

MLD Trustees Meeting – October 14, 2025
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

RCLS Guest Speaker*

- Stephen Hoefer- CIPA Compliance*

Minutes – October 2025*

- Motion to approve the October meeting minutes

Finance Report

- Motion to approve abstract of vouchers*

Director's Report

Committee Reports

- Long Range Plan- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget- No Report

Old Business:

Nomination of Trustees*

- Motion to nominate _____ to the Mamakating Library Board of Trustees. (Repeat as needed)

Oath of Office

New Business-None

Policy review/ revisions:

- Computer Use Policy Updates*
 - Motion to approve the Computer Use Policy as presented/amended.
- Emergency & Disaster Policy Updates*
 - Motion to approve the Emergency & Disaster Policy as presented/amended.

Privilege of the Floor - Public Comment- 3-minute limit per person

Adjournment

MLD Trustee Minutes – October 14, 2025

Current Trustees:

Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott

Call to Order/Attendance

- Meeting called to order: 6:04pm
- Trustees present:
 - Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Director Cheryl Jones
 - Trustees absent: none

Adoption of agenda

- Motion by: Pamela Mann
- 2nd: Chelsea Roth
- Voted for: Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott
- Voted against: none
- Abstain: none
- Motion: passed

President's Statement

- Resulting from the case, the Judge has ordered 3 trustee seats vacated.
- Documents from the court proceedings are available on the library website

Nomination of Trustees

- Motion to nominate Pam Forni to the Mamakating Library Board of Trustees.
 - Pam has chosen to decline the nomination
- Motion to nominate Jennifer Holmes to the Mamakating Library Board of Trustees.
 - Motion by: Mark Tourtellott
 - 2nd: Chelsea Roth
 - Jennifer Holmes has accepted the nomination
 - Voted for: Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed

Oath of Office

Jennifer Holmes took their oath and was notarized at the meeting. It will be filed with the county clerk this week.

Nomination and Election of Finance Officer

- Motion to nominate Jennifer Holmes as treasurer of the Mamakating Library Board of Trustees
 - Motion by: Pamela Mann
 - 2nd: Chelsea Roth
 - Jennifer Holmes accepts the nomination
 - Voted for: Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed

Minutes – September 2025

- Motion to approve the September meeting minutes
 - Motion by: Chelsea Roth
 - 2nd: Pamela Mann
 - Voted for: Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott,
 - Voted against: none
 - Abstain: none
 - Motion: passed

Finance Report-

- Motion to approve abstract of vouchers
 - Motion by: Mark Tourtellott
 - 2nd: Chelsea Roth
 - Voted for: Patricia Andersen, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed

Director's Report given by Cheryl Jones.

Committee Reports –

Long Range Plan- No Report

Policy/ By-Law- No Report

Building and Grounds- No Report

Budget- No Report

Old Business:

New Business:

- RCLS Budget
 - Motion to accept the Ramapo Catskill Library System 2026 RCLS Budget

- Motion by: Jennifer Holmes
 - 2nd: Pamela Mann
 - Voted for: Patricia Andersen, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed
- Friends of the Library Week- Annual FOL Recognition
 - Motion to recognize Cheryl Hampel as the Mamakating Library Friend of the Year 2025
 - Motion by: Mark Tourtellott
 - 2nd: Chelsea Roth
 - Voted for: Patricia Andersen, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed

Policy review/ revisions:

- Security Camera Policy
 - Motion to approve the Security Camera Policy as presented/amended.
Motion by: Chelsea Roth
 - 2nd: Pamela Mann
 - Voted for: Patricia Andersen, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed
- Land Acknowledgement
 - Motion to adopt the Land Acknowledgment as presented/amended.
Motion by: Jennifer Holmes
 - 2nd: Pamela Mann
 - Voted for: Patricia Andersen, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott
 - Voted against: none
 - Abstain: none
 - Motion: passed

Privilege of the Floor - Public Comment- 3-minute limit per person

- o Patron asked that Trustee meeting would change to Wednesdays to accommodate town meeting schedules.
- o Patron asked where to have access to paperwork regarding the lawsuit against the library. There was also a question about costs incurred to the library for legal fees and insurance coverage.
- o Patrons wanted to thank library for being the resting place for the time capsule created for the bicentennial.
- o Patrons and Trustees thanked Pam Forni for the time that she had served on the board

Meeting ended at: 6:42

- o Motion by: Jennifer Holmes
- o 2nd: Pamela Mann
- o Voted for: Patricia Andersen, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott
- o Voted against: none
- o Abstain: none
- o Motion: passed

Respectfully Submitted,
Mark Tourtellott
Trustee & Acting Secretary

Children's Internet Protection Act (CIPA) Compliance

09/ 29/ 25

E-Rate

RCLS has participated in the Federal Educational Rate (E-Rate) program since its inception in 1996. E-Rate provides \$6 billion annually to schools and libraries for eligible services, including internet access, telecommunication services, and related equipment.

Category 1

RCLS has consistently applied for E-Rate funding to support its private fiber network, securing a discount of 73% on average. Since 2007, RCLS has received \$3,405,450 in E-Rate funding, which has directly reduced Telecommunication Fees for member libraries. We will continue to pursue these funds each year.

Category 2

An additional \$1,300,000 in E-Rate funding, spread over a five-year cycle, will become available when member libraries document their compliance with the Children's Internet Protection Act (CIPA). These funds will be used to reduce costs associated with software and maintenance subscriptions for Wi-Fi access points (paid for by member libraries) and firewalls (funded through the RCLS IT Capital Fund). Since subscription costs are incurred *regardless* of E-Rate funding, becoming CIPA compliance presents a significant opportunity to lower the cost of IT Service.

Member Library Board of Trustee Checklist

1. Hold a legal public board meeting where the Internet Safety Policy is an item on the agenda.
2. Adopt the Internet Safety Policy at the same legal public board meeting (sample policy template is provided by RCLS).

Member Library Director Checklist

1. Sign FCC Form 479 (provided by RCLS and required annually).
2. Nine libraries to complete "Additional Certification for RCLS Hybrid Support IT Service Libraries" (form provided by RCLS).
3. Sign the Letter of Agency on Library letterhead (sample LOA provided by RCLS).
4. Provide documentation of reasonable public notice of the board meeting, such as a notice in the newspaper or copy of a website announcement.
5. Forward the board agenda, Internet Safety Policy & meeting minutes where the policy was adopted to RCLS.
6. Submit all documentation to RCLS by Dec. 31, 2025 (Hardcopy to Meghan Doyle at RCLS).

RCLS CIPA Checklist

1. Implement filtering software at member libraries
2. Manage requests to disable the software, add or delete websites from the filtering list.
3. Document annually that the filtering software is functioning.

Additional E-Rate filing responsibilities will be undertaken by RCLS on behalf of the member libraries.

RCLS E-Rate Filing Checklist

1. File Form 470 - Bid services via E-Rate Program.
2. Evaluate bids and select provider.
3. File Form 471 – Applying for discounts.
4. File Form 486 – Start of services.
5. Invoicing – Coordinate discounted invoicing and multi-year payments with vendors and member libraries.

CIPA Information & Requirements

September 29, 2025

The following information is an excerpt from the [E-Rate Website](#).

CIPA

Applicants must certify compliance with the Children's Internet Protection Act (CIPA) to be eligible for Schools and Libraries (E-Rate) program discounts on Category One internet access and all Category Two services – internal connections, managed internal broadband services, and basic maintenance of internal connections. The relevant authority with responsibility for administration of the eligible school or library (the Administrative Authority) must certify that the school or library is enforcing an internet safety policy that includes measures to block or filter internet access for both minors and adults to certain visual depictions.

In general, school and library authorities must certify that: (1) [they have complied with the requirements of CIPA](#); (2) they are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or (3) CIPA does not apply because they are receiving discounts for telecommunications services only.

