Library Board of Trustees
FINANCE Committee Meeting Agenda
Monday, October 19, 2026
5:00 pm at the Stevens Memorial Community Library

Finance/Buildings and Grounds:
1.Policies
2. Foundation Project - FRP/Bid/Discussion of
3. General Update

Refer to Full Board for any Motion(s)

Next Meetings:
Next Board Meeting Regular Meeting October 19, 2026 at 6 PM
Next Finance: TBD
Next Personnel: TBD

Library Board of Trustees
Personnel Committee Meeting Agenda
Monday, October 19, 2026
5:00 pm at the Stevens Memorial Community Library

1. Applicant/ Hiring update
2. (possible executive session for discussion of *the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;*
3. General Update

Refer to Full Board for any Motion(s)

Next Meetings:
Next Board Meeting Regular Meeting October 19, 2026 at 6 PM
Next Finance: TBD
Next Personnel: TBD

Library Board of Trustees
Regular Board Meeting Agenda
Monday, October 19, 2026
6:00 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda
MOTION:

V. Public Comments

VI. . Approval of Minutes from last month
MOTION: to approve minutes

VII. Approval of Expenditures- Treasurer Reports
MOTION: for a-c:
- **a.** Abstract #9 Audited – Paid (attached) in the amount of $1,807.97 is approved for payment today.
- **b.** Abstract #9 Audited - Unpaid (attached) in the amount of $4,088.39 is approved for payment today.
- **c.** Reports, Journal entries and Bank Statements reviewed and approved.

VIII. . Director's Report (attached) - discuss

IX. Old Business
1. Closing out the fiscal year – discussion/update – AFR
   a. RESOLUTION: October 19, 2026

BE IT RESOLVED, that the Stevens Memorial Community Library, hereby requests a budget amendment for the 25/26 fiscal year as a result of the construction aid grant not be awarded as of this date. The 25/26 budget amendment is as follows:

Increase Expense: 200 Large Equipment	$29,921.00
Increase revenue: Appropriate Fund Balance	$29,921.00

MOTION:

2. Grant Update

X. New Business
1. **MOTION** to approve Disaster Policy
2. Motions From Finance or Personnel (if any)
3. Door handle and Phone discission
4. Sexual Harassment Training (PowerPoint)

XII. Adjourn
MOTION:

Next Board Meeting Regular Meeting November 16, 2026 at 6 PM
Next Finance: TBD at the library
Next Personnel: TBD at the library

Minutes from last month

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
September 21, 2026

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:02 PM. Also present were:
Trustees:, Sandy Eck, Andrea Seeloff , Lisa Neary (treasurer), Jennifer Wilkinson, Kim Harding (via telephone).
Absent: Barb Helak, Stuart Hempel
Staff: Director Palmer Perkins
Public: n/a

We did pledge to the flag.

1 Motion: Sandy Eck moved to approve the agenda. Andrea Seeloff seconded, and the motion passed unanimously.

Public Comments were: n/a.

2 Motion: Katie Kennedy moved to approve the minutes from last month. Sandy Eck seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve (a-c in the agenda) the expenditures and the Treasurer Reports and Abstracts.

- **a.** Abstract #8 Audited – Paid (attached) in the amount of $3467.77 is approved for payment today.
- **b.** Abstract #8 Audited - Unpaid (attached) in the amount of $13,977.68 is approved for payment today.
- **c.** Reports, Journal entries and Bank Statements reviewed and approved.

Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Katie Kennedy moved to approve Cyber Security and Gifts and Donations Policies as attached to agenda. Jen Wilkinson seconds, and the motion passes unanimously.

5 Motion: Jen Wilkinson moved to adjourn the meeting at 7:02 PM. Andrea Seeloff seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meetings: October 19, 2026 at 5 PM at the library.
Regular Board Meeting Monday, October 19, 2026 at 6:00 at the Library
Personnel Meeting: October 19, 2026 at 5:30 PM at the library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Treasurer Report(s)

ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library
Date of Audit: 9/23/2026 - 10/16/2026
Abstract # 9
No checks from Memorial
(does not include paychecks)

