



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

September 8, 2025

Tusten-Cochecton Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of August 11, 2025 regular meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Review EOY Reports
 - c. Monthly Financial Reports through September 8, 2025Payment of Bills through September 8, 2025
- VII. Director's Report
- VIII. New Business
 - a. Code of Conduct revision
 - b. Disaster Plan/Situational Manual updates
 - c. Narrowsburg HVAC Update
- IX. Unfinished Business
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
 - Strategic Planning
- XI. Dates to Remember
 - a. See monthly [online newsletter](#)
- XII. Correspondence
- XIII. Adjournment

Next Meeting: **Tuesday, October 14, 2025 at 5:30pm, Tusten-Cochecton Branch**

Regular Board Meeting
August 11, 2025
Jeffersonville Branch, 5:30pm
Unapproved Minutes

Members Present: Susan Bodenstein, Kevin McDonough, Linda Pomes, Pam Reinhardt, Francis Cape, Michele Schroeder, Barbara Winfield and Rebecca Kent.

Staff Present: Audra Everett, Director; Carolyn Simon, Treasurer

Call to Order: The meeting was called to order at 5.30pm by President Kevin McDonough.

Adoption of Agenda: On a motion by Linda Pomes, seconded by and approved by unanimous consent the agenda was adopted with the amendment to add section e. under New Business to address the final payment to the contractor at DEL.

Public Comment: none

Approval of Meeting Minutes: On a motion by Susan Bodenstein, seconded by Michele Schroeder the July 14, 2025, minutes for both the reorganization and regular meetings were approved by unanimous consent, with the abstention of Linda Pomes.

Financial Reports:

- a. On a motion by Pam Reinhardt and seconded by Rebecca Kent, the monthly Treasurer's Report was approved by unanimous consent.
- b. On a motion by Barbara Winfield and seconded by Pam Reinhardt, the monthly Financial Reports through August 10, 2025, were approved as submitted by unanimous consent.
- c. On a motion by Pam Reinhardt and seconded by Rebecca Kent, the payment of bills through was approved by unanimous consent.

Director's Report:

In addition to the written report, the Director reported that the Fire Department responded to a smoking light ballast in the bathroom at Callicoon. American Electric will inspect and fix August 12.

Our lawyer has died. Discussion of options for replacement.

New Business:

- a) **Narrowsburg Emergency Project Payments**
Narrowsburg sewer line: A motion to approve the deposit payment of \$3,400 and the payment of \$3,400 after completion of the project to Esselman Sewer and Drain from the Capital Fund account was made by Francis Cape, seconded by Pam Reinhardt and approved by unanimous consent.

Narrowsburg HVAC: A motion to approve the payment of \$29,544 from the Capital Fund account to Olsen Mechanical upon completion of the project was made by Barbara Winfield, seconded by Rebecca Kent and approved by unanimous consent.

- b. 2024/2025 Budget Line Transfers: A motion to approve the transfers was made by Pam Reinhardt, seconded by Michele Schroeder and approved by unanimous consent.
- c. The item b. ii. on the agenda, "To transfer from IMM to Capital Fund for Emergency Repairs", was moved to Budget Carryovers and a motion to approve was made by Susan Bodenstein, seconded by Barbara Winfield, and approved by unanimous consent.
- d. Insurance Renewal: a motion to approve the increase of approximately 8% (\$1,529) over last year's premium was made by Pam Reinhardt, seconded by Linda Pomes and approved by unanimous consent.
- e. DEL contractor final payment: the contractor, Ganem, is in conflict with the metal cornice contractor. The architect recommends paying Ganem the final amount less what they owe the cornice contractor, unless the dispute is settled and the lien released. A motion to do so was made by Barbara Winfield, seconded by Pam Reinhardt and approved by unanimous consent.

Unfinished Business:

- a) Review Procurement Policy: a motion to raise the base level below which no solicitation of written proposals or quotations shall be required to \$3,500 was made by Susan Bodenstein, seconded by Francis Cape and approved by unanimous consent.

Committee Reports

- Building- the committee met August 11
- Personnel
- Donations: Donations of approximately \$1,000 were received in memory of Sue Kohler. Discussion of best use of the funds.
- Finance
- Bylaws:
- Nominating
- FOL Liaison: A donation of \$5,000 was made by FOL for the Narrowsburg HVAC repair. Election of officers. A memorial bench for Matt Sullivan has been proposed. FOL will have a table at the Callicoon Farmer's Market August 17.
- Executive
- Strategic Planning:

Dates

- a. See monthly online newsletter.

Correspondence:

Adjournment:

On a motion made by Pam Reinhardt, seconded by Barbara Winfield, the board voted by unanimous consent to adjourn the meeting at 6:13pm.

Next Meeting: Monday, September 8, 2025 at 5:30pm, Tusten-Cochecton Branch.

Francis Cape
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2026

	<u>Jun 30, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Checking Acct - 8139	6,149.11
204 · Credit Card Transfer Acct- 7669	3,457.90
205 · WSPL Operating Fund - 1647	
Cash Flow Reserve Fund	210,000.00
Memorial/Gift Fund	
Adelaide Schadt - Jeff Branch	10,000.00
Sally Segar - Jeff Branch	10,000.00
Total Memorial/Gift Fund	<u>20,000.00</u>
Unappropriated (GenRes) Fund	251,066.77
205 · WSPL Operating Fund - 1647 - Other	<u>11,224.13</u>
Total 205 · WSPL Operating Fund - 1647	<u>492,290.90</u>
206 · Capital Fund - 8355	55,548.94
210 · Petty Cash	
Petty Cash-DEL	100.00
Petty Cash-JEF	100.00
Petty Cash-NAR	100.00
Total 210 · Petty Cash	<u>300.00</u>
Total Checking/Savings	<u>557,746.85</u>
Other Current Assets	
2100 · Employee Advance DBL pmts	139.21
A391 · Due From Other Funds	<u>3,224.38</u>
Total Other Current Assets	<u>3,363.59</u>
Total Current Assets	<u>561,110.44</u>
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-NAR	134.99
Total 446 · Furn. & Fixtures	<u>134.99</u>
Total Fixed Assets	<u>134.99</u>
TOTAL ASSETS	<u>561,245.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	152.84
637 · Due to Retirement	12,176.00

Western Sullivan Public Library

Balance Sheet

As of June 30, 2026

	Jun 30, 26
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	25,445.51
Total Current Liabilities	25,445.51
Total Liabilities	25,445.51
Equity	
911 · Retained Earnings	776,046.15
Net Income	-240,246.23
Total Equity	535,799.92
TOTAL LIABILITIES & EQUITY	561,245.43

Western Sullivan Public Library
Operating Account Check List
 August 9 through September 8, 2025

