Pine Plains Free Library

Monthly Board of Trustees Meeting
AGENDA
October 20, 2026, 7PM
Pine Plains Free Library
Zoom: 859 2857 8076

1. Call to Order (*Claire Gunning*)
2. Public Comment
3. Approval of September 15, 2026 Minutes* (*Claire Gunning*)
4. Payment of the Bills* (*Ted Mallozzi*)
5. Reports:
    - Financial* (*Ted Mallozzi*)
    - President (*Claire Gunning*)
    - FRIENDS (*Jean Osofsky*)
    - Director's Report* (*Dee Ann Campbell*)
6. Committees
    - Facilities/Capital Investments (*Dee Ann Campbell*)
    - Strategic Plan (Annie Mallozzi)
    - Fundraising/414 *(Claire Gunning)*
    - Policy Review *(Ethan DiMaria, Jenna Cort, Annie Mallozzi)*
7. Old Business
8. New Business
9. Executive Session (reserved): to discuss personnel issues
10. Adjournment

**indicates vote required*

Last Meeting Minutes Placeholder

Claims Auditing Procedure (CAP)			Disbursements		CAP BoT		CAP#	261020 FA
September	2026							
Account 79 -disbursements for payroll and auto pay expenses as per the BoT's approval.								
Date			Description					Amount
9/14/2026			GTM Fee					120.24
9/14/2026			Taxes					1,694.95
9/14/2026			Payroll					5,944.11
9/29/2026			GTM Fee					138.30
9/29/2026			Taxes					1,624.33
9/29/2026			Payroll					5,584.90
Account 79 -disbursements for auto pay bills as per the BoT's approval.								
	Welsh Sanitation Service			September	Casella Trash pick-up			136.20
	Consolidated Communications			September	Consolidated Com-Telephone			66.85
		not in total	136.20	October	Casella Trash pick-up			
		not in total	68.00	October	Consolidated Com-Telephone			
	Visions HR							300.00
						Sub-total: Payroll &	and Auto Pay	15,609.88
Account 89 - Checking Account			Invoices					261020 FA
Date	Check #		Issued to		Description			Amount
8/23/2026	4567				BoM CC			2,783.29
				Barrett 25	Food, Art supplies		89.24	
				BT SEED 25	Art supplies, games		457.13	
				Copier	Paper		48.99	
				Supplies	Other		811.19	
				Equip	Furniture handware		26.28	
				Equip	Software		60.21	
				Lib Prog	Summer Reading		25.97	
				Materials	Adult Materials		293.52	
				Materials	Children's Materials		217.85	
				Augustine 25	Children's Materials		4.13	
				BT SEED 25	Children's Materials		69.59	
				Materials	Library of Things		29.49	
				Materials	Media DVD		98.76	
				Marketing	Mail Chimp		13.00	
				Bldg Costs	Basement lights		537.94	
8/23/2026	4568	August		Bookkeeping	Georgia Georgalos			160.00
9/13/2026	4569	...67112,...81023		Ingram		Adult Books		653.28
9/13/2026	4570	8312601	BT SEED	Jeremiah Jones				228.00
9/13/2026	4571	509360785		Hoopla		E-materials		210.17
9/13/2026	4572	2270714		Center Point Large Print				103.08
9/13/2026	4573	7848414		Demco		Book processing		156.93
9/13/2026	4574			OverDrive		see below		499.15
9/13/2026		26297461				E-materials	8.67	
		26294619				E-materials	18.49	
		26290823				E-materials	391.24	
9/13/2026		26307965				E-materials	80.75	
9/13/2026	4575			Cheyenne Wagner		basement furniture		60.00
9/13/2026	4576			Cheyenne Wagner		Mileage		34.80
9/13/2026	4577		Barrett-25	Cheyenne Wagner		2 Banneers-basement		38.39
9/13/2026	4578		Barrett-25	Cheyenne Wagner		Mileage		26.82
9/13/2026	4579	89		Curt Anthon		TaiChi & Gentle Yoga		200.00
9/13/2026	4580	August		Alex Bass		Children's Prog D&D		90.00
VOIDED		acct ...46372		Demco		Book processing		106.93
9/20/2026	4581			Cheyenne Wagner		Foam Board		12.50
		The above invoices were approved for payment at the 9/15/2026 BoT Meeting.						
		New invoices start below.						
9/20/2026	4582	...7900		Bank of Millbrook CC		see below		4,049.83
			Barrett-25	Adult program, computer handware, trackfone			1,985.88	

