Rye Free Reading Room

October 28, 2025
Board of Trustees Meeting Agenda

1. Roll Call
2. Public Comment
3. Consent Items (Attachments, VOTE)
    a. September 2025 minutes - pg. 2
    b. September 2025 financials - pg. 6
4. President's Report
    a. Dashboard – pg. 11
    b. Education - pg. 12
    c. 2026 board meeting schedule – (Attachment, VOTE) – pg. 13
    d. 2026 holiday closures – (Attachment, VOTE) – pg. 14
5. Information Items
    a. Staff Reports (Attachments)
        i. Director's Report - pg. 15
            a. 3rd quarter statistics – pg. 16
        ii. Adult Report - pg. 18
        iii. Teen Report - pg. 19
        iv. Children's Report - pg. 20
    b. Auxiliary Board
6. Board Discussion (Attachments)
    a. Building Committee
        i. Bathroom Renovation (Handout, VOTE) – pg. 21
    b. Development Committee – pg. 22
    c. Heritage Committee – pg. 24
    d. Nominating Committee – (Handout, VOTE) pg. 25
    e. Policy Committee – pg. 26
        i. Emergency Response Policy (Attachment, VOTE) - pg. 27
        ii. Cardholder and Borrowing Policy (Attachment, VOTE) – pg. 48
7. Mission Moments – pg. 57
8. New Business
9. Executive Session

Next meeting dates: Tuesday, December 16 – 7:30 pm

City Budget Hearing Wednesday, Nov 12 – 6:30 pm

1061 Boston Post Road, Rye, NY 10580 | 914-967-0480 | www.ryelibrary.org

Rye Free Reading Room

Minutes of the September 30, 2025
RFRR Board Meeting

Trustees: Lina Eroh, Georgia Dyer, Katie Vernace, Jan Kelsey, Matt Anderson, Val Chuebon, Jennifer McArdle, Jill MacVicar, Diane Martin, Emilie Reddoch, Kathleen Riegelhaupt, Jaclyn Shanahan, Duncan Sibson, Jim Steinthal, Emily Tisdale, Meredythe Ryan

Lina Eroh began the meeting at 7:34. Lina welcomed Josh Nathan, the liaison from the City Council.

Consent Agenda
The consent agenda contained the minutes of the June 2025 board meeting and the June, July and August 2025 financial statements. It also included the approval of two new members to the Auxiliary Board, Brittany Bendall and Claire Nimphus. Jan made a motion to accept the consent agenda. Georgia seconded. All approved.

President's Report
Lina reminded the trustees about the trustee education requirement including the sexual harassment prevention training. She pointed out that several trustees still needed to complete the conflict of interest form. She also reminded the board that trustees are expected to contribute to the annual campaign. She reported that Lizzie Parks had resigned from the board. She informed the board that at its last meeting the executive committee had approved the expenditure of up to $25,000 for the bathroom renovation.

Director's Report
Chris reported that the library's annual funding request has been submitted to the city. The budget hearing is in November. The library is partnering with the Yonkers and Greenburgh public libraries on new patron communication software. The traveling Smithsonian exhibit was very successful over the summer. Chris highlighted the second quarter statistics. There was a strong jump in circulation driven by ebooks and juvenile material. Door count and attendance is down from last year at the same time, but last year had the eclipse and the Rye's Above program which did not occur this year.

Adult Services
Catherine reported that the Great Library Give Back starts next week. The library is collecting children's clothing to be donated to the Sharing Shelf. An adult Halloween spooky writing contest is planned resulting in a self-published story. The library has

acquired 3 tablets for use in the library to access magazines through Libby. It has been difficult to keep print subscriptions.

Teen Services
Catherine reported that attendance in the Teen room is strong. There was a 100% increase in summer reading program participation from last year. There is a new middle grade book club.

Children's Services
Catherine reported that a new book club for 1st and 2nd graders will begin in October. The collection of book series is being expanded. The library will have all the titles in each series and they will be shelved together so that they are easier to find.

Auxiliary Board
Meredyth reported that the booksale raised about $17,000, a new record. No books were thrown away. Books were donated elsewhere and Bay State books took the remainder. Casino Night is sold out. The committee is still working on the decorations and additional fundraising. Meredyth asked the trustees for donations for the raffle baskets which will be raffled off at the end of the evening. She reported that the Auxiliary Board will be adding new members soon as several people have rolled off. The maximum size of the Board is 45.

Building Committee
Emilie reported that, while requests for bids had gone out to three contractors, only one bid has been submitted. There was a discussion about how best to proceed while being fiscally responsible. It was determined that the library should seek bids from other contractors before approving the work. The grant funding for the fire alarm has been approved.

Development Committee
Georgia reported that so far the annual campaign has raised $177,000. She pointed out that the library receives the bulk of the contributions in the last 3 months of the year. She will provide a list of lapsed donors to the trustees so that reminders can be sent.

Finance Committee
Katie reported that the committee has spent some time collecting the material for the funding request to be submitted to the city. The library's investment portfolio is currently slightly higher in cash. The committee reviewed the library's insurance

coverage. The library currently holds coverage in line with Westchester County minimum requirements for contractors. The committee
felt coverage was adequate at this time.

Nominating Committee
Jaclyn reported that with Lizzie Park's resignation there are currently 4 openings on the board. Individuals with construction or building experience would be desirable. She requested that any possible names be submitted this month.

Policy Committee
Jim presented the new Law Enforcement Visit Policy and Privacy Policy and a revision to the Children's Room Policy. The Law Enforcement Visit Policy outlines the public and non-public spaces of the library, as well as the appropriate steps for library staff to feel confident if presented with a warrant. The Privacy Policy covers data collection and access to library patron data, as outlined in NY CPLR Section 4509. The Children's Room policy formalizes best practices for unattended children in the library by clearly identifying next steps if library staff are unable to identify a parent or guardian. The Privacy Policy was developed because the library had been relying on WLS policy previously. Since we now have a few different systems, it is appropriate to have our own policy. A discussion on these policies ensued but focused primarily on the Law Enforcement Visit Policy. Chris said that it had been developed based on a program from Ramapo and WLS templates. It was suggested that the policy should be discussed with the Rye police commissioner. It was determined that the Law Enforcement Visit Policy should be returned to the policy committee for further revision. Jaclyn moved to adopt the Privacy Policy. Matt seconded. All approved. Georgia moved to adopt the revision to the Children's Room Policy. Jaclyn seconded. All approved.

Mission Moments
Chris reminded the board about several upcoming events. Rye's Together, a night of family board games, will take place on October 6. A program on decluttering will be held on November 17. Revolutionary Rye 250 will present several programs.

Lina requested a motion to go into executive session. Emilie so moved. Kathleen seconded. All approved. The Board went into executive session at 8:38.

The Board came out of executive session at 9:05. Lina called for a motion to approve management compensation as discussed in executive session. Kathleen so move. Emilie seconded. All approved.

There being no further business, Lina called for a motion to adjourn the meeting. Jaclyn so moved. Emilie seconded. All approved. The meeting was adjourned at 9:06.

Action : The Board approve the September meeting minutes

September Financials

In income, the first few annual campaign checks are reflected.

Materials and programs are aligned with budget. AV reflects a large number of e-audiobooks. In 4 weeks, Rye patrons placed hold requests on e-audiobooks that totaled $21,000 in requested purchases.

In operations, automated systems are running high. That reflects in increased platform fees and the donor perfect renewal fees, as well as price increases in out intrusion protection for the website.

In building operations, light and power is running ahead of budget. The city double billed the library for $4,800, and an August 2024 bill was not sent over until February 2025, so there are 11 months of bills reflected in the 9 month budget report.

In fixtures and furnishings, we had a $5,700 repair bill for rebuilding a sewer ejection pump.

In Personnel, other insurance is lower due to a $3,700 workers comp fund rebate that was received in April. While the line shows a $1,300 expense, the YTD spending on that line is $412, when the rebate is factored in.

