

MLD Trustees Meeting – September 9, 2025
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – August -2025*

- Motion to approve the August meeting minutes

Finance Report -

- Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- No Report
- Building and Grounds- Site Plan to be discussed in New Business
- Budget- No Report

Old Business:

New Business:

- Adoption of Site Plan*
 - Motion to approve the Site Plan as recommended by the Building Committee
- Support Letter for Sullivan Micro-mobility Grant Program the NYSERDA*
 - Motion for President to sign letter of support for NYSERDA Grant

Policy review/ revisions:

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

Adjournment

MLD Trustees Meeting Minutes – August 5, 2025

Call to Order/Attendance

Meeting called to order at 6:12pm

Present: Trustees Patricia Andersen, John Buying, Pam Forni, Jennifer Holmes, Pamela Mann, and Director Cheryl Jones

Absent: Mark Tourtellott (excused) and Chelsea Roth (excused)

Adoption of Agenda

Motion by: Pam Forni

2nd: Pamela Mann

Voted against: John Buying

Motion passed

Approval of Minutes – July 2025

Motion by: Pamela Mann

2nd: Pam Forni

Voted against: John Buying

Motion passed

Finance Report

Motion to approve abstract of vouchers

Motion by: Jennifer Holmes

2nd: Pamela Mann

Voted against: John Buying

Motion passed

Directors Report

- Improvements to Koha due to diligence of Bywater Solutions and RCLS consultant Alex Carver
- New background screen on patron computers encourages users to explore ongoing programming
- The library will be hosting an MLS student intern for 75 hours this fall

Committee Reports

- Long Range Plan - no report
- Policy/By-Law – no report
- Building and Grounds – Site Plan – tabled to September meeting
- Budget – no report

Old Business

Motion to approve Election Ballot as amended

Motion by: Jennifer Holmes

2nd: Pam Forni

Voted against: John Buying

Motion passed

Motion to approve Legal Notice

Motion by: Jennifer Holmes

2nd: Pam Forni

Voted against: John Buying

Motion passed

Motion to approve MOU with mascot artist Elana Sahagun

Motion by: Jennifer Holmes

2nd: Pamela Mann

All in favor

Motion passed

New Business

-N/A

Policy Review/Revisions

-N/A

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

A member of the public expressed gratitude to the board for their support of the library

Adjournment**Motion to Adjourn**

Motion by: Jennifer Holmes

2nd: Pamela Mann

All in favor

Motion Passed. Meeting ended at 6:40pm

Respectfully Submitted,

Pam Forni

Mamakating Library

Budget vs. Actuals: Thru August = 67%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	390,263	390,300	100.00 %
Total A1049 REAL PROPERTY TAXES	390,263	390,300	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	
Total A2499 USE OF MONEY & PROPERTY		12,000	
A2649 FINES & FORFEITURES			
A4050 Fines income	374	400	94.00 %
Total A2649 FINES & FORFEITURES	374	400	94.00 %
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	3,960	4,500	88.00 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	3,960	4,500	88.00 %
A3089.6 Restricted Grants & Donations	7,745	0	
A3099 STATE AID		3,100	
A3089.1 Grant income- LLSA grant	331	0	
A3089.2 State Aid- Grant		0	
A3089.3 Sullivan County Grant		0	
A3089.4 Sullivan Cty Public Lib. Grant		0	
A3089.5 SRP Grant	556	0	
Total A3099 STATE AID	887	3,100	29.00 %
A4060 UNRESTRICTED DONATIONS		0	
A4061 Donations - Unrestricted	10,354	0	
Total A4060 UNRESTRICTED DONATIONS	10,354	0	
A4999 Assigned Fund Balance		15,000	
Total Revenue	\$413,582	\$425,300	97.00 %
GROSS PROFIT	\$413,582	\$425,300	97.00 %
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	96,703	140,220	69.00 %
7410.12 Librarian	53,944	78,200	69.00 %
Total A7410.1 Library- Personal Services	150,647	218,420	69.00 %
A7410.2 Library- Equipment			
7410.21 Equipment expense	2,180	2,000	109.00 %
Total A7410.2 Library- Equipment	2,180	2,000	109.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	8,106	15,000	54.00 %
7410.405 Digital Media	7,104	11,500	62.00 %
Total 7410.41 Books	15,210	26,500	57.00 %
7410.42 Periodicals	217	500	43.00 %
7410.43 Audio/Visual	1,717	2,200	78.00 %

