

MLD Trustees Meeting - March 12, 2024 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE (* - Action Items)

Call to Order/Attendance

Adoption of agenda*

From New Business - NYLAF- Michael Marino

Minutes – February

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan-
- Policy/ By-Law- Next Meeting – March 21st, 6 PM
- Building and Grounds- No Report
- Budget- No Report

Old Business:

New Business:

- NYLAF- Beginning of meeting – no documents
- FOML MOU- Documents in Board Portal
- NYS Deferred Compensation Plan- Documents in Board Portal
- StoryWalk- Documents in Board Portal
- Worksite Agreement for Workforce Development – Documents in Board Portal
- Board Self Evaluation- documents sent for January meeting
- Budget Committee Appointments – No Documents

Policy review/ revisions:

- Emergency & Disaster Policy- Documents in Board Portal

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

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, February 13th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

- 1. PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones.

ABSENT: N/A

The meeting was called to order at 6:04pm

2. AGENDA

Motion made by John Buying to add “vacant seat of Pamela Mann” to New Business. No second, motion dies.

Motion to adopt agenda as amended made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying. Motion approved.

3. APPROVAL OF MINUTES- DECEMBER 2023, JANUARY 2024

Motion to modify December and January minutes made by Jennifer Holmes to remove list of members of the public. Seconded by Mark Tourtellott. All in favor, motion approved.

Motion to modify December minutes Item #3 to strike “in his opinion”. No second, motion dies.

Motion to modify January minutes to edit Item #4 to reflect “Motion to Adjourn made by John Buying, seconded by Patricia Andersen” made by John Buying, seconded by Mark Tourtellott. All in favor, motion approved.

Motion to approve December and January meeting minutes as amended made by Jennifer Holmes, seconded by Chelsea Roth. Nay vote by John Buying. Approved.

4. EXECUTIVE SESSION

Motion to enter Executive Session to discuss staff position made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion accepted. Entered into Executive Session at 6:16pm. Left Executive Session at 6:19pm.

Motion to appoint Juliana LaPiana from sub to open part time library clerk position made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion approved.

5. FINANCE REPORT

Finance Report presented by Jennifer Holmes. See attached.

Items of Note:

- We received tax levy check from the Town of Mamakating.
- Determination of amount of rollover money to be held at end of year to be discussed by Budget & Finance Committee.

Motion to approved January vouchers made by Pamela Rice, seconded by Mark Tourtellott.
Absention by John Buying. Motion carried, vouchers approved.

6. DIRECTORS REPORT

Director Cheryl Jones's comprehensive report was distributed. See attached.

Items of Note:

- Gathering information of EV chargers after meeting with a rep from a company that installs them. We will discuss with building committee in the future.
- We are beginning to gather quotes for possible state construction grants for sound proofing baffles & security system upgrades.

•January Programming:

Eric Sloane Lecture with D&H Canal Interpretive Center: 38 participants

Maternal Infant Services network Presentation: 9 participants

Studio Kids with Community Design Workshop: 20 participants

Program totals: 8 adult programs service 100 patrons

2023 Highlights:

288 programs with 2083 participants

2031 computer uses in 2023

216 volunteer hours by teenagers

•Friends of the Library

The first of the Friend's Book Fairy books have made their way out into the community- blessing local kids and teens with free books and giving out information about library cards and services.

The Friends have purchased 50 Slow Cooker Cookbooks for distribution to local families registered for the Community Church Food Pantry with the crockpots that the library has helped to collect.

The Friends are sponsoring the creation of a new video game collection. The games are being recommended by the teen advisory board and will be purchased with FOL funding and put into circulation at the library in March.

The Friends provided refreshments for the Tiny Art Show Reception on 2/10.

7. COMMITTEE REPORTS

Long Range Plan- No Report- to be rescheduled to 2/27 at 6pm

Policy/ByLaws- see Policy/Review Revisions

8. OLD BUSINESS – N/A

9. NEW BUSINESS

- Poet Laureate Voices of Recovery Project- documents attached. Motion to accept and approve installation of Poet Laureate Project 2024 project made by Pamela Rice, seconded by Pamela Mann. All in favor, motion approved.

- Generator Service Contract- documents attached. Motion to approve One Annual Service with Peak Power Systems made by Chelsea Roth, seconded by Mark Tourtellott. Nay vote by John Buying. Motion carried.

- Annual Report Approval. See attached. Motion to approve Annual Report as Amended made by Jennifer Holmes, seconded by Pamela Rice. Abstention by John Buying, motion approved.

- Board Self Evaluation- tabled to March meeting.

- Action for Independence Donation. Motion to approve \$200 donation to Action for Independence made by Pamela Mann, seconded by Jennifer Holmes. All in favor, motion carried.

•Trustee Board Officer Elections

President: Jennifer Holmes nominated Patricia Andersen to position of President

John Buying nominated Pamela Rice to position of President. Pam declined.

In favor: Chelsea Roth, Mark Tourtellott, Pamela Rice, Jennifer Holmes, Pamela Mann, Patricia Andersen

Opposed: John Buying.

Patricia Andersen elected to office of President

Vice-President:

Patricia Andersen nominated Chelsea Roth to office of Vice-President.
Nomination accepted by Chelsea Roth.

John Buying nominated Jennifer Holmes for Vice President. Declined by
Jennifer Holmes.

In favor of Chelsea Roth as Vice-President: Mark Tourtellott, Pamela
Rice, Jennifer Holmes, Patricia Andersen, Pamela Mann, Chelsea Roth

Opposed to Chelsea Roth as Vice-President: John Buying

Chelsea Roth elected to office of Vice-President

Treasurer: Pamela Mann nominated Jennifer Holmes for Treasurer. Jennifer Holmes
accepts nomination.

John Buying nominated himself.

In favor of Jennifer Holmes for Treasurer: Chelsea Roth, Mark Tourtellott,
Pamela Rice, Jennifer Holmes, Patricia Andersen, Pamela Mann

Opposed to Jennifer Holmes as Treasurer: John Buying

In favor of John Buying for Treasurer: John Buying

Jennifer Holmes elected to office of Treasurer

Secretary: Jennifer Holmes nominated Pamela Rice for secretary. Accepted by
Pamela Rice.

In favor: Chelsea Roth, Mark Tourtellott, Jennifer Holmes, Patricia
Andersen, Pamela Mann.

Opposed: John Buying

Pamela Rice elected to office of Secretary

10. POLICY REVIEW/ REVISIONS

•Programming Policy Changes- documents attached

Motion to accept Programming Policy changes made by Chelsea Roth, seconded by Mark Tourtellott. Absention by John Buying. Motion carries.

•Staff Manual Changes- documents attached

Motion to accept gender changes as written and change font to meet accessibility requirements made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying

Motion to send Personnel Manual back to committee made by John Buying. No second, motion dies.

Motion to approve proposed changes with amendments to Holiday Schedule in Personnel Manual made by Jennifer Holmes, seconded by Mark Tourtellott. Nay by John Buying. Motion carries.

11. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person

Motion to adjourn made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying. Meeting adjourned at 8:06 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library
Board of Trustees Meeting
March 4th, 2024
Director's Report



Building & Grounds:

- Flame Sensors in furnaces were changed 2/24
- Light bulbs were replaced in fixtures in the entry way/display case
- We are beginning to gather quotes for possible state construction grants for sound proofing baffles & security system upgrades.
- A new item has been added to D&H Canal exhibit in the program room. It was donated by Kerron Barnes and is a full timeline of events related to the canal.
- A date has been set for the Poet Laureate Project plaque to be unveiled. April 27th @12pm
 - Sharon Nolle has ordered the plaque and we will work on installation when it arrives.

Closing & Service Interruptions:

- Snow Day 2/13
- 2/19 Library Closed for Presidents Day
- Generator has run for 12.4 hour total as of 3/5

Programming:

Community Partnership Programs:

- Narcan Training w/ Catholic Charities: 4 Participants
- Studio Kids with Community Design Workshop: Cancelled

Stand-alone programs

- Watercolor Workshop: 12 Participants
- Tiny Art Show Reception: 20 Participants
- Cello Concert: 30 Participants
- Baseball & Black History Program: 5 Participants

Series programs

- Books & Tea Discussion (Iwona) – 8 Participants
- Keep It Short...Stories (KISS) Group (Patiana) -5 Participants
- Storytime in the Park (Jen Holmes) – 50 Participants (5 sessions)
- Culinary Club: 8 Participants
- Tech Support (Kate) –3 Participants
- Writers' Group (Alethea): 4 Participant
- Malcolm's Tech Time: 5 Participants
- Read to Mocha: Cancelled due to weather
- Teen Advisory Group: 5 Participants
- Patiana's Art Program: 6 Participants
- Magic/Pokemon: 17 Participants (3 Sessions)
- Classic Movie Discussion Group: 4 Participants

Program Totals:

- 11 Adult Programs serving 111 patrons



- 3 Patrons received dedicated Tech Help time
- 11 Youth Programs serving 110 patrons
- 3 Teen Volunteers completed 7 hours of volunteer services in February

IT/ILS & Technical Services:

- Computer Users: 116 uses
- Wi-Fi Users: 1930
- 3 staff computers were equipped with battery backups so we will not lose work or damage computers when power outages occur.
- RCLS Go, the new app replacing RCLS Gateway is operational and patrons are reporting positively about it thus far.
- We had a few printer issues this month but Toshiba sent a tech out to look at the issue and we had two faulty toner cartridges that were causing all the noise/print issues. The faulty cartridges were replaced by Toshiba and all seems to be well now.

Circulation/Registration:

Previous Month's Physical Circulation								
	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	1925
March	2414	2225	2093	1180	1929	2110	1734	
April	2331	2013	2064	--	1710	1751	1705	
May	2121	2161	2180	--	1644	1636	1667	
June	2539	2288	2292	233	1909	1836	1818	
July	3150	2640	2682	939	2225	2232	2628	
August	2941	2760	2742	948	1870	2195	2822	
September	2440	2015	2310	1224	1904	1597	2276	
October	2166	2273	2239	1323	1969	1404	2029	
November	2214	2309	1956	1496	2126	1492	1947	
December	1704	2000	1924	1600	1991	1362	1918	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	4120

Previous Month's New User Registrations								
	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	12
March	12	22	9	4	15	12	12	
April	28	23	18	2	8	21	11	
May	24	16	15	3	6	21	16	
June	24	30	28	0	12	16	30	
July	34	32	32	8	34	41	42	
August	28	22	31	12	28	35	48	
September	26	14	31	9	23	21	22	

October	28	16	21	8	10	19	62	
November	28	10	11	6	12	20	21	
December	28	11	8	7	10	12	8	
TOTAL	305	228	227	98	175	251	303	29

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	635
March	334	298	444	439	552	
April	293	475	338	448	564	
May	291	497	408	495	537	
June	344	409	362	559	448	
July	296	373	404	552	438	
August	284	311	474	578	522	
September	272	314	427	499	524	
October	236	323	367	510	582	
November	205	334	419	506	569	
December	209	320	405	546	537	
Total	3142	4188	4871	6018	6384	1293

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	
April	28	35	
May	20	36	
June	21	37	
July	31	39	
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	107

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	179
March	112	137	
April	98	127	
May	63	94	
June	60	127	
July	116	90	
August	124	116	
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	357

Director's Meetings & Trainings:

- 2/7 NYLA Advocacy Day
- 2/8 Bylaws & Policy Committee Meeting
- 2/9 SUPLA Meeting
- 2/14 RCLS Directors Association
- 2/14 PN Alarm System Upgrade Quote Meeting
- 2/14 Sullivan County Youth Book Festival Meeting

- 2/16 RCLS Performer Showcase
- 2/21 Sullivan County Youth Book Festival Meeting
- 2/26 Met with Contractor for quote on possible project
- 2/26 System Services Committee Meeting
- 2/27 Long Range Plan Meeting
- 2/29 Deferred Compensation Training/Meeting
- 2/29 Policy & Bylaws Committee

Staff Development & Outreach:

- All staff have completed RCLS Go training and are prepared for new app release
- All staff have completed their yearly harassment training via Niche Academy
- Donna is beginning training on Koha soon and will be our point person for the transition leading up to full adoption in June.
- Iwona went to RCLS 2/29 for a tour and presentation and met all of the staff. The purpose of these tours is for staff to get to know who works behind the scenes and how RCLS works with libraries to provide services. Director will be sending each staff member throughout the year.
- Giuliana has completed all of the introductory training and shadowed Jen for storytime. She also worked with Cheryl to learn how to plan/implement a storytime and it ready to begin leading them in March.
- Library Director will be going to Tiny Town in March to meeting with parents/children and provide library information.
- Library Director will be attending a Town of Mamakating Board meeting in March to provide library information and to talk about a potential permanent story walk on the canal trail (proposal attached).
- The Library, along with the Friends, collaborated with the Community Church & Food Pantry to collect over 70 crockpots for local families. Library information will be given to all of the families when they receive their crockpot packages.



Friends of the Library News:

- The Friends will again, be tabling at the Founder's Day Street Fair in July.
- No other news to report as the next FOL meeting is forthcoming.