Action : The Board accept the September financial statements

Rye Free Reading Room
Income and Expense Report
For 9 Months Ending September 30, 2025

	Current Month 2025	2025 YTD Actual	2025 YTD Budget	2025 Budget
Income				
City of Rye	$ -	$ 1,427,000	$ 1,427,000	$ 1,427,000
Annual Campaign	$ 15,672	$ 198,182	$ 202,500	$ 270,000
Miscellaneous Income	$ 3,156	$ 23,087	$ 26,250	$ 35,000
Osborn Branch Library	$ 4,039	$ 37,767	$ 39,800	$ 53,066
Auxiliary Board Transfer	$ -	$ -	$ -	$ 80,000
Endowment Transfer	$ -	$ -	$ -	$ 110,000
	$ 22,867	$ 1,686,036	$ 1,695,550	$ 1,975,066
Expense				
Library Materials				
Books	$ 11,174	$ 75,627	$ 67,744	$ 90,325
Audio Visual	$ 410	$ 27,574	$ 18,375	$ 24,500
Periodicals	$ 402	$ 5,459	$ 10,350	$ 13,800
Programs	$ 1,995	$ 7,725	$ 10,125	$ 13,500
Ebooks/ Binding	$ -	$ 18,376	$ 30,750	$ 41,000
	$ 13,981	$ 134,761	$ 137,344	$ 183,125
Library Operations				
Supplies	$ 4,234	$ 15,137	$ 11,453	$ 15,270
Equipment & Systems - New	$ -	$ -	$ 3,000	$ 4,000
Equipment & Systems - Maintenance	$ -	$ -	$ 3,375	$ 4,500
Automated Systems	$ 6,966	$ 93,679	$ 66,188	$ 88,250
Telephone	$ 326	$ 5,622	$ 5,250	$ 7,000
Postage	$ 1,074	$ 7,680	$ 7,500	$ 10,000
Printing & Publicity	$ 1,632	$ 23,199	$ 22,500	$ 30,000
Auditing	$ -	$ 23,222	$ 18,750	$ 25,000
Legal Services	$ -	$ 325	$ 1,500	$ 2,000
Interest	$ -	$ -	$ -	$ -
Transfer to Designated Account	$ -	$ -	$ -	$ -
Miscellaneous	$ 408	$ 10,465	$ 5,850	$ 7,800
	$ 14,640	$ 179,329	$ 145,365	$ 193,820
Building Operations				
Heat	$ 47	$ 19,212	$ 18,750	$ 25,000
Light & Power	$ 8,956	$ 37,554	$ 25,875	$ 34,500
Water & Sewer	$ 350	$ 8,576	$ 7,500	$ 10,000
Fixtures, Furnishings & Equipment	$ 6,984	$ 8,478	$ 3,750	$ 5,000
Building Supplies	$ 1,165	$ 9,829	$ 9,000	$ 12,000
Contracted Services	$ 6,843	$ 38,720	$ 54,000	$ 72,000
Repairs & Maintenance	$ 400	$ 5,354	$ 13,500	$ 18,000
Insurance	$ -	$ 31,800	$ 27,057	$ 36,076
Capital Projects Fund Transfer	$ -	$ 100,000	$ -	$ -
Miscellaneous	$ -	$ 400	$ -	$ -
	$ 24,745	$ 259,923	$ 159,432	$ 212,576
Personnel				
Salaries	$ 127,884	$ 832,117	$ 800,296	$ 1,067,061
Social Security	$ 9,462	$ 61,157	$ 61,223	$ 81,630
Retirement	$ -	$ -	$ 94,972	$ 126,629
Medical Insurance	$ 5,284	$ 49,336	$ 59,865	$ 79,820
Other Insurance	$ 1,321	$ 419	$ 12,000	$ 16,000
Payroll Services	$ 764	$ 7,305	$ 5,250	$ 7,000
Staff Development	$ 153	$ 3,923	$ 2,250	$ 3,000
Miscellaneous	$ -	$ -	$ -	
	$ 144,867	$ 954,258	$ 1,035,855	$ 1,381,140
Total Income	$ 22,867	$ 1,686,036	$ 1,695,550	$ 1,975,066
Total Expense	$ 198,233	$ 1,528,270	$ 1,477,996	$ 1,970,661
Net Receipts (Expense)	$ (175,366)	$ 157,766	$ 217,554	$ 4,405

Rye Free Reading Room
Annual Campaign
September 2025 YTD

Donations to the Current Annual Campaign		*2022*	*2023*	2024	2025
Donations received & deposited in	JAN	85,387	32,982	3,137	18,105
	FEB	5,531	1,446	1,255	14,900
	MAR	5,764	2,953	6,143	2,295
	APR	3,659	4,214	15,077	2,279
	MAY	5,989	2,689	3,311	52,865
	JUN	4,953	1,736	7,783	11,260
	JUL	811	9,500	69,110	53,367
	AUG	203	1,032	10,330	6,509
	SEP	16,977	16,056	9,775	15,672
	OCT	81,183	134,064	32,760	
	NOV	67,548	35,114	76,764	
	DEC	66,435	64,832	87,511	
	Total	344,440	306,618	322,956	177,252
Donations to *Previous or Subsequent* Annual Campaigns					
Donations to *prior* Annual Campaigns		85,287	30,883	12,738	20,931
Donations to the *subsequent* Annual Campaign		0	0	0	-
Sub-total		85,287	30,883	12,738	20,931

Rye Free Reading Room
Endowment Report
September 2025

Endowment Inflows/Outflows:	YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Beg of Period (Market Value)	2,221,126	2,160,398	2,109,492	2,388,851	2,188,828
Expenses	(11,596)	(15,538)	(14,636)	(14,834)	(15,674)
Transfer to/from Other Funds	0	(101,387)	(105,000)	(101,616)	(95,000)
Interest & Dividend Income	32,496	60,868	53,480	57,746	63,379
Appreciation	169,990	116,785	117,063	(220,654)	247,318
End of Period Bal (Market Value)	2,412,016	2,221,126	2,160,398	2,109,492	2,388,851
Endowment Performance	8.59%	7.50%	7.39%	-7.44%	13.48%
Return of S&P 500	14.83%	25.02%	26.29%	-18.11%	28.71%
Return of Barclays Bloomberg Aggregate Bond Index	6.13%	1.25%	5.53%	-13.01%	-1.54%

Silvercrest:		YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Cash & Equivalents	6%	119,239	111,218	(27,006)	29,727	12,815
Fixed Income	36%	789,900	669,740	760,448	775,964	884,363
Equities	52%	1,130,418	1,157,022	1,166,785	1,046,548	1,170,444
Gold	4%	81,337	24,213	19,117	16,964	17,096
Other	2%	45,082	31,358	30,573	46,723	71,182
Silvercrest Total	100%	2,165,975	1,993,551	1,949,918	1,915,926	2,155,900

Endowment Breakdown at:

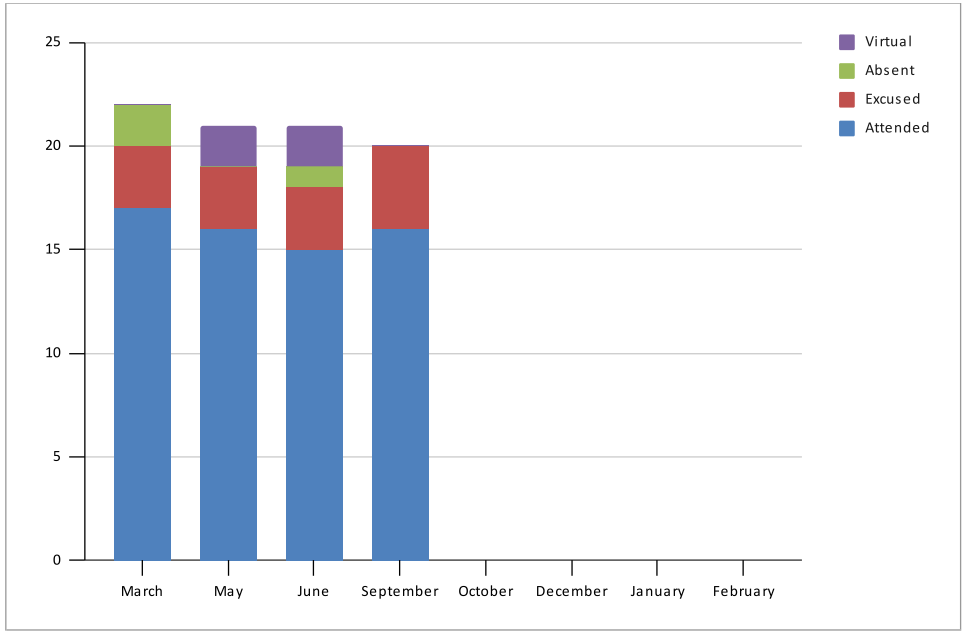
YTD 2025	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea	41,680	63,548	105,228
Flores	76,650	3,445	80,095
Balf	27,390	33,328	60,718
Silvercrest	745,086	1,420,889	2,165,975
	$ 890,806	1,521,210	2,412,016