Mamakating Library

Budget vs. Actuals: Thru August = 67%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.47 Cleaning Service	4,640	8,200	57.00 %
7410.48 Elections	362	200	181.00 %
7410.51 Legal fees	1,000	1,000	100.00 %
7410.52 Memberships	654	500	131.00 %
7410.53 Miscellaneous expense	521	600	87.00 %
Reimbursed payments to other libraries	13	0	
Total 7410.53 Miscellaneous expense	534	600	89.00 %
7410.54 Professional Fees			
101 Accounting Fees	2,875	7,500	38.00 %
Total 7410.54 Professional Fees	2,875	7,500	38.00 %
7410.55 Postage and Delivery	4,304	4,670	92.00 %
7410.56 Program	5,351	4,000	134.00 %
7410.565 Program Supplies	1,063	510	208.00 %
Total 7410.56 Program	6,414	4,510	142.00 %
7410.57 DEBT Service Principal & Interest		25,000	
7410.58 Building & Grounds R&M			
7410.581 Repairs	1,185	6,000	20.00 %
7410.582 Maintenance	2,199	3,500	63.00 %
7410.583 Landscaping	2,195	4,500	49.00 %
Total 7410.58 Building & Grounds R&M	5,579	14,000	40.00 %
7410.59 Office expense	2,526	4,000	63.00 %
7410.60 Telecom	2,987	6,750	44.00 %
7410.61 Utilities	5,368	10,000	54.00 %
7410.62 Technology	15,381	19,900	77.00 %
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference	1,710	3,850	44.00 %
7410.87 Travel & Mileage	106	250	42.00 %
Total A7410.4 Library- Contractual Expenses	71,583	142,330	50.00 %
Total A7999 CULTURE & RECREATION	224,410	362,750	62.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		17,300	
A9030.8 Insurance			
9030.81 Disability		1,400	
9030.82 Hospitalization		15,000	
9030.83 Workers' Compensation	2,360	1,600	148.00 %
9030.84 Property Liability		4,000	
9030.85 Directors and Officers	1,008	1,150	88.00 %
Total A9030.8 Insurance	3,368	23,150	15.00 %
A9040.0 Pension Expense		18,000	
Total A9199 EMPLOYEE BENEFITS	3,368	58,450	6.00 %
Capital Reserve		6,000	
Total Expenditures	\$227,778	\$427,200	53.00 %
NET OPERATING REVENUE	\$185,804	\$ -1,900	-9,779.00 %

Mamakating Library

Budget vs. Actuals: Thru August = 67%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Other Revenue			
A2405.1 NYLAF Dividend Income	7,330	0	
Total Other Revenue	\$7,330	\$0	0%
NET OTHER REVENUE	\$7,330	\$0	0%
NET REVENUE	\$193,135	\$ -1,900	-10,165.00 %

September 2025

Voucher #	Payee	Amt	Note
0925-01	Orange & Rockland	\$ 512.35	Autopays 9/26
0925-02	Frontier	\$ 532.11	autopays 9/14
0925-03	VISA (CJ)	\$ 944.38	autopays 9/21
0925-04	OverDrive	\$ 112.98	ebooks/audio books
0925-05	Wells Fargo	\$ 103.00	autopays 9/21
0925-06	Baker & Taylor	\$ 578.94	Books
0925-07	Robert Hrabowsky	\$ 720.00	Cleaning
0925-08	Midwest Tape	\$ 389.43	Hoopla Balance
0925-09	Utica National	\$ 43.00	Commercial Ins. Bal.
0925-10	Sustainable Libraries Init.	\$ 50.00	Annual Dues
0925-11	Nicole Dillon	\$ 250.00	Program Fee
0925-12	Sullivan Co. Audubon Soc.	\$ 100.00	Program Fee/Donation
0925-13	RCLS	\$ 212.50	
0925-14	Pine Bush Library	\$ 5.99	Lost Item
0925-15	Sullivan County Democrat	\$ 150.11	Legal Notices
0925-16	Toshiba	\$ 478.00	Printer Toner
0925-17	Acorn Plumbing	\$ 315.00	Maintanence Call
0925-18	Village of Wurtsboro	\$ 124.69	Water Bill
0925-19			
Total:		\$ 5,622.48	

