ 173	\$ 4,918	\$ 4,667	\$ 7,000
Fixtures, Furnishings & Equipment	\$ -	\$ 2,750	\$ 3,250	\$ 5,000
Building Supplies	\$ 750	\$ 7,308	\$ 8,000	\$ 12,000
Contracted Services	\$ 3,712	\$ 44,099	\$ 42,667	\$ 64,000
Repairs & Maintenance	\$ -	\$ 13,972	\$ 12,000	\$ 18,000
Insurance	\$ 7,809	\$ 23,785	\$ 20,667	\$ 31,000
Miscellaneous	\$ 100	\$ 100	\$ -	\$ -
	<u>\$ 15,805</u>	<u>\$ 121,664</u>	<u>\$ 119,451</u>	<u>\$ 178,500</u>
Personnel				
Salaries	\$ 73,935	\$ 593,727	\$ 660,666	\$ 991,000
Social Security	\$ 5,492	\$ 44,798	\$ 50,581	\$ 75,872
Retirement	\$ -	\$ -	\$ -	\$ 81,515
Medical Insurance	\$ 9,963	\$ 59,258	\$ 62,491	\$ 93,737
Other Insurance	\$ -	\$ 5,149	\$ 9,450	\$ 13,800
Payroll Services	\$ 641	\$ 4,604	\$ 3,400	\$ 5,100
Staff Development	\$ 633	\$ 2,842	\$ 1,667	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 90,664</u>	<u>\$ 710,378</u>	<u>\$ 788,255</u>	<u>\$ 1,263,524</u>
Total Income	<u>\$ 10,553</u>	<u>\$ 1,412,354</u>	<u>\$ 1,410,007</u>	<u>\$ 1,770,529</u>
Total Expense	<u>\$ 132,405</u>	<u>\$ 1,041,982</u>	<u>\$ 1,144,295</u>	<u>\$ 1,764,009</u>
Net Receipts (Expense)	<u>\$ (121,852)</u>	<u>\$ 370,372</u>	<u>\$ 265,712</u>	<u>\$ 6,520</u>

**Rye Free Reading Room
Annual Campaign
August 2021 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
Donations received & deposited in	JAN	6,072	10,981	59,213	29,771
	FEB	150	2,960	16,352	9,764
	MAR	1,533	1,445	2,134	4,471
	APR	16,206	7,483	600	7,031
	MAY	946	3,225	492	3,077
	JUN	683	2,565	371	3,820
	JUL	253	2,406	4,267	2,850
	AUG	10,357	16,020	6,183	1,940
	SEP	361	2,345	4,017	0
	OCT	28,611	15,966	36,564	0
	NOV	42,570	17,269	64,037	0
	DEC	137,118	126,454	77,720	0
	Total	244,859	209,119	271,950	62,724
Donations to <i>Previous or Subsequent</i> Annual Campaigns					
Donations to <i>prior</i> Annual Campaigns		13,563	10,981	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign		0	0	0	0
<i>Sub-total</i>		13,563	10,981	56,154	24,193

Rye Free Reading Room
Endowment Report
August 2021

Endowment Inflows/Outflows:	YTD 2021	YTD 2020	YE 2019	
Beg of Period (Market Value)	2,188,828	2,233,617	2,011,113	
Expenses	(11,785)	(13,845)	(14,745)	
Transfer to/from Other Funds	-	(95,004)	(85,000)	
Interest & Dividend Income	33,435	59,271	68,274	
Appreciation	207,123	4,789	253,975	1,964,762.86
End of Period Bal (Market Value)	<u>2,417,601</u>	<u>2,188,828</u>	<u>2,233,617</u>	
Endowment Performance	10.45%	2.25%	15.29%	
Return of S&P 500	21.58%	18.40%	31.49%	
Return of Barclays Bloomberg Aggregate Bond Index	-0.69%	7.51%	8.72%	2,178,027

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	39,994	114,631	18,679
Fixed Income	33%	901,952	647,426	756,257
Equities	58%	1,161,216	1,143,143	1,154,630
Gold	1%	16,969	26,754	21,435
Other	2%	57,896	32,810	77,671
Silvercrest Total	100%	<u>2,178,027</u>	<u>1,964,764</u>	<u>2,028,672</u>

Endowment Breakdown at:		YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted & Board Designated
Shea		41,680	41,680	56,266	97,946
Flores		76,650	76,650	8,158	84,808
Balf		27,390	27,390	29,431	56,821
Silvercrest		745,086	745,086	1,432,941	2,178,027
		<u>\$ 890,806</u>	<u>890,806</u>	<u>1,526,795</u>	<u>2,417,601</u>