Type	Date	Num	Name	Memo	Split	Amount
Aug 9 - Sep 8, 25						
Check	08/12/2025	20228	Mike Preis, Inc.	Inv # 6772	Directors/Operators Policy	-1,128.00
Check	08/18/2025	20232	Utica National Insurance Group	Acct #201466023	-SPLIT-	-18,467.35
Check	08/18/2025	20233	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-35.69
Check	09/01/2025	20235	NYSEG	1001-0704-798	Fuel & Electric-NAR	-453.71
Check	09/01/2025	20236	NYSEG	1001-1281-077	Fuel & Electric-JEF	-575.69
Check	09/08/2025	20238	Amazon Capital Services	Acct # A1W8QRKQNHDEH	601.2 · Amazon Business	-674.07
Check	09/08/2025	20239	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-1,017.74
Check	09/08/2025	20240	Cash	Cash replenishment for JEF	Petty Cash-JEF	-7.29
Check	09/08/2025	20241	Cash	Cash replenishment for NAR	Petty Cash-NAR	-14.88
Check	09/08/2025	20242	Cash	Cash replenishment for DEL	Petty Cash-DEL	-9.43
Check	09/08/2025	20243	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-2,218.38
Check	09/08/2025	20244	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-460.11
Check	09/08/2025	20245	PSK Pecks	Acct 4394	-SPLIT-	-97.00
Check	09/08/2025	20246	Carolyn Simon		Treasurer	-220.00
Check	09/08/2025	20247	Fox Ledge, Inc.	Account 005821	-SPLIT-	-183.10
Check	09/08/2025	20248	AARP Medicare Rx Preferred (PDP)	Member # 0217026071	90608 · Employee Health Insurance	-113.70
Check	09/08/2025	20249	Buck Brook Alpacas	2025-08-21	Children's Programs	-140.00
Check	09/08/2025	20250	Catherine Chesters	2025-08-09	Children's Programs	-350.00
Check	09/08/2025	20251	Julie Swendsen ,		90608 · Employee Health Insurance	-185.00
Check	09/08/2025	20252	Sullivan County Democrat		Periodicals-NAR	-77.00
Check	09/08/2025	20253	Joseph E. Schultz	Invoice # 3328	-SPLIT-	-67.50
Check	09/08/2025	20254	West Nyack Free Library		-SPLIT-	-22.00
Check	09/08/2025	20255	Ehrlich		-SPLIT-	-75.10
Check	09/08/2025	20256	Postmaster	postage	Postage	-78.00
Check	09/08/2025	20257	Christina Mace		Bookkeeper	-1,200.00
Check	09/08/2025	20258	ES11, LLC	Inv. #401-9488	Website Development & Services	-420.00
Check	09/08/2025	20259	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-88.50
Check	09/08/2025	20260	NYSEG	1001-3155-188	Fuel & Electric-DEL	-22.89

Western Sullivan Public Library

Operating Account Check List

August 9 through September 8, 2025

Check	09/08/2025	20261	NYSEG	1003-8570-692	Fuel & Electric-DEL	-22.89
Check	09/08/2025	20262	Bethel Sanitation	Inv 00345-R-0008	Misc O&M-JEF	-55.00
Check	09/08/2025	20263	Kanopy LLC		Digital Downloads - WSPL	-691.00
Check	09/08/2025	20264	American Electric, LLC	Invoice 70144 & 70152	-SPLIT-	-975.00
Check	09/08/2025	20265	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	09/08/2025	20266	Book Page	Cust # W0177	-SPLIT-	-420.00
Check	09/08/2025	20267	Midwest Tape LLC		-SPLIT-	-913.72
Check	09/08/2025	20268	Baker & Taylor Books #510486		-SPLIT-	-2,514.82
Check	09/08/2025	20269	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-12,105.76
Check	09/08/2025	20270	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-294.75
Liability Check	08/10/2025	eft	NYS & Local Retirement System	51404	-SPLIT-	-904.18
Liability Check	08/18/2025	E-pay	NYS Income Tax	141825007 6 QB Tracking # -224704470	-SPLIT-	-815.85
Liability Check	08/22/2025	20234	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-188.74
Liability Check	08/22/2025	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -224847470	-SPLIT-	-4,555.92
Liability Check	09/01/2025	E-pay	NYS Income Tax	141825007 6 QB Tracking # 136277530	-SPLIT-	-803.66
Liability Check	09/05/2025	20237	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-188.74
Liability Check	09/05/2025	ach	Nationwide	213085	Deferred Comp - PT	-230.00
Liability Check	09/05/2025	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 136224530	-SPLIT-	-4,529.48
Liability Check	09/08/2025	ach	NYS & Local Retirement System	51404	-SPLIT-	-916.02
Paycheck	08/22/2025	2025082201			-SPLIT-	
Paycheck	08/22/2025	2025082202			-SPLIT-	
Paycheck	08/22/2025	2025082203			-SPLIT-	
Paycheck	08/22/2025	2025082204			-SPLIT-	
Paycheck	08/22/2025	2025082205			-SPLIT-	
Paycheck	08/22/2025	2025082206			-SPLIT-	
Paycheck	08/22/2025	2025082207			-SPLIT-	
Paycheck	08/22/2025	2025082208			-SPLIT-	
Paycheck	08/22/2025	2025082209			-SPLIT-	
Paycheck	08/22/2025	2025082210			-SPLIT-	
Paycheck	08/22/2025	2025082211			-SPLIT-	

Sep 8, 2025

Western Sullivan Public Library
Operating Account Check List
August 9 through September 8, 2025

Paycheck	08/22/2025	2025082212	-SPLIT-	
Paycheck	08/22/2025	2025082213	-SPLIT-	
Paycheck	08/22/2025	2025082214	-SPLIT-	
Paycheck	08/22/2025	2025082215	-SPLIT-	
Paycheck	08/22/2025	2025082216	-SPLIT-	
Paycheck	08/22/2025	2025082217	-SPLIT-	
Paycheck	08/22/2025	2025082218	-SPLIT-	
			Total Payroll 2025-08-22	-16,583.72
Paycheck	09/05/2025	2025090501	-SPLIT-	
Paycheck	09/05/2025	2025090502	-SPLIT-	
Paycheck	09/05/2025	2025090503	-SPLIT-	
Paycheck	09/05/2025	2025090504	-SPLIT-	
Paycheck	09/05/2025	2025090505	-SPLIT-	
Paycheck	09/05/2025	2025090506	-SPLIT-	
Paycheck	09/05/2025	2025090507	-SPLIT-	
Paycheck	09/05/2025	2025090508	-SPLIT-	
Paycheck	09/05/2025	2025090509	-SPLIT-	
Paycheck	09/05/2025	2025090510	-SPLIT-	
Paycheck	09/05/2025	2025090511	-SPLIT-	
Paycheck	09/05/2025	2025090512	-SPLIT-	
Paycheck	09/05/2025	2025090513	-SPLIT-	
Paycheck	09/05/2025	2025090514	-SPLIT-	
Paycheck	09/05/2025	2025090515	-SPLIT-	
Paycheck	09/05/2025	2025090516	-SPLIT-	
Paycheck	09/05/2025	2025090517	-SPLIT-	
Paycheck	09/05/2025	2025090518	-SPLIT-	
			Total Payroll 2025-09-05	-16,479.72
Aug 9 - Sep 8, 25				-94,641.10