Other News:

- February Patron Count: 986
- The Tiny Art Show was a big success with over 45 entries this year.
- Library Director will be appearing on a panel for a Sustainable Library Initiative webinar on March 7th
- Love Your Library Month Display created by Iwona & with participation by our wonderful patrons pictured below



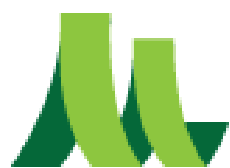
Upcoming Programs & Events:

- 3/3 Tech Topics with Malcom—Password Selection & Management
- Zen Schooling Every Monday 1-3pm
- 3/5 Teen Advisory Board
- 3/7 Art with Patiana (ages 7-12)
- 3/9 Canning & Preserving Class
- 3/11 Storytime in the Park is moving to Mondays!
- 3/12 Read to Mocha
- 3/15 KISS Short Story Book Club (zoom)
- 3/16 Studio Kids with Community Design Workshop
- 3/19 Books & Tea
- 3/19 Fearless Foodies Cookbook Club
- 3/21 Starting a Farm
- 3/23 Pokemon Tournament
- 3/29 Writers' Group
- Tech Help Every Saturday 10-1pm

Upcoming Trustee Trainings:

- 6:30pm April 11th: Budgeting

Respectfully submitted,
Cheryl Jones, Library Director
March 12th, 2024



MAMAKATING
LIBRARY

2023 | YEAR IN REVIEW



31,856

Digital & Physical
Items Checked Out



15,548

Library Visitors

The library averaged
over 50 visitors each day!



303

New Cardholders



2031

Computer
Uses

&

22,000+

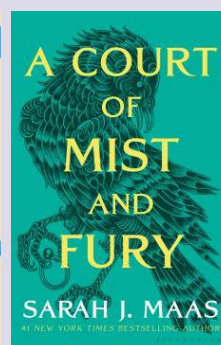
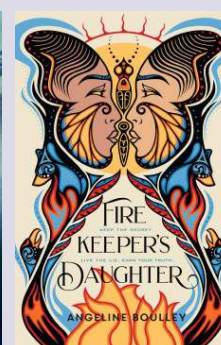
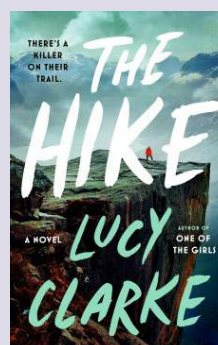
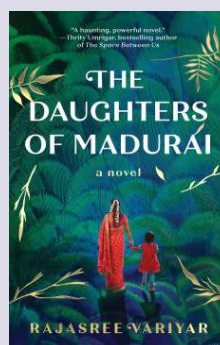
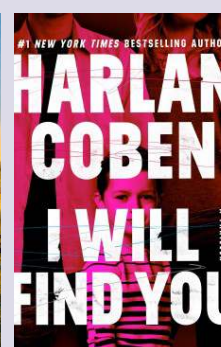
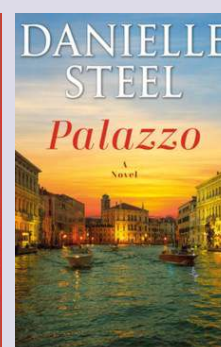
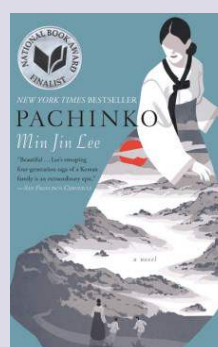
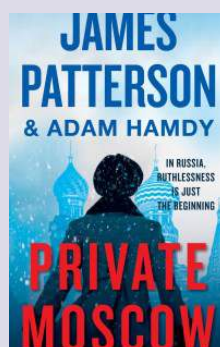
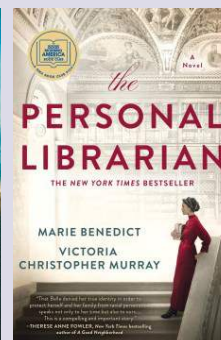
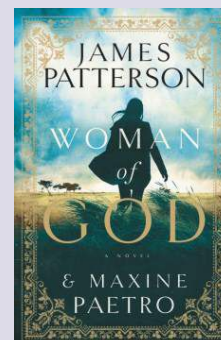
Wifi
Uses



39,346

Visits to our website

Top 10 Most Checked Out Books



Top Highlights

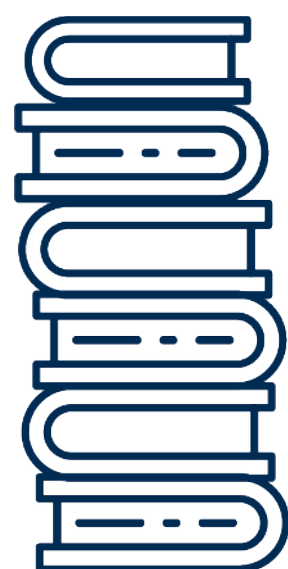
- ▶ 196 Kids & Teens Completed the Summer Reading Program
- ▶ 705% Return on Taxpayer Investment
- ▶ New Monthly Tech Topics Class
- ▶ 2 Successful Repair Cafe Events
- ▶ 200+ Teen Volunteer Hours logged
- ▶ New Online Catalog & App unveiled
- ▶ Partnered with 25+ community organizations & businesses

288

Program were held

3083

Patrons attended our events



25,394

Items added to our
collections

13,000+

Reference Questions
Answered by Staff

Thank you for being a crucial part of our journey this year! | mamakatinglibrary.org

Mamakating Library

2024 Budget vs. Actuals - February = 17%

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	372,000	372,000	100.00 %
Total A1049 REAL PROPERTY TAXES	372,000	372,000	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		100	
Total A2499 USE OF MONEY & PROPERTY		100	
A2649 FINES & FORFEITURES			
A4050 Fines income	53		
Total A2649 FINES & FORFEITURES	53		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	781		
Total A2799 MISCELLANEOUS LOCAL SOURCES	781	4,000	20.00 %
A3089.6 Restricted Grants & Donations	800		
A3099 STATE AID	2,487	3,340	74.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	77		
Total A4060 UNRESTRICTED DONATIONS	77		
Total Income	\$376,197	\$379,440	99.00 %
GROSS PROFIT	\$376,197	\$379,440	99.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	16,662	119,000	14.00 %
7410.12 Librarian	11,029	72,360	15.00 %
Total A7410.1 Library- Personal Services	28,164	193,400	15.00 %
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	103		
Total A7410.2 Library- Equipment	103	1,400	7.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	683	16,000	4.00 %
7410.405 Digital Media	898	10,300	9.00 %
Total 7410.41 Books	1,581	26,300	6.00 %
7410.42 Periodicals	356	500	71.00 %
7410.43 Audio/Visual		1,800	
7410.44 Accounting	402		
7410.47 Cleaning Service	1,315	7,810	17.00 %
7410.48 Elections		250	
7410.52 Memberships		450	
7410.53 Miscellaneous expense	20	600	3.00 %
7410.54 Professional Fees			