Mamakating Library Finance Report

September 9, 2025

Jeff Bank

Checking Account Balance: \$51,255.89

Walden Savings

Savings account Balance: \$5,357.97

Approx Loan Payoff \$170,307.09

PMA - NYLAF Fund

Main Fund: \$252,753.00

Capital Reserve Fund: \$19,872.92

Rate: 4.133%

This month's dividend income Main Fund: \$908.47

This month's dividend income Capital Reserve Fund: \$69.57

Other Financial Notes:

1. None for this month.

Mamakating Library

Board of Trustees Meeting

September 2nd, 2025
Director's Report



Building & Grounds:

- Mural is complete, and we've received a lot of positive feedback thus far.
- The Time Capsule from the D&H Canal Bi-centennial celebration is scheduled to be buried Saturday 9/13 at 11am.
- One of the parking lot side automatic doors broke. Decker Door & Glass has been contacted and will work on a fix for it soon.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 52.5 hours total as of 9/1 (2 hours in August)
- Library was Closed 9/1 for Independence Day
- Library will be closed 12-2:30 on 9/18 for staff development

Programming:

Community Partnership Programs:

- Photo Editing with Art Meier Photography: 10 Participants
- Active Art w/ Community Design Workshop: 7 Participants

Stand-alone programs

- Sewing Machine Workshop: 8 Participants

Series programs

- Books & Tea Discussion : 10 Participants
- Culinary Club: 12 Participants
- Writers' Group: 5 Participants
- Tech Topics: 4 Participants
- Global Arts: 59 Participants
- Classic Sci-Fi Movie Night: 6 Participants
- Non-Fiction Book Club: 4 Participants
- Coffee Klatch for Parents: 30 Participants (4 Sessions)
- Builders Brigade: 44 Participants (4 Sessions)
- Storytime: 115 Participants (4 Sessions)
- Lawn Games: 24 Participants
- Time Travelers Club : 36 Participants (3 Sessions)
- Library Play Date: 75 Participants
- Teddy Bear Picnic: 24 Participants
- Trail Bike Ride: 2 Participants
- Guided Story Walk: 24 Participants
- LSC Author Visits: 16 Live (3 Programs)
- Meet the Candidates: 13 Participants

Program Totals:

- 18 Adult Programs serving 149 patrons
- 17 Patrons received dedicated Tech Help time
- 20 Youth Programs serving 418 patrons
- 1 Teen Volunteer worked 3 Hours
- Summer Reading : 253 kids read for 82,800 minutes!



Active Art with Community Design Workshop



Teddy Bear Picnic Part 2!

Global Arts Exhibition
celebrating the end of the 5
week program.



- RCLS Road Trip through 8/31: 181 Participants

Press:

- Full report about August Media outreach will be included in Board Packet
- Sullivan County Youth Bureau Director visited for our August Story Walk Program and wrote about it in their weekly newsletter

IT/ILS & Technical Services:

- Computer Users: 148 uses
- Wi-Fi Users: 2241 uses
- This fall we will have a visit from Stephen Hoefer to discuss CIPA compliance.
- Director is looking into Envisionware computer management system used by many RCLS libraries. One time set up fee would be \$889 and annual fee would be \$348. There are many benefits to using this system.
- Director has been experimenting with Overdrive's cost-per-circ model for e-book/audio book purchasing to see if utilizing that model for some titles will save us money on digital lending—it will take a few months to see how this is working.