				minutes, school items, KC art supplies, hospitality				
				supplies, furniture,KC supplies, paint & painting				
				supplies, basement furniture, tool, cups,				
				paper goods				
			Legit	Baking supplies, food, utensils			311.07	
			SEED	KC supplies			992.46	
				Software (Adobe,Zoom)			60.21	
				Mailchimp			13.00	
				Adult materials, children's materials, Media DVD,CD			504.17	
				copier, other			183.04	
9/24/2026	4583			Georgia Georgalos		Sept Bookkeeping		160.00
	4584			Voided-misprint				
9/28/2026	4585			Ingram		see below		540.24
		various				Adult materials	241.10	
		various				Children's materials	299.14	
10/16/2026	4586			Jasper Pappas		Trash - mats		700.00
10/17/2026	4587		Barrett 25	Alex Bass		Children's program		120.00
10/17/2026	4588		Barrett 25	OverDrive		Digital		404.05
10/17/2026	4589		Barrett 25	Kanopy		E Materials		31.00
10/17/2026	4590		Barrett 25	Hoopla		E Materials		166.46
10/17/2026	4591			Overdrive		Digital-see below		106.58
			26337145, 6336067, 335307, 329983					
10/17/2026	4592		Barrett 25	Mid-Hudson Michele Capozzella		Luncheon		30.00
10/17/2026	4593	99825972	Barrett 25	Ingram		see below		576.83
						Adult materials	350.53	
						Children's books	226.30	
10/17/2026	4594		Barrett 25	Mid-Hudson		Movie licenses		380.00
10/17/2026	4595			Renaissance		Web hosting		129.95
		…7900		Bank of Millbrook CC		see below		2,133.76
			Friends			Summer Rdg	25.00	
			Friends			Microwave	119.53	
			Barrett 26			various	687.37	
			Barrett 26			KC supplies	958.50	
			Barrett 25			KC supplies	69.59	
			Augustine 26			DVDs	31.48	
			Software			Adobe, Zoom, etc.	159.21	
			Marketing…			Mailchimp	13.00	
			Materials			Books, etc.	70.08	
				Alex Bass		Children's program		120.00
			88, 90	Curt Anthon		TaiChi & Gentle Yoga		450.00
			1793, 1864	Renaissance		Web hosting		259.90
			2276322	Center Point Large Print		Adult materials		105.48
				OverDrive		Digital-see below		76.65
			335307, 336067, 337145,345847					
			AR000091	Mid Hudson Lib System		Assessment		973.93
				Dee Ann Campbell		mileage		40.60
				Dee Ann Campbell		Split see below		28.37
						Toys	4.13	
						Toys & food	24.24	
				Theodore Mallozzi		Stamps		82.00
							Total New Invoices	11,665.63
							Total: Payroll, Auto Pay, and New Invoices	27,275.51
Subject to change. Final report is approved at BoT meetings.							**Cap Bot #**	261020 FA

Accounts 3rd QTR 2026	July	August	September	Q3	Q3 YTD
M. Mkt Stiss 19					
Operating - Funds available					
Beginning Balance	167,647.57	141,714.40	125,770.86	**167,647.57**	**33,185.32**
Plus Deposits/Trans				-	**242,238.86**
Plus Interest	66.83	56.46	47.86	**171.15**	**394.54**
Less Transfers to Stiss 89	(10,000.00)		(4,000.00)	**(14,000.00)**	**(26,000.00)**
Less Transfers to Stiss 79	(16,000.00)	(16,000.00)	(16,000.00)	**(48,000.00)**	**(144,000.00)**
Ending Balance	141,714.40	125,770.86	105,818.72	**105,818.72**	**105,818.72**
Chg. Acct Stiss 89					
Operating - Checking					
Beginning Balance	5,337.46	4,256.22	6,340.44	**5,337.46**	**26,357.88**
Plus Deposits	1,764.98	3,452.17	778.03	**5,995.18**	**280,972.49**
Plus Transfers from Stiss 19,58,84	13,478.32	2,447.22	8,486.86	**24,412.40**	**60,465.81**
Less Checks/Debits/Auto pay	(16,324.54)	(3,815.17)	(7,063.19)	**(27,202.90)**	**(359,254.04)**
Ending Balance	4,256.22	6,340.44	8,542.14	**8,542.14**	**8,542.14**
Payroll Acct Stiss 79					-
Operating - Payroll: Ulster Financial					
Beginning Balance	2,338.53	2,692.50	3,267.67	**2,338.53**	**1,029.24**
Plus Transfers from Stiss 19	16,000.00	16,000.00	16,000.00	**48,000.00**	**144,000.00**
Less Debits	(15,646.03)	(15,424.83)	(15,609.88)	**(46,680.74)**	**(141,371.45)**
Ending Balance	2,692.50	3,267.67	3,657.79	**3,657.79**	**3,657.79**
Res MM Stiss 58					
Contigency - Emergency					
Beginning Balance	157,141.53	154,855.21	152,469.25	**157,141.53**	**139,293.66**
Plus Deposits/Trans	1,121.07			**1,121.07**	**42,664.07**
Plus Interest	70.93	61.26	62.38	**194.57**	**552.85**
Less Transfers	(3,478.32)	(2,447.22)	(4,486.86)	**(10,412.40)**	**(34,465.81)**
Ending Balance	154,855.21	152,469.25	148,044.77	**148,044.77**	**148,044.77**
Res Stiss Lodge 84					
Capital- Bldg modif, equip, fixtures					
Beginning Balance	34,866.07	34,872.37	34,877.91	**34,866.07**	**34,831.51**
Plus Deposits/Trans				-	-
Plus Interest	6.30	5.54	5.74	**17.58**	**52.14**
Less Transfers				-	-
Ending Balance	34,872.37	34,877.91	34,883.65	**34,883.65**	**34,883.65**