Mamakating Library

2024 Budget vs. Actuals - February = 17%

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
101 Accounting Fees		7,500	
102 Legal Fees		300	
Total 7410.54 Professional Fees		7,800	
7410.55 Postage and Delivery		450	
7410.56 Program	475	2,300	21.00 %
7410.565 Program Supplies	10	350	3.00 %
Total 7410.56 Program	485	2,650	18.00 %
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M			
7410.581 Repairs		8,140	
7410.582 Maintenance	1,003	2,500	40.00 %
7410.583 Landscaping	903	3,500	26.00 %
Total 7410.58 Building & Grounds R&M	1,906	14,140	13.00 %
7410.59 Office expense	224	3,200	7.00 %
7410.60 Telecom	318	4,600	7.00 %
7410.61 Utilities	1,438	9,250	16.00 %
7410.62 Technology	4,325	18,000	24.00 %
7410.85 RCLS Service Fee	1,891	2,200	86.00 %
7410.86 Meetings & Conference		400	
7410.87 Travel & Mileage		200	
Total A7410.4 Library- Contractual Expenses	14,261	126,800	11.00 %
Total A7999 CULTURE & RECREATION	42,528	321,600	13.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		15,500	
9010.80 Taxes	3,121		
Total A9010.7 Payroll Taxes	3,121	15,500	20.00 %
A9030.8 Insurance			
9030.81 Disability		1,215	
9030.82 Hospitalization	26	15,000	0.00 %
9030.83 Workers' Compensation	1,122	1,500	75.00 %
9030.84 Property Liability	3,773	3,700	102.00 %
9030.85 Directors and Officers		925	
Total A9030.8 Insurance	4,921	22,340	22.00 %
A9040.0 Pension Expense		15,000	
Total A9199 EMPLOYEE BENEFITS	8,042	52,840	15.00 %
Capital Reserve		5,000	
Total Expenses	\$50,570	\$379,440	13.00 %
NET OPERATING INCOME	\$325,627	\$0	0%
NET INCOME	\$325,627	\$0	0%

MAMAKATING LIBRARY
POLICY & BYLAWS COMMITTEE

Held on Thursday, February 29th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

PRESENT: Trustees Patricia Andersen, Pamela Mann, Pamela Rice, and Director Cheryl Jones

The meeting was called to order at 6:00pm

MEMBERS OF THE PUBLIC:

No members present.

POLICIES TO REVIEW/CREATE

1. Adoption of The State of New York Deferred Compensation Plan

Discussion regarding offering NYS Compensation Plan to staff. Resolution will be forwarded to the Board of Trustees for approval during March 2024 meeting.

2. Review new list of recommended policies from 2024 Trustee Handbook

Committee identified creation of Internal Board policies as current priority.

3. Resolution to adopt and adhere to the ALA Freedom to Read, Freedom to View, & Library Bill of Rights.

Statements will be forwarded to the Board of Trustees for approval during March meeting.

4. Update Emergency & Disaster Plan with generator information

Emergency and Disaster Plan, updated 2/29/24, will be forwarded to the Board of Trustees for approval at March meeting.

BYLAWS REVISIONS

1. Revised Article V: Duties of Officers through Article VII: Committees

NEXT MEETING DATE: Thursday, March 21st at 6pm

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library
Board of Trustees
Long Range Plan Committee
Meeting Date: 2/27/24 6pm-7pm
Meeting Minutes

Committee Members: Patricia Andersen (Board President), Chelsea Roth (Board Vice-President), John Buying (Trustee), & Cheryl Jones (Library Director)- *All Present*

Objective of the Committee: To evaluate progress on the Long Range Plan and Identify areas to work on (2022-2026) The Committee will begin work on a new LRP in 2026.

Action Items:

- 2024 Patron Survey: Committee will meet in May to develop survey.
- LRP Assessment
 - Discussion of Sections 1, 2 & 3
 - Section 1: Economic Soundness – Most actions have been met or are ongoing
 - Board will meet with NYLAF
 - Director has been in contact with Workforce Development
 - Recommend the Finance Committee develop a strategic plan
 - Section 2: Environment Sustainability
 - Thanks to the Sustainability Committee all goals have been completed
 - Governance, Staffing, Membership, Communication
 - Goals 1,2 &3- Most actions in these goals are ongoing or completed
 - Committee will meet in June to continue review of LRP

Memorandum of Understanding

Between Friends of Mamakating Library and Mamakating Library

The following will constitute an operating agreement between the Friends of the Mamakating Library (Friends) and the Mamakating Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the library administration.

The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library. The staff liaison to the Friends is an ex officio position, serving in an advisory capacity on projects that benefit the library.

The Library agrees to:

- Include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.
- Share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.
- Provide the Friends with staff support to assist them with outreach, mass mailings, meeting coordination, marketing, and Friends promotional materials.
- Provide public space for Friends membership brochures and promotional materials.
- Provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to:

- Include the library director or their designee as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.
- Use any and all monies raised exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the library director. Parties agree that money received by the Friends should be used to support the Library, and/or the Library system, and that those funds should supplement and not supplant public funding.
- Accept that library administration has final say in accepting or declining any and all gifts made to the library.
- Engage in advocacy efforts on behalf of the Library under the guidance of the library director and the Library's Board of Trustees.
- That if they cease to actively fundraise and promote the Library, the Friends Executive Board will resign and the group will disband, allowing for a new group to be established in the future.
- Donate any and all monies previously collected to the Library in the case of disbandment.
- Publically support the Library and its policies.

Cheryl Hampel, President, Friends of Mamakating Public Library

_____ Date _____

Patricia Andersen, President, Board of Trustees of Mamakating Public Library

_____ Date _____

Plan Highlights



Top reasons to participate in the plan:

- Easy and convenient way to save for retirement
- Income tax benefits
- Diverse selection of investment options
- Flexible distribution options
- Low administrative and investment costs
- Dedicated participant services

Easy and convenient way to save for retirement

Who can participate?

All state employees and employees of localities and school districts that participate in the State Plan are eligible to participate.

How do I contribute?

Contributions are deducted directly from your pay. The minimum contribution is 1% of compensation (but not less than \$10 per pay).

How much can I contribute?

- Regular contributions — \$23,000
- If age 50 or over — \$30,500
- Special Retirement Catch-Up — up to \$46,000

If your deferrals in previous years were less than the amount allowed by law, you may be eligible to make Special Retirement Catch-Up deferrals. Special Retirement Catch-Up cannot be used in the same year as Age 50 and Over Catch-Up.

Deferral changes may be made at any time, but under federal law, they will not be effective until the following month. There are no fees to change your deferral percentage.

Can I roll over money from previous plans and IRAs?

Yes, you can roll over money from a 457(b), 401(k), 403(b) or traditional IRA into your Plan account. Assets rolled over from a qualified plan or individual retirement account may be subject to a 10% tax penalty if withdrawn prior to age 59½.

Income tax benefits

Do regular pre-tax deferral contributions reduce my taxable income?

Yes, for federal and New York State income tax purposes but not for FICA.

Do I pay income taxes on any potential growth or income in the Plan?

Contributions and any investment earnings accumulate on a tax-deferred basis until withdrawn.

Do distributions receive any income tax benefits?

The first \$20,000 in periodic benefit payments you receive each year may be exempt from New York State income tax if you are a New York State resident and at least age 59½. This includes payments from other retirement plans but not your State pension.