Circulation/Registration:

Previous Month's Physical Circulation									
	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	2206	2231	2487	2400	1823	2040	1882	2195	2006
February	1973	1956	2088	2169	1335	1840	1531	1925	2124
March	2414	2225	2093	1180	1929	2110	1734	2264	2288
April	2331	2013	2064	--	1710	1751	1705	2165	1977
May	2121	2161	2180	--	1644	1636	1667	2026	2034
June	2539	2288	2292	233	1909	1836	1818	1963	1932
July	3150	2640	2682	939	2225	2232	2628	2457	2634
August	2941	2760	2742	948	1870	2195	2822	2307	2666
September	2440	2015	2310	1224	1904	1597	2276	2075	
October	2166	2273	2239	1323	1969	1404	2029	2045	
November	2214	2309	1956	1496	2126	1492	1947	1964	
December	1704	2000	1924	1600	1991	1362	1918	1764	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	25,150	15,027

Previous Month's New User Registrations									
	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	29	14	19	19	9	17	19	17	21
February	16	18	12	20	8	16	12	12	11
March	12	22	9	4	15	12	12	14	33
April	28	23	18	2	8	21	11	31	16
May	24	16	15	3	6	21	16	22	17
June	24	30	28	0	12	16	30	17	30
July	34	32	32	8	34	41	42	39	42
August	28	22	31	12	28	35	48	24	37
September	26	14	31	9	23	21	22	18	
October	28	16	21	8	10	19	62	36	
November	28	10	11	6	12	20	21	22	
December	28	11	8	7	10	12	8	12	
TOTAL	305	228	227	98	175	251	303	264	165

Digital Collections:

Overdrive Circulation							
	2019	2020	2021	2022	2023	2024	2025
January	323	305	394	486	603	658	598
February	264	229	429	400	508	635	591
March	334	298	444	439	552	642	632
April	293	475	338	448	564	544	604
May	291	497	408	495	537	600	627
June	344	409	362	559	448	547	634
July	296	373	404	552	438	640	602
August	284	311	474	578	522	596	577
September	272	314	427	499	524	565	
October	236	323	367	510	582	579	
November	205	334	419	506	569	583	
December	209	320	405	546	537	599	
Total	3142	4188	4871	6018	6384	7188	4850

Unique Patron Access				
Hoopla				
	2022	2023	2024	2025
January	32	36	54	67
February	27	42	53	61
March	33	49	55	64
April	28	35	44	62
May	20	36	56	58
June	21	37	59	62
July	31	39	58	62
August	34	38	60	57
September	33	36	68	
October	26	50	67	
November	33	37	53	
December	35	39	62	
Total:	353	474	687	493

Overall Circulations Report				
Hoopla				
	2022	2023	2024	2025
January	108	131	178	185
February	98	133	179	160
March	112	137	162	176
April	98	127	167	162
May	63	94	160	183
June	60	127	160	168
July	116	90	149	186
August	124	116	172	168
September	113	118	163	
October	87	169	194	
November	118	111	146	
December	128	115	198	
Total:	1225	1468	1524	1288

Director's Meetings & Trainings:

- 8/1 SLI Office Hours
- 8/13 Director's Association Meeting
- 8/8 SUPLA Meeting
- 8/11 Peter Oberacker visit to the library
- 8/15 Shamichael Hallman Training in Newburgh
- 8/20 E-Bike information session
- 8/21 ILS Committee Meeting
- 8/21 RCLS Lightning Talks: Failing Forward
- 8/28 Ask the Lawyer: Civil Service



Staff Development:

- Next Staff Development Day scheduled for September to de-brief on summer reading, prepare for library card sign up month, and practice emergency procedures

Friends of the Library News:

- New seed packets & bulbs for fall planting will be available soon.
- The Friends have funded the purchase of 50 hardcover log books to be given to the first 5 children who

register for the new 1000 books before Kindergarten program. A new bulletin board has been hung in the children's area. As children complete milestones in this program, they can have their photo taken and displayed there.

- The Friends are working on yet another community book shelf. Location to be announced soon!
- The Friends have also created an Instagram page. If you would like to keep up with their activities follow @mamakatingfriends

Other News:

- August Patron Count: 4698 patrons
- Our intern has begun her hours here. As noted last month, she will be completing 75 hours of learning experience her this fall. If you see her, say hi.
- One of our patrons who comes to writer's group has recently had a piece of hers selected for publication in a national literary magazine. Congratulations to Charlotte!