Total Paid Claims:	1,807.97
Operating:	1,807.97
Memorial:	0.00

Num	Date	Name	Account	Paid Amount
7194	**09/26/2026**	**National Grid**	**A200-1 · Operating checking account**	
77302-24108 0926	09/11/2026		483 · Electric	-612.69
TOTAL				-612.69
7195	**09/30/2026**	**LEAF**	**A200-1 · Operating checking account**	
20976634	09/25/2026		485 · Telephone	-174.73
TOTAL				-174.73
7196	**10/01/2026**	**National Fuel**	**A200-1 · Operating checking account**	
3281151 09 0926	09/24/2026		484 · Gas	-58.56
TOTAL				-58.56
7197	**10/10/2026**	**Casella Waste Services**	**A200-1 · Operating checking account**	
347172	09/30/2026		486 · Trash removal	-55.00
TOTAL				-55.00
7198	**10/16/2026**	**Toshiba Financial Services**	**A200-1 · Operating checking account**	
592879795	10/01/2026		452 · Leases - printer	-232.99
TOTAL				-232.99
7199	**10/16/2026**	**Utica National Insurance Group**	**A200-1 · Operating checking account**	
100765505 1026	10/12/2026		453 · Insurance	-674.00
TOTAL				-674.00

Total Paid Invoices

1,807.97

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library
Date of Audit: 9/20/2026 - 10/16/2026
Abstract # 9
Trans #s 1,023 - 1,069

Total Claims:	4,088.39
Operating:	2,804.40
Memorial:	1,283.99

Trans #	Date	Num	Due Date	Split		Amount
Amazon Capital Servces						
1,024	09/21/2026	1Q3L-KNKT-DG19	10/21/2026	411 · Library programs-supplies		8.99
1,025	09/21/2026	1JLV-Y4FM-D1R7	10/21/2026	411 · Library programs-supplies		45.59
1,023	09/22/2026	13KK-DHNC-6DGM	10/22/2026	402 · DVDs		80.19
1,032	09/24/2026	1NJX-HRJT-3TTR	10/24/2026	411 · Library programs-supplies		13.84
1,053	10/07/2026	16MY-L1LX-N7PQ	11/06/2026	411 · Library programs-supplies		39.05
1,054	10/07/2026	1RP3-KMC9-JG6Y	11/06/2026	201 · Small equipment	1	89.99
1,055	10/08/2026	1JJV-PDRQ-1P36	11/07/2026	411 · Library programs-supplies		9.98
1,061	10/14/2026	1TMC-LV96-3TM7	11/13/2026	411 · Library programs-supplies		20.62
Total Amazon Capital Servces						308.25
Attica Ace Hardware						
1,056	10/08/2026	704618	10/18/2026	480 · Building maintenance and repair		26.99
Total Attica Ace Hardware						26.99
Author's Note						
1,026	09/17/2026	162984	09/27/2026	400 · Books/Audio Books		75.46
1,035	09/24/2026	163340	10/04/2026	400 · Books/Audio Books		280.47
1,039	09/29/2026	16375	10/09/2026	400 · Books/Audio Books		91.39
1,062	10/13/2026	100081	10/23/2026	400 · Books/Audio Books		210.91
Total Author's Note						658.23
Brodart Co.						
1,064	10/12/2026	B7334314	11/11/2026	400 · Books/Audio Books		70.74
1,065	10/12/2026	B7334313	11/11/2026	400 · Books/Audio Books		151.39
1,066	10/12/2026	B7334312	11/11/2026	400 · Books/Audio Books		92.67
Total Brodart Co.						314.80
Center Point Large Print						
1,027	09/03/2026	2274754	09/13/2026	400 · Books/Audio Books		191.76
Total Center Point Large Print						191.76
Elan Financial Services						
1,068	10/01/2026	6222 0926	10/11/2026	-SPLIT-		864.82
1,069	10/01/2026	6222 0926 mem	10/11/2026	201 · Small equipment	1	1,194.00
Total Elan Financial Services						2,058.82
Frederick, Michael						
1,059	10/01/2026	081344	10/31/2026	400 · Books/Audio Books		50.00
Total Frederick, Michael						50.00
Homestead Pest Control						
1,033	09/25/2026	14294	10/05/2026	480 · Building maintenance and repair		155.00
Total Homestead Pest Control						155.00

