

## MLD Trustees Meeting – July 9, 2024 - 6:00 P.M.

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

Call to Order/Attendance

- Oath of Office

Adoption of agenda\*

Minutes – June 2024

Finance Report -

Motion to approve abstract of vouchers\*

Director's Report –

Committee Reports –

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

Old Business:

- Election Secretary Update

New Business:

- Construction Grant Application

Policy review/ revisions:

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

Adjournment

**MAMAKATING LIBRARY**  
**BOARD OF TRUSTEES MEETING**

**Held on Tuesday, June 11<sup>th</sup>, 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

**EXCUSED ABSENCES:** N/A

The meeting was called to order at 6:02pm

- 2. ADOPTION OF AGENDA**

Motion to adopt agenda made by Chelsea Roth, seconded by Mark Tourtellot. Nay vote by John Buying, motion carried.

- 3. APPROVAL OF MINUTES- MAY 2024**

Motion to accept May minutes made by Chelsea Roth, seconded by Jennifer Holmes. Nay vote by John Buying. Motion carried.

- 4. FINANCE REPORT**

Finance Report presented by Jennifer Holmes. See attached.

Motion to approved June vouchers made by Pamela Rice, seconded by Chelsea Roth. Nay vote by John Buying. Motion carried.

- 5. DIRECTORS REPORT**

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

**Items of Note:**

•Garden volunteers have created a little veggie patch to go along with the Peter Rabbit theme in the children's garden

- Generator has run for 20.1 hours total as of 6/3
- Program totals: Adult Programs serving 119 patrons; 8 Youth Programs serving 96 patrons; 8 Teen volunteers completed 21 hours of community service at the library

## **6. COMMITTEE REPORTS**

- Long Range Plan- no report
- Policy/ByLaws- Proposed By-Laws- See New Business
- Building and Grounds – no report
- Budget/Finance – Proposed Budget- See New Business

## **7. OLD BUSINESS – N/A**

## **8. NEW BUSINESS**

### **•Election Secretary & Timeline**

The board reviewed the election timeline and confirmed the August Board of Trustees meeting would be moved to Tuesday, August 6<sup>th</sup>. Director Cheryl Jones will update this meeting date on all relevant publications.

Pamela Rice was appointed as Election Secretary by President Patricia Andersen.

### **•2024 Budget Adjustments**

Motion to approve Budget Adjustments made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

### **•Proposed 2025 Budget**

The Budget/Finance Committee presented the proposed 2025 budget for Board discussion.

The board reviewed and discussed the proposed 2025 budget as drafted by the Budget Committee. A Meet the Candidates & Budget Information Session for the public will be scheduled on August 6 at 5pm. Director Cheryl Jones is also creating an annual report to help explain the budget for the public.

**•Tax Cap Override Resolution**

A motion to exceed the tax cap for the 2025 Mamakating Library Budget was made by Mark Tourtellott, seconded by Pamela Mann. The vote was 6 ayes, 1 nay, with John Buying voting nay. Motion carried.

Whereas, the adoption of the 2025 budget for the Mamakating Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011 and;

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

Now therefore be it resolved, that the Board of Trustees of the Mamakating Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on June 11, 2024.

A motion to approve the 2025 proposed budget was made by Chelsea Roth, seconded by Pamela Rice. The vote was 6 ayes, 1 nay, with John Buying voting nay. Motion carried.

**•Hospitalization Fund Balance Rollover Recommendation (no documents)**

Procedural changes were discussed.

**•Proposed By-Laws**

The Policy/By-Laws Committee presented the proposed By-Laws for Board discussion. Feedback will be brought back to the Committee and a revised draft will be presented to the Board during the July meeting.

**9. POLICY REVIEW/ REVISIONS**

N/A

**10. PRIVILEGE OF THE FLOOR**

Public Comment – 3 minute limit per person.

RCLS Executive Director Grace Riario addressed the legal opinion as to where the Mamakating Library are required to file the oath of office, and recommended the Board President invites the Sullivan County clerk to either a special meeting or the July Board meeting to collect signed Oaths of Office to be filed with the County.

Barbara Semonite addressed the board regarding financial items, including the Harold Diamond financial gifts and the tax cap override. In addition, she thanked the board for their service.

**11. ADJOURNMENT**

Motion to adjourn made by Jennifer Holmes, seconded by Mark Tourtellott. Meeting adjourned at 7:19 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Proposed changes to the June 2024 Minutes proposed by John Buying:

These are the changes being made to the 11JUN24 minutes.