Director's Activities:

- Mascot design is still in progress. We now have drafts of seasonal outfits for our mascot and are just waiting on the simplified versions then we will start working on getting info out to the school and the public to vote on a name for it.
- Working on the library becoming a possible location for an E-Bike lending program.
- 8-10 hours spent gathering documentation and in meetings with our legal representation with regards to suit filed by J. Buying.
- Researching use of computer management software which will help us to manage computer reservations, shut down times, use policy violations, and make reporting less time intensive for staff.
- Wrote and submitted a grant for next years Youth Bureau Grants. 2026 Bicycle Safety Day!

Incidents:

- None

Upcoming Programs of Note:

- Virtual Author visits:
 - Hanna Nicole Maehrer 9/3 @ 7pm
 - Jefferson Fisher 9/10 @ 2pm
 - Gabe Henry 9/17 @ 2pm
- Coffee Klastch for Parents @ 2:30pm (Every Thursday)
- Tech Topics with Malcolm 9/6 @ 12pm
- Intro to Tai Chi 9/10 @ 11am
- D&H Canal Bi-Centennial Time Capsule Burial 9/13 @ 11am
- Fearless Foodies 9/16 @ 1pm
- Book Club 9/16 @ 2:30pm
- Audubon Society Art Workshop: Ending Bird Strikes 9/16 @ 5pm
- Flower Children Music Class begins 9/17 @ 3:45 (every Wednesday thru the Fall)
- KISS Short Story Book Club resumes 9/19 @ 4pm on Zoom
- Autumn Wreath Workshop 9/20 @ 1pm
- Sci-Fi w/ the Science Guy 9/23 @ 5pm
- Non-Fiction Book Club 9/29 @ 2:00pm
- Local Writer's Group 9/26 @ 10:30am
- Builder's Brigade 9/20 @ 11:00am

- Manhattan Short Film Festival 9/25 @ 5:30, 9/30 @ 5:30 & 10/4 @ 12pm

Reminders:

- RCLS is beginning the process of creating their next strategic plan. As part of this process they are holding Focus groups for different groups. There are three planned for board members on the following dates: Wed. Sept. 10th @ 7pm, Thurs, Sept. 18th @ 7pm, or Fri. Sept. 26th @ 10am. All sessions are via Zoom. Your input will be used to help guide RCLS in the coming years. Register on the RCLS website calendar.
- RCLS Trustee Training Sessions for 2025 have been released and are detailed below. Register through the RCLS website calendar. You should complete a minimum of 2 hours of training per calendar year, plus harassment training.

Trustee Education Session Title	Date	Day Of Week	Time	Credit Hours
Digital Inclusion in Libraries (Presenter: Meaghan Doyle)	09/25/25	Thursday	6:30 PM	1.00
Library Financial Reports (Presenter: Stephen Hoefer)	10/14/25	Tuesday	6:30 PM	1.00
Intermediate Library Trustee Education 102 (Presenter: Grace Riario)	11/03/25	Monday	6:30 PM	1.00
Advocacy - <i>Title TBD</i> (Presenter: Jen Park)	12/03/25	Wednesday	7:00 PM	1.00
Open Meetings Law and Library Governance (Presenter: Grace Riario)	12/11/25	Thursday	6:30 PM	1.0

Respectfully submitted,
Cheryl Jones, Library Director
September 2nd, 2025

Media & Press Report

AUGUST 2025

Facebook:

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

Facebook Notes:

- The top post shows us that long-term planning for our overall goal of providing a service to our community is paying off. This post was a reminder about the Catskill Claws mountain bike tour of the canal. This one post was shared 21 times which resulted in its reach being 2,369 with views of 4,326. Now, one might not see the resulting action (only two people showing up for the event) as a success, but we see this as a successful extension of our community service. This post was shared not just in Sullivan County, but in the surrounding counties of Ulster and Orange. In this way, we brought more public awareness to our little library and our community member's burgeoning non-profit mountain bike club for kids.

Instagram:

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

Instagram Notes:

- Our Engagement rate is 2.7%, which according to promorepublic.com, is on the high-end of a good rate with 3.5% being the highest. To contrast, 1% and lower is low engagement and 3.5% and above is a high engagement rate. (This metric is calculated by our posts' likes, comments, saves, and shares divided by our amount of followers, then multiplied by 100 to get the percentage.)