Summary			
Operating Funds			
Money Mkt 19	141,714.40	125,770.86	105,818.72
Checking Acct 89	4,256.22	6,340.44	8,542.14
Payroll Acct.79	2,692.50	3,267.67	3,657.79
Total Operating Funds	148,663.12	135,378.97	118,018.65
3 Month Reserve	25,000.00	25,000.00	25,000.00
Unemployment Fund	20,000.00	20,000.00	20,000.00
Bldg Maint/Repairs Fund	6,000.00	6,000.00	6,000.00
Operating Funds Avail	97,663.12	84,378.97	67,018.65
Reserved Funds			
MM Stiss 58	154,855.21	152,469.25	148,044.77
Stiss Lodge 84	34,872.37	34,877.91	34,883.65
Capital Reserve Fund	34,872.37	34,877.91	34,883.65
Stiss Lodge 84 Avail	0.00	0.00	0.00
Total Reserved Funds	189,727.58	187,347.16	182,928.42
Reserved Funds Avail	154,855.21	152,469.25	148,044.77
Net Worth	**$338,390.70**	**$322,726.13**	**$300,947.07**
Designated Funds	$85,872.37	$85,877.91	$85,883.65
Total Available Funds	$252,518.33	$ 236,848.22	$ 215,063.42

Notes:
From 58 to 89

BT Legit	$ 57.87
Barrett 25	$ 89.24
BT SEED	$ 457.13
Perkins	$ 300.00
BT Legit	$ 311.07
Barrett 25	$ 26.82
Barrett 25	$ 38.39
BT SEED	$ 228.00
BT SEED	$ 992.46
Barrett 25	$1,985.88
Total	$4486.86

Revenue 3rd QTR 2026	July	August	September	Q3	YTD	2026 Bud	% of Bud
Donations, Fund Rais	1,210.39	151.82	39.27	1,401.48	10,196.61	5,000.00	203.93%
BoT Fundraising				0.00	3,486.82		
Donations, Corporate	166.00			166.00	710.00		
Donations, Personal	1,044.39	151.82	39.27	1,235.48	5,999.79		
Equipment Use:Copier	449.17	387.35	124.88	961.40	2,165.57	2,000.00	108.28%
Fines:	18.00	11.00	37.13	66.13	132.61	0.00	
Funding:	87.42	2,902.00	576.75	3,566.17	268,427.70	223,500.00	120.10%
Friends		25.00		25.00	123.35		
Grants (on Rpt)		1,500.00		1,500.00	41,199.97		
Mid-Hudson		1,377.00		1,377.00	1,529.90	3,500.00	
Misc.	0.00						
Other	87.42		576.75	664.17	5,574.48		
Town of Pine Plains				0.00	220,000.00	220,000.00	
				0.00			
Reserves				0.00	0.00	23,500.00	
Total Revenue	1,764.98	3,452.17	778.03	5,995.18	280,922.49	254,000.00	110.60%