There is no premature distribution income tax penalty on the Deferred Compensation Plan benefit payments regardless of age.

If I am also eligible to contribute to a 403(b), can I do both?

Yes. You can contribute the maximum amount to your Plan account and the maximum amount to your 403(b) plan at the same time.

May I make Roth contributions to the Plan?

Yes, Roth contributions are also available. You may make any combination of regular and Roth contributions up to the contribution limits mentioned above. Roth contributions are made after-tax and do not reduce your taxable income in the year of the deferral. However, qualifying distributions and growth would not be subject to income taxes when withdrawn.

Can I convert existing Plan balances to Roth?

Yes, but the Plan strongly suggests that you consult your tax advisor before doing so.



New York State
Deferred Compensation Plan

A 457(b) Plan for Your Future

Types of investment options offered through the Plan

Mutual funds are diversified portfolios of stocks, bonds and other investments chosen by a fund manager to achieve a stated objective. Each fund is assigned a five-letter ticker symbol that helps investors find information via financial websites and publications. In addition, each fund publishes a prospectus: a formal legal document filed with the SEC that provides details about its investment objective, fees, charges and expenses, and related information.

Collective investment trusts (CITs) are similar to mutual funds, offering many of the same diversification and management services as mutual funds but generally at a lower cost. Many CITs are designed specifically for retirement plan investors. Therefore, specific information about a CIT may be available solely through the Plan that offers it. Participants may request fact sheets about CITs offered through the Plan by calling the HELPLINE, or they may download them from nysdcp.com.

Custom funds are diversified investments created for the exclusive use of Plan participants. A custom fund may have several separate account investment management companies used together to create a fund for the Plan. Because of their custom nature, information about these funds is available only through the Plan. As with CITs, participants may request fact sheets about each of the Plan's custom funds from the HELPLINE or download them from nysdcp.com.

Three approaches to investing through the Plan

The Plan recognizes that everyone has an individual comfort level with investing. Therefore, we have created three approaches that are generally aligned with how comfortable or willing you are to manage how your retirement assets are invested through the Plan.



Do It For Me: An approach that uses target date CITs based on when you plan to retire or begin taking withdrawals



Do It Myself: An approach to personally design and monitor your asset allocation and investment options



Specialty Options: Options that represent special interests, such as environmental, social and governance factors or other specialty investment strategies

Investing involves market risk, including possible loss of principal. No investment strategy — including asset allocation, diversification and dollar cost averaging — can guarantee to make a profit or avoid loss. Actual results will vary depending on your investment and market experience.

Before you decide to direct investments under the Plan, carefully consider the fund's investment objectives, investment methods, risks, charges and expenses. This and other information is contained in the fund prospectus, which you should read carefully before investing. To get any prospectus, ask your Account Executive, call the HELPLINE at 1-800-422-8463 or access the website at nysdcp.com.

There is no prospectus for CITs and Custom Funds because these options are not mutual funds. You may obtain a fact sheet on each of these options from the HELPLINE or our website.

Flexible distribution options

When can I take distributions?

Distributions are available when you terminate service from your state or local government employer, if you are age 72 or over or if absent due to qualifying military service. Distributions are not required until you reach age 73 and may be delayed if still employed.

Are there other instances where I can take distributions while employed?

Yes, if you qualify for an unforeseeable emergency withdrawal, have a small inactive account, or if you have rolled over assets from a 401(k), 403(b) or an IRA. Distribution of assets rolled into the Plan continue to be subject to the distribution rules of the former plan, which could include a 10% early withdrawal penalty if they are received before age 59½.

How are they paid?

Benefit payments may be made in the form of a full withdrawal, partial withdrawals or periodic payments. Periodic payments may be received monthly, quarterly, semiannually or annually. You may change your payment option at any time.

Can I take a loan against my Plan account?

Yes. The Plan permits loans to participants who are currently employed by the state or a participating employer or who are on an approved leave of absence. The loan cannot exceed the lesser of 50% of your Plan account balance or \$50,000.

When must I take distributions?

Benefit payments must begin at age 73 or upon termination of employment from the employer that participates in the Plan, whichever is later, under the required minimum distribution (RMD) rules. Otherwise, you are welcome to keep your assets in the Plan.

Low administrative and investment costs

Administrative services are supported by an annual per-participant fee and an asset-based fee. The annualized asset-based fee is set by the Board each Plan Year and levied in two installments in April and October. The asset-based fee is determined based on estimated expenses and is levied on accounts with balances exceeding \$20,000 and is capped at account balances of \$200,000.

Dedicated participant services

Website and VRS — You have access to your account 24 hours a day, 7 days a week via nysdcp.com and the Voice Response System (VRS). On either system, you may check your account balance, change the investment of your future deferrals, exchange funds between the Plan's investment options, change your deferral rate and explore many online education resources.

Personal assistance — Personal assistance is available through the HELPLINE from 8 a.m. to 11 p.m. Monday through Friday and 9 a.m. to 6 p.m. Saturday (ET) at 1-800-422-8463. Local Account Executives are also located throughout the state for one-on-one meetings and workshops.

Please visit nysdcp.com or call 1-800-422-8463 to learn more. Neither the Administrative Service Agency nor any of its representatives offer legal, investment or tax advice. For such guidance, you should consult your own legal or tax advisor.

Account Executives are registered representatives of Nationwide Investment Services Corporation, member FINRA, Columbus, Ohio.

This material is not a recommendation to buy or sell a financial product or to adopt an investment strategy. Investors should discuss their specific situation with their financial professional.

Adoption of The State of New York Deferred Compensation Plan

WHEREAS, the **Mamakating Library** wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

WHEREAS, the **Mamakating Library** is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, the **Mamakating Library** has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the **Mamakating Library** by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

NOW, THEREFORE, it is hereby:

RESOLVED, that the **Mamakating Library** hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the **Mamakating Library** are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the _____ day of _____, _____, at a meeting of the _____.

I hereby certify that the **Mamakating Library** is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth by:

(Mamakating Library)

By:

Consent of The Deferred
Compensation Board of the
State of New York to
Local Public Employer's
Participation

By: _____

Addition to Staff Manual:

Add to Section E:

IV. New York State Deferred Compensation

All Employees are eligible, but not mandated, to participate in the NYS Deferred Compensation Plan 457 (b). NYS Deferred Compensation is a flexible, convenient way to save for retirement and offers pre- or post-tax investment options for staff. Contributions are determined by the staff member and can be changed at any time. Contributions are automatically deducted from your paycheck. Once enrolled, your account is available 24/7 online. Notify the library director if you are interested in participating in NYS Deferred Compensation.

Town Board Meeting: March 19th
Mamakating Library—Cheryl Jones (Library Director)
Contact: cjones@rcls.org 845-888-8010

Proposal to create a permanent story walk Installation on the Town-owned portion of the Canal Tow Path Trail beginning near the fire house.