Press Release:

We sent out one press release for the Manhattan Film Festival to WJFF, the River Reporter, the Sullivan County Democrat, and the Shawangunk Journal on 8/21/25. (We were past the deadline for the D&H Canal Canvas.)

Other Notes:

- Our social media pages are being rewarded for consistent posts and interaction with other pages, by Facebook and Instagram's algorithm. As you all may know, these platforms work on user engagement. Therefore, when users consistently post and engage with other users, the platform's system recognizes these consistent users as active members of the platform and adds the user's content to other users' timelines. Thereby, increasing the visibility, or reach, of the active user. We know our efforts at increasing connectivity on the platforms are working as we have gotten feedback that users have seen posts we have engaged with on their timelines.

Respectfully Submitted,
Alethea Pape

(9/6/25)



Site Management Plan

Introduction:

This outline is designed to aid the staff at the Mamakating Library in upholding the best practices identified through our Sustainable Library Certification Efforts and to ensure the building and grounds are kept up on a regular schedule.

Landscaping:

- Native plants and water-smart landscapes should be implemented on site. If current gardens are disturbed, new plants should be ensured to be native, non-invasive, and appropriate for our growing zone.
- Mulch should be used around plantings to prevent weeds and reduce the need for watering. Mulch should be replaced every 2-3 years or as needed.
- The library should work with the Weed Warriors group to ensure invasive plants are removed regularly.
- Herbicides and chemical pesticides will not be used on library property.
- Staff will ensure that the grounds are free from litter.

Water Management/Plumbing:

- The rain barrels should be brought out of the shed and utilized in summer months for watering the plants. They should be emptied and returned to the shed for storage in late Fall.
- The outside water access should be shut off in late fall and on in spring.
 - To close before first frost: Close interior valves and open outside faucets to allow pipes to drain. Hoses should be stored in the shed inside one of the rain barrels or other plastic container to avoid damage from critters.
 - To open in spring: Open interior valves, close outside faucets, bring hoses out of shed
*valve for front spigot is above ceiling panel over kitchen sink
- Water Heater should be drained and the diode replaced annually in the spring.
- Sinks, toilets, outdoor faucets should be regularly monitored and leaks reported immediately.
- Replacements of any plumbing fixtures should meet WaterSense standards.
- The water fountain filter should be changed whenever the indicator light turns red (usually once annually).

Outdoor Building:

- The gutters have gutter guards and should only need to be flushed every few years in the fall.
- Irrigation system began leaking in 2019 and use has been discontinued.
- Snow/Ice removal is contracted to a landscaping company. Additionally, staff will use environmentally friendly “salt” on sidewalks as needed.
- Automatic Doors should be tested daily upon opening. Any issues should be reported immediately.
- A list of emergency contacts is posted in the Directors office and Staff Workroom. Maintenance companies with whom we have existing relationships are listed and should be contacted as needed.

Indoor Maintenance:

- Furnaces should be cleaned annually in the Fall.
- Smoke & Burglar Alarms will be tested annually by the contracted alarm monitoring company.
- Fire extinguishers should be tested & recharged annually.
- Carpets should be cleaned at 2-3 year intervals or more frequently if traffic increases.
- Any replacements for appliances should be energy efficient models.

Indoor Lighting:

- Florescent bulbs will continue to be replaced with ballast compatible LEDs as they burn out.
- Eventually, as ballasts go bad, the building committee will consider re-lamping the building with all LED fixtures and will give consideration to more maintenance friendly fixtures.

Outdoor Lighting:

- Lighting should be aimed downward to limit light pollution.
- Any newly installed lighting should respect local lighting ordinances.
- Every effort will be taken to use DarkSky Approved fixtures when any are in need of replacing or new fixtures are to be added.
- Parking lot and exterior lighting on building is set for “dusk-to-dawn.”

Indoor Air Quality:

- Cleaning products meet the Safer Choice Standard. Staff are advised to use the least toxic effective cleaners when possible.
- When purchasing cleaning agents the library and staff will consider products with high dilution rates, that are designed to reduce waste, and/or have lower end-use costs.
- Air Filter should be changed at 90 day intervals and replaced with fresh MERV-13 filters.
- All windows remain operable.
- HVAC system will have an annual inspection and preventative maintenance schedule established.