Playaway Products					
1,049	10/01/2026	551098	10/31/2026	401 · Electronic books	53.24
Total Playaway Products					53.24
The Hartford					
1,067	10/01/2026	271.30	10/11/2026	-SPLIT-	271.30
Total The Hartford					271.30
TOTAL					**4,088.39**

1 = Memorial Account

2 = "Friends" to reimburse (partial or whole)

Stevens Memorial Community Library
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	11,277.99
A200-2 · Memorial checking account	118,498.96
A201-1 · Operating CD #1	63,104.22
A231-20 · Building improvement reserve	101,735.62
A231-21 · Equipment reserve	20,347.12
Total Checking/Savings	314,963.91
Other Current Assets	
A391 · Due from other funds	20,000.00
Total Other Current Assets	20,000.00
Total Current Assets	334,963.91
TOTAL ASSETS	**334,963.91**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · Accounts Payable	1,056.25
Total Accounts Payable	1,056.25
Other Current Liabilities	
A630 · Due to other funds	20,000.00
A719 · Paid famiy leave	154.74
Total Other Current Liabilities	20,154.74
Total Current Liabilities	21,210.99
Total Liabilities	21,210.99
Equity	
A917 · Unassigned fund balance	377,317.90
Net Income	-63,564.98
Total Equity	313,752.92
TOTAL LIABILITIES & EQUITY	**334,963.91**

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July through September 2026

	Jul - Sep 26	Budget	$ Over Budget	% of Budget
Income				
1001 · Real property taxes	0.00	248,711.00	-248,711.00	0.0%
2082 · Library charges	655.84	3,000.00	-2,344.16	21.86%
2360 · Library services-other govts	0.00	3,650.00	-3,650.00	0.0%
2401 · Interest and earnings	851.48	7,000.00	-6,148.52	12.16%
2655 · Sales, other	282.00	0.00	282.00	100.0%
2701 · Reimbursement of prior year exp	793.66	0.00	793.66	100.0%
2705 · Gifts and donations				
261 · ACWC Cultural grant	4,500.00	4,500.00	0.00	100.0%
2705 · Gifts and donations - Other	67.75	500.00	-432.25	13.55%
Total 2705 · Gifts and donations	4,567.75	5,000.00	-432.25	91.36%
3840 · State aid for libraries	3,310.00	3,675.00	-365.00	90.07%
A910 · Appropriated Fund Balance	0.00	0.00	0.00	0.0%
Total Income	10,460.73	271,036.00	-260,575.27	3.86%
Expense				
1 · Salary				
100 · Salaries	36,013.53	181,571.00	-145,557.47	19.83%
Total 1 · Salary	36,013.53	181,571.00	-145,557.47	19.83%
2 · Equipment				
200 · Large equipment	0.00	0.00	0.00	0.0%
201 · Small equipment	0.00	0.00	0.00	0.0%
Total 2 · Equipment	0.00	0.00	0.00	0.0%
4 · Contract services				
400 · Books/Audio Books	3,982.22	12,000.00	-8,017.78	33.19%
401 · Electronic books	60.74	0.00	60.74	100.0%
402 · DVDs	219.88	1,500.00	-1,280.12	14.66%
403 · Periodicals	1,578.89	2,000.00	-421.11	78.95%
410 · Library programs-servces				
410-261 · ACWC Cultural grant 2026	4,594.00	4,500.00	94.00	102.09%
410 · Library programs-servces - Other	0.00	0.00	0.00	0.0%
Total 410 · Library programs-servces	4,594.00	4,500.00	94.00	102.09%
411 · Library programs-supplies	578.71	3,000.00	-2,421.29	19.29%
430 · Library and office supplies	495.32	1,750.00	-1,254.68	28.3%
431 · Custodial supplies	168.80	1,750.00	-1,581.20	9.65%
432 · Computer supplies	0.00	0.00	0.00	0.0%
433 · Memberships	0.00	65.00	-65.00	0.0%
434 · Travel/Mileage	37.24	250.00	-212.76	14.9%
435 · Training/Conferences	0.00	250.00	-250.00	0.0%
436 · Postage	78.00	100.00	-22.00	78.0%
450 · OWWL - computer/technology/serv	9,974.00	11,225.00	-1,251.00	88.86%
451 · Financial fees and software	547.01	1,380.00	-832.99	39.64%
452 · Leases - printer	871.91	2,500.00	-1,628.09	34.88%
453 · Insurance	2,479.00	7,250.00	-4,771.00	34.19%
457 · Disability insurance	0.00	0.00	0.00	0.0%