Rye Free Reading Room- Combined Report

For 9 Months Ending September 30, 2025

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	$ 1,427,000	$ -	$ -	$ 1,427,000
Annual Campaign	198,182	0	0	198,182
Contribution	-	1,992,973	0	1,992,973
Grants	-	0	0	-
Osborn Branch Library	37,767	0	0	37,767
Income from Invested and Equity	-	3,988	32,496	36,484
Miscellaneous	23,087	0	0	23,087
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-100,000	100,000	0	-
	1,586,036	2,096,961	32,496	3,715,493
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	169,990	169,990
Total Funds	1,586,036	2,096,961	202,486	3,885,483
Expense				
Library Materials				
Books	75,627	3,636	0	79,263
Audio Visual	27,574	0	0	27,574
Periodicals	5,459	2,000	0	7,459
Programs	7,725	98,404	0	106,129
Online Resources	18,376	0	0	18,376
Miscellaneous	0	0	0	-
	134,761	104,040	0	238,801
Library Operations				
Supplies	15,137	780	0	15,917
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	93,679	1,272	0	94,951
Telephone	5,622	0	0	5,622
Postage	7,680	0	0	7,680
Printing & Publicity	23,199	2,271	0	25,470
Auditing	23,222	0	0	23,222
Interest	0	0	0	-
Legal Services	325	0	0	325
Miscellaneous	10,465	0	0	10,465
	179,329	4,323	0	183,652
Building Operations				
Heat	19,212	0	0	19,212
Light & Power	37,554	0	0	37,554
Water & Sewer	8,576	0	0	8,576
Fixtures, Furnishings & Equipment	8,478	44,255	0	52,733
Building Supplies	9,829	0	0	9,829
Contracted Services	38,720	10,000	0	48,720
Repairs & Maintenance	5,354	33,140	0	38,494
Insurance	31,800	0	0	31,800
Miscellaneous	400	1,125	11,596	13,121
	159,923	88,520	11,596	260,039
Personnel				
Salaries	832,117	0	0	832,117
Social Security	61,157	0	0	61,157
Retirement	0	0	0	-
Medical Insurance	49,336	0	0	49,336
Other Insurance	419	0	0	419
Payroll Services	7,305	0	0	7,305
Staff Development	3,923	0	0	3,923
Miscellaneous	0	0	0	-
	954,258	0	0	954,258
Total Expense	1,428,270	196,883	11,596	1,636,749
Net Receipts/Expenses	157,766	1,900,078	190,890	2,248,734
Prior Year Funds	273,266	328,664	2,109,492	2,711,422
Balance	431,032	2,228,742	2,300,382	4,960,156

Trustee Attendance



Trustee Attendance

	Attended	Excused	Absent	Virtual
March	17	3	2	0
May	16	3	0	2
June	15	3	1	2
September	16	4	0	0
October				
December				
January				
February				

Trustee Committees

Executive
Lina Eroh (Chair), Kirstin Bucci, Georgia Dyer
Jan Kelsey, Katie Vernance

Building
Emilie Reddoch (Chair), Jill Macvicar,
Kathleen Riegelhaupt, Jim Steinthal

Finance
Katie Vernance (Chair), Kirstin Bucci
Val Chuebon, Kathleen Riegelhaupt

Strategic Planning
Nicole Cunningham (Chair), Matt Anderson,
Kathleen Riegelhaupt, Duncan Sibson

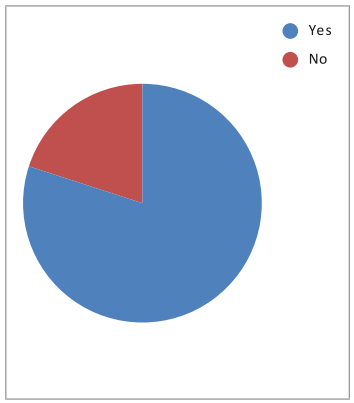
Heritage
Jan Kelsey (Chair)

Development
Georgia Dyer (Chair) Val Chuebon
Diane Martin, Duncan Sibson, Jim Steinthal
Emily Tisdale

Nominating
Jaclyn Shanahan (Chair), Diane Martin
Emilie Reddoch, Emily Tisdale

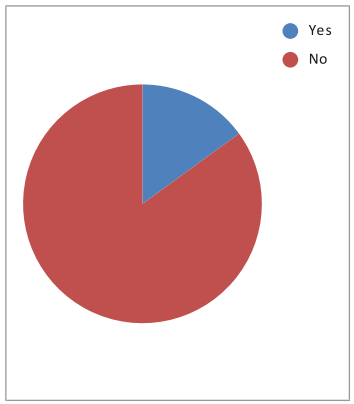
Policy
Jim Steinthal (Chair), Jackie Cohen
Jen McArdle

Conflict of Interest



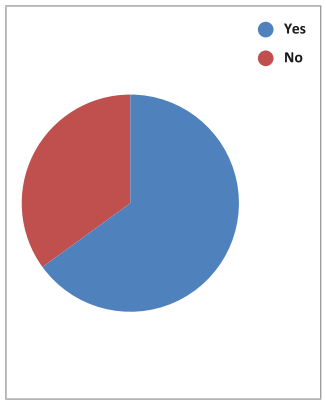
Yes	16
No	4

Trustee Education



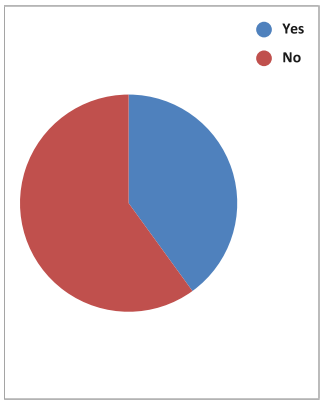
Yes	3
No	17

Trustee Giving



Yes	13
No	7

Sexual Harrassment



Yes	8
No	12

Trustee Education

Trustees are required to complete an annual sexual harassment prevention training. You may credit any interactive sexual harassment prevention training course taken this year to fulfill this requirement. Contact Chris to self-attest, or submit a certificate of completion. Please note this training does not count towards the 2 hour continuing education requirement.

NYC Sexual Harassment Prevention Training - https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page

Upcoming opportunities for 2025

October 30, 2025, 6:30 PM-8:30 PM – IN PERSON at WLS Headquarters – Sustainable Fundraising Strategies! Demystify Incorporating Planned Giving, Designated Funds, and Working with Professional Advisors
A conversation with Laura Rossi, vice president of the New York Community Trust, Westchester Division. Ms. Rossi will demystify the process of planned giving, share how the NYCT promotes planned giving to individuals to support the causes and issues they care about the most, how they work with professional advisors to boost awareness, and how a designated fund for a library (or WLS itself) can be a solution. Registration required.

November 18, 2025, 5:00 PM-6:30 PM – ONLINE – Trustee Handbook Book Club – Next Level Trusteeship: Building an Effective and Impactful Board Culture
To register for and to learn more information about each of the 2025 sessions, go to the Trustee Handbook Book Club website at https://midhudson.org/trusteebookclub/. Archived recordings of earlier sessions are available on the Trustee Handbook Book

Pre-recorded Education Opportunities for 2025

- Pre-recorded webinars from New York State available at the link below.
  - https://www.nysl.nysed.gov/libdev/trustees/webinars.htm
- Pre-recorded videos from Trustee Handbook Club discussion series from the Mid Hudson Library System:
  - https://youtube.com/playlist?list=PLd_RtTwqkH2bNgVIcb1pWaTSa7dZRfPbJ&feature=shared
- Pre-recorded videos from Trustee Handbook Club discussion series from WebJunction
  - https://www.nysl.nysed.gov/libdev/webjunction/index.html

2026 Board Meeting Schedule

Jan 27 - Board meeting
Feb 5 - Annual Meeting
March 24 - Board meeting
May 19 - Board meeting
June 16 - Board meeting
Sept 29 - Board meeting
Oct 27 - Board meeting
Dec 15 - Board meeting

Action : The Board approves the 2026 Board schedule

Rye Free Reading Room

2026 Holiday Closure Schedule

Thursday, January 1 – New Year's Day
Monday, January 19 – Martin Luther King Jr. Day
Monday, February 16 – President's Day
Sunday, April 5 – Easter Sunday
Sunday, May 24 – Memorial Day
Monday, May 25 – Memorial Day
Saturday, July 4 – Independence Day
Sunday, September 6 – Labor Day
Monday, September 7 – Labor Day
Thursday, November 26 – Thanksgiving
Thursday, December 24 – Christmas Eve
Friday, December 25 – Christmas Day
Thursday, December 31 – New Year's Eve (Close at 4 pm)

Action : The Board approves the 2026 Holiday schedule

1061 Boston Post Road, Rye, NY 10580 | 914-967-0480 | www.ryelibrary.org

Rye Free Reading Room

Director's Report

LIBRARY OPERATIONS:

- Budget
  - Prepared 20265 City budget hearing presentation
- Strategic Planning
  - Reviewed digital content use with WLS budget update
  - Discussed school partnerships with RCSD superintendent

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Sent thank you notes to library Friends
- Community Relations
  - Attended Junior League of Westchester anniversary celebration
  - Oversaw filming arrangements for League of Women Voters candidate forum
- Fundraising
  - Researched METRO grant opportunities

BUILDING & GROUNDS:

- Conducted additional project walkthroughs with contractors for bathroom bids
- Executed contracts for NYS construction grant work
- Researched capital project publicity examples, such as Ossining Library's project bond site

STAFF & PERSONNEL

- Reviewed department goals with assistant director

Rye Free Reading Room

2025 3rd Quarter Statistics

Circulation continues to grow, drive in large part by digital activity. Magazines have seen a slight uptick in use through Libby, while online access to the NYTimes is accessed close to 1,000 a month. While children's fiction is slightly lower than last year, some of that is due to the series processing of titles. The books being reprocessed are unavailable for short periods of time.