Requirements

CIPA requirements include the following three items:

1. Internet Safety Policy – [Member Library Board of Trustees adopts policy \(sample provided by RCLS\)](#).

Libraries are required to adopt and enforce an internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17.

This internet safety policy must address all of the following:

- Access by minors to inappropriate matter on the internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Unauthorized access including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

2. Technology Protection Measure – RCLS implements filtering software that meets CIPA requirements.

A technology protection measure is a specific technology that blocks or filters internet access.

The school or library must enforce the operation of the technology protection measure during the use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. For example, a library that uses internet filtering software can set up a process for disabling that software upon request of an adult user through use of a sign-in page where an adult user can affirm that he or she intends to use the computer for bona fide research or other lawful purposes.

CIPA uses the federal criminal definitions for obscenity and child pornography. The term “harmful to minors” is defined as “any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.”

Decisions about what matter is inappropriate for minors are made by the local community. E-Rate program rules specify that “[a] determination regarding matter inappropriate for minors shall be made by the school board, local educational agency, library, or other authority responsible for making the determination.”

3. Public Notice and Hearing or Meeting – Member Library Board of Trustees to provide evidence of Public Notice & Meeting to RCLS.

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy. For private schools, public notice means notice to their appropriate constituent group.

Administrative Authority – Library Director signs Form 479.

The Administrative Authority for a school or library is the entity that must make the relevant certification for the purposes of CIPA. For a school, the Administrative Authority may be the school, school board, school district, local educational agency, or other authority responsible for administration of a school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

Two Year Estimate of E-Rate Discounts
Firewall and Wi-Fi Access Point 3-Year Maintenance Subscriptions
September 29, 2025

Subscribing to RCLS IT Services	Category 2 Discount Rate ¹	Last E-Rate Year 07/01/25 - 06/30/26		This E-Rate Year 07/01/26 - 06/30/27	
		Cost	E-Rate Discount	Cost	E-Rate Discount
Albert Wisner Public Library	50%	\$ -	\$ -	\$ 8,000	\$ 2,400
Chester Public Library	70%	-	-	3,800	1,596
Cornwall Public Library	50%	7,389	2,217	-	-
Cragmoor Free Library	85%	3,694	1,884	-	-
Daniel Pierce Library	85%	3,694	1,884	-	-
Ellenville Public Library and Museum	85%	3,694	1,884	900	765
Ethelbert B. Crawford Public Library	85%	7,389	3,768	900	765
Fallsburg Library	85%	-	-	3,800	1,938
Finkelstein Memorial Library	85%	7,389	3,768	-	-
Florida Public Library	70%	-	-	3,800	1,596
Gardiner Library	70%	-	-	4,700	2,226
Goshen Public Library And Historical	60%	15,515	7,516	-	-
Greenwood Lake Public Library	50%	3,694	1,108	1,800	900
Highland Falls Library	70%	-	-	4,700	2,226
Josephine-Louise Public Library	70%	-	-	4,700	2,226
Liberty Public Library	85%	4,588	2,644	-	-
Livingston Manor-Rosco Library	80%	3,694	1,773	3,800	1,824
Mamakating Library District	85%	-	-	3,800	1,938
Moffat Library Of Washingtonville	60%	6,258	3,755	8,900	3,420
Monroe Free Library	60%	-	-	3,800	1,368
Montgomery Free Library	70%	-	-	3,800	1,596
Newburgh Free Library	85%	1,788	900	11,800	6,018
Orangeburg Library	40%	3,694	887	900	360
Pearl River Public Library	40%	894	358	5,600	1,632
Pine Bush Area Public Library District	80%	3,694	1,773	-	-
Port Jervis Free Library	85%	8,283	4,528	900	765
Sloatsburg Public Library	50%	3,694	1,108	-	-
Sunshine Hall Free Library	80%	4,588	2,488	-	-
Thrall Public Library District of Middletown	85%	-	-	9,800	5,610
Tomkins Cove Public Library	80%	-	-	3,800	1,824
Tuxedo Park Library	70%	9,177	4,355	900	630
Valley Cottage Free Library	50%	-	-	3,800	1,140
West Nyack Free Library	50%	-	-	3,800	1,140
Western Sullivan Public Library	70%	3,694	1,551	10,300	5,082
Woodbury Public Library	60%	-	-	9,400	3,816
Totals		\$106,504	\$ 50,150	\$122,200	\$ 54,801
Total E-Rate Discount			47%		45%

¹ Category 2 Discounts are calculated, in part, by the percentage of students in the school district whose family incomes are at or below 185% of the federal poverty.

CIPA Compliance & Documentation to RCLS By:



Last Year's Filing
June 1, 2025
21 Libraries

This Year's Filing
December 31, 2025
14 Libraries

FY25/26 Actuals \$ 99,578 \$ 52,339 53%

Financial Benefits of becoming Children's Internet Protection Act (CIPA) Compliant
Summary of RCLS IT Services Eligible for E-Rate from 07/01/26 - 06/30/27
September 30, 2025

Mamakating Library District - Fully Supported Library			
Category 1 Discount:	90%	Estimated IT Costs: \$	3,800
Category 2 Discount:	85%	Estimated E-Rate Discounts: \$	(1,938) 51%
Cat. 2, 5-Year Budget: \$	25,000	Estimated Net Cost: \$	1,862
5-Yr. Budget X Cat. 2 Discount = Cat. 2 E-Rate Funds Available to Library:		\$	21,250

Discounts on Access Points - supported by RCLS IT

Member libraries purchase Wi-Fi access points and 3-year software maintains subscriptions for each access point via RCLS. RCLS installs and maintains this hardware and bills member libraries at cost.

Becoming CIPA compliant allows **100%** of the 3-year software maintenance costs to be eligible for E-Rate.

# of Access Points to be renewed	-	(1 Access Points on support)
Estimated Cost per Device	\$ 900	
Total Cost	-	
Category 2 System Average Discount	85%	
Estimated E-Rate Discount	-	Library Savings
Net Cost for Access Point Renewals	\$ -	

Discounts on Firewall - supported by RCLS IT \$ 915 MAM IT 10-Year Capital Reserve Contrib.

Member libraries contribute annually to the IT 10-Year Capital Reserve Fund, which supports maintenance, subscriptions and upgrades for the RCLS supported network. One of the largest items this fund supports is the software maintenance subscriptions of the firewalls at each location.

Becoming CIPA compliant allows **60%** of the 3-year software maintenance costs to be E-Ratable.

# of Firewalls to be renewed	1	(1 firewall on support)
Estimated Cost per Device	\$ 3,800	
% Eligible for E-Rate	60%	
Estimated E-Rateable Costs	2,280	
Category 2 System Average Discount	85%	
Estimated E-Rate Discount	1,938	IT 10-Year Capital Reserve Savings
Net Cost for Firewall Renewals	\$ 1,862	

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: MAM26
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority		2. Funding Year
Mamakating Library		07/01/26 - 06/30/27
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number		
128 Sullivan St., P.O. Box 806		
City	State	Zip Code
Wurtsboro	NY	12790
Name of Contact Person		
Cheryl Jones, Library Director		
Telephone Number	Fax Number	Email Address
845-888-8004	845-888-8008	cjones@rcls.org

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Mamakating LibraryAdministrative Authority's Form Identifier MAM26Contact Person Cheryl JonesTelephone Number 845-888-8004**Block 2: Certifications and Signature (Continued)**

6. I certify that as of the date of the start of discounted services:

- a ☒ the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b ☐ pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
- (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c ☐ the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d ☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person

8. Date

9. Printed name of authorized person

Cheryl Jones

10. Title or position of authorized person

Library Director

11. Telephone number of authorized person

845-888-8004

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.