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July through September 2026

	Jul - Sep 26	Budget	$ Over Budget	% of Budget
480 · Building maintenance and repair	1,251.89	1,750.00	-498.11	71.54%
481 · Grounds (plowing, mowing, fire)	0.00	3,440.00	-3,440.00	0.0%
482 · Water and sewer	62.00	300.00	-238.00	20.67%
483 · Electric	1,895.12	5,600.00	-3,704.88	33.84%
484 · Gas	102.67	2,600.00	-2,497.33	3.95%
485 · Telephone	698.92	2,100.00	-1,401.08	33.28%
486 · Trash removal	212.85	600.00	-387.15	35.48%
Total 4 · Contract services	29,889.17	65,910.00	-36,020.83	45.35%
8 · Employee benefits				
800 · Social Security	2,755.03	13,890.00	-11,134.97	19.84%
801 · Health insurance	692.28	3,000.00	-2,307.72	23.08%
802 · Retirement	0.00	6,165.00	-6,165.00	0.0%
803 · Short term disability	0.00	500.00	-500.00	0.0%
804 · Employee team building	0.00	0.00	0.00	0.0%
Total 8 · Employee benefits	3,447.31	23,555.00	-20,107.69	14.64%
Total Expense	69,350.01	271,036.00	-201,685.99	25.59%
Net Income	**-58,889.28**	**0.00**	**-58,889.28**	**100.0%**

Stevens Memorial Community Library

Sept	1	2	3-LOST &	4-MEM&	5-BAGS	6-FRIENDS	7	8	9-BOOK	10-COPIER	11	DAILY	
2026	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER	TOTALS	
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082			
1									$2.50	$10.25		$ 12.75	
2									$5.00	$8.00		$ 13.00	
3									$7.00	$14.75		$ 21.75	
4				$50.00					$5.00	$1.00		$ 56.00	$ 103.50
5									$2.00	$3.00		$ 5.00	
6	Sunday											$ -	
7	Labor Day											$ -	
8									$2.00	$9.26	$3,310.00	$ 3,321.26	$ 3,326.26
9									$2.25	$55.25		$ 57.50	
10									$2.75	$8.00		$ 10.75	
11									$6.50	$27.00		$ 33.50	
12									$0.75	$1.25		$ 2.00	
13				$50.00						$12.50		$ 62.50	
14	Sunday											$ -	
15										$14.75		$ 14.75	
16										$6.25		$ 6.25	
17									$1.00	$2.75		$ 3.75	
18			$15.99							$1.00		$ 16.99	$ 207.99
19									$0.50	$10.00		$ 10.50	
20	Sunday											$ -	
21										$1.50		$ 1.50	
22									$5.25	$2.25		$ 7.50	$ 19.50
23									$3.50	$18.25		$ 21.75	
24									$0.75	$17.00		$ 17.75	
25									$0.50	$0.75		$ 1.25	
26									$0.75			$ 0.75	
27	Sunday											$ -	
28										$8.00		$ 8.00	
29									$3.00	$5.25		$ 8.25	
30				$25.00					$1.75	$19.25		$ 46.00	$ 103.75
												$ -	
Zeffy										$1.50		$ 1.50	
TOTAL	$0.00	$0.00	$15.99	$125.00	$0.00	$0.00	$0.00	$0.00	$52.75	$258.76	$3,310.00	$3,762.50	
	1	2	3	4	5	6	7	8	9	10	11	TOTALS	$ 3,762.50

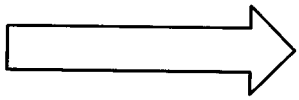
* $3,310 = 90% of LLSA from OWWL

Stevens Memorial Community Library
Profit & Loss by Class
July through September 2026

	Memorial	TOTAL
Income		
2401 · Interest and earnings	14.17	14.17
2705 · Gifts and donations	425.00	425.00
Total Income	439.17	439.17
Expense		
4 · Contract services		
400 · Books/Audio Books	14.87	14.87
410 · Library programs-servces		
410-261 · ACWC Cultural grant 2026	3,000.00	3,000.00
Total 410 · Library programs-servces	3,000.00	3,000.00
480 · Building maintenance and repair	2,100.00	2,100.00
Total 4 · Contract services	5,114.87	5,114.87
Total Expense	5,114.87	5,114.87
Net Income	**-4,675.70**	**-4,675.70**