Both door count and program attendance show as lower as compared to 2024. Visitor count was lower in September than expected, despite increased traffic for the library booksale. Fewer adult programs were offered, as programmer preferred to reschedule instead of using the teen room as a secondary space. Children's programs dipped slightly in August, as the children's rom staff was slightly reduced to parental leave, and the stalwart programs all had slightly reduced attendance.

Materials added is also tracking lower, due to fewer ebook and movie purchase. However, additional purchases for the YR collections are reflected as the first batches of titles arrived.

Rye Free Reading Room Statistical Summary

Lending Services

Circulation to Patrons	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR - Total	**15646**	15323	13456	**16453**	14961	14726	**44,425**	**46,140**	4%	**166,237**	**134,490**	-19%
Adult - All Categories	*10118*	*10385*	*9202*	*11212*	*10487*	*10541*	**29,705**	**32,240**	9%	**111,116**	**92,521**	-17%
Fiction	2846	2973	2384	3156	3035	2619	**8,203**	**8,810**	7%	**30,307**	**23,083**	-24%
Non-Fiction	1093	1108	996	985	921	929	**3,197**	**2,835**	-11%	**11,337**	**8,974**	-21%
Express (Book + AV)	382	210	153	178	126	138	**745**	**442**	-41%	**2,359**	**1,263**	-46%
E-Media	4958	5228	4910	6214	5792	6208	**15,096**	**18,214**	21%	**58,489**	**53,803**	-8%
Movie	567	566	490	521	416	496	**1,623**	**1,433**	-12%	**6,129**	**4,174**	-32%
Music	22	15	57	39	9	36	**94**	**84**	-11%	**417**	**290**	-30%
Other	250	285	212	119	188	115	**747**	**422**	-44%	**2,078**	**934**	-55%
Children's - All Categories	*5528*	*4938*	*4254*	*5241*	*4474*	*4185*	**14,720**	**13,900**	-6%	**55,121**	**41,969**	-24%
Fiction	4500	4021	3352	4128	3546	3348	**11,873**	**11,022**	-7%	**43,910**	**33,287**	-24%
Non-Fiction	725	636	641	792	623	562	**2,002**	**1,977**	-1%	**7,523**	**6,474**	-14%
Movie	15	16	37	19	10	21	**68**	**50**	-26%	**532**	**112**	-79%
Music	1	0	0	0	1	8	**1**	**9**	800%	**11**	**15**	36%
Other	287	265	224	302	294	246	**776**	**842**	9%	**3,145**	**2,081**	-34%
ROS	**341**	**353**	**237**	**267**	**261**	**208**	**931**	**736**	-21%	**3,514**	**3,394**	-3%

ILL to Other WLS Libraries	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR	1195	1229	1045	1234	1082	1024	**3,469**	**3,340**	-4%	**13,756**	**9,451**	-31%
ROS	29	31	28	34	27	29	**88**	**90**	2%	**277**	**256**	-8%

New Patron Registration	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR	**121**	97	98	**92**	95	92	**316**	**279**	-12%	**1,046**	**754**	-28%
Adult	82	72	73	63	74	60	**227**	**197**	-13%	**730**	**511**	-30%
Teen	3	5	7	7	12	13	**15**	**32**	113%	**55**	**61**	11%
Children	36	20	18	22	9	19	**74**	**50**	-32%	**261**	**182**	-30%
Digital	27	42	27	34	40	40	**96**	**114**	19%	**370**	**304**	-18%
ROS	**9**	**5**	**3**	**5**	**0**	**5**	**17**	**10**	-41%	**72**	**37**	-49%

Reference Services

Questions Answered	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR	**4850**	**4335**	**4209**	**4475**	**4144**	**4140**	**13,394**	**12,759**	-5%	**49,543**	**36,839**	-26%
Adult	3494	3240	3290	3024	2916	2914	**10,024**	**8,854**	-12%	**35,551**	**25,095**	-29%
Children	1356	1095	919	1451	1228	1226	**3,370**	**3,905**	16%	**13,992**	**11,744**	-16%
ROS	205	168	154	161	135	137	**527**	**433**	-18%	**1,985**	**1,314**	-34%

Programs & Events (RFRR Only)

Programs & Program Attendance	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
Programs	**126**	**79**	**83**	**232**	**92**	**61**	**288**	**385**	34%	**1,144**	**1,103**	-4%
Adult	20	14	25	56	18	9	**59**	**83**	41%	**236**	**234**	-1%
Teen	31	7	11	82	21	10	**49**	**113**	131%	**226**	**315**	39%
Children	75	58	47	94	53	42	**180**	**189**	5%	**682**	**554**	-19%
Attendance	**2507**	**2343**	**2433**	**2704**	**1950**	**2195**	**7,283**	**6,849**	-6%	**29,319**	**20,952**	-29%
Adult Programs	141	100	378	300	93	152	**619**	**545**	-12%	**2,827**	**2,177**	-23%
Teen Programs	268	41	109	309	141	208	**418**	**658**	57%	**2,705**	**1,535**	-43%
Children's Programs	2098	2202	1946	2095	1716	1835	**6,246**	**5,646**	-10%	**23,787**	**17,240**	-28%

Library Visits (Doorcount; RFRR Only)

Doorcount	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR	14892	13944	16572	15215	14186	15325	**45,408**	**44,726**	-2%	**164,694**	**122,531**	-26%

Electronic Services (RFRR Only)

Computer Sessions	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
Use of Public PCs	**167**	**202**	**154**	**164**	**171**	**162**	523	497	-5%	**1,863**	**1,305**	-30%
Adult PCs	4	10	6	14	12	7	**20**	**33**	65%	**75**	**74**	-1%
Laptops	163	192	148	150	159	155	**503**	**464**	-8%	**1,788**	**1,231**	-31%

Website Use	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
Sessions (Visits)	6349	6339	5982	6243	6152	6489	**18,670**	**18,884**	1%	**61,426**	**49,627**	-19%
Users	3345	3,570	3446	5520	5,224	3302	**10,361**	**14,046**	36%	**41,630**	**36,367**	-13%
Pageviews	9846	10596	8841	9579	8973	9165	**29,283**	**27,717**	-5%	**104,510**	**76,758**	-27%

Wifi Usage	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
Sessions	1348	1373	1718	1243	1401	1568	**4,439**	**4,212**	-5%	**18,006**	**12,916**	-28%

Technical Services

Items Added	Jul 24	Aug 24	Sept 24	July 25	Aug 25	Sept 25	Q3 24	Q3 25	Q3 change	YE 24	YTD 25	YTD change
RFRR	**793**	**683**	**370**	**594**	**446**	**614**	**1,846**	**1,654**	-10%	**7,056**	**5,187**	-26%
Adult	***617***	***617***	***338***	***527***	***327***	***446***	**1,572**	**1,300**	-17%	**5,428**	**4,242**	-22%
Fiction	310	341	191	423	220	256	**842**	**899**	7%	**3,285**	**2,354**	-28%
Non-Fiction	28	48	17	35	54	19	**93**	**108**	16%	**354**	**418**	18%
eBooks	224	184	81	33	35	123	**489**	**191**	-61%	**1,257**	**689**	-45%
Express (Book + AV)	24	20	20	25	4	25	**64**	**54**	-16%	**227**	**149**	-34%
Movie	24	18	19	5	8	10	**61**	**23**	-62%	**218**	**129**	-41%
Other	7	6	10	6	6	13	**23**	**25**	9%	**87**	**503**	478%
Children's	**176**	**66**	**32**	**67**	**119**	**168**	**274**	**354**	29%	**1,628**	**945**	-42%
Fiction	145	63	32	60	103	161	**240**	**324**	35%	**1,158**	**730**	-37%
Non-Fiction	31	3	0	7	16	7	**34**	**30**	-12%	**459**	**215**	-53%
Other	0	0	0	0	0	0	**0**	**0**	#DIV/0!	**11**	**0**	-100%
ROS	27	**5**	**18**	30	**28**	**12**	**50**	**70**	40%	**197**	**163**	-17%

Adult Services

PROGRAMMING:

- Spice Club Kit – Pumpkin Pie Spice- Bimonthly
- Second Saturday Workshop
- Senior Law Day – in collaboration with WLS

Exhibits

- In the Gallery - *Five Artists, Five Perspectives* Exhibit & Reception

COMMUNITY OUTREACH:

Strategic Priority 1: Independent Reading Services

- Read in Rye: *Tuesday's Mah Jongg Is More Than a Game* - Marsha Temlock
- Heard in Rye: Youth Sports - *Take Back the Game: How Money and Mania Are Ruining Kids' Sports-and Why It Matters* - Linda Flanagan

Strategic Priority 4: Community Interest Advancement

- Read in Rye: *Tuesday's Mah Jongg Is More Than a Game* - Marsha Temlock
- Heard in Rye: Youth Sports - *Take Back the Game: How Money and Mania Are Ruining Kids' Sports-and Why It Matters* - Linda Flanagan
- Read in Rye: *Minding Your Memory: What You Can Do Now to Prevent Dementia and Stay Sharp for Life* - Lisa Feiner & Steve Ledvina
- Rye's Together: The Power of Connection - with Rye Youth Council
- Life Transitions and the Unexpected - with local professionals

SPACE BOOKINGS

- Local History Room – 49
- Left Study Room – 29
- Right Study Room - 33

ONE ON ONE APPOINTMENTS

- Notary Appointments – 15
- Technology Training - 3

Teen Services

PROGRAMMING AND DISPLAYS:

- Attendance continues to remain steady with close to 100% attendance if not more when using registration numbers as a baseline and lots of new middle schoolers visiting the library, which I directly attribute to my visit at the end of the school year to the incoming 6th graders
- The semi-annual Babysitting Class had 100% attendance based on registration numbers with a lot of buzz from the parents and kids of the community, so it will be offered again next year.
- A new community member led creative writing workshop has switched to mid-week for October after only one person was able to attend on Saturday
- a new middle grade book club was added to be a space for readers that have aged out of Elizabeth's group
- The Nintendo Switch and board games are also in regular use after school, and we are seeing 12-40 kids on weekdays depending on the day.
- The kids have asked for laser tag events again, and are looking forward to other lock-ins that have been scheduled so far
- the summer reading program saw 100% increase in registrations from 2024 to 2025, and I attribute this to the school visits as well

Strategic Goals

1. Independent Reading and Reading Drop-off Prevention
    - Current book displays featuring Huntrix and Saja Boys related reads from Netflix's *K-Pop Demon Hunters* are seeing some traction, in addition to reader's advisory.

2. Community Interest Advancement

    I visited the high school and middle school library to meet the new school librarian, Emily Wagner, who is excited to collaborate with us and host me for outreach and passive events at the school. My next visit will be on 11/6 to drum up additional interest in the Spelling Bee and offer a virtual escape room for interested students

Children's Services

Community Interest Advancement

- Friday we will have a special Halloween event hosted by Animal Embassy. They will bring spooky live animals for the kids to see and learn about.

Independent Reading and Reading Drop-off Prevention

- The first meeting of Books and Beyond book club for 3rd-5th graders met at the end of September and had a nice handful of kids. The October meeting is Thursday October 30th to discuss Bunnicula: The Graphic Novel. There are 10 kids currently signed up.
- The new book club for 1st-2nd graders began earlier this month and will be meeting seasonally to read together and discuss. At the first meeting the group started to read *One Smart Sheep*. They will meet again next Saturday to complete the discussion of that book.

Outreach:

- We have school visits planned with CCCNS and Rye Presbyterian Nursery School in November.

Materials

- New wonderbook order is in the works to arrive before the end of the year.

Other:

- More toys have been introduced into the playroom. We hope that the community will continue to value the space and contribute to cleanliness efforts.

Rye Free Reading Room

Building Committee
Bathroom Renovation Update

The bathroom renovation plans were sent an additional three contractors after the September Board meeting. The building committee will be reviewing the bids on Oct 27th, and will present to the board at the October 28th meeting.

1061 Boston Post Road, Rye, NY 10580 | 914-967-0480 | www.ryelibrary.org

Rye Free Reading Room

Development Committee Meeting Minutes
August 14, 2025
Zoom

You can find the latest lapsed donor list here. Please review the list and mark your initials in the column **highlighted in green** next to who you will reach out to**,** this way we do not duplicate efforts.

Additionally, please find some examples of outreach emails & texts you can send to friends! Thank you for helping to close the RFRR annual campaign gap!

Email sample:

Subject: Let's support the RFRR Together 

Dear _____

The Rye Free Reading Room's **Annual Giving Campaign** is happening now, and I hope you'll consider joining me in supporting it. Every donation, big or small, makes a real difference - from keeping programs for children and teens thriving to funding technology and ensuring the library continues to be a welcoming place for all.

I've made my gift, and I'd love for you to join me in keeping this cornerstone of our community strong. Together, we can help the Rye Free Reading Room continue to inspire, educate, and bring people together.

With gratitude,
(Your name)
Rye Free Reading Room Trustee [or exec position]

Text samples:

Hi! The RFRR means so much to our community - from story hours to programs for all ages. Their Annual Giving Campaign is on now, and every gift helps. I donated and hope you'll join me in supporting this special place. You can support the library here: https://friends.ryelibrary.org/fundraising/forms/8NDR96EK

Hey! The RFRR is such a hub for all of us. Their Annual Giving Campaign makes sure programs, books, and resources thrive. Even a small gift makes a big impact. I've donated and hope you'll consider donating this year too! You can support the library here: https://friends.ryelibrary.org/fundraising/forms/8NDR96EK

Next Steps : Trustees review the lapsed list and not yet given list and contact 10 friends or acquaintances.

Rye Free Reading Room

Heritage Committee

The Rye Free Reading Room is accepting nominations for the Mayor's Award, which celebrates the literary legacy of Rye, and recognizes a local individual for significant contributions to advancing the Literary Arts. For more information, or to submit a nomination, click here or visit https://www.ryelibrary.org/mayorsaward/

Nomination Criteria:

• Is the individual accomplished and respected in their field of work? Have they offered significant contributions to the industry, either in creating or publishing notable works?

• Has the individual's work had notable impact in the lives of Rye residents? Has their work in the literary field helped to educate, inform, or entertain members of the Rye community?

• Does the individual have strong connections to Rye? How are they currently affiliated to the community?What past affiliations to Rye do they have?

Next Steps : Submit a nomination for the Mayor's Award.

Nominating Committee

The Nominating Committee Chair will present possible candidates to the Board for consideration.

Action : The Board approve the candidates for the Class of 2029.

Policy Review Committee

After feedback from the trustees, the director and the chair of the policy review committee met with Public Safety Commissioner Kopy to discuss law enforcement activity at the library.

The emergency response policy has been updated to reflect feedback from the board and the commissioner. Section M has been added to summarize that information, and appendix E – space listing and appendix F – warrant samples have been included. The sections and appendixes are internal documents for staff reference, and are not posted on the library policy site.

The registration and borrowing policy was last updated in 2022. Since that time, the library has added new circulating items. These include:

- American Girl Doll Kits
- Board Games
- Ghost Hunter Kit
- Lunetta Explorer Bags
- Streaming Devices

The items have the following loan periods and fines:

- American Girl Doll Kits – 7 days, $10 per day late fee
- Board Games – 7 days, $1 per day late fee
- Ghost Hunter Kit – 7 days, $1 per day late fee
- Lunetta Explorer Bags – 7 days, $1 per day late fee
- Streaming Devices – 14 days, $1 per day late fee

The lost item refund policy has been updated to change the refund period from 6 months to 30 days.

Action : The Board approve the Emergency Response policy

Action : The Board approve the Cardholder and registration policy

Rye Free Reading Room

Emergency Policy and Procedures

I. Policy
II. Chain of command
III. Procedures
    A. Injury
    B. Criminal Activity
    C. Elevator Malfunction
    D. Fire
    E. Flood
    F. Power Outage
    G. Partial Power Outage
    H. Weather Related Closing
    I. After Hours Alarm
    J. Heating / Cooling emergency
    K. Wide Region Alert
    L. Active Shooter
    M. Law Enforcement visit
    N. Emergency Closing Procedures
IV. Addendum:
    A. Communications and Contacts
    B. Supplies List
    C. Phone update
    D. Website update
    E. Space Listing
    F. Warrant Example

I. Emergency Response Policy

The Rye Free Reading Room strives to provide a welcoming, accessible and safe public library setting. Appropriate emergency preparedness is an integral part of the Library's effort. On-site response will be provided by the senior most staff person in the building during open hours of operation and when staff is present.

Approved by Board of Trustees June 16, 2011; updated October [_] 2025

II. Chain of Command:
The senior most person present in an emergency is the Person in Charge

1. Library Director
2. Assistant Director
3. Facilities Manager
4. Senior Children's Librarian
5. Adult Services Librarian on duty
6. Children's Services Librarian on duty

III. Emergency Procedures:
In the case of any implementation of emergency procedures the Director is to be notified in person if available. If the Director is not present, the Person in Charge should manage the incident to the best of their ability, document the incident and the Library's response and inform the Director by phone or e-mail as soon as is appropriately possible.