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	<u>Jul 1 - Sep 8, 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
2082 · Library Charges	758	1,171	(413)
2083 · Library Chgs-Registrations	1,770	661	1,109
2401 · Interest & Earnings	51	57	(6)
2655 · Sales, Other	210	113	97
2705 · Gifts & Donations	3,553	586	2,967
2770 · Grants-Miscellaneous	2,380	961	1,419
2771 · Misc Income	1,667	0	1,667
3003 · State Grants - Miscellaneous	2,889	0	2,889
Total Income	<u>13,278</u>	<u>3,549</u>	<u>9,729</u>
Gross Profit	13,278	3,549	9,729
Expense			
74101 · Salaries	105,311	105,715	(404)
74101.7 · Special Projects	100	111	(11)
74102 · Equipment	246	1,057	(811)
74104 · Materials	10,879	13,931	(3,052)
74104.6 · Databases & Software	1,275	1,473	(198)
74105.1 · Daily Operating Expenses	4,018	4,452	(434)
74105.3 · Repairs/Maint of Lib Equip	0	102	(102)
74105.4 · Daily Maint & Repairs	4,786	4,420	366
74105.5 · Building Maintenance	0	6,687	(6,687)
74105.6 · Insurance Policies	19,595	4,685	14,910
74106.1 · Phone, Internet, Cable Services	1,380	1,521	(141)
74106.2 · ILS & IT	11,151	9,095	2,056
74106.4 · Fuel & Electric	2,910	4,533	(1,623)
74106.5 · Sewer & Water	0	1,077	(1,077)
74106.6 · Elevator Service	71	901	(830)
74106.7 · Cleaning Services	4,100	4,958	(858)
74106.8 · Operating Overhead Expenses	495	0	495
74107.1 · Professional Services	(1,540)	3,627	(5,167)
74107.3 · Programs and Events	1,382	2,267	(885)
74107.9 · Other Expenses	315	1,082	(767)
90000 · Payroll Expenses	50,706	41,441	9,265
Total Expense	<u>217,180</u>	<u>213,135</u>	<u>4,045</u>
Net Ordinary Income	<u>(203,902)</u>	<u>(209,586)</u>	<u>5,684</u>
Net Income	<u>(203,902)</u>	<u>(209,586)</u>	<u>5,684</u>

Western Sullivan Public Library

Treasurer's Report

Report for: September 08 2025
 Month and Day Year

General Fund: Operating Account - Jeff Bank Account ending in 8139

Balance on hand as of:	July 31 2025	\$98,775.16
Plus Deposits:		
Accounts Receivable	\$1,871.53	
Transfers from IMM	\$70,000.00	
Interest	\$0.77	
Other		
Total Deposits		\$71,872.30
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	\$80,525.09	
Total Disbursements		\$80,525.09
Balance on hand as of:	August 29 2025	<u><u>\$90,122.37</u></u>

General Fund: IMM Account - Jeff Bank Account ending in 1647

Balance on hand as of:	July 31 2025	\$576,666.77
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$24.13	
Other		
Total Deposits		\$24.13
Less Disbursements:		
Transfers to Operating Fund	\$70,000.00	
Transfer to Capital Fund	\$0.00	
Total Disbursements		\$70,000.00
Balance on hand as of:	August 29 2025	<u><u>\$506,690.90</u></u>

Western Sullivan Public Library

Treasurer's Report

General Fund: CC Transfer - Jeff Bank Account ending in 7669

Balance on hand as of:	<u>July 31 2025</u>	\$3,133.91
Plus Deposits:		
Credit Card Payments	<u>\$553.99</u>	
Total Deposits		\$553.99
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$230.00
Balance on hand as of:	<u>August 29 2025</u>	<u><u>\$3,457.90</u></u>

Capital Fund: Building Improvements - Jeff Bank Account ending in 8355

Balance on hand as of:	<u>July 31 2025</u>	\$70,892.94
Plus Deposits:		
Transfers from IMM	<u>\$0.00</u>	
Interest	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	<u>\$36,344.00</u>	\$36,344.00
Balance on hand as of:	<u>August 29 2025</u>	<u><u>\$34,548.94</u></u>

Western Sullivan Public Library

Balance Sheet

As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Checking Acct - 8139	7,743.39
204 · Credit Card Transfer Acct- 7669	2,833.48
205 · WSPL Operating Fund - 1647	
Memorial/Gift Fund	
Adelaide Schadt - Jeff Branch	10,000.00
Sally Segar - Jeff Branch	10,000.00
Total Memorial/Gift Fund	20,000.00
Unappropriated (GenRes) Fund	57,066.00
205 · WSPL Operating Fund - 1647 - Other	639,575.30
Total 205 · WSPL Operating Fund - 1647	716,641.30
206 · Capital Fund - 8355	70,892.94
210 · Petty Cash	
Petty Cash-DEL	100.00
Petty Cash-JEF	100.00
Petty Cash-NAR	100.00
Total 210 · Petty Cash	300.00
Total Checking/Savings	798,411.11
Other Current Assets	
2100 · Employee Advance DBL pmts	139.21
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,363.59
Total Current Assets	801,774.70
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-NAR	134.99
Total 446 · Furn. & Fixtures	134.99
Total Fixed Assets	134.99
TOTAL ASSETS	<u>801,909.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	570.87
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	25,863.54

Western Sullivan Public Library

Balance Sheet

As of June 30, 2025

	Jun 30, 25
Total Current Liabilities	25,863.54
Total Liabilities	25,863.54
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	567,558.55
Net Income	-184,714.23
Total Equity	776,046.15
TOTAL LIABILITIES & EQUITY	801,909.69

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	Jul '24 - Jun 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,095,105	1,095,105	0
1081 · SW Pilot Share	10,742	14,000	(3,258)
2082 · Library Charges	5,202	6,200	(998)
2083 · Library Chgs-Registrations	4,508	3,500	1,008
2401 · Interest & Earnings	464	300	164
2655 · Sales, Other	175	600	(425)
2705 · Gifts & Donations	2,021	3,100	(1,079)
2770 · Grants-Miscellaneous	2,250	5,000	(2,750)
3003 · State Grants - Miscellaneous	3,136	0	3,136
Total Income	1,123,603	1,127,805	(4,202)
Gross Profit	1,123,603	1,127,805	(4,202)
Expense			
74101 · Salaries	506,047	532,256	(26,209)
74101.7 · Special Projects	758	1,000	(242)
74102 · Equipment	5,112	5,112	0
74104 · Materials	65,955	70,175	(4,220)
74104.6 · Databases & Software	6,926	8,600	(1,674)
74105.1 · Daily Operating Expenses	20,942	23,200	(2,258)
74105.3 · Repairs/Maint of Lib Equip	207	500	(293)
74105.4 · Daily Maint & Repairs	16,530	16,530	0
74105.5 · Building Maintenance	0	20,000	(20,000)
74105.6 · Insurance Policies	23,778	23,778	0
74106.1 · Phone, Internet, Cable Services	5,519	8,050	(2,531)
74106.2 · ILS & IT	42,593	46,300	(3,707)
74106.4 · Fuel & Electric	23,250	25,000	(1,750)
74106.5 · Sewer & Water	3,672	5,500	(1,828)
74106.6 · Elevator Service	4,052	4,600	(548)
74106.7 · Cleaning Services	24,600	26,250	(1,650)
74106.8 · Operating Overhead Expenses	7,499	10,000	(2,501)
74107.1 · Professional Services	14,766	20,800	(6,034)
74107.3 · Programs and Events	8,909	12,000	(3,091)
74107.9 · Other Expenses	5,387	5,750	(363)
90000 · Payroll Expenses	244,007	262,404	(18,397)
Total Expense	1,030,509	1,127,805	(97,296)
Net Ordinary Income	93,094	0	93,094
Net Income	93,094	0	93,094



Western Sullivan Public Library

DIRECTOR'S REPORT

September 8, 2025

Building/Equipment:

Narrowsburg: The new heating and cooling system installed.