Notes:
Revenue, Funding, Other- Utica National Insurance-$576.75

September 2026 Pine Plains Free Library Expense Report

Expenses 3rd QTR 2026	July	August	September	Q3	Q3 YTD	2026 Bud	% of Bud
BoT Fund Raising EX	**0.00**	**0.00**	**0.00**	0.00	2,336.99	5,000.00	**46.74%**
Building Costs	**4,910.06**	**537.94**	**0.00**	5,448.00	6,391.82	5,500.00	**116.21%**
Insurance	4,910.06			4,910.06	4,910.06		
Repairs/Maint/Tech		537.94		537.94	1,481.76		
Equipment Costs	**360.96**	**86.49**	**120.21**	567.66	2,880.09	2,500.00	**115.20%**
Computer Hardware				0.00	530.76		
Computer Software	224.01	60.21	60.21	344.43	945.56		
Copier/Fax				0.00	0.00		
Furniture	136.95	26.28	60.00	223.23	928.22		
Other				0.00	475.55		
Grant Expenditures	**2,447.22**	**604.24**	**3,555.80**	6,607.26	27,050.91	5,000.00	**541.02%**
Insurance	**1,057.71**	**-60.39**	**-59.83**	937.49	1,515.37	1,630.00	**92.97%**
Disab/Wrk Comp	933.81			933.81	1,557.03		
FLNYS	123.90	-60.39	-59.83	3.68	-41.66		
Health Ins. Lib. Part				0.00	0.00		
Library Programing	**878.57**	**175.97**	**290.00**	1,344.54	4,816.94	12,000.00	**40.14%**
Adult Programs	275.00		200.00	475.00	1,856.29		
Children's Programs	120.00	150.00	90.00	360.00	1,229.88		
Summer Reading	483.57	25.97		509.54	1,730.77		
Marketing/Commun	**105.00**	**13.00**	**13.00**	131.00	209.00	2,250.00	**9.29%**
Materials	**2,960.08**	**1,327.35**	**2,510.09**	6,797.52	16,308.21	20,000.00	**81.54%**
Adult Books	733.19	396.60	1,195.80	2,325.59	3,542.39		
Children's Books	135.62	365.04	485.89	986.55	3,289.10		
Digital, E-Materials	2,027.27	437.46	709.32	3,174.05	8,393.72		
Lib of Things		29.49		29.49	62.63		
Media (DVD/CD)		98.76	119.08	217.84	737.37		
Periodicals	64.00			64.00	283.00		
Miscellaneous	**0.00**	**0.00**		0.00	500.00	100.00	**500.00%**
Payroll Expenses	**16,020.49**	**15,498.72**	**15,626.66**	47,145.87	141,601.70	186,420.00	**75.96%**
FICA -Lib part	1,085.95	1,069.42	1,059.42	3,214.79	9,628.83	12,517.00	**76.93%**
Gross Salaries	10,468.50	10,468.50	10,468.50	31,405.50	94,216.50	98,480.00	
Ind. Contractors	160.00	160.00	160.00	480.00	1,440.00	1,800.00	
Library Hourly Wages	3,727.00	3,510.32	3,380.20	10,617.52	31,650.33	57,980.00	
Professional Fees	579.04	290.48	558.54	1,428.06	4,666.04	4,500.00	
Postage	**0.00**	**0.00**		0.00	213.35	400.00	**53.34%**
Staff Development	**81.78**	**0.00**	**61.62**	143.40	972.32	1,500.00	**64.82%**
Memberships	0.00	0.00	0.00	0.00	340.00		
Travel/Training	81.78	0.00	61.62	143.40	632.32		
Supplies	**726.88**	**860.18**	**352.47**	1,939.53	4,606.74	3,500.00	**131.62%**
Copier Supplies	112.48	48.99	155.97	317.44	1,149.72	2,000.00	
Other Supplies	614.40	811.19	196.50	1,622.09	3,457.02	2,000.00	
Utilities & Services	**1,300.75**	**196.50**	**203.05**	1,700.30	6,269.32	8,200.00	**76.46%**
Mid-Hudson Fees	973.93			973.93	3,258.39	3,500.00	
Telephone	66.86	66.49	66.85	200.20	600.02	900.00	
Trash Removal	130.01	130.01	136.20	396.22	1,163.45	1,600.00	
Website, Internet	129.95			129.95	1,247.46	2,200.00	
Total Expenses:	30,849.50	19,240.00	22,673.07	72,762.57	215,672.76	254,000.00	**84.91%**

2026 07,08,09 Monthly	On Hand 8/31/26	Spent in Sept.	Spent in Sept.	Spent in Sept.	Spent in Sept.	On Hand 9/30/26
Urban Forest	0.00					0.00
BT Legit	400.95			311.07	311.07	89.88
Barrett 24	0.00					0.00
Barrett 25	3,376.33	38.39		1,985.88	2,024.27	1,352.06
Friends Art	0.00					0.00
BT Class 25	0.00					0.00
Augustine 25	4.13					4.13
American Library Assoc	0.00					0.00
Friends Collection	0.00					0.00
Friends Hospitality	0.00					0.00
Hover	0.00					0.00
BT SEED 25	1,290.05	228.00		992.46	1,220.46	69.59
Barrett 26	6,111.11					6,111.11
Lions Large Print 26	172.91					172.91
Stewart's 26	0.00					0.00
Friends Summer Reading	0.00					0.00
Friends Hospitality 26	1,000.00					1,000.00
Goldman Sachs 26	20,000.00					20,000.00
Augustine 26	~~1,500.00~~					1,500.00
	0.00					0.00
Totals	32,355.48				3,555.80	28,799.68
Received Additional Grant Funding	1,500.00					
Total on hand	33,855.48					
Perkins	40,324.00	300			300	40,024.00
Drop in Reimbursement						
Development Reimbursement						

October 20, 2026 BoT Meeting Director's Report

Programs

Kids Club: We had our first Art Day Bus Day walking group (17 kids) from Seymour Smith on October 14 and it went very smoothly after some last-minute process changes by the school. We had 31 attend!

If the police assistance becomes difficult, we may be able to hire someone who is flag certified to do this for us in the future. We are checking on that.

Grants:

- **Youth Development Program Grant**: Have not received any money yet.