Director's Report

Director's Report October Board Meeting

- Numbers 

Month	Patrons		Programs	Attendees
Sep 26	1293		23	99
Aug 26	1493		21	85
July 26	1500		24	100
June 26	1389		20	130
May 26	1275		16	138
April 26	947		14	68
March 26	1057		17	49
Feb 26	930		21	78
Jan 26	717		19	77
Dec 25	896		23	395*
Nov 25	736		17	85
Oct 25	1000		19	455*
Sep 25	1040		20	104

- Foundation update, back doors update
- Website updated
    - Loss of Kanopy and Consumer Reports
- Miscellaneous money
- Integrated phone systems quote
- Upcoming events
    - Hallway of Treats 10/23
    - Rob Thompson 10/24
    - Halloween week/APD/AFD 10/26-10/31
- General updates - parking lot aid, snow plowing quotes, staff notary

RESOLITION

Stevens Memorial Community Library

October 19, 2026

BE IT RESOLVED, that the Stevens Memorial Community Library, hereby requests a budget amendment for the 25/26 fiscal year as a result of the construction aid grant not be awarded as of this date. The 25/26 budget amendment is as follows:

Increase Expense:

200 Large Equipment	$29,921.00

Increase revenue:

Appropriate Fund Balance	$29,921.00

On this ____ day of _____, 20 ___

_____ Date Enacted _____

(Signature of Secretary)

I, _____, Secretary of the governing board of the Stevens Memorial Community Library, of the State of New York, do hereby certify that I have compared the forgoing with the original resolution passed by the board, at a legally convened meeting held on the ____ day of _____, 20___ on filed as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of ___ members, and that ___ of such members were present at such meeting and that ___ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Stevens Memorial Community Library.

Policies

OLD

EMERGENCY & DISASTER PLAN

PURPOSE

The Stevens Memorial Community Library has adopted this Emergency & Disaster Plan to ensure precautionary, response, and recovery measures to an emergency or disaster threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of the library's Emergency & Disaster Plan are to establish:

- The roles and responsibilities during all phases of an emergency or disaster
- Preparedness activities and response measures
- Coordination and decision-making processes The Emergency & Disaster Plan is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery.

ADMINISTRATION

The In-House Emergency Team, led by the Director, administers the Emergency & Disaster Plan. This includes activating the plan, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Director is unable or unavailable to lead the team, administrative authority shall be passed to The President of the Library Board of Trustees.

The In-House Emergency Team will include the Director, Board President, the Maintenance Supervisor, and the most senior staff member.

RISK ASSESSMENT

Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Director, Facilities Committee, and In-House Emergency Team will periodically evaluate the library and its facilities to minimize the threat of emergency or disaster and to formulate response plans to emergencies or disasters.

Activities include:

- Identify possible hazards
- Analyze strengths, weaknesses, and vulnerabilities of the library's ability to handle emergencies and disasters
- Engage in preventive building maintenance
- Inventory collection, equipment, furniture, electronics, and supplies
- Implement thorough cleaning and disinfecting procedures
- Implement consistent opening and closing procedures
- Provide regular staff training on key locations of building turn offs and items listed below Parts of the Risk Assessment activities may include consultation with the library's insurance agent, Pioneer Library System staff, and other local experts and stakeholders.

STAFF TRAINING

Regular staff training may help reduce the risk of an emergency or disaster. Training prepares the staff to safely and appropriately respond to an emergency or disaster to minimize damage or injury should an emergency or disaster occur.

Staff training will include an annual review of this Emergency & Disaster Plan. Staff training may also include, but is not limited to, the following topics:

- CPR Training
- First Aid Training
- Drills
    - Fire
    - Active Shooter
    - Lockdown
- Formal response and recovery workshops
    - Handling wet and damaged collections
    - Workplace health and safety
    - Proper use of protective clothing and equipment
    - Exposure to hazardous materials/mold
- Departmental cross training
- Mental Health
    - all staff should be included in training activities.