Rye Free Reading Room Combined Report

For Eight Months Ending August 31, 2021

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,315,000	\$ -	\$ -	\$ 1,315,000
Annual Campaign	62,725	0	0	62,725
Contribution	-	83,205	0	83,205
Grants	-	0	0	-
Osborn Branch Library	25,137	0	0	25,137
Income from Invested and Equity	-	0	33,435	33,435
Miscellaneous	9,492	0	0	9,492
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,412,354</u>	<u>83,205</u>	<u>33,435</u>	<u>1,528,994</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	207,123	207,123
Total Funds	<u>1,412,354</u>	<u>83,205</u>	<u>240,558</u>	<u>1,736,117</u>
Expense				
Library Materials				
Books	29,403	0	0	29,403
Audio Visual	12,225	0	0	12,225
Periodicals	11,556	0	0	11,556
Programs	4,470	47,974	0	52,444
Online Resources	3,044	0	0	3,044
Miscellaneous	9,404	0	0	9,404
	<u>70,102</u>	<u>47,974</u>	<u>0</u>	<u>118,076</u>
Library Operations				
Supplies	9,578	221	0	9,799
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	73,456	0	0	73,456
Telephone	1,595	0	0	1,595
Postage	3,311	0	0	3,311
Printing & Publicity	19,457	760	0	20,217
Auditing	15,338	0	0	15,338
Interest	0	0	0	-
Legal Services	6,422	0	0	6,422
Miscellaneous	10,681	0	0	10,681
	<u>139,838</u>	<u>981</u>	<u>0</u>	<u>140,819</u>
Building Operations				
Heat	8,492	0	0	8,492
Light & Power	16,240	0	0	16,240
Water & Sewer	4,918	0	0	4,918
Fixtures, Furnishings & Equipment	2,750	0	0	2,750
Building Supplies	7,308	0	0	7,308
Contracted Services	44,099	0	0	44,099
Repairs & Maintenance	13,972	18,204	0	32,176
Insurance	23,785	0	0	23,785
Miscellaneous	100	0	11,785	11,885
	<u>121,664</u>	<u>18,204</u>	<u>11,785</u>	<u>151,653</u>
Personnel				
Salaries	593,727	0	0	593,727
Social Security	44,798	0	0	44,798
Retirement	0	0	0	-
Medical Insurance	59,258	0	0	59,258
Other Insurance	5,149	0	0	5,149
Payroll Services	4,604	0	0	4,604
Staff Development	2,842	0	0	2,842
Miscellaneous	0	0	0	-
	<u>710,378</u>	<u>0</u>	<u>0</u>	<u>710,378</u>
Total Expense	<u>1,041,982</u>	<u>67,159</u>	<u>11,785</u>	<u>1,120,926</u>
Net Receipts/Expenses	370,372	16,046	228,773	615,191
Prior Year Funds	<u>157,038</u>	<u>274,961</u>	<u>2,417,601</u>	<u>2,849,600</u>
Balance	527,410	291,007	2,646,374	3,464,791

Auxiliary Board New Member

Diana Giannasca – September 2021 to September 2024

Action : The Board approve the new member for the Auxiliary Board

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Reviewed 2021 budget for flood remediation
 - Discussed employee retention credit options with Paychex
- Strategic Planning
 - Reviewed shelf location mapping to improve collection access
 - Discussed WLS e-content funding strategy for future collection expansion

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Completed 2021 Annual Campaign mailing
- Community Relations
 - Discussed upcoming Rye literary festivals with organizers
 - Finalized Rye Book Festival event plans for October 10th
- Fundraising
 - Completed thank you notes for all flood donations
 - Thanked all new donors to Cliffnotes!
 - With Auxiliary Board and teen volunteers, completed the 2021 booksale
 - Reviewed Humanities NY Spark grant fund opportunities

BUILDING & GROUNDS:

- Started flood remediation work
- Attended City Planning meeting on flood prevention

STAFF & PERSONNEL

- Completed NYS Heros Act plan
- Recruited for two library clerk positions

NY HEROS / Airborne Infectious Disease Plan

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers.