Trustee Education: Ongoing

Assistant Director's Comments

Cataloging and Collection:

- **114** physical items added to the catalog, **29** unique to us

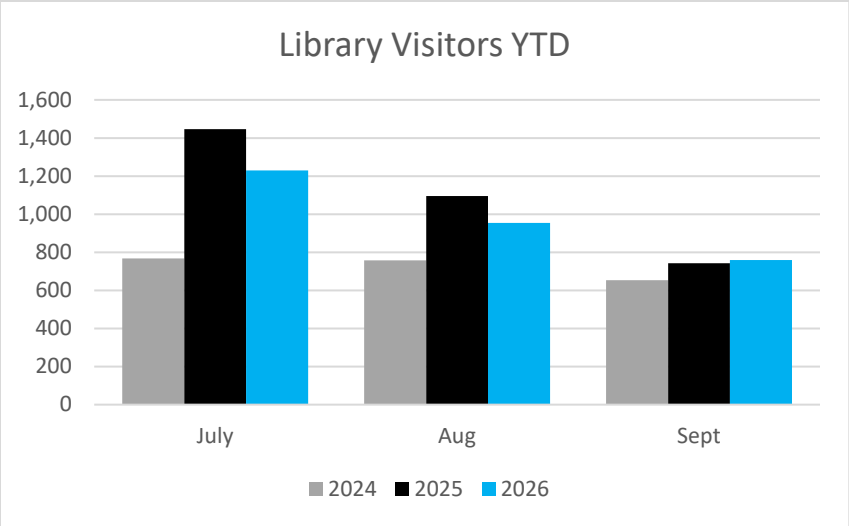
General:

- Content filtering added to network. $99/year
- Strategic Plan: meeting was successful; next draft in the works

Policy Review:

- **Existing:** Confidentiality
- **New:** N/A

September Library Visits



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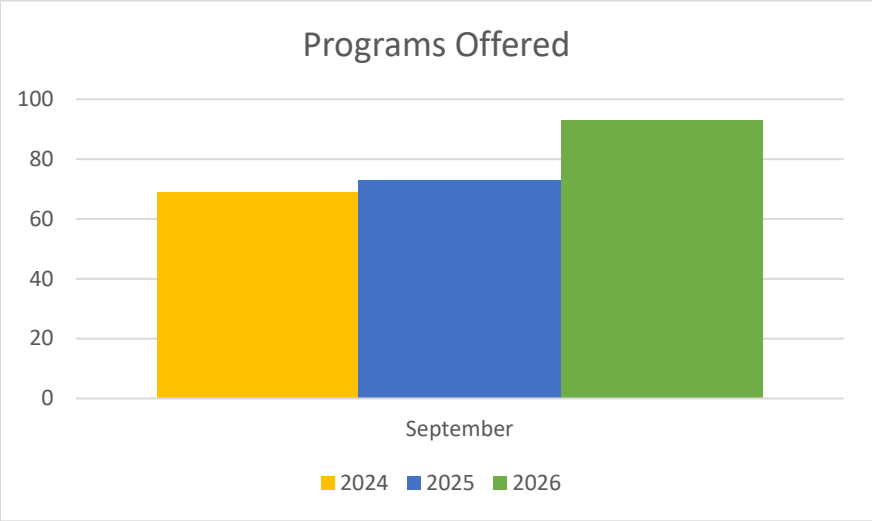
Programs Offered



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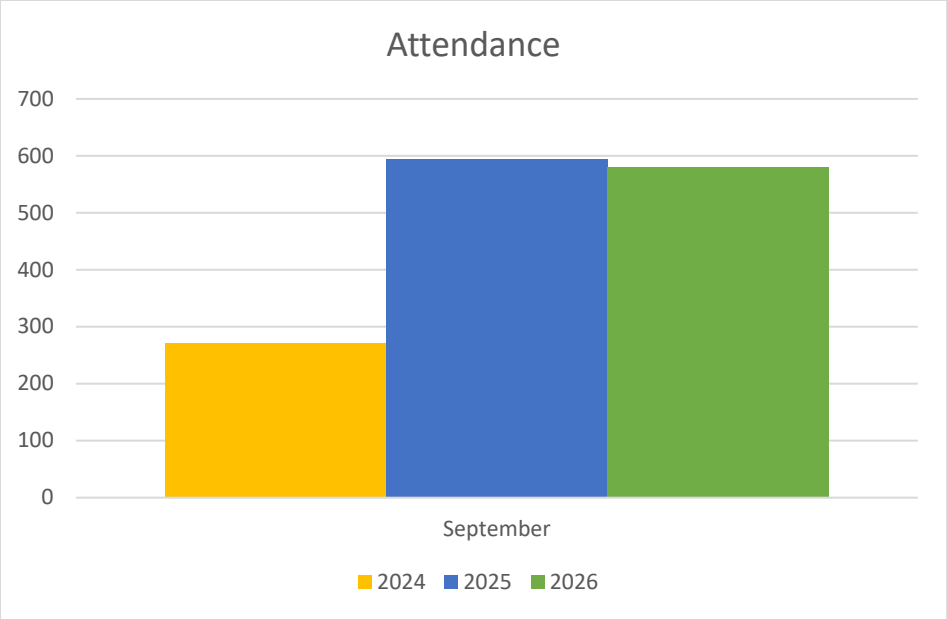