RESPONSE & RECONSTRUCTION

In general, the Director and In-House Emergency Team will respond to an emergency or disaster according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Address emergency or imminent danger to the library's facility, materials, staff, or community
- Notify appropriate personnel
- Assess the extent of the damage
- Document in detail
    - Complete incident report with as much witness detail as possible
    - Take inventory of materials, items, supplies, or equipment
    - Take pictures of materials, items, equipment, or facilities
    - Record the sequence or timeline of events before, during, and after the event
- Prepare for recovery
    - Determine which steps need to be taken
    - Delegate to Emergency Response Team, library staff, and/or volunteers
    - Determine a command post or temporary work site if library facility is not accessible
    - If there is physical damage, decide what can be salvaged and what will be discarded ○ Gather supplies and arrange for services
- Draft a press release or statement to the public
    - The library Director or the Director's designee will be the spokesperson for the library
    - Keep messaging transparent and consistent
    - Communicate across all channels
- Traditional news press (print and TV)

- Social Media
- Library website
- Library's outgoing phone message
- Recovery

Plan for:

- Limited services or service points
- Limited hours of operation
- Virtual programming and services
- Reduced staff

Plan for reopening/full resumption of services:

- Draft/amend related procedures
- Amend/adopt related policies

TYPES OF EMERGENCIES & DISASTERS:

This Emergency & Disaster Plan was made with the health and safety of the library staff and community as the top priority. If the Director is not in the building when an emergency or disaster occurs, the staff should contact the Director immediately. The Director is empowered by the Board of Trustees to address imminent dangers or threats to the library's facility, materials, staff, or community and will convene the In-House Emergency Team as soon as it is safe and reasonable to do so. The assumption should never be made that a situation is a drill or a false alarm.

General Guidelines for Building Evacuation:

- Call 911
- Communicate to all staff and patrons in a calm, clear manner
- Staff should go to designated assembly area for instructions

Non Emergency Situations (Weather Events' Loss of Utilities, i.e. Power, Water, Heat, Air Conditioning; Pets, Bugs, or Infestation):

- Determine whether to close the library to the public
- If closing, escort patrons out of the building
- Contact the utility company/exterminator/etc
- Post information about the temporary closure on the library's entrance, social media, and the library's website **Emergency Situations** (Gas Leak/Suspected Gas Leak, Fire, Water Damage/Flood, Hazardous Spill)
- Call 911
- Close the library
- Evacuate the building
- Post information about the temporary closure on social media and the library's website
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel

Sudden Illness & Injury:

- Call 911
- Clear the immediate area

- Do not move the ill or injured person
- Only staff members who have been certified in First Aid, CPR, or similar emergency measures should administer direct aid
- Stay will the person until medical help arrives
- Complete an incident report

Bomb Threat:

- Call 911
- Begin evacuating patrons from the building
- Keep the caller on the line as long as possible and try to write down every word spoken
- Staff must evacuate the building
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel

Active Shooter:

- Call 911
- Barricade the doors if possible
- Follow predetermined escape/evacuation route(s) or take cover behind protective structures
- Leave all belongings behind
- Silence all cell phones
- The building cannot reopen or staff re-enter until instructed to do so by emergency personnel Lockdown When notified by authorities/emergency personnel that there is a true or imminent external threat near the library, the library will initiate lockdown procedures.
- All windows and doors will be locked from the inside
- Communicate the situation to any patrons inside the building in a calm, clear manner
- Turn off all lights and close the blinds or curtains
- Instruct all staff and patrons to stay low and away from the windows and doors
- Staff will monitor the situation and keep open communication with local authorities/emergency personnel
- No one may enter or exit the building until the lockdown is canceled by local authorities/emergency personnel

Pandemic or Serious Illness:

If there is a serious infectious disease outbreak, public health measures may include social/physical distancing measures and quarantining which can impact library hours and services.

In addition, the library must plan for staff being unable to report to work. The library will adhere to all local, state, and federal mandates and Executive Orders when making determinations regarding library operations during a pandemic or serious illness.