Q. What is a StoryWalk?

A. The StoryWalk® concept was created by Anne Ferguson of Montpelier, VT and was developed with the help of Rachel Senechal, Kellogg-Hubbard Library. Typically, pages from a children's book are installed along a path. As you stroll along the path, you're directed to the next page in the story. Pages frequently are accompanied by activities or information, and can be changed out at regular intervals to keep families returning again and again. Below is an example of a permanent StoryWalk installation like the one we're seeking to install.

The recommendation is that the next StoryWalk panel always be visible from the one before and that the total length of the walk be about ½ mile (1/4 mile out and ¼ mile back). In general, children's picture books are 32 pages. A two page spread can be displayed on each post. We'd like to install 18 posts (16 for the book + 2 extra to display the bookcover/copyright info pages, and library/sponsorship information and to allow space for a slightly longer book occasionally.)



Q. Are there any copyright concerns with books being used for a StoryWalk?

A. In order to be within fair use, the books must be originals, not copies. The pages we use cannot be altered in any way. The pages cannot be scanned or reproduced without permission from the publisher. We can add supplementary information around the pages, but cannot alter them. Each StoryWalk requires two copies of the book to be purchased, and the Friends of the Mamakating Library, or other sponsoring organizations would purchase these copies.

Q. Are there any accessibility concerns to be aware of?

A. This portion of the trail is very well maintained and fairly flat, allowing for a large range of visitors, even those with mobility concerns, to traverse the trail without trouble. This is part of why this portion of the trail is so perfect for this project.

We would also like to incorporate a way for visually impaired visitors to engage with the StoryWalk in the future as well. Other libraries have used QR codes to take users to a recorded version of the story, or incorporated braille labels to translate the text —both of which we can explore in the future.

The posts would be installed, similarly to the photos above, at a level which is easily readable to children and to those with wheelchairs.

Sometimes the word “walk” can be stigmatizing for those who physically cannot walk – we will likely consider alternative names like Trail Tale or Story Trail in the marketing of this initiative in order to avoid inadvertently excluding anyone.

Q. Why should we have a StoryWalk in Mamakating?

A. Sullivan County consistently falls into the bottom quartile of healthiest counties in the state* and there are many agencies working to change that. This permanent StoryWalk would be the first of its kind in Sullivan County and would help to encourage families to get some exercise together, while also increasing child literacy and family bonding time.

This town has also proven time and again that they value literacy and their library, making this a perfect show of partnership between the library and the town.

The county also scores consistently low in education & economic opportunity*. This project will not only promote healthy family engagement, but also provide opportunity for literacy development in children, and will be a free and equitable activity that all families can access regardless of socio-economic status.

The StoryWalk would also allow us to create another marketing opportunity for large community events—for example, displaying a book depicting child life on the canal during the lead up to the D&H Canal Bi-Centennial.

*Statistics from: <https://www.usnews.com/news/healthiest-communities/new-york>

Q. Who would be responsible for the long-term maintenance of the StoryWalk?

A. The Friends of Mamakating Library and the Mamakating Library are ultimately responsible, but plan to partner with other local organizations like the Boy Scouts (for building/maintaining the structures), and others as sponsors for specific books.

Q. Does this tie into larger community goals & initiatives?

A. The Town of Mamakating has long held an interest in promoting its trail network to locals and visitors alike and this is another family-friendly way to encourage use and market the eco-tourism opportunities here.

WORKSITE AGREEMENT

THIS AGREEMENT, made the ____ day of _____, 20____, by and between the SULLIVAN COUNTY CENTER FOR WORKFORCE DEVELOPMENT, having its offices at 50 North Street, Monticello, New York 12701, hereinafter referred to as SCCWD, and

(Name and Address of Sponsor)

hereinafter designated the "sponsor."

WHEREAS, SCCWD through an MOU with the Sullivan County Department of Social Services is responsible for developing and identifying worksites to ensure that there are sufficient county agencies and not-for-profits and other available arrangements for customer participation in work experiences. The Sullivan County Department of Social Services is charged with receiving and administering federal Temporary Assistance for Needy Families (TANF) funds, state Safety Net Assistance funds and Supplemental Nutrition Assistance Program (SNAP) Employment and Training (SNAP E&T) funds to be used for work activities in accordance with State Social Services Law and its implementing regulations. TANF activities must be in accordance with the state plan filed with the U.S. Department of Health and Human Services under Title IV-A of the Social Security Act. The social services district may use federal and state funds for work activities as authorized under the TANF Program, the state-administered Safety Net Assistance Program, and the SNAP E&T program to provide for the establishment of work experience projects, including any work experience that is part of a community service program, for persons in receipt of TANF, Safety Net Assistance and/or SNAP benefits. Such projects may include the performance of work experience activities in the public sector or non-profit sector, including activities associated with refurbishing publicly assisted housing. Work experience projects also may include the operation of an activity of a governmental unit, a non-profit agency, or an institution, pursuant to an agreement with the social services district in accordance with state regulations; and

WHEREAS, the sponsor is a state or federal government institution, a municipality, a public agency, or a public or private nonprofit entity desiring to provide work experience activities for recipients of TANF, Safety Net Assistance, and/or SNAP benefits under an agreement complying with such provision of law and regulations.

NOW, THEREFORE, it is agreed as follows:

NYS Office of Temporary and Disability Assistance- TA and SNAP Employment Policy Manual
Appendix A- Page 3 Rev. 3/2022

- 1) The SCCWD shall assign to the sponsor recipients of TANF, Safety Net Assistance, and/or SNAP benefits (hereinafter called "participants") to whom the sponsor shall assign work experience activities in accordance with the provisions of this Agreement and applicable law and regulations.
- 2) Work experience activities shall be performed at the sponsor's office or at such other worksite locations as shall be mutually agreed upon between the SCCWD and the sponsor. The

WORKSITE AGREEMENT

work experience assignment, however, must serve a useful public purpose in fields such as health, social services, environmental protection, education, urban and rural development and re-development, welfare, recreation, operation of public facilities, public safety, or child day care.

3) The assignment of a participant to a work experience activity must not result in: a) the displacement of any currently employed employee or loss of job or position, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits, or result in the impairment of existing contracts for services or collective bargaining agreements; b) the assignment of a participant to a work experience activity when an employee is on layoff from the same or any equivalent position, or the employer has terminated the employment of any regular employee or otherwise has reduced its workforce with the effect of filling the resultant functional vacancy with such participant; c) any infringement of the promotional opportunities of the sponsor's employees; d) the performance, by such participant, of a substantial portion of the work ordinarily and actually performed by regular employees; or e) the loss of a bargaining unit position as a result of the work experience participant performing, in part or in whole, the work normally performed by the employee in such position.

4) Work experience assignments shall not be made at any worksite at which the regular employees are on a legal strike against the employer or are being subjected to a lock out by the employer.

5) No participant shall be assigned to a work experience activity that conflicts with their bona fide religious beliefs.