This is to be included before each item:

whereas Minutes of a regular session of the Board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." ;  
whereas the minutes must reflect how each Board member voted on an action. (Public Officers Law §87 [3] [a]);  
I do hereby motion to:

Item 1 Please strike Pamela Mann and Chelsea Roth as they are not BOT members and not eligible to make or second motions.

Item 2 Please strike Chelsea Roth and add "voting yes Patricia Andersen, Jennifer Holmes, Pamela Rice, Mark Tourtellott"

Item 3 Please strike Chelsea Roth and add "voting yes Patricia Andersen, Jennifer Holmes, Pamela Rice, Mark Tourtellott"

Item 4 Please strike Chelsea Roth and add "voting yes Patricia Andersen, Jennifer Holmes, Pamela Rice, Mark Tourtellott"

Item 8 strike Pamela Rice as Election Secretary

Note: the enabling legislation states that no candidate or trustee shall serve as chairperson, inspector or clerk

Note: election the date on the website calendar is still 13AUG24 for the BOT meeting and the election is 12 to 9 in the enabling legislation

Item 8 budget strike Pamela Mann and add "voting yes Patricia Andersen, Jennifer Holmes, Pamela Rice, Mark Tourtellott"

Item 8 tax cap strike Chelsea Roth and add "voting yes Patricia Andersen, Jennifer Holmes, Pamela Rice, Mark Tourtellott"

Item 11 ??

Proposed additions to the July 2024 Agenda proposed by John Buying

1) Two Trustee additions:

Whereas the BOT meeting minutes of 09AUG24 and 13SEP23 show Pamela Mann absent and approved at the 10OCT24 meeting by Trustee Andersen, Trustee Holmes, Trustee Rice and Trustee Tourtellot;  
whereas the BOT meeting minutes of 10OCT24 show Pamela Mann absent and the minutes were approved at the 14NOV24 meeting by Trustee Andersen, Trustee Holmes, Trustee Rice and Trustee Tourtellot;  
whereas Education Law §226(4) declares that "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, shall be deemed to have resigned...";  
whereas the seat of Pamela Mann is deemed vacant  
I hereby motion to fill this vacant seat by Pamela Mann.

Whereas the seat held by Antoinette King was declared vacant after missing the 14JUN24, 12JUL24 and 09AUG24 BOT meetings;  
whereas Chelsea Roth was appointed to fill the seat deemed vacant 10OCT24;  
whereas trustee Roth failed to complete an oath of office until 03JAN24;  
whereas A public officer is required to file his or her oath of office within 30 days of commencing the term of office [Public Officer's Law §30\(1\)\(h\)](#)  
whereas the seat of Chelsea Roth is deemed vacant  
I hereby motion to fill this vacant seat by Chelsea Roth.

2) Video Conferencing

3) Election Chairperson Report  
Budget Information session 06AUG24 posted where?  
The time is 12:00PM to 9:00PM is in the EL

Note: election the date on the website calendar is still 13AUG24 for the BOT meeting and the election is 12 to 9 in the enabling legislation

4) website changes

# Mamakating Library

2024 Budget vs. Actuals - Thru June= 50%

January 1 - July 5, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	372,000	372,000	100.00 %
<b>Total A1049 REAL PROPERTY TAXES</b>	<b>372,000</b>	<b>372,000</b>	<b>100.00 %</b>
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	21	100	21.00 %
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>	<b>21</b>	<b>100</b>	<b>21.00 %</b>
A2649 FINES & FORFEITURES			
A4050 Fines income	316		
<b>Total A2649 FINES &amp; FORFEITURES</b>	<b>316</b>		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	2,441		
<b>Total A2799 MISCELLANEOUS LOCAL SOURCES</b>	<b>2,441</b>	<b>4,000</b>	<b>61.00 %</b>
A3089.6 Restricted Grants & Donations	2,343		
A3099 STATE AID	2,812	3,340	84.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	189		
<b>Total A4060 UNRESTRICTED DONATIONS</b>	<b>189</b>		
<b>Total Income</b>	<b>\$380,122</b>	<b>\$379,440</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$380,122</b>	<b>\$379,440</b>	<b>100.00 %</b>
<b>Expenses</b>			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	56,206	119,000	47.00 %
7410.12 Librarian	36,077	72,360	50.00 %
<b>Total A7410.1 Library- Personal Services</b>	<b>92,756</b>	<b>193,400</b>	<b>48.00 %</b>
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	515		
<b>Total A7410.2 Library- Equipment</b>	<b>515</b>	<b>1,400</b>	<b>37.00 %</b>
A7410.4 Library- Contractual Expenses			
7410.41 Books	6,822	9,508	72.00 %
7410.405 Digital Media	5,020	10,300	49.00 %
<b>Total 7410.41 Books</b>	<b>11,842</b>	<b>19,808</b>	<b>60.00 %</b>
7410.42 Periodicals	422	500	84.00 %
7410.43 Audio/Visual	799	1,342	60.00 %
7410.44 Accounting	885		
7410.47 Cleaning Service	3,795	7,810	49.00 %
7410.48 Elections		250	
7410.52 Memberships	150	450	33.00 %
7410.53 Miscellaneous expense	32	600	5.00 %
7410.54 Professional Fees			