The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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A. Responsibilities

This plan applies to all employees of Rye Free Reading Room at 1061 Boston Post Road, Rye NY 10580.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	E-Mail	Phone
Christopher Shoemaker	Director	cshoemaker@ryelibrary.org	914-231-3160
Catherine Riedel	Assistant Director	criedel@ryelibrary.org	914-231-3166

II. Exposure Controls during a designated outbreak

A. Minimum controls during an outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
2. “Stay at Home Policy”: If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. Health Screening: Employees will be asked to self-screen for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
 5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained. In situations where prolonged close contact with other individuals is likely, use the following control methods:
 - a. restricting or limiting customer or visitor entry;
 - b. limiting occupancy;
 - c. allowing only one person at a time inside small enclosed spaces with poor ventilation;
 - d. reconfiguring workspaces;
 - e. physical barriers;
 - f. signage;
 - g. floor markings;
 - h. telecommuting;
 - i. remote meetings;
 - j. preventing gatherings;
 - k. restricting travel;
 - l. creating new work shifts and/or staggering work hours;
 - m. adjusting break times and lunch periods;
 - n. delivering services remotely or through curbside pickup;
 - o. all other mitigation factors outlined in the Rye Free Reading Room Workplace Safety Plan
 6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - a. Touching your eyes, nose, or mouth;
 - b. Touching your mask;
 - c. Entering and leaving a public place; and
 - d. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, electronics
-

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. Cleaning and Disinfection: See Section III of this plan.
8. “Respiratory Etiquette”: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. Special Accommodations for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. Advanced controls during an outbreak

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Rye Free Reading Room will determine if the following are necessary:

- Elimination: Rye Free Reading Room will consider and inform employees of the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
- Engineering Controls: Rye Free Reading Room will consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent which may include, but is not limited to:
 - Mechanical Ventilation
 - Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - General Ventilation
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and;
 - Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - Change layout to avoid points or areas where employees may congregate.

- Administrative Controls are policies and work rules used to prevent exposure
 - The Rye Free Reading Room Workplace Safety Plan compliments this plan and outlines all of the administrative controls and how they would be implemented to prevent and mitigate exposure.
- The Rye Free Reading Room Workplace Safety Plan also outlines the procurement, distribution and use of Personal Protective Equipment (PPE).
 - The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. Housekeeping during a designated outbreak

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Rye Free Reading Room will select and purchase disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Rye Free Reading Room will work with the cleaning contractor and staff to ensure normal housekeeping duties and schedules continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

C. Employees with symptoms at work

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee's work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

Procedures for handling this situation are outlined in detail in the Rye Free Reading Room Workplace Safety Plan.

D. Trash

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. Infection Response during a designated outbreak

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. Training and information during a designated outbreak

A. Notification

Through e-mail, Rye Free reading Room will inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer, policies, and employee rights under the HERO Act.

B. Activation

When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. Training

1. Training will be provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
 2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
 3. Verbally provided in person or through telephonic, electronic, or other means.
-

4. Training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter

VI. Plan evaluation during a designated outbreak

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

Plan Revision History

Date	Participants	Major Changes	Approved By
8/5/2021	Catherine Riedel	Plan Creation	Chris Shoemaker

VII. Retaliation protections and reporting of any violations

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

Action: The Board approve the NYS Heros / Airborne Infections Disease Plan

Adult Services

PROGRAMMING AND DISPLAYS:

- We have moved displays, furniture, and shelving to accommodate children's books that survived the flood
- Art show - Jane Valentine/Karen Adams
- Book Groups
- Thursday Afternoon Book Club, Friday Morning Book Cafe, Friday Book Talk on Zoom, Current Events Book Club, Rye Storytellers
- Programs
- ESL Language class is back, Resume Workshop, AIA Lecture: Egyptology and RaceTechie Tuesdays, Spin a Yarn Knitting Group, Rye Recreation Seniors Yotailates, Exercise, mahjong and cards, Rye YMCA canasta and mahjong, Women's Financial Literacy, Route 1: America's Main Street, Shakespeare with Dr. Schenker, Appy Hour

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

- A successful book sale!

MATERIALS:

- Large amount of new fiction has been received after a few months of delayed deliveries from Baker and Taylor and a new vendor that we are working with, Ingram.

Teen Services

PROGRAMMING AND DISPLAYS:

- Virtual programs are being phased out in lieu of in-person events, though having them as a rain date back up has proved useful, with the flood and hesitancy due to the Delta variant, attendance has been smaller than usual
- Battle of the Books ran as smoothly as could be expected, and the kids are excited to try again next year!
- Book display popularity noticeably increased as I did an “aesthetic” based display, and a grade specific Summer Reading Procrastination display as well. October’s display will be themed for Halloween.
- Summer reading participation increased to 25!
- The TAB will be resuming in October once the teens have had a chance to adjust to school again
- The Thrift Flip workshop had 2 enthusiastic kids, and parents who shared their admiration for the event. Interest in a mobile modular maker space is there.