Jeffersonville: A contractor came and looked at the current HVAC unit for the main floor of the library. They will write up an estimate for us.

Callicoon: The ballast in the second floor bathroom burned out in August causing a call to the fire department. The last of the fluorescent fixtures were replaced. A child pressed the "help" button in the elevator dispatching the fire department to the library. We hung additional signage warning of this if the button is pushed accidentally.

Finance:

RCLS sent out a check for \$2,889.00 representing 90% of the NYS Local Library Services Aid (LLSA) for member libraries.

The library received several additional donations in memory of Susan Kohler.

Personnel:

We continue to search for a qualified, part-time Building and Grounds Worker.

Professional Development/Meetings:

8/13/2025: Directors Association Meeting

8/26/2025: Friends of the Library Meeting

Programs/Outreach:

View the library's [monthly newsletter](#) for upcoming programs. The library will have a table at the Jeffersonville Jamboree on September 13th. Ciera is planning a library card sign-up pop-up event in each of the three communities during National Library Card Sign-up Month.

The Teen Programming Mini-Grant Opportunity is now open.

Strategic Plan Progress:

Results are compiled and a meeting will be set for later this month to review the feedback.

Monthly Statistics:

See statistics in "Other Items" on libguide.

Other:

Friends of the WSPL: The Friends attended two Farmers Markets in Callicoon in August raising awareness of the group and collecting donations to help the library replace the HVAC. The Friends Group will meet on September 24, 2025, 5:30pm at the Jeffersonville Branch.

Trustee Trainings: View the [RCLS calendar](#) at www.rcls.org for upcoming Trustee trainings.

Monthly Reports for All Branches for Aug 2025

August Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	732	782	586
Young Adult Books	87	36	62
Children's Books	689	559	368
Periodicals	4	12	9
Audiobooks	16	28	8
Museum Passes	12	14	10
DVDs	357	304	112
Other	9	10	5
2025 Totals	1906	1745	1160
2024 Totals	1655	1865	1034

Wireless usage per branch

	August 2024	August 2025
Callicoon	1121	3108
Jeffersonville	438	1370
Narrowsburg	669	1443
Total	2228	5921

Computer Use

	August 2024	August 2025
Callicoon	74	59
Jeffersonville	76	68
Narrowsburg	34	25
Total	184	152

Internet/Social Media

	August 2024	August 2025
Instagram followers	1299	1505
Facebook followers	1376	1465
Metaverse video views	997	2,046
Website users	2,067	61,006
Website sessions	2978	91367
Website page views	4532	1967537
Podcast Downloads	25	14

Monthly eNewsletter	Sent to 944 Subscribers	488 opens/ 43 clicks
NEW! Monthly Youth eNewsletter	Sent to 51 subscribers	36 opens/ 2 clicks
Mailchimp weekly email blasts	4 emails sent to 1,583 subscribers	713 avg opens/89 avg clicks

e-Circulation

Type	Aug 2024	Aug 2025
Callicoon e-content	551	677
Jeffersonville e-content	749	1028
Narrowsburg e-content	354	392
Kanopy films (# of videos played)	590	537
Total	2244	2634

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	0

Patron Count at the Library

	Aug 2024	Aug 2025
Callicoon	1015	1252
Jeffersonville	1106	1087
Narrowsburg	908	1007
Total	3029	3346

Reference questions

	Aug 2024	Aug 2025
Callicoon	220	248
Jeffersonville	89	92
Narrowsburg	133	113
Total	442	453

Monthly Volunteer Hours

Callicoon	14
Jeffersonville	0
Narrowsburg	12.5

Date	Program	Platform(s)/ Type	Target Audience	Attendance
Youth Programs				
8/2/2025	Junior Master Gardeners	In-Person	Youth	2
8/4/2025	Zine Making	In-Person	Youth	0
8/5/2025	Nature Flags	In-Person	Youth	16
8/5/2025	Magic Mobiles	In-Person	Youth	22
8/5/2025	Dungeons & Dragons Club	In-Person	Youth	2
8/6/2025	Let's Play	In-Person	Youth	17
8/6/2025	Storytime	In-Person	Youth	0
8/6/2025	Intro to Songwriting	In-Person	Youth	2
8/7/2025	Wildflowers	In-Person	Youth	0
8/9/2025	Summer Finale	In-Person	Youth	15
8/12/2025	Dungeons & Dragons Club	In-Person	Youth	2
Adult Programs				
8/1/2025	Open Mic First Fridays	In-Person	Adult	28
8/2/2025	Plein Air	In-Person	Adult	23
8/4/2025	Narrowsburg Knitters	In-Person	Adult	9
8/6/2025	Drop in with Public Health	In-Person	Adult	7
8/6/2025	Book to Movie Club	In-Person	Adult	3
8/6/2025	Media Literacy	In-Person	Adult	2
8/7/2025	Sewcial Circle	In-Person	Adult	4
8/7/2025	Mystery Book Club	In-Person	Adult	4
8/8/2025	DIY Energy Saving	In-Person	Adult	10
8/11/2025	Narrowsburg Knitters	In-Person	Adult	7
8/13/2025	Romantasy Book Club	In-Person	Adult	1
8/14/2025	Sewcial Circle	In-Person	Adult	5
8/15/2025	Craft Lovers	In-Person	Adult	3
8/16/2025	Tusten Trail Hike	In-Person	Adult	10
8/16/2025	Plein Air Reception	In-Person	Adult	10
8/18/2025	Narrowsburg Knitters	In-Person	Adult	9
8/19/2025	Classics Book Club	In-Person	Adult	5
8/20/2025	Cricut Meet Up	In-Person	Adult	0
8/21/2025	Sewcial Circle	In-Person	Adult	6
8/21/2025	Felting with Buck Brook	In-Person	Adult	7
8/22/2025	Narrowsburg Book Club	In-Person	Adult	7
8/23/2025	Board Game Day	In-Person	Adult	5
8/25/2025	Narrowsburg Knitters	In-Person	Adult	11
8/27/2025	Media Literacy	In-Person	Adult	2
8/28/2025	Sewcial Circle	In-Person	Adult	6
8/29/2025	Media Literacy	In-Person	Adult	3
Tech Programs				
8/4/2025	Open Support	In-Person	PCC	1
8/5/2025	Open Support	In-Person	PCC	3
8/6/2025	Open Support	In-Person	PCC	4
8/11/2025	Open Support	In-Person	PCC	1
8/12/2025	Open Support	In-Person	PCC	3
8/13/2025	Open Support	In-Person	PCC	5
8/19/2025	Open Support	In-Person	PCC	4