# Mamakating Library

2024 Budget vs. Actuals - Thru June= 50%

January 1 - July 5, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
101 Accounting Fees		7,500	
102 Legal Fees		300	
<b>Total 7410.54 Professional Fees</b>		<b>7,800</b>	
7410.55 Postage and Delivery	82	450	18.00 %
7410.56 Program	1,329	2,183	61.00 %
7410.565 Program Supplies	513	263	195.00 %
<b>Total 7410.56 Program</b>	<b>1,842</b>	<b>2,446</b>	<b>75.00 %</b>
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M			
7410.581 Repairs	2,532	8,140	31.00 %
7410.582 Maintenance	2,979	2,500	119.00 %
7410.583 Landscaping	1,358	3,500	39.00 %
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>6,869</b>	<b>14,140</b>	<b>49.00 %</b>
7410.59 Office expense	1,886	3,200	59.00 %
7410.60 Telecom	1,591	4,600	35.00 %
7410.61 Utilities	3,559	9,250	38.00 %
7410.62 Technology	8,837	18,000	49.00 %
7410.64 Insurance	478		
7410.85 RCLS Service Fee	1,891	2,200	86.00 %
7410.86 Meetings & Conference	200	400	50.00 %
7410.87 Travel & Mileage	14	200	7.00 %
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>45,175</b>	<b>119,646</b>	<b>38.00 %</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>138,445</b>	<b>314,446</b>	<b>44.00 %</b>
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		15,500	
9010.80 Taxes	8,770		
<b>Total A9010.7 Payroll Taxes</b>	<b>8,770</b>	<b>15,500</b>	<b>57.00 %</b>
A9030.8 Insurance			
9030.81 Disability	-174	1,215	-14.00 %
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	1,008	925	109.00 %
<b>Total A9030.8 Insurance</b>	<b>5,754</b>	<b>22,340</b>	<b>26.00 %</b>
A9040.0 Pension Expense		15,000	
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>14,525</b>	<b>52,840</b>	<b>27.00 %</b>
Capital Reserve		5,000	
<b>Total Expenses</b>	<b>\$152,970</b>	<b>\$372,286</b>	<b>41.00 %</b>
NET OPERATING INCOME	<b>\$227,152</b>	<b>\$7,154</b>	<b>3,175.00 %</b>
NET INCOME	<b>\$227,152</b>	<b>\$7,154</b>	<b>3,175.00 %</b>

## July 2024

Voucher #	Payee	Amt	Note
0724-01	Orange & Rockland	\$ 613.75	
0724-02	Frontier	\$ 319.58	autopays 6/14
0724-03	VISA (CJ)	\$ 382.32	autopays 6/21
0724-04	OverDrive	\$ 336.71	ebooks/audio books
0724-05	Wells Fargo	\$ 103.00	printer lease
0724-06	Baker & Taylor	\$ 879.48	books
0724-07	Robert Hrabowsky	\$ 720.00	cleaning
0724-08	Patiana McMahon	\$ 75.00	Program Fee
0724-09	Midwest Tape	\$ 355.50	hoopla balance
0724-10	RCLS	\$ 1,775.82	Battle, ms365, ILS
0724-11	Michelle Levy	\$ 400.00	Program Fee
0724-12	Alex Prizgintas	\$ 150.00	Program Fee
0724-13	Thrall Library	\$ 34.95	Lost Item
0724-14	Kristi Romolo, CPA	\$ 2,500.00	bookkeeping 1/1-6/30
0724-15	NYS Unemployment Ins	\$ 96.92	underpaid
0724-16	RefKo	\$ 325.00	landscaping
0724-17	Valley Mountains LLC	\$ 135.00	website fees
0724-18	Toshiba	\$ 239.00	Toner x2
0724-19			
0724-20			
0724-21			
<b>Total:</b>		<b>\$ 9,442.03</b>	

# Mamakating Library Board of Trustees Meeting

July 1st, 2024

Director's Report



## Building & Grounds:

- A plaque was added to the John Platt Memorial Tree area commemorating him.
- Garden volunteers from the FOL have again added small improvements to the children's garden.