COMMUNITY OUTREACH –

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

- Heard in Rye resumes meeting next week, and I will continue as representative
- Conducted outreach to teachers and school librarians for supporting them this school year with assignments or class projects

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

- Spring planning with the YMCA is in the works to offer a teen job fair preparedness series

MATERIALS:

- I helped manage the data collection, reformatting, and creation of a Master List of Lost Items from the flood in the Children’s Room
- Ordering is paused as the collection and physical space have been converted to temporary children’s collection space; the Children’s Librarians and I are brainstorming ways to function equitably in the space for our patrons
- Launched the Read Away Your Fines program, which has been overshadowed by the flood. Will hopefully gain community notice once news about the flood, and donations have slowed.

Children's Services

Programs and Displays

- August featured remaining programs for our summer reading program. Attendance at externally provided virtual programs was relatively low though participation with the Cooking with Kids zoom program remained stable. Longford's donated ice cream for a joint department summer reading wrap-up celebration, which was well attended.
- Children's Room displays continued to feature the summer reading theme "Tales and Tails", Eric Carle's *The Hungry Caterpillar* and weekly programs.
- Granny Jean concluded her weekly pre-recorded YouTube Tales for Tots series at the end of August.
- Robert the Guitar Guy moved to Thursday mornings beginning in September. Going forward, he, Dawn and other preschool programs will move inside to the meeting room in the case of inclement weather instead of going live on Zoom.
- Leave replacement children's librarian, Michelle, is offering a new regular Monday morning storytime in addition to Hispanic Heritage Month programs on Tuesday morning and afternoon.
- Beach storytime concluded with a special mermaid cosplay performance, and Ms. Sam continues Friday storytimes through October. Cooking with Kids became biweekly and take + make crafts kids became monthly.
- STEAM Tinker Studio - inspired by the Public Library Innovation Exchange, a project of the MIT Media Lab - launched this fall with full program registration. Unfortunately, half a cart of supplies were lost to the flood.
- New juvenile fiction books are being displayed atop one of the adult fiction bookcases behind the main circulation desk with a "Back to School and Beyond" theme. Banned Books Week theme may follow.
- No attendance for the library card sign-up / kindergarten social event.
- Saturday storywalks will continue through November.

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

- Emails were sent to local school librarians, daycare providers, nursery programs, RAISE leadership and other established partner organizations to touch base about the flood and our continued commitment to partnerships.

MATERIALS

- New orders paused
-

October Talking Points

The Annual Campaign has begun. While the City of Rye generously provides 75% of the Library's operating budget, we rely on members of the community to help us make up the remaining \$230,000 each year through donations to our Annual Campaign. These gifts help to fully fund our activities. Your gift adds popular and informative materials to the shelves, brings educational and inspiring programs to our town, and helps us to continue to steward the landmark facility at the heart of downtown Rye.

Though the Children's Room is closed, the materials are still available and the programs are ongoing! Check the library calendar to see the different programs offered each week, and be part of all that is going on at the library.

Thank you for all the kind offers of book donations to the children's room. Unfortunately, at this time we cannot accept book donations, due to shelving constraints.

Thank you to the community for all your help with the immediate clean-up after Ida!



Notable Activities

Thursday, September 30 27 at 7 pm : Read in Rye : Jackie Friedland

Local author Jackie Friedland discusses her latest novel, a story of surrogacy, parenthood, legal contracts, and families both biological and found.

Trustee Action: Share, register, and attend.

Saturday, October 2 at 4 pm : Ellen Liman Art Reception

Longtime resident and artist Ellen Liman donated her collection of Mill Pond paintings to the library for a fundraiser.

Trustee Action: Share and attend the opening reception, and encourage art lovers to purchase the paintings.

Tuesdays, October 5 and 12 – 10:30 am and 4 pm : Hispanic Heritage Month

Miss Michelle shares stories, songs, and leads craft activities that celebrate Hispanic Heritage Month.

Trustee Action: Share with families and students

Sunday, October 10 from 10 to 4 : Rye Children's Book Fair

The 1st Annual Children's Book Fair pops up on the Village Green. Author signings, literacy activities, and more.

Trustee Action: Attend, purchase books, and celebrate reading with authors from across the country

Saturday, October 23 at 4 pm : Pumpkinpalozza

Drop off a decorated gourd, prepare for a costume walk, and enjoy a spooky outdoor storytime as a Halloween precursor.

Trustee Action: Share with families and students