128 Sullivan St., PO Box 806, Wurtsboro, NY 12790
Phone – (845) 888- 8004 Fax – (845) 888- 8008
Cheryl Jones, Director

Board of Trustees: Patricia Andersen, Jennifer Holmes, Chelsea Roth, Pamela Mann, Mark Tourtellott

RAMAPO CATSKILL LIBRARY SYSTEM
LETTER OF AGENCY FOR E-RATE PROGRAM FUNDING YEARS 2026-2031

This Letter of Agency confirms our participation in the *Ramapo Catskill Library System* E-Rate Consortium for the procurement of all E-rate Program eligible services. I hereby authorize Ramapo Catskill Library System to submit all appropriate forms, e.g. Form(s) 470, 471, 472/474, 486, 498, 500, SPIN Change and Service Substitution Requests, to the Universal Service Administrative Company (USAC) on behalf of our library identified at the end of this letter.

I understand that, in submitting these forms on our behalf, the signatory is making certifications for our library. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library and branches are a library eligible for support because it is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act and that the library does not operate as a for-profit business, and whose budgets are separate from any schools (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that our library has secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- c) I certify that the services the library purchases at discounts provided by 47 U.S.C § 254 will be used primarily for educational purposes, see 47 C.F.R. § 500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by Federal Communications Commission's (FCC) rules at 47 C.F.R. § 54.513.
- d) I certify that our library has complied and will comply with all program rules, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could also result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional for future years, upon ensuring that the most disadvantaged libraries that are treated as sharing in the service receive an appropriate share of benefits from those services.
- f) I certify that I will retain the required documents for a period of at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding

request. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries program. I certify that I will retain all documents necessary to demonstrate compliance with statute and Commission's rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discount, and that if audited, I will make such records available to USAC.

- g) I certify that I am authorized to order the eligible equipment and services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted equipment and/or services under this Letter have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone, and that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider(s). I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to Ramapo Catskill Library System for our entity(ies) participation in the E-Rate program is accurate and true.

Billed Entity/Library Name:

Signature of Authorized Person:

Printed Name of Authorized Person:

Title or Position of Authorized Person:

Date Signed (Month, DD, YYYY): ____/____/____

Mamakating Library
Budget vs. Actuals: Thru October = 83%
January - December 2025

	Actual	Total Budget	% of Budget
Revenue			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	390,263	390,300	99.99%
Total A1049 REAL PROPERTY TAXES	\$ 390,263	\$ 390,300	99.99%
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	7,330	12,000	61.08%
Total A2499 USE OF MONEY & PROPERTY	\$ 7,330	\$ 12,000	61.08%
A2649 FINES & FORFEITURES			
A4050 Fines income	427	400	106.83%
Total A2649 FINES & FORFEITURES	\$ 427	\$ 400	106.83%
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	4,942	4,500	109.82%
Total A2799 MISCELLANEOUS LOCAL SOURCES	\$ 4,942	\$ 4,500	109.82%
A3089.6 Restricted Grants & Donations	7,745	1,900	407.63%
A3099 STATE AID	3,047	3,100	98.29%
A3089.1 Grant income- LLSA grant	331	0	
A3089.2 State Aid- Grant		0	
A3089.3 Sullivan County Grant		0	
A3089.4 Sullivan Cty Public Lib. Grant		0	
A3089.5 SRP Grant	556	0	
Total A3099 STATE AID	\$ 3,934	\$ 3,100	126.89%
A4060 UNRESTRICTED DONATIONS		0	
A4061 Donations - Unrestricted	10,380	0	
Total A4060 UNRESTRICTED DONATIONS	\$ 10,380	\$ 0	
A4999 Assigned Fund Balance		15,000	0.00%
Total Revenue	\$ 425,020	\$ 427,200	99.49%
Gross Profit	\$ 425,020	\$ 427,200	99.49%
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	112,621	140,220	80.32%
7410.12 Librarian	62,961	78,200	80.51%
Total A7410.1 Library- Personal Services	\$ 175,582	\$ 218,420	80.39%
A7410.2 Library- Equipment			
7410.21 Equipment expense	2,386	2,000	119.32%
Total A7410.2 Library- Equipment	\$ 2,386	\$ 2,000	119.32%
A7410.4 Library- Contractual Expenses			
7410.41 Books	9,266	15,000	61.77%
7410.405 Digital Media	9,090	11,500	79.04%
Total 7410.41 Books	\$ 18,355	\$ 26,500	69.26%

7410.42 Periodicals	265	500	53.04%
7410.43 Audio/Visual	1,717	2,200	78.03%
7410.47 Cleaning Service	6,000	8,200	73.17%
7410.48 Elections	512	200	256.21%
7410.51 Legal fees	1,500	1,000	150.00%
7410.52 Memberships	917	500	183.30%
7410.53 Miscellaneous expense	534	600	88.97%
Reimbursed payments to other libraries	19	0	
Total 7410.53 Miscellaneous expense	\$ 553	\$ 600	92.13%
7410.54 Professional Fees			
101 Accounting Fees	2,875	7,500	38.33%
Total 7410.54 Professional Fees	\$ 2,875	\$ 7,500	38.33%
7410.55 Postage and Delivery	4,313	4,670	92.35%
7410.56 Program	5,976	4,000	149.40%
7410.565 Program Supplies	1,599	510	313.50%
Total 7410.56 Program	\$ 7,575	\$ 4,510	167.95%
7410.57 DEBT Service Principal & Interest	25,000	25,000	100.00%
7410.58 Building & Grounds R&M			
7410.581 Repairs	2,150	6,000	35.83%
7410.582 Maintenance	2,199	3,500	62.82%
7410.583 Landscaping	2,390	4,500	53.11%
Total 7410.58 Building & Grounds R&M	\$ 6,739	\$ 14,000	48.13%
7410.59 Office expense	3,898	4,000	97.44%
7410.60 Telecom	4,107	6,750	60.85%
7410.61 Utilities	6,433	10,000	64.33%
7410.62 Technology	17,371	19,900	87.29%
7410.85 RCLS Service Fee		2,200	0.00%
7410.86 Meetings & Conference	1,910	3,850	49.61%
7410.87 Travel & Mileage	106	250	42.20%
Total A7410.4 Library- Contractual Expenses	\$ 110,144	\$ 142,330	77.39%
Total A7999 CULTURE & RECREATION	\$ 288,112	\$ 362,750	79.42%
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		17,300	0.00%
A9030.8 Insurance			
9030.81 Disability		1,400	0.00%
9030.82 Hospitalization		15,000	0.00%
9030.83 Workers' Compensation	2,360	1,600	147.50%
9030.84 Property Liability		4,000	0.00%
9030.85 Directors and Officers	1,008	1,150	87.65%
Total A9030.8 Insurance	\$ 3,368	\$ 23,150	14.55%
A9040.0 Pension Expense		18,000	0.00%
Total A9199 EMPLOYEE BENEFITS	\$ 3,368	\$ 58,450	5.76%
Capital Reserve	6,000	6,000	100.00%
Total Expenditures	\$ 297,480	\$ 427,200	69.63%
Net Operating Revenue	\$ 127,540	\$ 0	

November 2025			
Voucher #	Payee	Amt	Note
1125-01	Orange & Rockland	\$ 344.09	Autopays 10/26
1125-02	Frontier	\$ 592.76	autopays 10/14
1125-03	VISA (CJ)	\$ 1,936.37	autopays 10/21
1125-04	OverDrive	\$ 134.93	ebooks/audio books
1125-05	Wells Fargo	\$ 103.00	autopays 10/21
1125-06	Baker & Taylor	\$ 224.64	Books
1125-07	Robert Hrabowsky	\$ 720.00	Cleaning
1125-08	Midwest Tape	\$ 466.32	Hoopla Balance
1125-09	James Kiernan	\$ 200.00	Program fees
1125-10	Patiana McMahon	\$ 75.00	Program fees
1125-11	Westchester Library System	\$ 1,750.00	Director Course Fee
1125-12	Kristt Kelly Office Systems	\$ 325.00	Printer Service Contract
1125-13	DEMCO	\$ 131.67	Processing Supplies
1125-14	Giuliana LaPiana	\$ 56.00	Mileage
1125-15	Beth Goodman	\$ 100.00	Program fees
1125-16	Roberta Rosenthal	\$ 100.00	Program fees
1125-17	Playaway	\$ 67.99	Wonderbooks
1125-18	RCLS	\$ 3,170.50	IT Support
1125-19			
1125-20			
1125-21			
1125-22			
Total:		\$ 10,498.27	