## Closings/Service Interruptions & Generator Statistics:

- Generator has run for 20.1 hours total as of 7/1
- We will be closed Thursday July 4<sup>th</sup> for Independence Day
- We will be closed August 1<sup>st</sup>-3<sup>rd</sup> for training and changeover to Koha.

## Programming:

### Community Partnership Programs:

- Studio Kids w/ CDW: 12 Participants
- Living Well w/ Action Toward Independence: 11 Participants
- Adult Art Night w/ CDW: 14 Participants
- Civil Service Jobs w/ County: 6 Participants

### Stand-alone programs

- John Platt Memorial Tree Dedication: 33 Participants
- Historic Gardening Program: 17 Participants

### Series programs

- Books & Tea Discussion :16 Participants
- Keep It Short...Stories (KISS) Group: 4 Participants
- Culinary Club: 16 Participants
- Writers' Group: 6 Participants
- Teen Advisory Group:2 Participants
- Malcolm's Tech Topics: 4 Participants
- Read to Mocha: 12 Participants
- Zen Schooling : 41 Participants (4 Sessions)
- Patiana's Art Program:13 Participants
- Classic Sci-Fi Movie Night: 6 Participants

### Program Totals:

- 14 Adult Programs serving 139 patrons
- 14 Patrons received dedicated Tech Help time
- 8 Youth Programs serving 90 patrons
- 8 Teen volunteers completed 18 hours of community service at the library

## Outreach Services:

- Chase School Kindergarten, 1<sup>st</sup> grade, & 2<sup>nd</sup> grade all visited the library this June to learn about all of the offerings, including summer reading. The response was wonderful.

## Press

- Shawangunk Journal Library Corner Article promoting new cookbooks and Fearless Foodies Program 7/3



More improvements in the children's garden



A crowd for the John Platt Memorial Tree Dedication

## IT/ILS & Technical Services:

- Computer Users: 147 uses
- Wi-Fi Users: 978
- We have two PCs due for replacement this quarter. RCLS is ordering them and will let us know when they are ready to come and replace them.
- New emails accounts had to be created for our subs, as Koha will require individual logins.
- We decided to add a blurb to our checkout receipts once Koha begins. At the bottom of the receipt it will say “You saved \$xx.xx by using your library today” The total will be calculated as the total purchase price of the items they’ve checked out that day.

## 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	2264
April	2331	2013	2064	--	1710	1751	1705	2165
May	2121	2161	2180	--	1644	1636	1667	2026
June	2539	2288	2292	233	1909	1836	1818	1963
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	
<b>TOTAL</b>	<b>28,199</b>	<b>24,871</b>	<b>25,133</b>	<b>13,512</b>	<b>22,435</b>	<b>23,517</b>	<b>24,004</b>	<b>12,538</b>

### 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	14
April	28	23	18	2	8	21	11	31
May	24	16	15	3	6	21	16	22
June	24	30	28	0	12	16	30	17
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	
<b>TOTAL</b>	<b>305</b>	<b>228</b>	<b>227</b>	<b>98</b>	<b>175</b>	<b>251</b>	<b>303</b>	<b>113</b>

## 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	642
April	293	475	338	448	564	544
May	291	497	408	495	537	600
June	344	409	362	559	448	547
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	3626

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	55
April	28	35	44
May	20	36	56
June	21	37	59
July	31	39	
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	321

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	179
March	112	137	162
April	98	127	167
May	63	94	160
June	60	127	160
July	116	90	
August	124	116	
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	846

## Director's Meetings & Trainings:

- 6/3 Policy & Bylaws Committee Meeting
- 6/6 All Day Koha Training at RCLS
- 6/7 SUPLA Meeting
- 6/14 Construction Aid Workshop at RCLS
- 6/24 D&H Canal Bi-Centennial Committee Meeting
- 6/24 Building Committee Meeting
- 6/25 System Services Meeting

## Staff Development:

- 1<sup>st</sup> liners are still working hard to learn Koha and plan to begin training the rest of staff in July with final full staff training day on August 1<sup>st</sup>.

- Kate has taken over Giuliana's hours while she is away this summer so she is doing a lot of circulation training to get up to speed.