- Determine whether to close the library to the public
- Determine whether staff will continue to report to work or telecommute in accordance with the library's *Emergency Closing Policy* and local, state, and federal mandates
- Communicate with the local Department of Health
- Communicate with the local municipality
- Communicate with Pioneer Library System regarding the continuance of system services

- Communicate all changes in hours of operation and services to the public
- Implement plans for limited and/or online/virtual services
- Monitor the situation and adjust plans accordingly
- Plan for reopening when permitted under local, state, and federal guidelines Other Emergencies Some emergencies or disasters may occur that cannot be planned for. The Director will handle such situations in accordance with this Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the library facility, staff, and community. An Incident Report Form should be completed following all emergency situations.

IN-HOUSE EMERGENCY TEAM:

Director: Felicia Cecere
Office Phone: 585-591-2733 ext 355
Cell Phone: 585-297-3635

Board President: Sandy Eck
Cell Phone: 585-813-6668

EMERGENCY SERVICES & UTILITIES:

Fire Department: 585-591-2679// 911
Police Department: 585-591-0881// 911
Local Department of Health: 585-786-8890// 585-786-2233 (Emergency-After Business Hours)
Security Company: (716) 632-4600
Janitorial/Cleaning Service: Warren's 585-786-5610
Gas Company: National Fuel 1-800-444-3130
Electric Company: National Grid 1-800-867-5222
Pioneer Library System:
PLS Tech Support: 585-394-8260
PLS After-Hours Tech Support: 585-394-7976

FACILITIES & EQUIPMENT:

- Main water shut-off valve:
  - Basement
- Main electrical cut-off switch:
  - Basement
- Main gas shut-off:
  - Basement
- Fire extinguishers:
  - Popcorn Maker
  - Bathrooms
  - Circulation Desk
  - Maintenance Closet
- Fire alarm pull boxes:
  - Back Entrance
  - Fiction Section
- Smoke/heat detectors:
  - Circulation Desk
  - Bathrooms
- Sprinklers
- Video Surveillance cameras:
  - Reading Room
  - Circulation Desk
  - Children's Room
  - Fiction
- Key box:
  - Reading Room Supply Closet
- First Aid Kit:
  - Kitchen
  - Circulation Desk
  - Children's Room
  - Sterile gloves
  - Sterile dressings
  - Antibiotic wipes
  - Antibiotic ointment
  - Burn ointment
  - Adhesive bandages

    - Thermometer
    - Tweezers
    - Ice Packs
    - Med Packs
- Mylar blanket
    - Kitchen
    - Bathrooms
- Heavy-Duty Extension Cable
    - Maintenance Closet
- Power-Bar Multi Outlet
- Flashlights
    - Circulation Desks
- Disposable N-95 Respirators
- Sump Pump:
    - Basement

Back-up Documents (kept in a secure location off-premises):

- A copy of this Emergency & Disaster Plan
- Contact list for all library staff, volunteers, and Trustees with Emergency Contacts for each
- A copy of the library's Charter
- A copy of the library's Bylaws
- A copy of the library's insurance policy
- A copy of the library's floor plan
- A copy of all vendor contacts

ONGOING USE EVALUATION:

The Emergency & Disaster Plan will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Stevens Memorial Community Library's Emergency & Disaster Plan should be directed to the director.

REVISED

Stevens Memorial Community Library
146 Main Street • Attica, NY 14011 • (585) 591-2733

EMERGENCY & DISASTER PLAN

PURPOSE

The Stevens Memorial Community Library has adopted this Emergency & Disaster Plan to ensure precautionary, response, and recovery measures to an emergency or disaster threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of the Library's Emergency & Disaster Plan are to establish:

- The roles and responsibilities during all phases of an emergency or disaster
- Preparedness activities and response measures
- Coordination and decision-making processes

The Emergency & Disaster Plan is designed to preserve the continuity of core library resources and services as best as possible, minimize economic loss, and achieve recovery.

ADMINISTRATION

The In-House Emergency Team, led by the Director, administers the Disaster Preparedness Plan. This includes activating the plan, establishing an internal communications network, and coordinating all recovery activities. If, for any reason, the Director is unable or unavailable to lead the team, administrative authority shall be passed to The President of the Library Board of Trustees.

The In-House Emergency Team will include the Director, Board President, the Maintenance Supervisor, and the most senior staff member.

RISK ASSESSMENT

Risk Assessment is the determination of potential events, emergencies, and disasters that could cause service interruptions. The Director, Facilities Committee, and In-House Emergency Team will periodically evaluate the library and its facilities to minimize the threat of emergency or disaster and to formulate response plans to emergencies or disasters.