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 1 through September 8, 2025

	<u>Jul 1 - Sep 8, 25</u>	<u>Jul 1 - Sep 8, 24</u>
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	861.21	789.40
Fuel & Electric-JEF	1,131.60	732.57
Fuel & Electric-NAR	916.83	836.74
Total 74106.4 · Fuel & Electric	<u>2,909.64</u>	<u>2,358.71</u>
Total Expense	2,909.64	2,358.71



Western Sullivan Public Library

CODE OF CONDUCT POLICY

To allow all patrons of the Western Sullivan Public Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

1. Patrons shall engage in activities associated with the use of the library.
2. Patrons shall respect the rights of other patrons, staff, and volunteers and not engage in loud, aggressive, or threatening conduct, fighting or challenging another to a fight, using profane language or obscene behavior, or engaging in harassing behavior of any kind.
3. Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. Food or beverages are not permitted near any library electronic equipment.
4. Smoking and vaping are not allowed in the library. By law, no person may smoke within 100 feet of library entrances, exits, or outdoor areas, except on private residential property.
5. Patrons shall not use or distribute alcohol or illegal drugs in the library. Being under the influence of drugs or alcohol resulting in disruptive behavior is not permitted.
6. Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers and the wifi network.
7. Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
8. Patrons that possess cell phones will be asked to silence the ringer and refrain from talking on their phones during their time at the library, unless they are in a designated area.
9. Patrons should refrain from stealing, defacing or marring the library's property, including but not limited to materials, furnishings, and equipment, in any way.
10. Patrons should be appropriately dressed when visiting the library.
11. Patrons may not leave a child unattended in the library. See *Unattended Children Policy.*
12. Patrons of all ages are not permitted to run, rough house, or climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property including the use of skates, skateboarding, or bicycles. The library is not a place for loitering, sleeping, lounging, or lying down.
13. Library fines and fees are the responsibility of the library patron as outlined in the *Membership Rules: Regular Policy and Circulation Rules Procedure.*
14. Patrons shall not bring pets or animals into the library except for service animals.
15. Personal belongings cannot obstruct walkways or be stored in a place that would prevent others from using that space. The library is not responsible for unattended items.

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Western Sullivan Public Library

16. Soliciting, petitioning, or distributing and/or posting materials not approved in our Public Notice Bulletin Board Policy are not permitted.
17. Committing any act that would violate Federal, State, or local law, ordinance, or regulation.
18. Patrons and visitors are not permitted to enter staff areas, unless permitted for library business.
19. Having bodily hygiene or possessions/belongings that are of such a strong odor that it would impede the use of the library by others, including heavily applied scented products, are not permitted.

Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary. [See the WSPL Disaster Plan/Situational Manual.](#)

The Library Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

During epidemics and pandemics that affect library operations, patrons will be expected to follow the recommendations and regulations set forth by local and state government, health officials, and the Board of Trustees and staff. If patrons do not abide by temporary procedures, including, but not limited to, social distancing, hand hygiene, wearing a mask while in the buildings, abiding by time limits, and not entering restricted areas within the building, they will be asked to leave the library.

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Western Sullivan Public Library

DISASTER PLAN/SITUATIONAL MANUAL

EMERGENCY SERVICES CONTACT INFORMATION

Sullivan County Sheriff	845-794-7100
NYS Police	845-292-6600 (Liberty) 845-252-3212 (Narrowsburg)
Wayne County Sheriff	570-253-2641
Honesdale State Police	570-253-7126
Fire Department	911
Ambulance	911
911 Non-Emergency	845-583-7100
Poison Control Center	1-800-222-1222

*Please refer to the **Sullivan County Directory** booklet for town and other county contacts*

Human/Social Services Contact Information

Sullivan County Family Services	845-292-0100
Sullivan County Safe Passage for abuse victims	845-292-5700
Wayne County Human Services	570-253-5102
Wayne County Victims Intervention Program	570-253-4401

Local Schools

Sullivan West Central School District	845-482-4610
Sullivan County BOCES	845-295-4000

Maintenance/Utilities Contact Information

Bottled Water Company	Fox Ledge	570-448-9000
Electric Company	NYSEG	800-572-1131
Electrician	American Electric	845-932-8111
Elevator	Mobility Elevator & Lift Co	973-618-9545
Exterminator	Ehrlich	845-791-7225



Western Sullivan Public Library

Garbage	Waste Management	866-909-4458
Handyman	Joe Schultz	845-887-5524/cell 423-0000
Heating/Cooling Systems	JEF - ASTAR	845-305-5753
	DEL-Avolio Brothers (splits)	dennis@avoliobrothers.com
	DEL- DJS (boilers)	845-887-6309
	NAR - DJS (heating)	845-887-6309
	Heckman Refrigeration	845-856-7129
Janitorial Services	Double Clean	570-445-4090
Locksmith	Dill Safe and Locksmith	845-434-6590
Oil Company	DEL - Fowler Oil Co., Inc.	570-253-2686
	NAR - Cochecton Oil, Inc.	845-932-8483
Plumber	DJS Plumbing & Heating	845-887-6309
Snow Removal	JEF - Derek Hahn	845-807-1701
	DEL - Derek Hahn	845-807-1701
	NAR	pending
Telephone Company	Spectrum Business Class	877-636-3278
Telephone (inside lines)	Bedik Communications	845-794-8084

Insurance

Insurance Company	Mike Preis, Inc.	845-482-5510
Agent/Contact:	David Bodenstein	

Other

Legal Advisor	Marvin Newberg	845-794-8415
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LIBRARY STAFF/BOARD OF TRUSTEE CONTACT INFORMATION (after working hours)

Director	Audra Everett	845-482-5260, 845-428-1208 (cell)
Board President	Kevin McDonough	845-428-8860



Western Sullivan Public Library

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Western Sullivan Public Library

EMERGENCY SITUATION PROCEDURES

In all cases of emergency, contact the Director to apprise of situation.

Disaster Kits are located at all three branches. In Jeffersonville, the kit is in the upstairs bathroom closet. In Narrowsburg, the kit is located ~~in the upstairs supply closet~~ on the shelves to the left of the paper cutter. In Callicoon, the kit is located in the upstairs vault. Kit contents are listed below:

Flashlight	Lysol spray can	Duct Tape	Scissors	Paper towels
Disposable latex gloves	Dust masks	Plastic Sheeting	Battery-operated radio	Extra batteries for radio

AGGRESSIVE BEHAVIOR/ASSAULT/THREATENING BEHAVIOR/VERBAL ABUSE

- Listen and respond calmly.
- Attempt to notify other staff in the building. If staff feels threatened or in danger, the police should be contacted immediately. In the case of physical assault, call 911. Keep patrons and staff protected and away from incident if possible. Complete appropriate *Incident Report* form and notify Director.