### **Friends of the Library News:**

- The Friends will again be hosting a book sale table at the Founder's Day Street Fair on July 13<sup>th</sup> where they will also be raffling off a TREX Bench.
- The children's garden has been updated yet again with more adorable additions to entice children to engage with the Beatrix Potter stories.
- The Friends will be discussing the possibility of a partnership with the laundromat as a way of furthering the "Book Fairies" program.
- FOL donated a bag of new books, bookstore giftcard, and a FOL tote bag to the WBOT Wheelbarrow Raffle again this year.

### **Other News:**

- June Patron Count: 1111
- Summer Reading Registration began 6/24. As of 7/1 there are already ??? children/teens registered.
- We are partnering with the Kartrite Indoor Waterpark again this year to provide splash passes to each child who completes the program. They have also kindly donated a Family 4-pack of Splash Passes as a Grand Prize. The Friends also purchase books sets for all age ranges as raffles for children completing the program.
- The Library is co-hosting a presentation by the Ravensbeard Wildlife Center with the Mamakating Environmental Education Center this summer. It will take place Sunday July 28<sup>th</sup> at 1pm at MEEC. We (Library & MEEC have received a grant from Stewarts' Shops which will cover the program fee & refreshments for guests.
- We are working on getting funding for the Storywalk Project. We will need \$1800 in grant or donation money by October in order for the supplies to be purchased. There may be Youth Bureau funding available this fall.
- 57 children & teens are already registered for summer reading as of 7/1.

### **Upcoming Programs of Note:**

- 7/11 Borscht Belt Local History Lecture
- 7/11 Science with Frank (4 sessions)
- 7/12 Teddy Bear Picnic
- 7/8 STEM Kids (4 sessions)
- 7/18 Art & Craft Supply Swap
- 7/17 Young Writer's Workshop (4 sessions)
- 7/9 & 7/23 Trail Bike Rides
- 7/27 Rubix Cube Workshop

Respectfully submitted,  
Cheryl Jones, Library Director  
July 9th, 2024



Building Committee Meeting  
June 24, 2024  
6pm  
Meeting Minutes

In attendance: Cheryl Jones (Director), Jen Holmes, Mark Tourtellott

New Business

1. Reviewed DLD construction Grant Application
  - a. Discussed Quotes and decided to recommend Bedik Communications as contractor
  - b. Discussed plan for equipment replacement & new camera installation
  - c. Recommendation will be made to board on 7/9 to move forward with this project and sign assurances to DLD & RCLS.
2. Reviewed Capital Maintenance Spreadsheet
  - a. Made modifications based on inflation & practice
  - b. Broke down costs by year to determine if we are saving enough in capital reserve
  - c. Recommendation will be made to Finance Committee to increase amount put in Capital reserve each budget cycle.