Mamakating Library

Board of Trustees Meeting

November 12th, 2025

Director's Report



Building & Grounds:

- Outdoor water has been turned off & rain barrels stored for the winter.
- Binder of Material Safety Data Sheets created and available for staff and regulatory agencies.
- Gardens are in the process of being winterized by the weed warriors.
- Light fixtures that went bad were replaced in the foyers at both entrances. The new ones are LED and much more maintenance friendly.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 55.7 hours total as of 11/1 (2.1 hours in Oct.)
- Library was Closed 10/13 - Indigenous Peoples Day / Columbus Day

Programming:

Community Partnership Programs:

- Books & Brews w/ Two Farms Brewing: 21 Participants
- ERHN Walking Group: 8 Participants (4 sessions)

Stand-alone programs

- Manhattan Short Film Fest: 26 Participants
- Card Making: 16 Participants
- Watercolor Class: 11 Participants

Series programs

- Books & Tea Discussion : 11 Participants
- Culinary Club: 9 Participants
- Writers' Group: 5 Participants
- Tech Topics: 3 Participants
- Classic Sci-Fi Movie Night: 9 Participants
- Non-Fiction Book Club: 5 Participants
- Coffee Klatch for Parents: 91 Participants (5 Sessions)
- Builders Brigade: 10 Participants
- Storytime: 67 Participants (5 sessions)
- KISS Short Story Group: 3 Participants
- LSC Author Visits: 24 Live (3 Programs)
- Flower Children Music Class: 71 (5 Sessions)
- Curiosity Club: 23 Participants
- Art with Ms. Pati: 10 Participants
- Read to Mocha: 9 Participants
- Homework Help: 5 Participants (2 sessions)
- Scary Story Readings: 11 Participants

Program Totals:

- 29 Adult Programs serving 272 patrons
- 9 Patrons received dedicated Tech Help time
- 17 Youth Programs serving 195 patrons
- 5 Teen Volunteer worked 16 Hours



New Light Fixtures



Curiosity Club made their own Rockets and loved watching them launch into the sky.



Our painted pumpkin won third place in the Board of Trade's Contest—Thanks to a lovely teen volunteer who painted it.

IT/ILS, Website, & Technical Services:

- Computer Users: 154
- Wi-Fi Users: 1956
- We are still in the process of adding Envisionware to our patron computers and are hoping to complete this in November.
- We had an incident with the Microsoft Edge browser returning inappropriate images when performing a search for our library. Jane is in contact with Edge's team to determine how to correct this, as this issue is entirely due to Edge's fuzzy search parameters when safe search is disabled.

Circulation/Registration:

Previous Month's Physical Circulation

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	2206	2231	2487	2400	1823	2040	1882	2195	2006
February	1973	1956	2088	2169	1335	1840	1531	1925	2124
March	2414	2225	2093	1180	1929	2110	1734	2264	2288
April	2331	2013	2064	--	1710	1751	1705	2165	1977
May	2121	2161	2180	--	1644	1636	1667	2026	2034
June	2539	2288	2292	233	1909	1836	1818	1963	1932
July	3150	2640	2682	939	2225	2232	2628	2457	2634
August	2941	2760	2742	948	1870	2195	2822	2307	2666
September	2440	2015	2310	1224	1904	1597	2276	2075	2377
October	2166	2273	2239	1323	1969	1404	2029	2045	2170
November	2214	2309	1956	1496	2126	1492	1947	1964	
December	1704	2000	1924	1600	1991	1362	1918	1764	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	25,150	22,208

Previous Month's New User Registrations

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	29	14	19	19	9	17	19	17	21
February	16	18	12	20	8	16	12	12	11
March	12	22	9	4	15	12	12	14	33
April	28	23	18	2	8	21	11	31	16
May	24	16	15	3	6	21	16	22	17
June	24	30	28	0	12	16	30	17	30
July	34	32	32	8	34	41	42	39	42
August	28	22	31	12	28	35	48	24	37
September	26	14	31	9	23	21	22	18	24
October	28	16	21	8	10	19	62	36	21
November	28	10	11	6	12	20	21	22	
December	28	11	8	7	10	12	8	12	
TOTAL	305	228	227	98	175	251	303	264	252

Digital Collections:

Overdrive Circulation							
	2019	2020	2021	2022	2023	2024	2025
January	323	305	394	486	603	658	598
February	264	229	429	400	508	635	591
March	334	298	444	439	552	642	632
April	293	475	338	448	564	544	604
May	291	497	408	495	537	600	627
June	344	409	362	559	448	547	634
July	296	373	404	552	438	640	602
August	284	311	474	578	522	596	577
September	272	314	427	499	524	565	581
October	236	323	367	510	582	579	537
November	205	334	419	506	569	583	
December	209	320	405	546	537	599	
Total	3142	4188	4871	6018	6384	7188	5983

Unique Patron Access Hoopla				
	2022	2023	2024	2025
January	32	36	54	67
February	27	42	53	61
March	33	49	55	64
April	28	35	44	62
May	20	36	56	58
June	21	37	59	62
July	31	39	58	62
August	34	38	60	57
September	33	36	68	66
October	26	50	67	66
November	33	37	53	
December	35	39	62	
Total:	353	474	687	625

Overall Circulations Report Hoopla				
	2022	2023	2024	2025
January	108	131	178	185
February	98	133	179	160
March	112	137	162	176
April	98	127	167	162
May	63	94	160	183
June	60	127	160	168
July	116	90	149	186
August	124	116	172	168
September	113	118	163	175
October	87	169	194	200
November	118	111	146	
December	128	115	198	
Total:	1225	1468	1524	1763

Director's Meetings & Trainings:

- 10/1 Attorney Meeting
- 10/3 SLI Mentor Office Hours
- 10/7 Director's Association Meeting
- 10/14 ILS Survey Sub Committee Meeting
- 10/15 Libraries & AI: Environmental Impact
- 10/16 ILS Committee Meeting
- 10/17 SUPLA Meeting
- 10/20 System Services Meeting
- 10/20 ALA Sustainability RT Meeting
- 10/21 VFW Art Contest Committee Meeting
- 10/22 Thorndike Large Print purchasing call
- 10/23 Advisor meeting with Intern



- 10/24 Amazon as Book Vendor Demo call
- 10/28 McNaughton Book Leasing Demo

Staff Development:

- A library clerk attended the Fall Into Books Conference and gave a report on the event and what they learned.

Friends of the Library News:

- The Seed Library is being removed for the winter and will be restocked in the spring. Over 500 seed packets and bulbs were distributed since the seed library's introduction in May of this year.
- The Book Fairies have had a busy fall attending 3 community events and giving out over 250 books to children in the community.
- Cheryl Hampel will be awarded the Friend of the Year honor on November 15th at noon. All are invited to attend to honor her and all of our volunteers.
- The Friends awarded a Kindle to a child who got their library card in September for Library Card Sign Up Month.
- The new Story Trail book has been a big hit with the community with many people stopping into tell us how much they enjoy it.
- The FOL Book Store is having a Fill-a-Bag Sale this month for all the communities used book gift needs leading into the holidays.