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At a Glance

PROGRAM AGE GROUPS	Online	Onsite	Offsite	Recorded	TOTAL PROGRAMS	ATTENDANCE
Children 0-5	0	8	0	0	8	16
Children 6-11	0	11	0	0	11	116
Teen	0	10	0	0	10	37
Adult	4	34	0	0	38	174
Family	1	14	0	0	15	227
One-on-One	0	11	0	0	11	11
Recorded	0	0	0	0	0	0
Total:	**5**	**88**	**0**	**0**	**93**	**581**

Program	#	Attendance
Strength and Balance w/Alysia	3	23
Tech Time w/Alex	1	1
Monday Kids Club	3	15
Monday English Group Class	3	6
Tai Chi w/Curt	5	55
Yoga w/Curt	5	27
Teen Dungeons and Dragons	4	15
Tuesday Kids Club	3	25
Wednesday Storytime	4	16
Wednesday English Class	2	2
Wednesday Kids Club	3	57

Pine Plains Writers Group	4	30
NECC Resource Clinic	3	1
Thursday Kids Club	2	19
Dungeons and Dragons	4	22
Thursday English Class	4	4
FiberNauts	4	0
Yoga w/Chrissy	4	8
Strength and Balance	3	9
Tech Time w/Annie	8	8
Game Night	4	26
Saturday Storytime	4	0
Cookbook Club	1	3
Fiction Book Club	1	3
Library Calendar	1	10
Scavenger Hunts	1	135
Spice Library	1	0
MED Project Envelopes	1	1
Wild America	1	40
Teen Book Club	1	0
Romance Book Club	1	4
Library Card Sign Up Day	1	2
Tomatoes w/Community Garden	1	12
Library Card Sign Up Month Visitors	1	2
Teen Workshop	1	0
Totals	**93**	**581**

Pine Plains Card Holders

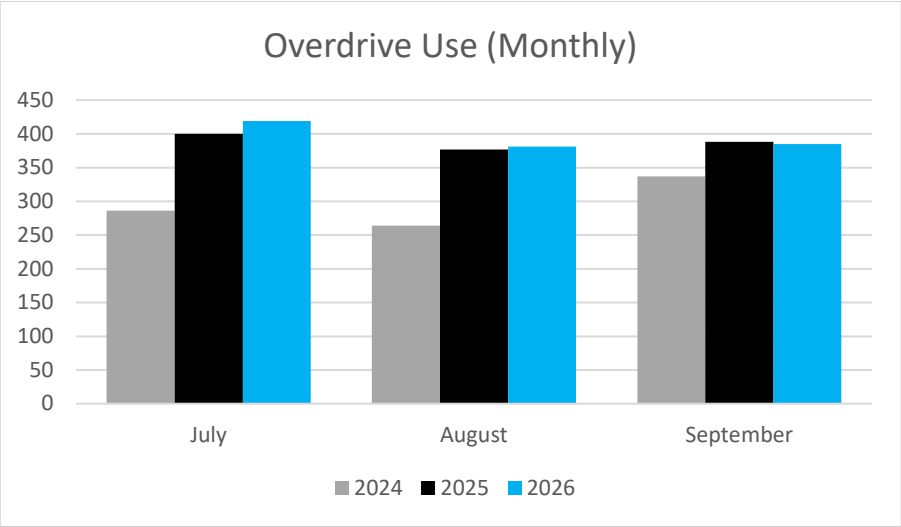
	2024	2025	2026
January	1,397	1,485	1,283
February	1,406	1,498	1,288
March	1,429	1,504	1,192
April	1,408	1,538	1,321
May	1,416	1,528	1,292
June		1,531	1,302
July	1,444	1,544	1,307
August	1,501	1,552	1,317
Sept	1517	1561	1310