A. Injury
- In case of serious injury, staff will call 911 to seek immediate medical attention. If unable to call use Duress Alarm. Staff present should use their personal judgment. If in question, Person in Charge should be summoned.
- Staff member will stay with injured person until emergency respondents arrive.

B. Criminal Activity
- If any person in the library is seen engaging in criminal activity, staff will call 911 or press Duress Alarm.
- If criminal activity in the library is reported to a staff member and is believed to be accurate, staff will call 911 or press the Duress Alarm. If staff is unsure of the accuracy of the report they will attempt to verify before taking action.
- If criminal activity is seen, or reported and believed to be accurate, in close proximity to the outside of the library, call 911 or press the Duress Alarm

C. Elevator Malfunction
- If a person is trapped in the elevator, staff will call 911
- Elevator key in wall box near elevator on main floor. (Director, Facilities Manager and Assistant Director are trained to use it.)
- Call Authentic Elevators for emergency assistance

D. Fire
- If fire or smoke is seen in the library, staff will activate the File Alarm located on each floor.
- Staff will clear the building as described below, assist customers in leaving and then follow. No person is allowed to remain in the building.
    - Children's Reference on duty – Children's Room and rest rooms
    - Technical Services on duty – workroom, delivery room, staff break room, boiler room and elevator
    - Adult Reference on duty – main floor reading rooms, meeting room and meeting room rest rooms
    - Adult Circulation on duty – Mezzanine, second floor reading rooms, and rest rooms.
- If someone cannot exit the building using the stairs or ramps, station them close to the nearest fire exit. Report situation to the Person in Charge who in turn reports situation to Police or Fire Department.
- Person in Charge calls 911 as a follow-up call to Rye Fire Department.
- Staff gather on City Hall steps. Notify Fire Department of any staff absences. In bad weather, staff and public may seek shelter in City Hall
- Person in Charge will designate a staff member to monitor the parking lot entrance to keep people from entering building until FD arrives.
- After all-clear, Person in Charge meets Fire Department with key to Equipment Room where alarm system controls are located. Fire Department resets the alarm and elevator.

E. Flood
- Predicted flooding, Person in Charge will ensure the following actions are taken:
    - Monitor media for weather related news
    - Facilities Manager or other designated staff may inspect building during closed hours in extreme weather circumstances.
- If the forecast calls for 4 or more inches of rain over 3 hours or less, or if there are two major storms forecast within one week, Person in Charge will ensure the following actions are taken:
    - Move teen book display materials from the bay window
    - Place Quick Dam bags on all windowsills (30 bags)
    - Ensure sandbags are placed outside of the lower level fire exit door, taking care to not block the drain (10 bags)
    - Place sandbags on the sill of all the windows (3 bags in each window)
    - Place Flood Dam in each of the following doors
        - Staff Room Outside Door
        - Lower Level Patron Door
        - Discovery Zone Fire Exit Door
        - Elevator Door – Ground Level
        - Elevator Door – Basement Level
        - Boiler Room Door
        - Discovery Zone Mechanical Room Door
        - Fire Room Door
        - Flood barrier instructions - https://dameasyfloodbarriers.com/products/flood-barrier
    - Switch off power to all electrical outlet boxes at circuit box—(Children's Room utility room, clearly marked.)
    - Send elevator to top floor and then turn elevator power off. (Boiler Room – Front, clearly marked, access 124)
    - Lift furniture, toys, etc. from floor
    - Turn off all electronic equipment

Flood (Continued)

- Emergency Flooding / Water in the Building, Person in Charge will ensure the following actions are taken:
    - Assist Customers in leaving the building
    - Contact the building manager, if not available contact the Director
    - Immediately log off and power down all computers and electronic equipment on the lower level
    - Switch off power to all electrical outlet boxes at circuit box—(Children's Room utility room, clearly marked.)
    - Send elevator to top floor and then turn elevator power off. (Boiler Room – Front, clearly marked, access 124)
    - Move teen book display materials from the bay window
    - Lift furniture, toys, etc. from floor
    - May call volunteers and other staff to assist in moving library materials if conditions allow

    - If necessary to turn off all power to building, pull down on "Main Disconnect" lever. (Boiler Room – Left back, access 124) If time allows, turn off all electronic equipment first.

F. Power Outage - building wide
- Locate Flashlights at each Circulation and Reference Desk
- Assist Customers in leaving the building
- Turn off all computer and electrical equipment
- Call Con Edison and Police Department (914-967-1234) for determine if closing the building is advised. If yes, follow emergency closing procedures.

G. Power Outage - part of the building
- If no other emergency indicators such as smoke are present and circuit can be identified, flip the circuit breaker and monitor the outage.
- Do not change position of any circuit breaker painted red
- If circuit breaker trips again, the Person in Charge should call the Facilities Manager or Director and follow instructions.
- Breaker Box Locations
    - Children's Room – Utility room in CR
    - Kitchen, Boiler Room – Closet in Building Manager's Room (NOTE: this outage will take down the network if left unresolved for more than 15 minutes)
    - Main Floor – Coat Closet
    - 2nd Floor – Utility room on landing
    - Community Meeting Room - Kitchen

H. Weather related closing

The Director, or Person in Charge will determine extreme weather closing, delayed openings and early closing of the library.
- Local media will be contacted (refer to contact sheet)
- Library website will note the change in schedule
- Signs will be posted when possible
- Building entrances must be safe to pass before the library opens to the public.
- Contact Facilities manager for heavy snow shoveling. Back-up contact for heavy snow is Juan Cevallos at 914-329-3317 or cevallosjs1@hotmail.com

I. Burglar or smoke alarm in the building when it is closed:
- Alarm systems are transmitted to Police and Fire through Stanley. Stanley, Police or Fire will contact Director, Assistant Director, and the Facilities Manager in that order.
- Staff member will meet Police or Fire, as appropriate. Police cannot enter the building without staff assistance. Rye FD will use building key in its Knox Box at the back entrance. If the Rye FD does not reset alarm and elevator, call Red Hawk (888-388-6436 bldg code 1653) to reset alarm and public elevator.

J. Heating/Air Conditioning alarm when building closed:
- Call the director or building manager to have them restore the system.
- If staff contact is not available, call the HVAC contact.
- Meet HVAC personnel at the library to let them in

K. Wide Region Emergency

In case of national security incident, natural or man-made disaster.
- Person in charge monitors news and city e-mail blasts for coverage if possible
- Call Rye Police (967-1234) to be advised on the need to close the building or keep all persons inside. Determine how status updates will be received.
- If advised to remain inside, gather all persons to Main Level Reading Room or children's room depending on the nature of the emergency. Person in Charge notifies Rye PD that staff and public have been relocated to this area so they can respond to the appropriate location in the building, if needed.
- Library remains open unless instructed to evacuate by Rye PD, or if the Person in Charge judges it is advisable to close the library.
- If appropriate, suspend routine service, but remain open as a safe haven for those already there until the emergency is abated.
- Library staff will notify Rye Police if the building is closed to the public and will be unattended during regular hours of operation.

L. Active Shooter

- If the active shooter or dangerous intruder has not yet entered the building, the Person in Charge will:
  - Instruct staff to call the police
  - Lock the three entry points – the main door to the outside, the patio door to the outside, and the side entry door. Turn off the automatic door opener on the patio door.
  - Share the following message with staff and patrons
    "THIS IS AN EMERGENCY. THIS BUILDING IS NOW IN LOCKDOWN. QUICKLY PROCEED TO AN AREA AWAY FROM WINDOWS AND OUT OF SIGHT. DO NOT EXIT THE BUILDING AT THIS TIME.
  - Wait for an all clear from the Police Department
- If the active shooter or dangerous intruder is in the building, all staff should follow the guidelines from the Department of Homeland Security – Evacuate, Hide Out, Take Action
  - Evacuate
    - Have an escape route and plan in mind
    - Evacuate regardless of whether others agree to follow
    - Leave your belongings behind
    - Help others escape, if possible
    - Prevent individuals from entering an area where the active shooter may be
    - Keep your hands visible
    - Follow the instructions of any police officers
    - Do not attempt to move wounded people
    - Call 911 when you are safe
  - Hide Out
    - Find a place out of the active shooter's view, ideally with a lockable door
      - Director's Office – door locks from the inside
      - Staff closet – doors locks from the inside
      - Meeting Room – doors require main key to lock
      - Family Bathroom – door locks from the inside
      - Attic – door requires old key to unlock, locks from the inside
      - 2nd Floor bathroom – door locks from the inside
      - Staff Workroom – door requires code to unlock

- Children's Bathrooms – doors lock from the inside
- Children's Mechanical Room – door requires main key to unlock

  - Blockade the door with furniture. Find a place out of the active shooter's view, ideally with a lockable door
  - Silence your cellphone and turn off any other sources of noise
  - Call 911 and alter police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen
- Take Action
  - If you cannot escape or hide, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against them, throwing items and improvising weapons, yelling, and committing to your actions.
  - This option is not the preferred response, and should only be undertaken as a last resort.
- Homeland Security Video – Run Hide Fight
  - https://www.youtube.com/watch?v=pY-CSX4NPtg

M. Law Enforcement Visit

- If a law enforcement officer enters the Library for any official reason, library employees should contact the Rye Police Department if they are not already onsite.
- Library staff should contact the Rye Police Department to verify the identity of any unknown law enforcement officers.
- If the situation escalates, staff will call 911 or press the Duress Alarm.
- Contact the library director or assistant director immediately.
- If a law enforcement officer enters the Library and requests access to a private area (see Appendix E), library employees should call the Rye Police Department if they are not already onsite.
  - Inform the law enforcement officer the private area is not open to the public, and they cannot enter that space.
  - If they have a subpoena or judicial warrant, make a copies of the documents for the Rye Police Department and Library incident report

- Contact the library director or assistant director immediately.
- If the situation escalates, staff will call 911 or press the Duress Alarm.