Adjourn 6:55pm

Respectfully Submitted,

Cheryl Jones

June 25<sup>th</sup>, 2024

## Mamakating Library, June 2024

**Project Name:** Security Camera & Surveillance Equipment Replacement

**Project #:** 0386 -25 -1096

### Monitoring & Recording Equipment

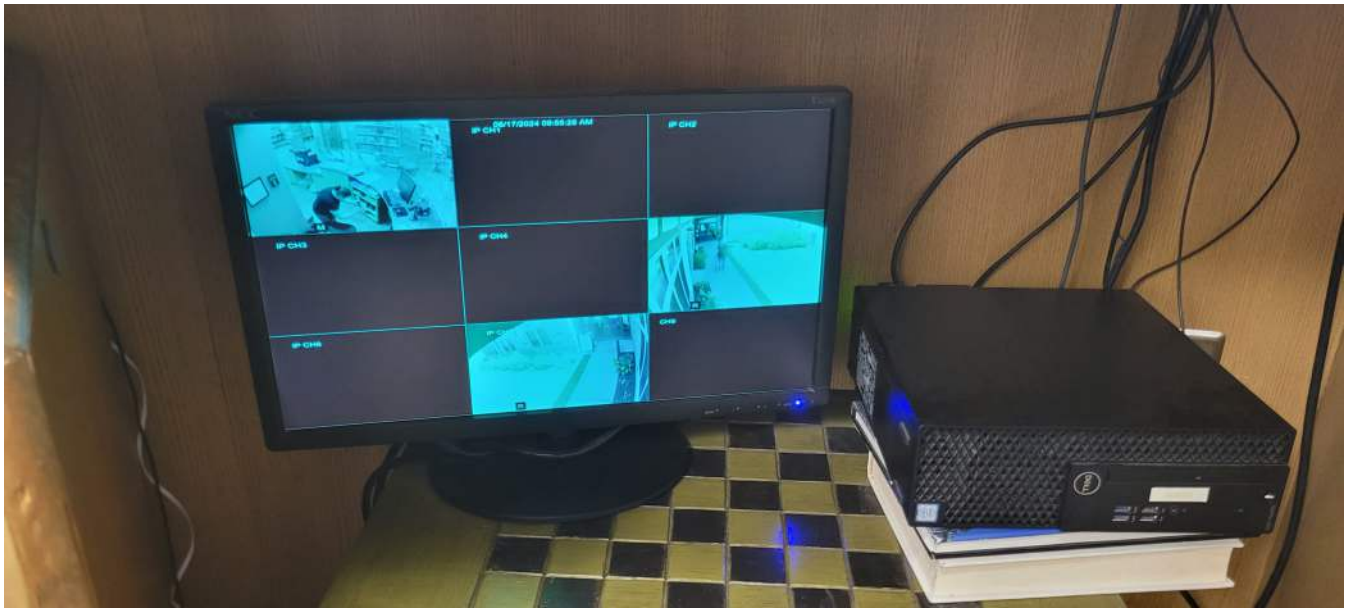


Current Camera  
Recording  
Equipment that is  
outdated and does not  
function optimally.



1 of 2 currently monitoring  
sites. This monitor will be  
replaced in this project.





2nd of 2 currently monitoring sites. This monitor will be replaced in this project.

## Cameras to Replace x 8



Camera 1 of 8 to be replaced

Back corner of building near parking lot (1)



Camera 2 of 8 to be replaced

Back corner of building near parking lot (2)