6) The SCCWD will advise the sponsor as to the number of mandatory hours for which each participant must participate in work experience activities each month. A participant may be assigned to work experience activities for a maximum number of hours calculated by dividing their public assistance grant and allotment of SNAP benefits, if applicable, by the state or federal minimum wage, whichever is higher. The limitation of the number of hours of work experience activities to which a participant may be assigned is only a calculation of allowable hours in work experience activity. In no event may a participant be required to work more than forty hours in any week.

7) The SCCWD will advise the sponsor as to any limitations a participant may have with regard to the nature of work experience activities in which they may participate; participants will be required to perform only those activities that are within their capabilities.

8) The sponsor will maintain and provide to the SCCWD time records with respect to each participant, and shall ensure that such time records are adequate to meet the needs of the SCCWD. Such time records will include the sponsor's name and address, the participant's name, the hours during which the participant participated in NYS Office of Temporary and Disability Assistance- TA and SNAP Employment Policy Manual Appendix A- Page 4 Rev. 3/2022 work experience activities, and the period covered by the report. The sponsor will notify the SCCWD if a participant refuses and/or fails to perform assigned work experience activities.

9) The sponsor warrants that it will not discriminate on the grounds of age, race, color, religion, sex, national origin, or mental or physical disability.

WORKSITE AGREEMENT

- 10) Participants shall not be required to travel an unreasonable distance from their homes (generally a round trip lasting more than two hours) or to remain away from their homes overnight for the purpose of participating in work experience activities.
- 11) The sponsor shall provide for each participant workers' compensation or equivalent protection for on-the-job injuries and tort claims protection on the same basis, although not necessarily at the same benefit level, as such protections are provided to the sponsor's employees in the same or similar positions.
- 12) The sponsor shall promptly notify the SCCWD of a participant's absence (whether for illness or otherwise), except when such absence is on a pre-planned basis approved by the SCCWD. Such notification shall include prompt telephone notice to the SCCWD followed by written confirmation if requested. Additionally, the sponsor shall report to the SCCWD any injury to or illness of any participant. The sponsor will be required to complete participant evaluations.
- 13) The sponsor shall provide adequate supervision to the participant. The sponsor will review the performance and attitude of all participants with a representative of the SCCWD at regular and mutually convenient intervals.
- 14) The sponsor will establish and maintain appropriate standards of health, safety, and other work conditions to ensure that participants are adequately protected against hazards or activities that may affect adversely their health or safety. Such standards shall meet or exceed those required by public employee safety and health standards as established in New York State Labor Law § 27-a.
- 15) The SCCWD will get approval from the SCDSS for cost of transportation, provide necessary allowance for child care and provide other supportive services as may be required by participants.
- 16) The sponsor shall provide any special clothing, specific tools or equipment that may be required for the participants to perform work experience activities.
- 17) Participants may be required to operate a motor vehicle in the course of executing work experience activities. If so, the sponsor shall provide the motor vehicle, and also shall provide adequate liability insurance for such motor vehicle which shall cover the participant who may be operating the vehicle. Only properly licensed participants may be assigned such work experience activities.
- 18) The sponsor may terminate the work experience activities of any participant, provided that the sponsor shall promptly furnish the SCCWD with a written evaluation of the participant's performance and the reason for the termination.
- 19) The sponsor may offer full-time paid employment to any participant, provided the sponsor furnishes to the SCCWD written notice of such offer and the participant's acceptance or rejection thereof, including details as to the job description, wages and date of employment.

WORKSITE AGREEMENT

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20) The sponsor agrees to indemnify and save harmless the State of New York and the County of Sullivan, their officers, employees and agents from and against all liability, loss or damage they may suffer as a result of any claims, demands, costs, judgments or damage to state or county property in the care, custody or control of the sponsor arising directly or indirectly out of this Agreement, including losses arising out of the negligent acts or omissions of the sponsor. The sponsor further agrees to provide defense for and defend any claims or causes of action of any kind or character directly or indirectly arising out of this Agreement at its sole expense and agrees to bear all other cost and expenses relating thereto. The foregoing provisions shall not be construed to cause the sponsor to indemnify the state and the County, their officers, agents or employees from its or their sole negligence. The sponsor affirms that it will comply in the performance of the Agreement with all applicable provisions of the Labor Law, Workers' Compensation Law, State Employment Insurance Law, State General Obligations Law, federal Social Security Law and any and all rules and regulations promulgated by the U.S. Department of Labor, the U.S. Department of Health and Human Services, the Commissioner of Labor of the State of New York, and any other applicable laws, rules and regulations.

21) This Agreement shall take effect as of _____, _____ and may be terminated at any time by either party upon thirty (30) days written notice by registered or certified mail, return receipt requested.

22) This agreement shall not be modified except by a further written agreement signed by both parties.

CORPORATE COMPLIANCE: Contractor warrants that all services provided pursuant to this agreement will conform and comply with all applicable provisions of governing laws, ordinances, rules and regulations. Contractor further warrants that it shall comply with all applicable laws and regulations in the performance of its duties and obligations hereunder. Contractor acknowledges receipt of the County Corporate Compliance Code of Conduct, Whistleblower's Policy and False Claims Act incorporated herein – (*ctrl + click to open the link*).

- a. Code of Conduct
<https://www.sullivanyny.us/sites/default/files/departments/Compliance/SullivanNYCodeofConduct.pdf>
- b. Whistleblower's Policy
<https://www.sullivanyny.us/sites/default/files/departments/Compliance/SullivanNYWhistleblowerPolicy.pdf>
- c. False Claims Act
<https://www.sullivanyny.us/sites/default/files/departments/Compliance/SullivanNYCorporateComplianceFalseClaimsAct.pdf>
- d. Sullivan County Corporate Compliance Training:
<https://www.youtube.com/watch?v=HULaU6l6qhM>

WORKSITE AGREEMENT

Contractor agrees to abide by the terms of the Corporate Compliance Plan and False Claims Act when delivering services under this Contract and shall ensure that each individual that provides such services under this contract is provided with a copy of, or given access to, the Corporate Compliance Plan and False Claims Act Policy.

Contractor assures the County that it has read the Code of Conduct, Whistleblower's Policy and False Claims Act and shall comply with all of the requirements contained therein. In addition, Contractor shall obtain and maintain in full force and effect during the term of this Agreement all licenses, permits, certificates and accreditations as may be required by law or regulation, if any. All actual and suspected reports of noncompliance shall go through the following reporting mechanisms.

To report a suspected issue of waste, fraud, or abuse:

- Call the toll-free, Confidential Compliance Hotline at 1-833-955-1559 (Available 24/7/365).
- Submit a written report to either of the following officials:

Michelle Huck, Assistant County Manager &
Corporate Compliance Officer
100 North Street
Monticello, NY 12701
(845) 807-0450
Michelle.Huck@sullivanny.us

Julie Diescher, Commissioner of Human Resources
100 North Street
Monticello, NY 12701 (845) 807-0485
Julie.Diescher@sullivanny.us

Individuals who submit a compliance report will be contacted within two business days. The County will thoroughly and thoughtfully investigate in a timely and appropriate manner compliance issues. Prompt response and corrective action for the detected problem as appropriate are expected.