Thermal Controls:

- The Occupational Safety & Health Administration (OSHA) of the US Department of Labor recommends temperature control in the range of 68-76 degrees Fahrenheit and humidity control in the range of 20-60%.
- Shades are provided on all windows.

Energy Consumption:

- All staff are responsible for turning off lights in spaces which do not have motion sensors (Kitchen, Maintenance Room, Community Room, Patron Areas).
- Energy Star rated equipment should be purchased whenever possible and economically feasible.
- Breakroom refrigerators should be set between 35-38 degrees.
- Personal refrigerators, space heaters, or coffee makers, are prohibited.
- All workstations, including computer monitors, should be shut down at the end of the workday, except when needed.
- Computers should use energy saving settings including eliminating screensavers. Utilize sleep/standby mode for equipment including computers, printers, copiers after a specified time of non-use.
- Generator runs a weekly 10-minute systems test and is on a yearly maintenance schedule.

Book Sale Room:

- The Friends of the Library book sale room is maintained by the Friends of Mamakating Library.
- Donated books that do not meet the standards for sale are recycled when possible.

Capital Repairs/Replacements:

- Capital repairs/replacements should be monitored & completed according to the schedule created by the Building Committee of the Board of Trustees.

Sullivan County Micromobility Program Overview

Expanding Clean Transportation in Sullivan County
Powered by NYSERDA's Clean Mobility Initiative

Program Overview

- **Bike Borrow Program:** Free e-bike lending through local organizations
- **Bike Amenities:** Charging hubs, secure parking, and repair stations
- **Pop-Up Bike Lanes:** Temporary lanes to test and improve bike infrastructure

What is a Bike Borrow?

Think of it like a library - but for e-bikes!

- Free or low-cost access to e-bikes
- In-person orientation for cycling safety and comfort
- Bike maintenance support by Bikeway Bicycles
- Community activities like group rides, safety classes, and more
- Access to related programs that build community, confidence, and access to clean mobility

How It Works

1. Local organizations manage the host sites
2. Local residents attend a hands-on orientation
3. Borrow e-bikes for 2 - 4 weeks at a time
4. Use e-bikes for commuting, errands, exercise, or fun!



About E-Bikes

- E-bikes ride just like regular bikes—but with a boost!
- They use pedal-assist technology, giving you a gentle push as you pedal
 - Easier uphill cycling
 - Ride farther with less effort
 - Not a scooter or motorbike

Benefits for Hosts:

- **Increase Access:** Make it easier for patrons to find and visit you
- **Boost Visibility:** Get more eyes on your organization
- **Go Green:** Support a sustainable transportation initiative
- **Grant-funded for 3 years:** Expand program offerings with no financial commitment

Plus, hosts get:

- Free e-bike loans for staff & clients
- Free secure bike parking
- Free helmets & locks

Bike Borrow vs. Bikeshare

Community-led	Company-operated
Long-term lending	Short trips
Focus on equity	Often skips small towns
Local staff & support	App-based access

Host a Bike Borrow Program!

Responsibilities Include:

- Assign a site contact
- Coordinate with the program manager
- Support program management
- Promote the program across your networks
- Report issues
- Manage e-bike storage

Note: A vendor will manage waivers, training, and user surveys.

Want to Get Involved?

- We are seeking local partners to host bike borrow programs
- If our proposal is selected by NYSERDA, partner sites receive 3 years of funding for:
 - Program Operations
 - Community Outreach
 - Equipment (e-bikes, lockers, chargers, etc.)
- Proposal submission to NYSERDA expected in late 2025
- Contact us at Katie.O'Sullivan@icf.com

Bike Borrow Site Hosts: What You Will Do

An overview of responsibilities

Pre-Program Activities



- 1. Choose a Site Contact From Your Organization**
Pick one person to be the point person for your bike borrow site.
- 2. Sign a Host Site Agreement**
The project team will work with you on a short agreement outlining roles and responsibilities.
- 3. Select Your E-Bikes**
Let us know how many and what types of bikes you would like (e.g., cargo, trikes, step-through).
- 4. Plan for Bike Parking**
If secure bike storage on-site is needed, the project team will procure on-site bike storage and coordinate installation at no cost to the host site.