- If a law enforcement officer requests access to library user information, the person in charge should call the Rye Police Department if they are not already onsite. Library records that are deemed confidential are covered by New York Criminal Procedure Law 4509, signed on June 13, 1988, and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.
  - Refer to the library's privacy policy and the Westchester Library System privacy policy and Inform the law enforcement officer that library records are confidential.
  - If they have a subpoena or judicial warrant, make a copies of the document for the Rye Police Department and the Library incident report.
  - If the situation escalate, staff will call 911 or press the Duress Alarm.
  - Contact the library director or assistant director immediately.
- If a law enforcement officer attempts to remove an individual from the library, library staff should contact the Rye Police Department if they are not already onsite.
  - Staff should not assist the individual in escaping or hiding
  - Staff should not make any false statements to the agents
  - Staff should discuss the incident with their supervisor and submit an incident report as warranted.
  - If the situation escalates, staff will call 911 or press the Duress Alarm.
  - Contact the library director or assistant director immediately.

N. Emergency Closing
- Assist patrons in leaving the building.
- Notify the Fire Department and Police Department if appropriate.
- Change message on 967-0480 – see addendum C
- Add message to website - see addendum D
- Post closing (and, if known, re-opening) message on front and parking lot doors
- Notify WLS
- Contact staff members scheduled for later in the day
- Contact any schedule programmers to alter them of changes

Appendix A – Contact Information

A. Communications and Contacts (updated April 2025)

Library Director Chris Shoemaker	914-231-3160 (office) cshoemaker@ryelibrary.org 646-964-5208 (Home) 347-880-1200 (cell)
Assistant Director Catherine Riedel	914-231-3166 (office) criedel@ryelibrary.org 203-344-1406 (home) 914-330-1444 (cell)
Facilities Manager Joe Balogh	914-231-3165 (office) jbalogh@ryelibrary.org 203-943-0226 (cell)
Board President Lina Eroh	203-921-8300 (cell) lina@eroh.me
Alarms:	
Security Stanley (Sonitrol)	914-667-1812 Library is building #7027 nydataentry@sonitrol.com
Fire Alarm Red Hawk	888-388-6436 Library account is #1653
Rye Police Department	914-967-1234
Rye Fire Department	914-967-4530

Custodial		
Weekend	Juan Cevallos	914-329-3317 cevallosjs1@hotmail.com
Electric	Con Edison Grand View Electric	800-752-6633 914-960-0655
Elevator	Authentic Elevator Services	914-620-1600
Fire Prevention	W&M Fire	914-741-2222
Glass Repair	Marano Glass	203-532-9772
Gutter Repair	George's Seamless	914-447-0254
HVAC	Poly-Temp (Chris)	914-939-2400
Insurance	Regan Agency	631-669-3434 kregan@reganagency.com
Internet	Verizon – RyeTV Account 652-580-246-0001-39 Crown Castle – all other	800-837-4966 914-674-3616
Landscaping	Michele Bianco (plant health) Angelo A (pruning)	914-438-3742
Locksmith	Safe Guard Locksmith	914-963-6390
Pest Control	Aurora Pest Control	914-487-3566

Plumbing		
General	Joe Costeloe	914-934-2661
Ejection Pumps	A&C Furia	914-949-0585
Backflow	DLB Backflow Prevention	914-939-0300
Septic	Frank Nask	914-698-0464

Roofing	J. Antonelli	203-353-6955
Sprinklers	Falco Lawn Sprinklers	914-287-2049
Telephone		
VOIP	ECube Consulting	732-274-0244
	Rudy Ruedemann	rruedemann@ecubeconsulting.net
Fax / POTS	Lightpath	866-611-3434 #1
WLS	directors@wlsmail.org	674-3600

Appendix B – Supply Locations

Supplies located in Boiler Room

- Portable Pump
- Shop Vac
- Sand bags
- Ice Melt
- Shovel

Supplies located in the Fire System Room

- Towels

Supplies located in Staff Room (under sink)

- Face Mask
- Latex Gloves

Supplies located in Vestibule Closet

- Ice Melt
- Shovel

Supplies located in Director's Closet

- Caution Tape
- Extension Cords

First Aid Kit Locations

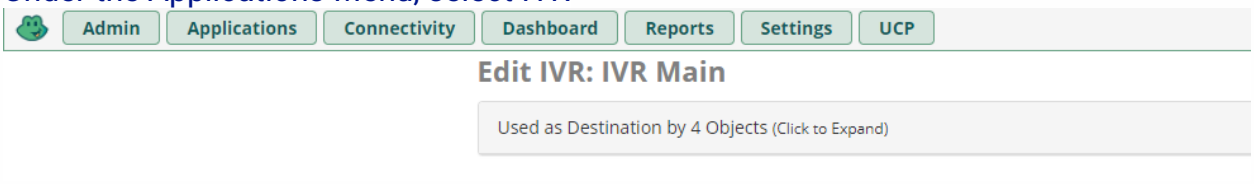
- Storage closet on the 2nd floor by the study rooms – blue bag
- Coat closet on the Main floor. (blue bag and white plastic box)
- On top of the fridge in the Meeting Room kitchen (blue bag)
- In the left side drawer by the Workroom sink (blue bag)
- On the back of the door in the children's room storage closet (blue bag)
- In the Teen room desk drawer (blue bag)

Rye Free Reading Room

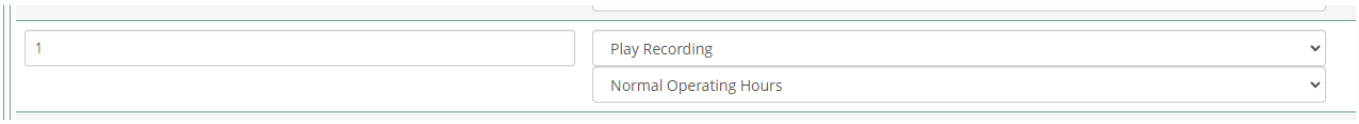
Appendix C – Phone Message Update

Log into the PBX system at
https://rfrripbx.dyndns.org/admin/config.php#

Under the Applications Menu, select IVR



Scroll Down to IVR Entries, and look in the Digits column for the number 1.



Click on Normal Operating Hours, and Select the new pre-recorded greeting (Closed Message / Holiday Closure / Delayed Opening)

Click Submit

Click Apply Config

To apply a temporary greeting

To repeat this information, press the star key, or press zero to speak with a staff member during regular business hours.

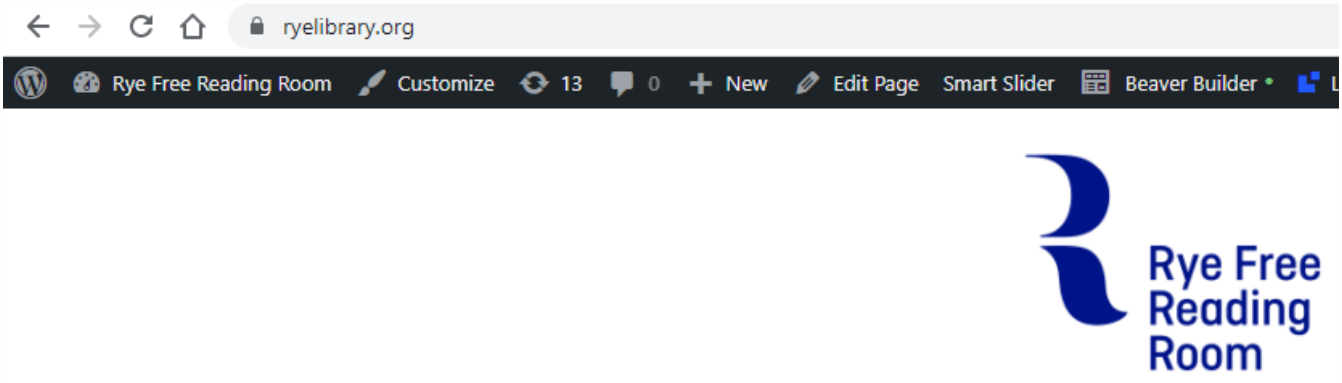
Thank you for calling the Rye Free Reading Room.