Other News:

- October Patron Count: 6026 patrons
- Our Intern, Amanda, is doing a great job—we will have her help for one more month. She has been a valuable asset and will make a wonderful librarian.
- All of the Chase school students have been invited to apply for library cards through an outreach initiative with the school librarian.
- Oath of office was filed by Jennifer Holmes at the Sullivan County Clerk's office 10/17.
- Collection for Toys for Tots has begun and one bin is about half full already, Collection will continue through the end of November.
- We are almost ready to unveil the new library mascot—Elana is putting finishing touches on and will send us the files soon.



Director's Activities:

- Working on getting our insurance consolidated with one company (including cyber insurance) to simplify everything. Dwight Coombe of Sprague & Killeen Insurance (Ellenville) will be a guest at our next meeting to discuss.
- Completed a comprehensive evaluation of our personnel manual for review by Policy & Bylaws Committee in the coming months.
- Comprehensive additions/edits made to our Emergency & Disaster Plan to reflect changes and new threats in public spaces. Once approved staff training with local law enforcement will be scheduled.
- Working with the VFW Auxiliary to be the host location for their 2025-26 Illustrating America Art Contest.
- Met with college level architecture class to explain library needs and help guide their project creating a concept for future expansion and re-model of the library space to meet community needs.
- Recruited to the American Library Association Sustainability Round Table Committee. (Current project: Youth Recommended Reading List 2025)
- Multiple calls and demos with potential book suppliers to remedy the Baker & Taylor issue discussed last month.

Incidents:

- Patron believed that her wallet was stolen at the library. Per policy, a subpoena was requested for security footage. Upon receipt of subpoena the footage was released to the trooper investigating. Case was closed, as no theft was found on camera.
- A mother and her 15-year old special needs child were at the library and when it came time to leave the child refused and became highly agitated. After 30 minutes of staff and parent attempting to help them leave, the child ran outside and into the street. Child was corralled back into the library parking lot by the mother and then began hitting, biting, kicking the mother and hitting the windows and doors outside the library. Mother called 911 and police & EMS assisted in calming the child. Incident reports filed and future issues will be addressed with parent upon return to the library.

Upcoming Programs of Note:

- Virtual Author visits:
 - Joseph Lee 11/5 @ 2pm
 - Amanda Peters 11/13 @ 7pm
 - Charles Duhigg 11/18 @ 2pm
- Parenting & Playdates Cafe @ 11:15 (Every Wednesday)
- Medicare 101 11/3 @ 6pm via Zoom
- Weekly Walking Group Tuesdays @ 10:30am
- Homework Help begins 11/4 & 11/18 @ 5pm
- Art with Miss Pati 11/13 @ 4:30pm
- Curiosity Club 11/6 @ 4:30pm
- Art of Repeat Income 11/15 @ 10am via Zoom
- KISS Short Story Book Club 10/17 @ 4pm on Zoom
- Books & Brews @ Two Farms Brewing 12/5 @ 6pm
- Fearless Foodies 11/18 @ 1pm
- Books & Tea 11/18 @ 2:30pm
- Flower Children Music Class every Wed @ 3:45
- Sci-Fi w/ the Science Guy 11/25 @ 5pm
- Non-Fiction Book Club 11/24 @ 2:00pm

- Local Writer's Group 11/21 @ 10:30am
- Builder's Brigade 11/29 @ 11:00am

Reminders:

- RCLS Trustee Training Sessions for 2025 have been released and are detailed below. Register through the RCLS website calendar. You should complete a minimum of 2 hours of training per calendar year, plus harassment training.

Trustee Education Session Title	Date	Day Of Week	Time	Credit Hours
Advocacy - <i>Title TBD</i> (Presenter: Jen Park)	12/03/25	Wednesday	7:00 PM	1.00
Open Meetings Law and Library Governance (Presenter: Grace Riario)	12/11/25	Thursday	6:30 PM	1.0

Respectfully submitted,
Cheryl Jones, Library Director
November 1st, 2025

Media & Press Report

OCTOBER 2025

Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach	2.8K	3.4K	5.2K	2.2K	2.2K	1,742	3.1K	5,958	2,648	7,070			
Engagement	265	422	594	344	317	346	539	370	375	534			
Likes	1.1K	1.1K	1,167	1,167	1,172	1,178	1,188	1,193	1,196	1,200			
New Likes			7	4	5	5	10	5	3	4			
New Follows	11	2	15	5	12	8	13	7	6	9			
Original Posts	27	45	72	30	36	29	38	37	34	25			
Total Followers	1.3K	1,324	1,339	1,339	1,347	1,357	1,371	1,373	1,379	1,388			

Facebook Notes:

- Our most popular post on Facebook was the announcement about the shutting down of our book distributor, Baker & Taylor. This post also prompted the most interaction from our audience; an unsolicited verbal outpouring from our patrons about how loved and appreciated our library and (especially!) our staff are.

Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	1,708	3,259	3,454	4,058	3,902	3,669	8,328	6,314	20,258	5,186			
Engagement/ Reach	241	185/ 455	63 /368	69/ 669	72/ 813	56/ 374	66/ 434	148/ 453	196/ 14,490	107/ 623			
Interactions	114	234	256	213	216	177	248	159	219	163			
Profile Visits	47	62	87	63	77	33	85	57	70	40			
Original Posts	15	42	39	94	47	71	34	28	27	22			
Total Followers	470	478	490	503	517	526	535	543	550	556			

Instagram Notes:

- Our followers were very interested in content about our Book Fairies. Two posts about Book Fairie activity were the two most popular (the Books & Brews 10/11 and the Wurtsboro Halloween Fest 10/25). The third most popular post was the library pumpkin that was painted by a volunteer, which also won third place in the village-wide pumpkin decorating contest!

Respectfully Submitted,
Alethea Pape (11/4/25)



Computer Use Policy

Privileges and Responsibilities

Computers at the library are provided for library members and guests to access online and software resources for information, communication and ~~pleasure~~entertainment. In addition, the library's catalog is available at each computer. ~~Please ask a staff member if you would like~~Staff are available to help patrons ~~access~~help looking up, or placing a hold on, library materials. For general computer ~~use~~ questions, staff can provide up to ten minutes of assistance. Those with more detailed questions are encouraged to register for a computer class or one-on-one technology assistance.

Wi-fi is provided at no charge 24 hours a day. No password is required. The wireless network is not encrypted, therefore information sent over the internet wirelessly is not protected or secure. For greater protection of personal information, the library does not recommend using personal devices on ~~our~~ public wi-fi networks. The provisions set forth in the Library's Computer Use Policy are applicable to wireless network (Wi-Fi) access as well.

Computer and device users are reminded that when seated in the library's public area, material on the screen can be viewed by library visitors of all ages. Library staff may ask users to leave websites that may cause a disturbance in the library.

The library is not responsible for any loss or damages, direct or indirect, arising from its connections to the internet or from any other use of its computing resources. The internet may contain material of a controversial nature; ~~the library does not filter access to material nor protect users from offensive/objectionable information. Parents/guardians of minor children are asked assume responsibility for their children's use of the internet at the library.~~

Internet Use

Internet services are provided equally to all users. The WSPL has no control over Internet resources and contents; therefore, it assumes no responsibility for the quality, accuracy, or timeliness of any information obtained from the Internet. Internet access, as well as wireless usage, may not be used for illegal or unacceptable purposes, including, but not limited to: harassment of other users; libeling or slandering other users; destruction or damage of

equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; and “hacking,” unauthorized access and all other unlawful activities. Library policy does not allow disclosure, use or dissemination of personal identification of internet users to unauthorized parties. Parents/guardians are advised that the library is not responsible for the safety and security of minor users.

Users must abide by all federal and state laws with respect to copyright and transmission of materials over the internet. Violators are subject to prosecution by the appropriate authorities. See the Commercial Internet Acceptable Use Policy by the Library’s internet service provider here: https://frontier.com/policies/commercial_aup

Violation of the regulations herein may result in suspension or loss of computer privileges.