ALCOHOL/DRUG ABUSE/SMOKING

- **If a patron is actively engaging in alcohol or drug use or is smoking inside the library**, staff should calmly ask the patron to leave because they are violating our *Code of Conduct*. Notify supervisor of situation. If patron will not leave and continues engaging in these activities, notify the Director and call the police if so instructed. Never make physical contact or argue with patron. Complete ~~Patron~~ *Incident Report Form*.
- **If there is evidence that a patron is under the influence of drugs or alcohol**, calmly assist the patron in obtaining what they are looking for and notify supervisor. If patron does not leave after being assisted, the supervisor on duty will explain our *Code of Conduct* and ask the patron to leave. Notify the Director and follow instructions if patron refuses to leave. Complete ~~Patron~~ *Incident Report Form*.
- Narcan is available for the public to access at all locations. If Narcan is administered in the library, make sure to call 911 first and follow the instructions from the emergency responders.



Western Sullivan Public Library

ANIMALS IN THE LIBRARY

- **If a pet enters the library** and does not appear to be a service animal required by a patron with a disability, staff should politely ask patron to take the animal outside of the library. If the patron refuses, notify supervisor. Supervisor should ask the patron to leave with the pet. If patron refuses, notify Director and follow instructions.
- Service animals are permitted in the library. Documentation is not required. We cannot ask for any information about the person's disability or demand proof that the animal is certified. However, if it is not readily apparent that it is a service animal, we may ask (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform. The ADA requires that service animals be under control of the handler at all times. The service animal must be harnessed, leashed or tethered. Only in very limited circumstances may a service animal be excluded, such as if the animal is out of control or not housebroken.
- **If a wild animal enters the library**, assess the situation. For pests, contact supervisor, who will call the local exterminator and contain the animal if possible. For wild animals that pose a threat, notify the Director and call the police for further instruction. If the animal bites or scratches anyone, suggest they wash the wound immediately and provide them with supplies from our first aid kits if necessary. If the wound appears serious or if there is a possibility the animal may be a carrier of disease (such as rabies), advise the person to seek medical attention immediately. Complete **Patron Incident Report** and/or **Employee Incident Report** Form.

ATTIRE

- **If a patron** enters building with no shirt or shoes, staff should inform them of our *Code of Conduct* and politely ask them to leave. If patron refuses, supervisor will again ask the patron to comply or leave. Follow *Aggressive Behavior/Assault/Threatening Behavior/Verbal Abuse* instructions if situation escalates.

COMPLAINTS

- Listen to patron calmly. Do not get defensive.
- Without arguing, make sure you understand what the complaint or question is.
- If it is the library's mistake, admit it to the patron without placing specific blame.
- If patron is questioning a policy or procedure, and you are unable to explain it, refer them to a supervisor. If patron wants to complain further, take down the contact information and give to Director.
- For specific complaints about materials, refer patron to supervisor. Supervisor will follow the *Reconsideration of Work Procedure*.



Western Sullivan Public Library

DISRUPTIVE BEHAVIOR

- If a patron is violating any *Code of Conduct* policies, ask patron to stop the disruptive behavior, referring to our policy.
- If behavior continues, ask patron to leave the building.
- If patron refuses, notify supervisor, who will ask patron to leave the building.
- If patron becomes confrontational, notify Director and contact police if necessary. If patron leaves after police have been called, call the police back and let them make the decision on whether to cancel the call.
- Complete a **Patron** Incident Report Form.

EATING/DRINKING IN THE LIBRARY

- Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. Food or beverages are not permitted near any library electronic equipment—see *Code of Conduct*. If patron is not following rules, inform them of our *Code of Conduct*.
- If they do not cooperate, notify supervisor. Supervisor should reiterate what was said and, if patron still refuses, should ask them to leave. Notify Director of situation.

EARTHQUAKES/TORNADOES

- **In the event of a tornado**, move to the basement, instructing all patrons to do likewise. Do not stand near any heavy furniture or appliances. Listen to local radio stations for instructions, both during the tornado's passage and after it has passed. . If any patrons or staff are trapped or injured, provide assistance. Do not move any seriously injured individuals, unless there is obvious, immediate danger. Call 911 for assistance if needed. If there is damage to the building that poses a hazard, evacuate the building, if it is safe to do so, and do not return until the building has been deemed safe.
- **In the event of an earthquake**, stay in the building and take shelter within a doorway, in a narrow corridor, or under a heavy desk or table. Stay away from windows, mirrors, overhead fixtures, filing cabinets, book shelves, and electrical equipment. After the earthquake has ended, listen to local radio stations for instructions. If any patrons or staff are trapped or injured, provide assistance. Do not move any seriously injured individuals, unless there is obvious, immediate danger. Call 911 for assistance if needed. If there is damage to the building that poses a hazard, evacuate the building, if it is safe to do so and do not return until the building has been deemed safe.



Western Sullivan Public Library

ELEVATOR EMERGENCY:

- If someone is trapped inside an elevator, have them activate the elevator emergency help button. The elevator emergency phone calls directly to the Ambulance and Fire Dispatch, which will notify the appropriate responders when there are injuries or life-threatening hazards.
- If the elevator emergency help button was activated on accident, please call the 911 non-emergency number (845-583-7100) to report that there is not a real emergency. If 911 non-emergency line is not called and notified that there is not an emergency, they will send emergency personnel to the library. If there is a real emergency, please proceed with the instructions below.
- If you are outside an elevator and know or suspect that someone is trapped inside the elevator, contact the appropriate emergency personnel.
 - Keys for the elevator are located in the office closet in the key box. The electrical panels for the elevator are located in the mechanical room in the new addition space in the basement. The door to the mechanical room must be locked at all times. The Branch Manager and the Director are the only ones with keys to the room.
- Notify Director of the situation.
- When reporting an elevator failure, provide the following:
 - Caller's name;
 - Location (e.g., building, address, floor);
 - Location call-back number;
 - Problem (e.g., stalled, stuck between floors, people trapped);
 - Number of people trapped;
 - Any injuries, life-threatening conditions or additional information.

EPIDEMIC/PANDEMIC SITUATIONS

During times when the library is affected by an epidemic or pandemic, recommendations and regulations from state and local government agencies, public health officials, and the Ramapo Catskill Library System will be followed. All staff, volunteers, and patrons will be required to comply with the library's *Code of Conduct*, *Infectious Disease Protocol*, and other guidelines set forth by the Board of Trustees and the library Director.

If anyone refuses to comply after being asked to follow library policy and procedures, the Branch Manager and/or Director will intervene. If noncompliance continues, staff are instructed to call the police.

EQUIPMENT FAILURE

- **For equipment** such as computers, printers, etc., check power cords and surge protectors.
- Restart machines. If unable to fix, notify Branch Manager, who will investigate further and who



Western Sullivan Public Library

- will then contact our computer technician. For computers supported by RCLS, call 845-243-3747
- for further assistance. Notify your Branch Manager and the Director. **For internet and wireless issues**, reset the modem and the access point by unplugging them for 30 seconds and plugging back in. Wait one minute for everything to reboot and try again. If problem is not resolved, notify the Branch Manager and call RCLS for further assistance at 845-243-3747.