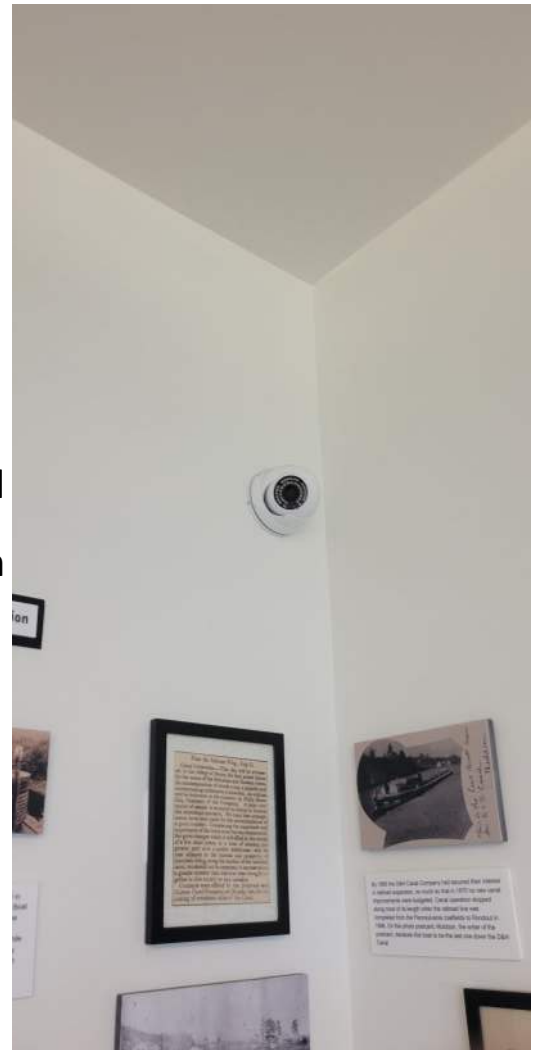
Camera 3 of 8 to be replaced

Back entrance of building



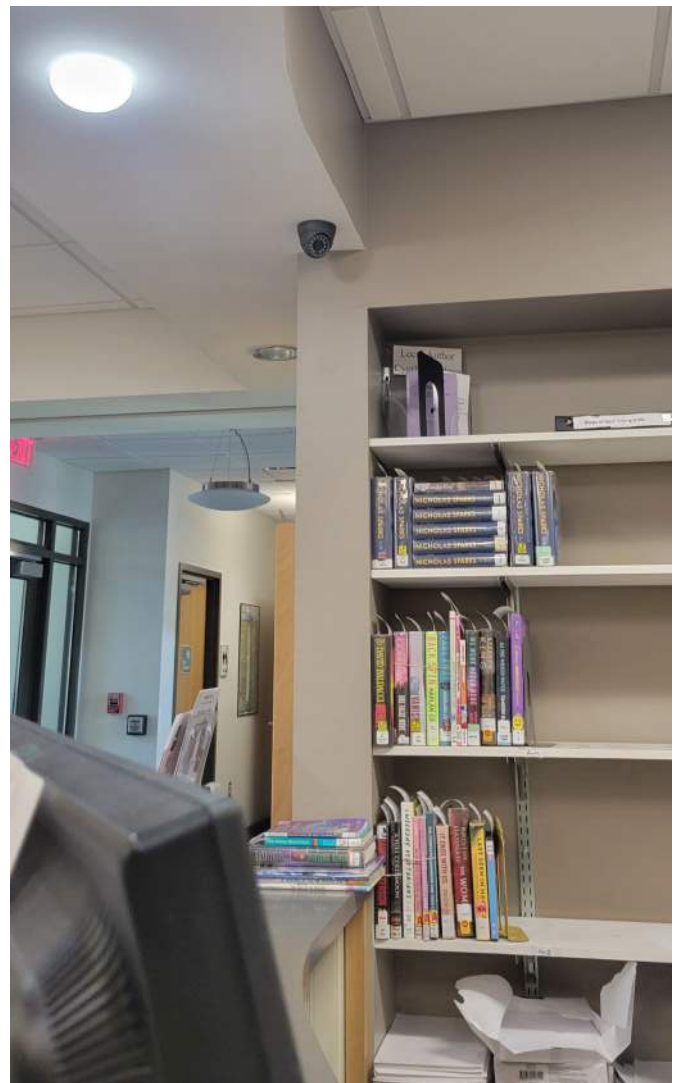
Camera 4 of 8 to be replaced  
Front entrance of building

Camera 5 of 8 to be replaced  
Program Room





Camera 6 of 8 to be replaced  
Hallway near bathrooms/entrance



Camera 7 of 8 to be replaced  
Circulation Desk



Camera 8 of 8 to be replaced  
Children's Room

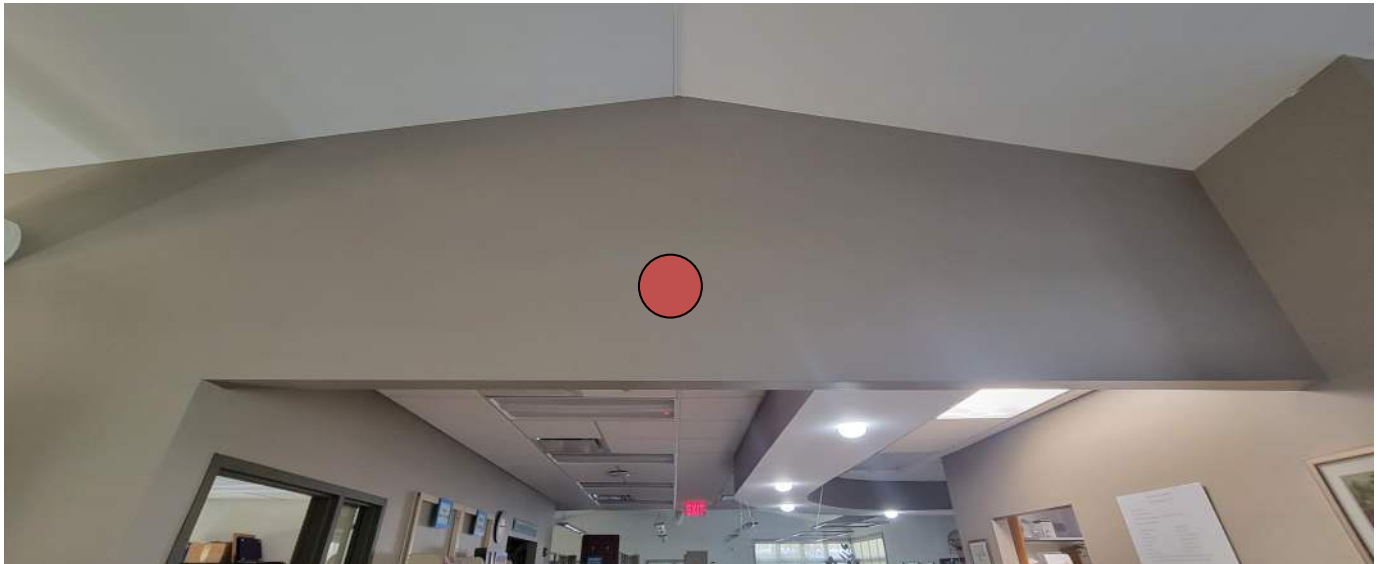
### Proposed Locations for New Camera Installations