General Rules

1. Computers are available on a first-come, first-serve basis for 30 minutes. Time can be extended if there are no other patrons waiting. If others are waiting, the person who has been using the computer longest-(beyond their initial 30 minute window), will not be able to extend their time, allowing waiting patrons to have a turn. ~~have 10 minutes to complete their work, at which time the waiting patron will take their turn.~~
- ~~1.2.~~ The Mamakating Library uses Envisionware software to manage computer sessions. At the start of a session, computer users are required to read and accept this Computer Use Policy. By selecting the “accept” option on the computer, the user is agreeing to abide by this policy.
3. Computers may not be altered for any purpose, nor may external programs be accessed or personal software be used in conjunction with the library’s hardware. Installing outside software or applications is not permitted on public-access computers. USB ports are available for patrons to access their own data via an external drive. The patron agrees to hold the library harmless for any alterations that may occur when accessing an external drive from a library computer. USB drives are available for purchase at the circulation desk.
- ~~2.4.~~ All technical problems should be reported to library staff immediately.
- ~~3.5.~~ No more than two people may gather at one computer at a time.
- ~~4.6.~~ Discussion must be kept at a low volume.
- ~~5.7.~~ Cell phone conversations must be taken outside when weather permits, otherwise held quietly in the foyers. Exceptions may be made for short low-volume conversations needed to troubleshoot website-related issues.

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6-8. Headphones are available at the circulation desk. A license or other form of ID must be left at the desk until the headphones are returned.

7-9. Black and white printing & copies are available at 20 cents per page on the printer behind the circulation desk. All prints and copies made on the color printer at the circulation desk are 50 cents per page. Please pay before leaving the library. Printing charges may be waived for homework assignments and tax forms at the discretion of the library staff. (Effective 1/1/25)

8-10. Any material saved on a library computer will be erased ~~at the end of the day~~ when the user's session concludes.

9-11. Log out of websites and close windows when finished, but do not turn off the computer or monitor.

10-12. Computers will be turned off 15~~0~~ minutes prior to closing time.

Internet Safety

It is the policy of The Mamakating Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Adopted by Mamakating Board of Trustees on July 3, 2019

Amended February 8th, 2023

Amended October 9th, 2024

Amended November 12th, 2025



Emergency and Disaster Plan

Updated ~~3/1/2024~~10/1/2025

The Mamakating Library is committed to a safe work and patron environment and all employees share in that responsibility. These procedures have been developed to assist in preparing for and responding to a variety of emergency situations. Different emergencies require different responses, and no one can predict what event may unfold. In all cases, the safety of patrons and employees takes priority. These procedures are a general guide; common sense and good judgment dictate proper procedures as well. This document will be shared with local emergency services. In recognition of the possibility of emergency situations, the following plan has been developed to ensure that appropriate actions are taken. This plan provides library staff with a set of prioritized procedures.

Preparation for Emergency Situations

- The board-approved Emergency and Disaster Plan, Staff Manual of Emergency Procedures, ~~along with a~~ building map, and emergency ~~phone numbers~~contact lists, will be maintained behind the circulation desk where it is readily available to all personnel.
- The building map, attached to this plan, should be posted and all personnel should know the locations of the electrical power circuit breaker box, water shut-off, and furnace shut-off.
- The Plan will be reviewed every 6 months to be sure all names, addresses and telephone numbers of personnel, service providers and government offices are correct.
- Once a year the plan should be reviewed by a committee including the Director, one staff member and one Trustee and revised as necessary.
- Emergency drills should be held once a year with all personnel, including building evacuation practice. Staff should practice clearing the building within three minutes. Staff should be able to identify the two closest exits from any given location in the building.
- A first aid and a CPR kit will be maintained in the staff workroom and checked for needed supplies every six months or more frequently, if needed. Contents of this kit are included in the Staff Emergency Procedures Manual.

- A disaster supply kit will be maintained in the mechanical room and checked for needed supplies every six months or more frequently, if needed. Contents of this kit are included in the Staff Emergency Procedures Manual.
- Access to exits, fire equipment, electrical panels and plumbing valves will be kept clear at all times.
- Emergency phone numbers/vendor contact information, and library staff contact information are located on the bulletin boards in the staff workroom & Director's office. They are also included in the Staff Emergency Procedure documents.
- The library telephone numbers are enrolled in the Town's reverse-911 emergency notification system.
- The Director's and Circulation computers are backed up ~~on a regular basis to an external hard drive which is stored off-site.~~ on OneDrive automatically each day.
- The Library Director and Board President should each appoint a surrogate to make decisions whenever an extended absence is anticipated. References in the plan to the Library Director or Board President refer to appointed surrogates in these cases.
- Photographs of the library interior, including computers, furniture, collections and artworks will be stored on a CD or flashdrive. A digital file will be archived with the Misner Insurance Agency.
- The Village of Wurtsboro Building Inspector & Code Enforcement Officer should be contacted for assessment in the case of any damage to the building.-
 - Phone: 845-888-28192522
- A core group of volunteers who could be called upon to help in an emergency, for example to help clean, sort and or move materials, should be maintained with contact phone numbers and email addresses.
 - Patricia Andersen
 - Maryallison Farley
 - Marcia Zimmerman
 - Liz Hrabowsky
 - Pamela Forni-Rice

Emergency Procedures

In the event of a large-scale emergency, library personnel will cooperate with the Emergency Services Committee of the Town of Mamakating, in regards to risk assessment, hazard mitigation, response and recovery, in accordance with the Town's Emergency Management Plan.

Building Evacuation

Evacuation is necessary when:

- A fire alarm is activated.
- Evacuation is instructed by a first responder or a supervisor.

Building Evacuation and Closure Procedures:

- Always evacuate to the nearest accessible exit, or alternate if nearest exit is blocked.
- Move to a specific area if directed to by a supervisor or by emergency personnel.
- Stay calm. Do not rush or panic.
- If safe to do so, take personal items (phone, keys, etc.).
- Do not congregate near exits of the building.
- Assist persons with disabilities or special needs.
- Gather outside, away from the building and follow instructions from emergency responders. Staff meeting location is at the shed near Pine Street or at the Stewarts on Kingston /209.
- Staff should take care to ensure that minors have safe passage home if the library must close. If a parent or guardian cannot be contacted, two (2) staff members must stay with the child until transportation can be arranged or the child has permission from a caregiver to walk home.
- Do not re-enter the building until instructed to do so by emergency personnel.
- If the library must be closed, the public should be notified with a post on the library website and signs at both entrances, when possible.
- If it is anticipated that the library will be closed for more than one ~~a~~ day:
 - Telephone voicemail messages should be changed to announce the date of re-opening and recommend a course of action to return library materials.
 - For closures expected to be longer than one~~1~~ day this information should be communicated on library social media, website, and via e-mail to subscribers ~~as~~ well.

Problem Situations Related to Utilities

Water Leak

Use tarps, located in the shed, to cover any stacks or equipment underneath ceiling leaks. When possible, move any exposed materials and equipment to a dry area. If possible, use trash receptacles to catch leaks.

Secure the area of damage with signs or warning tape.

Emergency Recovery of Library Materials

Refer to *Salvage at a Glance* by Betty Walsh for specific instructions on treating library materials after a water event such as flood. That document is included in the Staff Emergency Procedure Manual.

No Water

Close the restrooms to the public. Call the Village Water Department to report the problem and to determine the length of time that the building will be without water. If the restoration time is more than 60 minutes, the Library should close for the remainder of the day.

- If closure is necessary, place a sign on each door stating that library is closed due to an emergency and follow all regular closing procedures. Staff members who are sent home will be paid for the remainder of their normal work shift.

Furnace Problems

No heat or air conditioning may mean that the furnace filters need cleaning, or there may be a larger problem. If the filters are not clogged, call an HVAC technician.