-16%

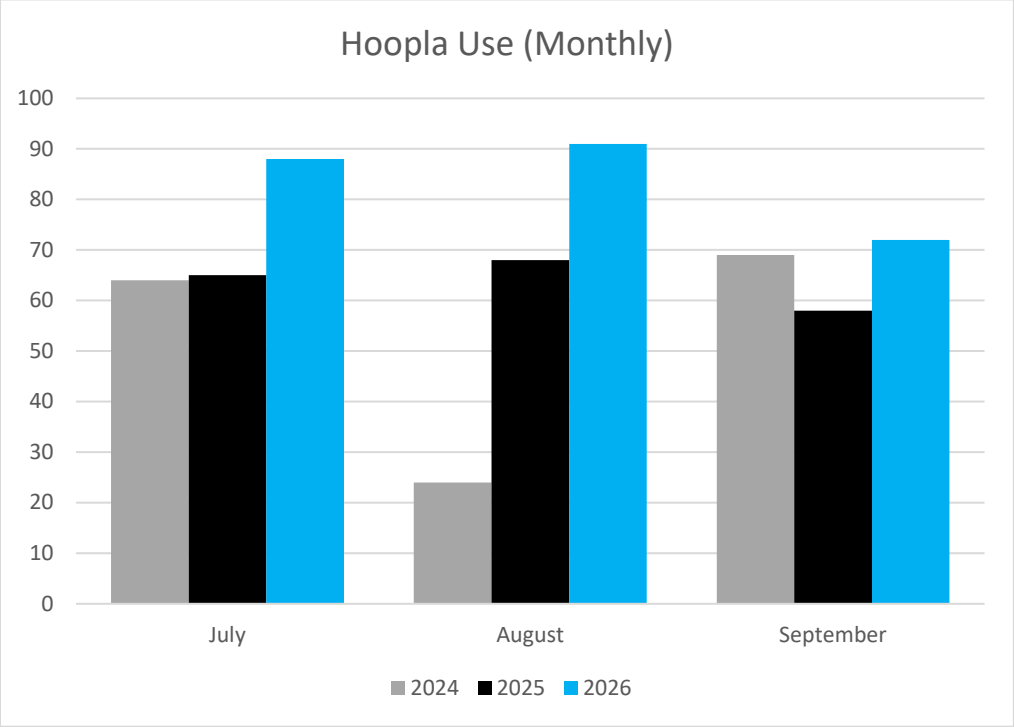
Sierra Circulation (physical material checkouts)

	2024	2025	2026	% change
January	934	867	1,037	20%
February	919	789	889	13%
March	938	948	858	-9%
April	928	1,017	814	-20%
May	873	999	797	-20%
June	895	994	908	-9%
July	1,190	1,593	1,352	-15%
August	1,137	1,263	1,142	-10%
Sept	938	1048	947	-10%