1 of 6 new camera locations  
Back of building near generator



2 of 6 new camera locations  
Front of building, above main entrance



3 of 6 new camera locations  
Above entrance to children's area



4 & 5 of 6 new camera locations

A double camera unit to be installed here in the adult area



6 of 6 new camera locations

Near bookstore aimed toward circulation area and entrances



P.O. Box 271  
Mountaintale, New York 12763  
276 East Broadway  
Monticello, New York 12701  
Tel/Fax (845) 794-8084

Commercial & Residential Phone Systems  
Sales • Service • Installation

Email: scot@bedik.com

## PROPOSAL

Thursday, June 20, 2024

Cheryl Jones  
Mamakating Library  
PO Box 806, 128 Sullivan Street  
Wurtsboro, NY 12790

Tel: 888-8010  
Email: cjones@rcls.org

### Scope of Work:

Furnish and install a new security camera system which will include the following:

1. Removal of existing recorder, switch and cameras.
2. Wiring for 6 new camera locations.
  - Back of building near generator.
  - Front of building above main entrance.
  - Above entrance to Children's Area.
  - Adult Area 1.
  - Adult Area 2.
  - Near Bookstore aimed at Circulation Area and Entrance.
3. Replace 8 existing cameras with new IP cameras utilizing existing wiring (assuming all good).
4. Install new 16-channel Network Video Recorder (NVR) with 1 month of storage.
5. Install new 27" HDMI flat screen monitor with mount.
6. Install new UPS Battery Backup.
7. Complete tutorial including assistance in loading free app so system can be viewed on your mobile devices by people who have proper credentials.

### The cost of the above Scope of Work:

Software & Memory: \$900.00  
Hardware and Install: \$8,973.00

Please note: Bedik Communications, Inc. will pay a prevailing wage rate as mandatory by New York State Department of Labor.

The undersigned acknowledges and agrees to the following terms:  
Terms: 50% due upon signing proposal, balance due upon installation.

\_\_\_\_\_  
Mamakating Library

\_\_\_\_\_  
Date





Date: April 14, 2024

Dear NYS Construction Aid Applicant,

The Ramapo Catskill Library System (RCLS) Board of Trustees views your application as a commitment by your Board of Trustees to proceed with the project as submitted. If, after the application is approved, your Library experiences extreme mitigating circumstances that make it impossible to proceed with the project, we would take that issue into consideration. Such circumstances do not include a change in Board priorities or withholding promised matching funds.

Libraries withdrawing their projects after the RCLS Board has approved the project and funds have been allocated place a hardship on other member library applicants, RCLS, the Division of Library Development (DLD) and NYS Legislative Members in your district.

Since this Construction Aid program was established in 2006, the allocation of funds awarded to RCLS has mostly been insufficient to meet the maximum award allowed under the program criteria for the eligible member library projects submitted. As a result, the RCLS Board of Trustees passed a resolution that would prohibit any member, which withdraws its project after it was approved, from applying for Construction Aid for a period of five years.

Therefore, we are requiring an assurance that your Library Board of Trustees is committed to completing the project applied for as submitted. No application will be considered complete without a signed copy of this document. The deadline for submitting this document is the end of the business day on Thursday, August 1, 2024.

The Mamakating Library Library acknowledges its intent to complete the project as identified in the NYS Public Library Construction Aid Application.

Board President Name: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(Please attach a copy of the minutes at which the Board of Trustees approved the application and send to Stephen Hoefler @ RCLS)**

**ASSURANCES**  
**State Aid for Library Construction Program (FY 2024-2025)**

The applicant hereby gives assurances of the following:

**SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)**

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

**SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)**

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

**SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)**

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)**

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)**

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
  - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
  - Rental or leased equipment
  - Warranties (other than the manufacturer's warranty customarily provided with such product)
  - Recurring maintenance fees
  - Recurring repair costs
  - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
  - Recurring software licenses, hosting, maintenance, or training fees
  - Internal labor costs
  - Training end users

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

\_\_\_\_\_ Mamakating \_\_\_\_\_ Library at a legal  
meeting on July 9<sup>th</sup> 2024.

Signature of President, Library Board of Trustees: \_\_\_\_\_

Name of President (type or print): \_\_\_\_\_