A sulfur-type odor may mean that the propane tank is low. Call the propane provider. In the case that individuals feel light-headed upon entering the mechanical room, turn off the furnace emergency switches and call the HVAC technician immediately.

If the problem cannot be resolved quickly and interior temperature rises over 82 degrees or below 55 degrees, the library must close until safe temperature can be maintained.

- If closure is necessary, place a sign on each door stating that library is closed due to an emergency and follow all regular closing procedures. Staff members who are sent home will be paid for the remainder of their normal work shift.

Power Outage & Emergency Generator Use

- Call Orange & Rockland to report the outage and to determine the length of time that the building may be without power.
- The computer network switch and modem are plugged into a backup battery (UPS). ~~They~~~~hat~~ should keep ~~them~~ running about 20 minutes after the power goes out.
- All Staff computers are plugged into back-up batteries and should allow about 5 minutes to save and power down.
- The camera security system is on a separate UPS that should keep the cameras running for two hours.

- The generator should begin running immediately once power is lost. A list of items that run off generator power is inside the connected electrical panel & included in the Staff Manual of Emergency Procedures.
 - The intention of the generator is to provide emergency shelter& distribution of supplies in the case of a long-term outage or state of emergency. The running of the generator for keeping the building open without internet and full functionality may not be fiscally responsible.
- The library director will consult with the power company and if after 60 minutes, the power has not returned, the Director will determine whether the library should be closed. In the absence of the director, the Person-in-Charge (PIC) will follow the procedure outlined in the Staff Manual of Emergency Procedures to make this determination.
- If closure is necessary, place a sign on each door stating that library is closed due to a power outage and follow all regular closing procedures. Staff members who are sent home will be paid for the remainder of their normal work shift.

Severe Weather & Natural Disasters

Weather events are closely monitored by the Library Director and/or PIC. In the event of a weather-related emergency, alerts will be sent to staff and to the public to provide information regarding building closure and/or program cancellations.

In the event that conditions make it unsafe to open the library, the Library Director will notify staff that they should not report to work or that the library will open on a delayed schedule. Staff members who are notified that they should not report to work will receive their regular pay.

Severe Weather

- Report any building/property damage or hazard to the Library Director.
- Close, secure, and lock all windows.
- Remove loose items, objects, or supplies from windows and windowsills.
- Await instructions from the Library Director or Circulation Supervisor, who will determine whether it is necessary to close the library.
- If the Library is closed to the public due to severe weather, the Library Director will send out all necessary alerts to the staff and the public.
- Staff should keep an eye on their e-mail/phone for messages from the Library Director regarding on-going closures. Staff members who are sent home will be paid for the remainder of their normal work shift.

Large-scale Emergencies

Fire Emergency Response

- At the first indication of smoke or flames, investigate the situation to determine the location and extent of the fire. * Call 911. *
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located in the adult book room, the staff workroom, Director's Office, the community room, the mechanical room and the kitchen. All staff should be familiar with the types of fire extinguishers, where they are located and how to use them. To operate a fire extinguisher use the PASS acronym:
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the handle
 - Sweep across the flames

~~However if~~ If there is any doubt about whether the fire can be controlled, you should immediately:

1. Sound the fire alarm. Alarm pull stations are located in the foyers and near the rear entrance.
2. Close any open doors and windows, if it can be done safely.
3. Crawl if there is smoke, and if possible use a wet cloth to cover your nose and mouth.
- ~~2-4.~~ Use the back of your hand to feel closed doors. If hot, do not open and use another exit.
5. ~~Evacuate the building~~ Follow Evacuation Procedure, checking the community room and the restrooms for patrons, if possible.
- ~~3-6.~~ If you catch fire, do not run. STOP-DROP-AND ROLL to extinguish the flames.
7. Meet at the shed to wait for the fire department. Never go back into a burning building.
- ~~4-8.~~ Inform emergency responders about people who have not been evacuated or if you know of anyone trapped.
- ~~5-9.~~ Do not re-enter the building until the fire department says it is safe.
10. If not already on-site, call the Library Director and/or Board President as soon as possible.

Fire Emergency Recovery

- Only the fire department can issue an "all-clear" once the alarm has been activated. The Person in Charge (PIC) will communicate the "all-clear" to employees and patrons at the designated safe location (shed).

- The fire department will silence the alarm and the alarm company will be contacted to reset as needed.
- The PIC is responsible for filing an incident report before leaving the building or within 24 hours.

Flooding Potential

If flooding is imminent:

1. Turn off and unplug all computer equipment. Move power strips located on the floor to tables.
2. Move books on lowest shelves to higher areas, such as bookcase tops. Books in the adult room should take priority, starting with local history and reference books.
3. Turn off the main breaker before leaving the building.

Bomb Threats

~~If by~~ Threat by phone:

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word they say.
3. If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
4. Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating.
5. Listen closely to the voice (gender), voice quality (calm/excited), accents and speech impediments.

Immediately after the caller hangs up,

1. Follow Evacuation Procedure. Evacuate the building.
2. Call 911.
3. When in a safe location, Call the Library Director, if not on-site.
4. Wait for emergency responders a safe distance from the building. Do not allow anyone to enter the building.
5. Follow all instructions from law enforcement and do not re-enter the building until they have cleared the building.

Threat by Note/Writing:

1. Handle the document as minimally as possible.
2. Secure the note. Do not alter in any way or discard.

3. Take a photo of the note when possible.
4. Follow evacuation procedure, call 911, & library director, and wait for emergency responders a safe distance from the building. Do not allow anyone to enter the building.
5. Follow all instructions from law enforcement and do not re-enter the building until they have cleared the building.

Threat by Email:

1. Leave the message open on the computer & do not delete or reply.
2. Print, photograph, or copy the message and subject line; note the date and time.
3. Forward the e-mail or deliver the print copy to the Library Director or Circulation
4. Follow evacuation procedure, call 911 and wait for emergency responders a safe distance from the building. Do not allow anyone to enter the building.
- ~~1-5.~~ Follow all instructions from law enforcement and do not re-enter the building until they have cleared the building.

Suspicious Package

Recognizing a Suspicious Package

- Unexpected packages from someone unfamiliar to you.
- Missing or incorrect destination or return address.
- Excessive postage, no postage, or non-canceled postage.
- Restrictive markings (e.g. "personal" or "confidential").
- Threatening/inappropriate language on exterior.
- Oily stains, discolorations, or crystallization on exterior.
- Rigid, bulky, lopsided, or uneven.
- Strange odors or unusual noise from within.
- Protruding wires, aluminum foil, or metallic contents.

Handling a Suspicious Package

1. DO NOT touch/handle/shake suspicious letter/package.
2. Ask people in the immediate area if they own it.
3. Move at least 100 ft. from the object BEFORE you call the Library Director and 911.
4. Follow evacuation procedure if advised by 911 dispatcher.
5. Do not change the environment in anyway (e.g. turn off the lights/close windows etc.)
- ~~1-6.~~ Make sure the letter/package is isolated & the immediate area is closed off;
7. Keep others away from area.
- ~~2-8.~~ Isolate person(s) who've been exposed to any substance.
- ~~3-~~ 9. Wash your hands if you came in contact with the package.

Biohazard

If you have reason to suspect a hazardous substance, leave the substance where it was found. If it is in or on library materials, isolate those materials if possible without risking contact with the substance. If possible, seal materials in a plastic bag.

Call 911. Operator will be able to help determine whether evacuation is necessary.

Violence & Active Shooters in the Library

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, with a firearm.

Precautions/Prevention of escalation

- Identify individuals of concern to the Library Director
- Report any updates to your emergency contacts to the Library Director
- Know your nearest exits, evacuation procedures, and other safety procedures in this policy.