EVACUATION PROCEDURE/SHELTER-IN-PLACE

If you are instructed to remain indoors:

1. Stay inside
2. Close all door and windows
3. Tune into local radio or televisions stations, as well as online sources of information if available
4. Avoid unnecessary use of phones, including cell phones

If you are instructed to evacuate:

If you are at the Jeffersonville Branch, please evacuate to the Town of Callicoon Town Barn located at 31 Wahl Road. For further information, please see the Town of Callicoon's [Emergency Management Plan](#)

If you are at the Delaware Free Branch, please evacuate to the Delaware Valley Job Corps Center located at 9368 State Route 97, Callicoon. For further information, please see the Town of Delaware's [Emergency Management Plan](#)

If you are at the Tusten-Cochecton Branch, please review their Emergency Management Plan Info and emergency contact numbers at <http://www.townoftusten.org/emergency-info.html>.

FIRE

- **If the fire is small**, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety. Notify your supervisor of the location and extent of the fire.
- **Call 911 if the fire cannot be put out with an extinguisher.** The smoke detectors may sound an alarm to notify the library staff, patrons, and community-room users of the potential threat. Otherwise, notify staff, patrons and community-room users to **evacuate the building**. When possible, a staff member should be at each exit to guide patrons. When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. To help confine the fire, close all doors and windows in the area being evacuated. Follow the instructions from the Fire Department and do not return to the area until cleared by emergency personnel.

In case of a fire, do not use the elevator. Direct all patrons and staff to use the stairs.

FLOODING AND WATER DAMAGE/LEAKS

- Notify the Director and ask for instructions.



Western Sullivan Public Library

- In an emergency, and if possible, turn off the main water valve and the circuit breaker marked for the pump.
- Call the plumber.
 - In Narrowsburg, the main water valve for the building is located in the last storage room across the hall from the Historical Society room. The valve is in the upper left, back corner. This room is locked at all times. The circuit-breaker box is located on the lower level in the children's craft closet. This room is also locked at all times. The key is located in the drawer at the circulation desk and in the office downstairs.
 - In Jeffersonville the main water valve is located in the front closet of the community room and the circuit breaker boxes are located in the foyer at the bottom of the stairs.
 - In Callicoon the main water valve is in the furnace room, on the basement level, in the back right-hand corner. The circuit-breaker boxes are located in the hallway to the furnace room on the basement level.
- If there is a flood, remove Library materials from lower shelves first. Move books to a dry area.
- Water leaks coming from the ceiling could be related to the roof. For any water leaks, protect area of damage with plastic sheeting located in the disaster kit. However, if a section of the ceiling may fall, close the building.
- If the outside faucets are leaking, the shutoff is in the boiler room at Callicoon, under the sink in the workroom at Jeffersonville, and in the boiler closet at Narrowsburg.
- **Contact your local town water district in an emergency:**
 - **For the Tusten-Cochecton Branch:** Narrowsburg Water District, 210 Bridge Street, Narrowsburg; 845-252-7376
 - **For the Jeffersonville Branch:** Jeffersonville Water Department 17 Center Street, Jeffersonville; 845-482-4275
 - **For the Delaware Free Branch:** The Callicoon Water Company, 39 Lower Main Street, Callicoon; 845-887-4425 Michael Gorr

FUMES, TOXIC EVENTS, CHEMICAL SPILLS

- If a suspicious substance is found in the library area, leave the substance where it is. Do not take any action that might spread it to another area. Call 911. Call the Director to apprise them of the situation. Evacuate the building if necessary.
- Report any unusual odors or fumes to supervisor. Clear the area. If people are showing symptoms of a problem, dial 911 for emergency aid. Notify Director and complete the incident form.



Western Sullivan Public Library

HOSTILE SITUATION/SHOOTER

If the shooter is outside the building:

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you can do so safely, get all individuals on the floor and out of the line of fire.
- Call **911** with your location
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized, known voice.

If the shooter comes into your building:

- There is no procedure that authorities can recommend.
- Attempt to get the word out to other staff.
- Call **911** if possible.
- Do not challenge. If flight is impossible, attempt to negotiate with the individual.
- Put distance between yourself and the offender.
- If possible keep an escape route behind you.
- Demonstrate an interest in solving the problem.

If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact **911** with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Get individuals on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

Reporting suspicious individuals

- Do not approach a suspect individual yourself.
- If you suspect the person is armed or see a weapon, call **911** immediately.
- Report a suspicious-looking individual or activity to **the police**.
- Give your location, name, and reason for calling.
- Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features.
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license-plate number, if possible.

LOITERING

- People not using the library and its services will be considered to be loitering and will be asked to leave the premises. If person/people refuse to leave, notify supervisor. Supervisor will make the same request and, if person/people refuse, will notify Director and call the police. Complete a **Patron Incident Report Form**.



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MEDICAL EMERGENCIES

Staff members should exercise caution when administering first aid, even of a minor nature, because of the risk to the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

- **If a staff member or volunteer is seriously ill or injured**, notify your supervisor immediately. Call 911 if needed. Do not try to administer medical treatment unless advised by emergency personnel. Do not attempt to move a person who has fallen and who appears to be in pain. After the incident is over, fill out an incident report and notify the Director.
- **If a patron appears to be ill or injured**, notify your supervisor immediately. Call 911 if needed. Do not try to administer medical treatment unless advised by emergency personnel. Do not attempt to move a person who has fallen and who appears to be in pain. Do not discuss possible causes of an accident or any conditions that may have contributed to the cause with the person in question or the public. After the incident is over, fill out an incident report and notify the Director.

All three branches have a first-aid kit on hand. No medication, including aspirin, should ever be dispensed to the public or to staff.

First Aid kits locations:

Narrowsburg	Jeffersonville	Callicoon
At the circulation desk on the shelf under the thermostat	Far left cabinet over the sink in the staff workroom	In the downstairs office

There are two facilities associated with Garnet Health located in Sullivan County. One is the medical center located at 68 Harris-Bushville Road, Harris, NY 12742, and the other is the Grover M. Hermann Hospital Division, located at 8881 Route 97, Callicoon, NY 12723.

NO WATER

- **Close the Library to the public.**
- **Notify the Director and ask for instructions.** The Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.). The Director must authorize the expense of building repairs.

NO HEAT/AIR CONDITIONING

Notify the Director and ask for instructions. The Director will make the decision about closing if necessary. The Director must authorize the expense of building repairs.



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Please be aware of where the furnaces are located:

- In Narrowsburg, the furnace is located in the third door on the left on the lower level. This room is locked at all times. The key is located in the drawer at the circulation desk and in the office downstairs. Call DJS Plumbing & Heating at 845-887-6309.
- In Jeffersonville, the HVAC system is located in the back parking lot. In case of no heat, call ASTAR.
- In Callicoon, the furnaces are located in the furnace room at the back of the building in the basement. There are two furnaces. The furnace on the left-hand side operates for the basement and first floor. The second furnace is on the right and operates for the second floor. In case of no heat, call DJS Plumbing & Heating at 845-887-6309. The main shut-off switch is located by the door right before you enter the furnace room.