Activities include:

- Identify possible hazards
- Analyze strengths, weaknesses, and vulnerabilities of the library's ability to handle emergencies and disasters
- Engage in preventive building maintenance
- Inventory collection, equipment, furniture, electronics, and supplies
- Implement thorough cleaning and disinfecting procedures
- Implement consistent opening and closing procedures
- Provide regular staff training on key locations of building turn offs and items listed below

Parts of the Risk Assessment activities may include consultation with the library's insurance agent, OWWL Library System staff, and other local experts.

RESPONSE & RECONSTRUCTION

In general, the Director and/or In-House Emergency Team will respond to an emergency or disaster according to the following outline; some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community:

- Address emergency or imminent danger to the library's facility, materials, staff, or community
- Notify appropriate personnel
- Assess the extent of the damage
- Document in detail
- Prepare for recovery
    - Complete incident report with as much witness detail as possible
    - Take inventory of materials, items, supplies, or equipment
    - Take pictures of materials, items, equipment, or facilities
    - Record the sequence or timeline of events before, during, and after the event
- Prepare for recovery
    - Determine which steps need to be taken
    - Delegate to Emergency Response Team, library staff, and/or volunteers
    - Determine a command post or temporary work site if library facility is not accessible
    - If there is physical damage, decide what can be salvaged and what will be discarded
    - Gather supplies and arrange for services
- Draft a press release or statement to the public
    - The library Director or the Director's designee will be the spokesperson for the
    - Keep messaging transparent and consistent
    - Communicate across all channels
- Traditional news press (print and TV)
- Social media
- Library Website

- Library's outgoing phone message
- Recovery

Plan for:
- Limited services or service points
- Limited hours of operation
- Virtual programming and services
- Reduced staff

Plan for reopening/full resumption of services:
- Draft/amend related procedures
- Amend/adopt related policies

TYPES OF EMERGENCIES & DISASTERS:

This Emergency & Disaster Plan was made with the health and safety of the library staff and community as the top priority. If the Director is not in the building when an emergency or disaster occurs, the staff should contact the Director immediately. The Director is empowered by the Board of Trustees to address imminent dangers or threats to the library's facility, materials, staff, or community and will involve the In-House Emergency Team as soon as it is safe and reasonable to do so. The assumption should never be made that a situation is a drill or a false alarm.

General Guidelines for Building Evacuation:
- Call 911
- Communicate to all staff and patrons in a calm, clear manner
- Staff should go to designated assembly area for instructions

Non Emergency Situations (Weather Events' Loss of Utilities, i.e. Power, Water, Heat, Air Conditioning; Pets, Bugs, or Infestation):
- Determine whether to close the library to the public
- If closing, escort patrons out of the building
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- the library's website (Gas Leak/Suspected Gas Leak, Fire, Water Damage/Flood, Hazardous Spill)
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- structures
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Lockdown:

- When notified by authorities/emergency personnel that there is a true or imminent external threat near the library, the library will initiate lockdown procedures
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IN-HOUSE EMERGENCY TEAM:

Director: Palmer Perkins
Office Phone: 585-591-2733 ext 2
Cell Phone: 607-953-2063

Board President: Katie Kennedy
Cell Phone: 585-813-3176

EMERGENCY SERVICES & UTILITIES:
Fire Department: 585-591-2679 // 911
Police Department: 585-591-0881 // 911
Local Department of Health: 585-786-8890 // 585-786-2233 (Emergency-After Business Hours)
Security Company: (585) 657-6565
Gas Company: National Fuel 1-800-444-3130
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- Main water shut-off valve: Basement
- Main electrical cut-off switch: Basement
- Main gas shut-off: Basement
- Fire extinguishers: Popcorn Maker, Teen Corner, Circulation Desk, Basement stairwell
- Fire alarm pull boxes: Back Entrance, Front Entrance, Bathrooms
- Video Surveillance cameras station: Staff kitchen
- Key box: Maintenance Closet
- First Aid Kit: Kitchen, Circulation Desk
- Fire blanket: Kitchen, Bathrooms
- Flashlights: Circulation Desks
- Sump Pump: Basement

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Adopted by the SMCL Board of Trustees 12/11/23, Updated ____