Violence/ Active Shooter Procedure

- If two or more patrons become antagonistic with each other and the argument is not easily resolved, calmly ask them to leave the building. If the interaction continues to escalate, call 911.
- If a perpetrator intends to cause harm, call 911 from a spot that is out-of-sight and earshot of the individual.
- Staff should be aware that in the case of a perpetrator with a weapon, Homeland Security advises to:
 1. ~~1.~~ Run
 2. If you can't run, Hide (silence your cell phone),
 - If necessary, Fight. Keep in mind a fire extinguisher can be used as a weapon with which to strike (do not attempt to spray someone with it).
 3. Remain calm in all interactions with law enforcement and follow their instructions

~~Keep in mind a fire extinguisher can be used as a weapon with which to strike (do not attempt to spray someone with it).~~

Health Medical Emergencies

Staff members should exercise caution when administering first aid of even a minor nature, because of the safety of the injured person and the potential liability of the staff member. Always wash hands before and after contact and wear gloves when handling or touching blood

or other body fluids. However, without specialized training, it is not advisable for the staff member to undertake more than keeping a sick or injured person comfortable until medical help can arrive. No medication, including aspirin, should be dispensed to the public, unless specifically directed by a 911 operator.

~~For minor injuries~~ **Minor Injuries**

- Ask the injured person(s) if they require any assistance.
- Note the location of first aid kit listed above and provide the patron with band-aids and/or antiseptic if requested.
- Allow the person, or their parent/guardian, to apply band-aids and/or antiseptics themselves
- In case of a fall, do not help someone up who cannot get up on their own. Make them comfortable and call 911.

Be prepared to provide as much information as possible to the 911 dispatcher including:

- Individual's age & gender, if known
- Illness or injury circumstances, if known
- Level of consciousness (alert, confused, unresponsive, etc.)
- Interventions performed (eg. CPR)

~~In the event of a serious health emergency;~~ **Serious Injuries/Illnesses**

- Avoid leaving the injured person(s) except to get help.
- Call 911 or ask another staff or bystander to call 911.
- Render CPR or first aid if trained and comfortable providing care. Follow all safety precautions, wear gloves, and wash hands thoroughly before and after providing care.
- Call the parent/guardian if the individual is a minor.
- Notify the Library Director.
- Fill out an accident report (attached here) before leaving the building or within 24 hours.

Lockdown Response

In case the library must be locked down due to a local announcement of a known ~~felon~~ offender sought by police in the area, an escaped convict, dangerous fumes or other situations:

1. Calmly inform library patrons of the situation.
 - "May I have your attention please? There is a reported emergency outside the building. We have been notified by authorities to secure the Library and ask that

everyone remain calm and stay inside the building until further notice is given. Thank you."

- If you have more detailed information that can be shared, please do so. The Person in Charge (PIC) should make an announcement every 5-10 minutes with an update or to communicate that there is no new information. Employees and patrons will be looking for information as to why they are confined in the Library.
- 2. Lock both front & rear doors. Close all ~~the~~ window shades.
- 3. Usher patrons and staff to a safe spot within the building, if necessary. The community room ~~might be the~~ is the designated safe ~~best~~ place, as there are darkening shades, an emergency exit, access to water, and the option to shelter in the mechanical room and lock yourselves in, if needed.
- 4. Maintain communication with authorities.

Lockdown Recovery

- 1. Once the Person in Charge receives the all-clear from authorities, make the following announcement and unlock the doors.
 - a. "May I have your attention please? The authorities have advised us that the emergency outside the building has been resolved and it is safe to exit the Library. Thank you for your patience."
- ~~1-2.~~ The Person in Charge is responsible for filing an Incident Report before leaving the building or within 24 hours.

Assessment Following Large Emergencies

Assessment of our procedures is an important part of any emergency. The library aims to continually evaluate and improve our Emergency Plan to mitigate injuries of any kind to the best of our ability.

- Staff involved with any of the above incident types will be asked to complete an incident report as soon as possible after the incident.
- The Library Director will provide a report of the emergency and its handling to the Board by email as soon as possible.
- A team consisting of Board members, staff, emergency personnel and/or outside consultants will assess the damage, if necessary.
- A chain of authority and assignment of responsibilities will be established for further action. Priorities will be established based on time and cost.
- Staff and volunteers may be asked to remove damaged contents and classify items by requirements related to repair, restoration or disposal. A safe storage area will be secured by the team. An inventory will be maintained with a written log and photographs of damaged items.

Service Continuity Plan in Case of Long-Term Closure

Personnel

Staff may be asked to work from home, see the library's Remote Work Policy, or in a temporary facility in the case of long-term library building closure.

Temporary Location

A temporary location will be designated by the Board of Trustees with sufficient accessibility for all patrons and at which RCLS deliveries can be made. If the Mamakating Library computers cannot be removed from the closed building, RCLS staff will loan library staff a computer, barcode scanner and receipt printer set up for use with the online library network. Location and hours will be made public via traditional methods and social media.

Collection

The Board of Trustees along with the Director, and if needed, emergency and building-related personnel, will determine whether portions of the collection can be removed from the library building and maintained at the temporary location. The decision will take into account storage space and duration of tenancy at the temporary location. For example, it may be appropriate to transfer the "new" adult, YA and children's books along with a selection of DVDs.

Interlibrary Loan

Until a staffed temporary location is prepared, patrons can place holds from devices, home computers or other libraries to have them delivered to other libraries, or if available, the designated temporary location.

Business administration

Library communications including disaster mitigation, program cancellations, staff scheduling, bill paying, and media releases will be handled by the Library Director and/or designated staff and Board officers or designees. The Director and a designated staff member will have the ability to pay bills and contact vendors when the library is closed.

Designated staff member: Donna Drake, Principal Clerk

Designated Email Address

Particularly if a phone is not available for library business, the public should be encouraged to contact the library at mam@rcls.org. Mamcirc@rcls.org should be used for inter-library communications primarily.

Library's Website and Social Media

The Director and one other staff member can post disaster-related information from an off-site computer, if needed.

Staff member with access to website administration: Jane Misch

Staff member with access to social media for library: Cheryl Jones & Alethea Pape

Insurance Claims

The library has commercial and liability insurance with Utica National through the Misner Agency. Communication with insurance agency should go through the Director and/or Board President.

Getting Help

~~Northeast Document Conservation Center: (978) 470-1010 (24/7): will provide telephone advice to anyone about response to and recovery from a disaster that impacts library collections.~~

~~SERVPRO of North Orange Co. serves our area: (845) 342-3333 (24/7)~~

~~Service Master Clean, disaster restoration company located in Middletown, serves Sullivan County: (845) 343-6443 (24/7)~~

~~Local service provider list is posted in Staff Workroom & Directors Office~~

(This information is being moved to the Staff procedure manual/emergency contacts and does not need to be in the policy.)

Emergency Kits (This information is being moved to the staff emergency procedure manual and does not belong in the policy)

~~Emergency Kits are reviewed by staff on a quarterly basis to check expiration dates and completeness of kit.~~

Emergency Supply Kit Inventory

~~150 ft. extension cord~~

~~375 sq. ft. plastic sheeting~~

~~Blanket~~

~~Caution tape~~
~~Duct tape~~
~~Extra batteries for flashlight~~
~~Gallon-size zip-lock bags~~
~~Large bath size towels~~
~~Large heavy duty plastic bags~~
~~Large sponge~~
~~Multi-function emergency flashlight (includes knife and hammer)~~
~~Telephone to plug into wall~~
~~Terrycloth hand towels~~

First Aid Kit Inventory

~~Assorted bandages~~
~~Nonstick gauze pads~~
~~Roll of gauze~~
~~Eye wash~~
~~Anti-bacterial cream~~
~~Disposable gloves~~
~~Butterfly bandages~~
~~Scissors~~
~~First aid tape~~
~~Ace bandage~~
~~Tweezers~~

CPR Kit Inventory

~~Disposable gloves~~
~~Infant, child and adult rescue masks with mouth valves~~
~~Alcohol wipes~~
~~Bio bag for disposal~~