The County will not employ methods to identify anonymous reporters and will protect the identity of the reporter to the extent allowed by law.

Written reports should include information to enable the appropriate County official to contact the source of the report for additional information and provide a brief statement outlining their concerns, which may be of assistance in investigating any incident reported.

EXCLUSION SCREENING: Sullivan County is committed to maintaining high quality care and service as well as integrity in its financial and business operations. Therefore, the County will conduct appropriate screening of providers, employees, independent contractors, vendors, and agents to ensure and verify that they have not been sanctioned/excluded by Federal or State law enforcement and /or regulatory or licensing contractors.

WORKSITE AGREEMENT

Sullivan County will also verify that entities and businesses that provide and/or perform services for the County have not been the subject of adverse governmental actions and/or excluded from the Federal healthcare programs.

If this contract is funded through the New York State Medicaid program, the following applies:

The Contractor represents that:

- (1) The United States Secretary of Health and Human Services has not excluded the contractor from participation in a federal healthcare program (including the Medicaid program) under 42 U.S.C. §§1320c-5;
- (2) The Secretary of Health and Human Services has not directed the New York State Department of Health or any other New York State government agency to exclude the contractor or its employees from participation in a federal healthcare program (including the Medicaid program) under 42 U.S.C. §§1320a-7(d) or 1320a-7a(a);
- (3) The New York State Medicaid Inspector General has not excluded the contractor from participation in the New York Medicaid program under 18 NYCRR Part 515; and
- (4) No federal or State agency has otherwise excluded the contractor or its employees from participation in the New York Medicaid program or excluded the contractor or its employees from eligibility to provide services under the Social Security Act or the New York Medicaid program on a reimbursable basis.

If, during the term of this contract, the contractor or its employees are excluded from participation in a federal healthcare program or the New York Medicaid program, or is excluded from eligibility to provide services under the Social Security Act or the New York Medicaid program on a reimbursable basis, under the authorities stated above, the Contractor shall immediately notify the County and this contract shall be immediately terminated.

In witness thereof, the parties have executed this agreement on the dates noted below.

By: _____

Director of Sullivan County Center for Workforce Development

Date: _____

By: _____

Sponsor Organization

Date: _____



Emergency and Disaster Plan

Updated ~~1/28/21~~ 3/1/2024

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 Emergency and Disaster Plan, along with a building map and emergency phone numbers, will be maintained 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.
- ☐ 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.
- ☐ A disaster supply kit will be maintained in the mechanical room and checked for needed supplies every six months or more frequently, if needed.
- ☐ Access to exits, fire equipment, electrical panels and plumbing valves will be kept clear at all times.
- ☐ Emergency phone numbers are located on the bulletin board in the staff workroom.
- ☐ 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.

- ☐ 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. A digital file will be archived with the Misner Insurance Agency.

☐ ~~An emergency facilities person, qualified to assess building damage, should be identified (possibly the Village Code Enforcement Officer) and listed in the Plan. The Town of Mamakating Building Inspector & Code Enforcement Officer (Currently Mary Grass) should be contacted for assessment.~~

- Phone: 845-888-3000 Opt #3
- building@mamakating.org

- ☐ 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.

- Patti Andersen
- Mildred Melchionne Maryallison Farley
- Marcia Zimmerman
- Liz Hrabowsky
- Pam Rice

~~(Items in red are not completed.)~~ Change to black once approved

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.

Problem Situations Related to Utilities

Water Leak

Use tarps 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.

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.

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.

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). That 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. 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 ~~30~~60 minutes, the power has not returned, the Director will determine whether the library should be closed.

Large-scale Emergencies

Fire Emergency

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 room, the staff workroom, 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.

However 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. Evacuate the building, checking the community room and the restrooms.
4. Meet at the shed to wait for the fire department.
5. Do not reenter the building until the fire department says it is safe.
6. Call the Library Director and Board President as soon as possible.

Flooding Potential

If flooding is imminent:

Turn off and unplug all computer equipment. Move power strips located on the floor to tables.

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.

Turn off the main breaker before leaving the building.

Bomb Threats

If by phone:

- Keep the caller on the line as long as possible
- Ask the caller to repeat the message and try to write down every word ~~he/she~~ they says.
- If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- 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.
- Listen closely to the voice (gender), voice quality (calm/excited), accents and speech impediments.

Immediately after the caller hangs up,

- Evacuate the building.
- Call 911.
- Call the Library Director.
- Maintain communication with the 911 operator or law enforcement personnel if you leave the area.

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. Determine whether evacuation is necessary.

Violence in the Library

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. Run 2. If you can't run, Hide (silence your cell phone), 3. 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).

Health Emergency

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 ever be dispensed to the public.

For minor injuries, staff may supply the individual or a parent/guardian with an unopen antiseptic wipe and a band aid.

In case of a fall, do not help someone up who cannot get up on their ~~her~~ own. Make ~~her~~ them comfortable and call 911.

In the event of a serious health emergency;

- Call 911.
- Call the parent/guardian if the individual is a minor.
- Notify the Library Director.
- Fill out an accident report (attached here).

Lockdown

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

- Calmly inform library patrons of the situation.
- Close the window shades.
- Usher patrons and staff to a safe spot within the building, if necessary. The community room might be the 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.
- Maintain communication with authorities.

Building Evacuation and Closure

The Library Director may close the library when, in ~~his or her~~their judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Staff should alert the Director when conditions warrant closure. Staff members who are sent home will be paid for the remainder of their normal work shift.

If the building must be evacuated, the Director or staff member in charge must ensure that all members of the public and staff have left the building and that the building is locked and the alarm turned on. Do not re-enter until it is safe to do so.

Staff should meet at the **shed at the back of the parking lot**, or if that is not safe, at **Stewart's Shop**. ~~There is a payphone at Stewart's that can be used if necessary.~~

The Library Director, State Police and President of the Board are to be informed of the evacuation and closure as soon as it is safe to do so. 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, ~~a 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.

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.

The Library Director will provide a report of the emergency and its handling to the Board by email as soon as possible, or phone if email is unavailable.

When the library has been 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 a day, the telephone voicemail messages should be changed to announce the date of reopening and recommend a course of action to return library materials.

An announcement of an anticipated extended closing should be sent to the local media and posted on social media.

The library should be opened as soon as possible after a severe weather event to accommodate people who may be without power, heat, air conditioning or water.

Assessment Following Large Emergencies

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.

The public will be notified of a temporary collection point for outstanding library materials.

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 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 interlibrary 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: ~~Joy Patton~~ Cheryl Jones & Iwona Redzimski

Insurance Claims

The library has commercial and liability insurance with Utica National through the Misner Agency: (845) 434-7755.

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 Bloomington 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

Emergency Kits

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