PERSON IN DISTRESS

If anyone in the library is in immediate danger, call 911.

If the person is not in immediate danger, recommend that they reach out to one of the county's services.

PHONE/MAIL/ELECTRONIC THREAT and SUSPICIOUS OBJECT

- **In the event of a telephone threat**, remain calm. Alert another staff member and **try to gather more information**. As soon as you hang up, **call the police** if another staff member has not already done so. Promptly write down as much information as possible. Do not discuss the threat with other staff. If evacuation is ordered, follow evacuation procedure. Notify Director.
- **In the event of the receipt of a written/electronic threat or a suspicious package**, keep anyone from handling it (if it is a letter or package) or altering it (if it is electronic) and notify your supervisor immediately. Call the police and then write down any information you can remember about receiving the threat or package. Remain calm and do not discuss the threat with other staff members. If evacuation is ordered, follow evacuation procedure. Notify Director.
- If the library receives an obscene phone call, hang up immediately and notify Manager. If calls continue, notify Director, who will decide whether to call the phone company or the police.

POWER OUTAGE

Close the library to the public if the electricity is not restored within a few minutes. If power is not restored within 30 minutes, staff should secure the building and leave, but should be reachable in case power is restored during their shift. Assist patrons in exiting the building. Check all bathrooms to make sure patrons are not trapped inside without light. If any emergency lights fail to operate, or if an exit light by a door is not working, advise the Director, so they may be repaired.

There are flashlights located in each disaster kit and extra batteries are on hand. In Jeffersonville, extra batteries are located in the supply closet **upstairs**. In Narrowsburg, extra batteries are located in the drawer



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next to the cash-box drawer at the circulation desk on the upper level. In Callicoon, extra batteries are located in the manager's office. An AM/FM radio that operates on batteries is located in each disaster kit. In case of a power outage, do not use the elevator. Direct all patrons and staff members to use the stairs. Turn off computers, electronics, and lights at the start of a power outage. If possible, DO NOT RUN ANY WATER.

Call NYSEG to report the power outage at the Library: **1-800-572-1131**.

If the power comes back on during regular library open hours, staff must return to work. Notify Director and ask for instructions.

RESTROOM EMERGENCIES

- If a toilet or sink is overflowing, turn off water valve underneath.
- Notify supervisor and put an out-of-order sign on door. Try to plunge the sink or toilet.
- If this is unsuccessful, the Manager should notify the Director and call the plumber.

SHELVING COLLAPSE AND OTHER STRUCTURAL ACCIDENTS

- In the event of shelving collapse or structural accident, contact a supervisor immediately.
- Check for injuries to staff and/or patrons.
- Call 911 if necessary.
- Cordon off the area affected by the collapse or accident.
- Arrange for temporary storage of books, media, and/or equipment that was located on the shelves.
- Notify the Director and ask for instructions. Fill out an incident report.

SIDEWALK/PARKING LOT MAINTENANCE ISSUE

Notify Manager of situation.

If parking area needs plowing and/or shoveling and this has not been done before library opens, the Manager should call the person who plows and/or shovels.

Staff should check the sidewalks and parking areas and salt if necessary.

SOLICITATION

If a company calls looking to sell to the library, take a message. If person is insistent on speaking with Manager or Director, transfer call. Manager should ask for information to be sent via e-mail and not make any decisions about purchasing over the phone. Solicitation by our vendors should be by appointment only.



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TELEPHONE FAILURE

Inform Manager of failure. Notify Director and use cell phone or e-mail if available to contact Spectrum (for service issues) or Bedik Communications (for phone-system issues).

UNATTENDED CHILDREN

- If a child under age 12 is left unattended in the library, let them know that they will need to be accompanied by a parent or someone who is at least 16 years of age. Notify caregiver of this policy immediately when they return to pick up child.
- Do not provide food, money, transportation, or medical care to child. Follow the *Unattended Children Policy* guidelines.
- If child is not picked up after the library closes, contact the child's parent or caregiver. Notify supervisor. If there is only one staff member at the library at closing, supervisor will need to come back until child is picked up. If child is not picked up within 30 minutes, contact the police.
- Complete a **Patron** Incident Report Form and notify Director.

VANDALISM AND THEFT

It is considered vandalism and illegal to knowingly write upon, deface, tear, cut, or destroy library materials, equipment, furnishings, or property. It is also considered illegal to tamper with computer equipment, including hacking software, probing the network, removing peripherals, or pirating electronic content.

Any patron who is thought to have stolen or mutilated library materials will be treated in a courteous, sensitive and professional manner. When staff members approach a patron on such an issue, they should assume that the individual has made an honest mistake until it is determined otherwise. Staff members will not detain a patron unless they are certain that the patron has attempted to permanently deprive the library of material or has deliberately mutilated library material.

If staff has reason to believe that a theft is being committed, or has knowledge of library thefts, they should contact a supervisor. The Director will be contacted.

Seeing a patron conceal items and/or approach the exit with library items without having approached the circulation desk or a staff member is sufficient reason to stop that patron and request that they show all items which might belong to the library. Patrons suspected of possible theft should be observed, but should not be approached until such time as they attempt to exit the building.

In case of a theft, notify the Director and call the police first to report the theft.

If a patron believes a personal item of theirs has been stolen at the library, have the patron contact the police.

For vandalism in progress, notify Director and call the police.

If vandalism is not in progress, assess damage and notify Director for further instructions.



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Resources

- [RCLS 55+ Guide](https://guides.rcls.org/seniorsguide): <https://guides.rcls.org/seniorsguide>
SALT Cares (Sullivan Allies Leading Together): <https://www.saltcares.com/>



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Incident Report Form

*Refer to the Disaster Plan/Situational Manual for when to use this report.
The Incident Report Form as well as details of incident are confidential and should only be
discussed with the persons involved and library supervisors as necessary.*

The incident included: ☐ Injury ☐ Behavioral ☐ Damage to
property/environment

Name/Contact Info of Person(s) Involved:

Incident involved a: ☐ Staff member ☐ Volunteer ☐ General Public

Incident details:

Date/Time the incident occurred: _____

Branch the incident occurred: _____

Explain where the incident occurred in the library: _____

What was the nature of, and/or injury resulting from, this incident?
Please explain in your own words what had happened.



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For injuries, was professional medical treatment refused? ☐ Yes ☐ No

Were there any witnesses? ☐ Yes ☐ No

Name/Contact Info of witness/es: _____

Name of person completing report: _____

Signature of person completing report: _____ Date: _____

Forward to your immediate supervisor

FOR OFFICE USE ONLY:

Branch Manager's Name/Branch: _____

Branch Manager's comments: _____

This report should be forwarded to the Library Director

Library Director's comments: _____

Does this incident require further investigation? ☐ Yes ☐ No

Does this incident require notification for Worker's Compensation? ☐ Yes ☐ No

Library Director's signature: _____ Date: _____