Press 2 Keep recorded message

Appendix D – Website Update

Log into the site at https://www.ryelibrary.org/main/wp-login.php

Click on Rye Free Reading Room



On the toolbar menu, select Beaver Builder

Click on the single post

Edit the text, and click save.

Click Done at the Top of page, then click Publish

Appendix E – Space Listing

Lower Level

- Public Spaces
  - Discovery Zone
  - Teen Center

- Non-Public Spaces
  - Staff Workroom
  - Staff Breakroom
  - Business Office
  - Boiler Room
  - Fire System Room
  - Mechanical Room
  - Storage Room
  - Storage Closet

First Floor

- Public Spaces (except for meeting rooms when in use)
  - Meeting Room
  - Children's Room
  - Brookside Reading Room
  - Dalphin Reading Room
  - Strater Reading Room
  - Welcome Desk

- Non-Public Spaces
  - Director's Office
  - Staff Closet
  - Staff Bathroom

Mezzanine

- Public Spaces
  - Children's Room

Second Floor

- Public Spaces (except for meeting rooms when in use)
  - Information Commons
  - Study Rooms
  - Business Center
  - Ogden Nash Room
  - Local History Room

- Non-Public Spaces
  - Storage Closet

Attic

- Non-Public Spaces
  - Attic

Appendix F – Warrant Sample

Judicial Warrant (sample)

- Signed by a judge
- Required to enter private spaces

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
❒ in the daytime 6:00 a.m. to 10:00 p.m. ❒ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____.
(United States Magistrate Judge)

❒ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
❒ for ____ days *(not to exceed 30)* ❒ until, the facts justifying, the later specific date of _____.

Date and time issued: _____ _____
Judge's signature

City and state: _____ _____
Printed name and title

Administrative Warrant (sample)

- Issued by Department of Homeland Security
- Does not allow agent access to private spaces

U.S. DEPARTMENT OF HOMELAND SECURITY **Warrant for Arrest of Alien**

File No. _____

Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

☐ the execution of a charging document to initiate removal proceedings against the subject;

☐ the pendency of ongoing removal proceedings against the subject;

☐ the failure to establish admissibility subsequent to deferred inspection;

☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

_____
(Signature of Authorized Immigration Officer)

_____
(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)

on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

_____ Name and Signature of Officer

_____ Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

Rye Free Reading Room

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.

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. American Girl Doll Kit	7 Days

h.	Board Games	7 Days
i.	Children's Audiobooks	21 Days
j.	Children's Books	21 Days
k.	Children's Holiday Books	14 Days
l.	Children's Music CDs	21 Days
m.	Children's DVDs	7 Days
n.	Children's Kits	21 Days
o.	Children's Magazines	7 Days
p.	Children's MP3 Players	14 Days
q.	Children's Playaway Tablet	14 Days
r.	Children's Playaway Views	14 Days
s.	Children's Wonderbooks	21 Days
t.	Express Books	14 Days
u.	Express Audio-Visual	7 Days
v.	Ghost Kit	7 Days
w.	Laptop	2 Hours
x.	Lunetta Explorer Bag	7 Days
y.	MP3	14 Days
z.	Mobile Hotspot	14 Days
aa.	Museum Pass	3 Days
bb.	Streaming Stick	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. Although most items may be returned to any library in the Westchester Library System, there are exceptions:
      i. American Girl doll kits, board games, ghost kits, laptops, Lunetta Explorer bags, mobile hotspots, and streaming devices must be returned to the service desk at which they were borrowed.
      ii. Museum passes must be returned to the Rye Free Reading Room, but may be returned in the bookdrop.
   b. Items returned in the Rye Free Reading Room bookdrop before the library opens for the day are considered returned the previous day.

5. OVERDUE NOTICES†
   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.

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.	American Girl Doll Kits	$10/day, $70 maximum
g.	Board games	$1/day, $10 maximum
h.	Children's Audiobooks	$.25/day, $10 maximum
i.	Children's Books	$.10/day, $5 maximum
j.	Children's DVD	$1./day, $10 maximum
k.	Children's Kits	$.10/day, $5 maximum
l.	Children's MP3 Players	$.10/day, $10 maximum
m.	Children's Magazines	$.25/day, $5 maximum
n.	Children's Music CDs	$.10/day, $5 maximum
o.	Children's Playaway Tablet	$2/day, $25 maximum
p.	Children's Playaway View	$2/day, $25 maximum
q.	Children's Wonderbooks	$.10/day, $5 maximum
r.	Express Audio-Visual	$1/day, $10 maximum
s.	Express Books	$.50/day, $10 maximum
t.	Ghost Kit	$1/day, $10 maximum
u.	Laptops	$2/per hour, $10 maximum
v.	Lunetta Explorer Bags	$1/day, $10 maximum
w.	Mobile hotspots	$1/day, $10 maximum
x.	Museum passes	$10/day, $70 maximum
y.	Streaming sticks	$1/day, $25 maximum

b. Lost or damaged items are assessed at their current, full replacement costs. If the item is returned to the library within thirty (30) days 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†
    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 board games, learning toys, and other specialty items. Some special collection items are available for checkout by anyone with a valid Westchester Library System card.

a. American Girl Doll Kits
    i. American Girl Doll can be checked out only by Rye Free Reading Room card holders in good standing.
    ii. Only one American Girl Doll kit may be checked out to a household at a time.
    iii. Patrons are responsible for any damage to the doll or accessories, and will be charged the full replacement cost of the doll or accessory kit that is lost or damaged.
b. Board Games
    i. Board games can be checked out by people who are registered for a library card from any of the member libraries of the Westchester Library System.
    ii. Only two board games may be checked out to a household at a time.
    iii. Patrons will be charged the full replacement cost for any damage to the game or any lost game pieces.
c. Ghost Kit
    i. Board games can be checked out by people who are registered for a library card from any of the member libraries of the Westchester Library System.

ii. Patrons will be charged the full replacement cost for any damage to the game or any lost equipment.

d. 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.
   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 will be erased when the device is returned.

e. Lunetta Explorer Bags
   i. Lunetta Explorer Bags can be checked out by people who are registered for a library card from any of the member libraries of the Westchester Library System.
   ii. Patrons will be charged the full replacement cost for any damage to the game or any lost pieces.

f. Mobile Hotspots
   i. Mobile hotspots may be checked out for use only by Rye Free Reading Room cardholders ages 18 and over.
   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.

g. Streaming Devices
    i. Streaming devices can be checked out only by Rye Free Reading Room card holders.
    ii. Only one streaming device may be checked out to a household at a time.
    iii. Users are responsible for any damage or lost components, and will be charged the full replacement cost of the item.
    iv. The Rye Free Reading Room does not clear the view history of any of the streaming services in between users.
    v. Streaming devices have no filtering software. The library will not be held responsible for any questionable content viewed or accessed.

Approved by the Board of Trustees, December 20, 2022; updated on October [__] 2025.

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† 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.

Mission Moments

Become a Friend of the Library! Make your donation to the Annual Campaign, and support free access to books, programs, and the library.

Show your support for the library at the City Council Budget workshop on November 12th at 6:30 pm.

Save the Date – Saturday, December 6th from 4 to 6 pm
Friends of the Library Holiday Open House

Notable Activities

Wednesday, Nov 5th at 6:30 pm – Mel Blanc, the man of 1,000 faces
Mel Blanc is a voice actor familiar to millions from the world of cartoons, radio and television, most famously Bugs Bunny. Explore clips of his work while learning about his life.

Monday, Nov 17th at 1 pm – Decluttering done right
This ~40-minute presentation is designed for both retirees and adult children in our community who are beginning to consider (or are actively navigating) the downsizing process for themselves or others, whether they are actually moving or not.

Friday, Nov 21st at 4 pm – Bonjour Basics for Teens
Join **Madame S**, a certified French teacher from a francophone country, for a fun and welcoming 60-minute session designed to introduce you to the basics of the French language. Whether you're just starting out or looking to refresh your skills, this class is perfect for all levels.

Saturday, Nov 22nd at 12 – Chemistry Day with Rye High School Chemistry Club
Science comes to life for all ages, with a variety of hands-on experiments and demonstrations.

Sunday, Nov 23rd at 3 pm – RW 250 : Slavery in My Neighborhood
The history of slavery in Rye; those who benefited and those who didn't