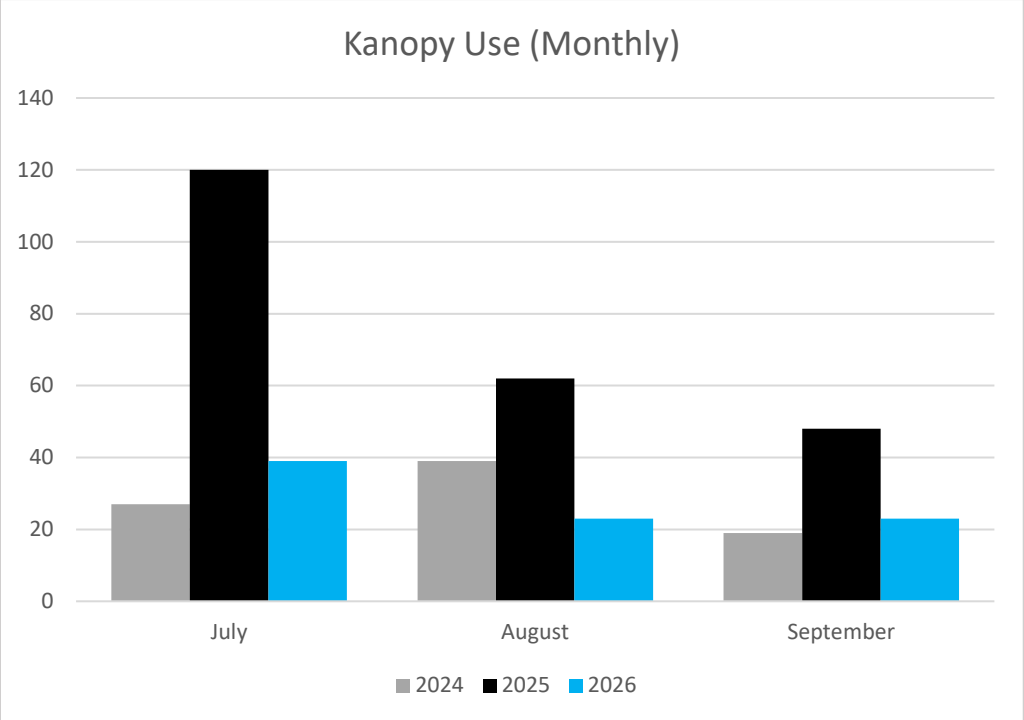
Overdrive



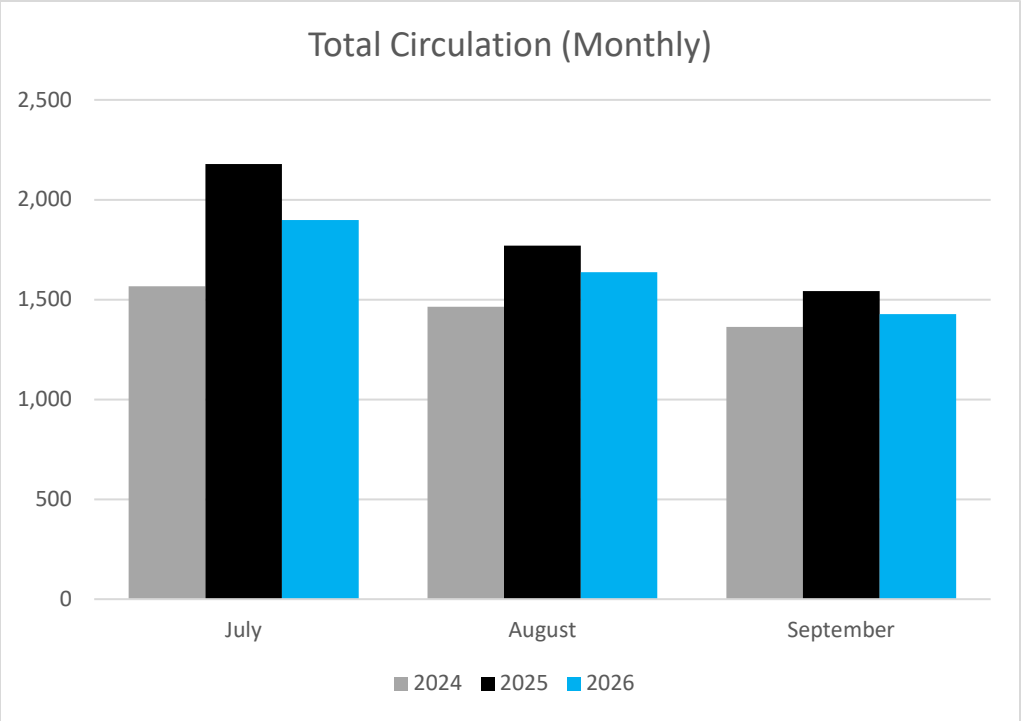
Hoopla



Kanopy



Total Circulation



-7%

Socials & Wi-Fi

	Jan	Feb	March	April	May	June	July	Aug	Sept
Facebook follows	938	943	943	946	950	953	967	975	981
Instagram	913	917	913	911	915	918	928	936	941
Website visitors	985	940	1.3K	890	538	421	510	431	435
Newsletter	387	344	349	351	350	351	356	360	360
Wifi		208	159	178	95	465	212	532	359

Facilities Report

DPlan

Disaster Preparedness Plan one-year subscription we received for free through Mid-Hudson.
I completed the worksheets and it generated a list of action items, which we are working through. This will take a few months to establish procedures and conduct training. We will probably have to purchase a newer phone system as we cannot check messages remotely with our current phones.

Printer
We can get the less expensive option if we use the old HP for Program printing. I am requesting an updated quote from the company.

Computers
We are still struggling with Deep Freeze issues but Rich is trying to solve the problem. Our current computers are using a copy of the old Dell operating system and he thinks a clean install of a newer version of Windows would solve the problem.

Security Cameras
Rich has found us two more cameras to add to the basement and to the Adult Fiction area. to our current setup

Basement:

Basement: $511 for lights.
Paint and supplies $375.26

Hauling service: We have hired a local crew to clean out the mats on Friday 10/16. We have a budget of no more than $700. This includes labor and landfill fees.

Confidentiality Policy

The Board of Trustees of the Pine Plains Free Library (Board) has decided that in addition to New York State Civil Practice Law & Rules 4509, the Library shall abide by the American Library Association's Library Bill of Rights and standards set by the Mid-Hudson Library System.

The Library holds that all members of the public are entitled to unrestricted private use of the informational resources of the Library. It is the responsibility of the Library, both its staff and volunteers, to make every reasonable effort to see that information about the patrons and their library activities and choices remain confidential. This will allow people to make full and effective use of its recourses without being constrained by others potentially learning of their usage.

Therefore, the Board has endorsed the following guidelines concerning the disclosure of information about patrons of any age:

No information will be disclosed regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron);
- a patron's address, including P.O. box;
- a patron's telephone number, fax number, or e-mail address;
- a patron's borrowing record and its contents;
- the number or character of reference questions asked by a patron;
- the frequency or content of a patron's lawful visits to the Library; and/or
- the information supplied to a patron.

Information disclosed during any of the Library's Tech Help programs is also protected. Any volunteer or staff member offering assistance will not disclose or make use of any information provided by a patron, including but not limited to:

- a patron's email address(es);
- a patron's password(s);
- a patron's PIN(s) or other device login information;
- a patron's banking information, including credit and/or debit card information;
- a patron's search history or bookmarks; and/or
- the contents of any accounts, including email and social media.

Records may be disclosed in the following instances:

- when necessary for reasonable operation of the Library;
- upon written consent of the user; and/or
- pursuant to subpoena, upon court order or where otherwise required by law.

Adopted: November 13, 2007
Revised: _____

Confidentiality Policy Acknowledgment

I have read, understand, and agree to comply with the Confidentiality Policy of the Pine Plains Free Library. I understand that failure to comply may result in discipline, up to and including termination of employment for employees and permanent revocation of volunteer opportunities in the Library.

Name (Please print): _____

Signature: _____

Date: _____