Examples of Bike Parking Options:

- <https://www.dero.com/product/bike-locker-double-d2/>
- <https://cyclehoop.us/product/bikehangar-4/>
- <https://www.duo-gard.com/product/horizontal-double-2-bike-locker-galvanized/>

Bike Borrow Site Hosts: What You Will Do (Continued)

Setting Up the Bike Borrow Site



1. **Bike Delivery**
We will coordinate with you on a flexible drop-off time.
2. **Quick Training**
We will provide information and training about the software and hardware associated with the e-bike library.
3. **Kick-Off Meeting**
Join the project team and other site hosts for a meeting to get started.

Helping Community Members Borrow Bikes



1. **User Registration**
Help users download the app and create an account (takes ~15 minutes total). Users will:
 - Download the app through a QR code or app store (3 mins)
 - Sign a waiver (2 mins)
 - Watch a safety video (3 mins)
 - Fill out a short survey (5 mins)
 - Scan a QR code to check out a bike
2. **Provide Equipment**
Provide the user with a bike, helmet, and lock.

Bike Borrow Site Hosts: What You Will Do (Continued)

Receiving Bikes After They Are Returned



1. **Encourage Feedback**
Ask riders to complete a quick post-borrow survey.
2. **Receive and Store the Bike**
Secure and charge the e-bike; securely store the helmet and lock.
3. **Report Issues**
Let us know if anything needs attention

Ongoing Support



1. **Join Quarterly Program Meetings**
Connect with the project team and other site hosts to share lessons learned, best practices, and insights.
2. **Spread the Word**
Promote the program in your community!
3. **Keep The Project Team Updated**
Let us know if you need to change procedures, you are relocating/leaving the program, or if equipment is lost or damaged.
4. **Store Bikes Safely**
Store the e-bikes and locks securely when not on loan, including longer periods during the winter.

What You Don't Need to Worry About



- Liability waivers, training videos, and maintenance for the bikes and equipment will be handled by the project team and associated vendors.

COMSEWOGUE PUBLIC LIBRARY

Bicycle Checkout Agreement & Rules

BORROWER IS TO READ FULL DOCUMENT, THEN IS TO DATE, PRINT NAME AND SIGN

Date: _____

Printed Name: _____

Adult Signature: _____

Comsewogue Public Library ("CPL") is a lending library offering bicycles for checkout.

Long Island Bicycle Cooperative ("LIBC") is a service and equipment provider making available and maintaining the bicycle fleet.

Rider is a person 18 years old or older.

I, as the Rider, am attesting with my signature above that I have read, understand and agree to all of the following statements:

- Riding a bicycle involves risks, dangers and hazards which may result in injury or death to myself and others as well as damage to property. There are risks associated with the use of any bicycle which cannot be predicted or avoided and which are the sole responsibility of the rider.
- Before borrowing/renting a bicycle, I am required to consent to a *Waiver and Release Agreement*, which completely releases CPL and LIBC from any liability in connection with the rental of bicycles.
- State and local laws require me to obey the rules of the road while riding a bicycle. There are state and local laws applying specifically to bicycle riders. I will follow all applicable state and local laws.
- Bicycles are machines that may malfunction, and such malfunctions may cause injury. Malfunctions may occur unexpectedly even if a bicycle is properly maintained. Before riding a CPL/LIBC bicycle, I will conduct a safety inspection of the bicycle, which includes checking for the following: proper tire pressure, trueness of the wheels (smooth spinning), safe brakes operation, and any signs of damage, excessive wear, or other mechanical problems or maintenance needs. I will not ride the bicycle if I notice any mechanical problem or other safety issue; I will notify CPL/LIBC of the problem.
- Wearing a properly fitted and fastened Snell, CPSC, ANSI or ASTM-certified helmet while cycling may protect against some injury or lessen the severity of an injury caused by impact to the head. Bicycle helmets are not 100% effective, will not protect against all head injuries and do not protect against other injuries. CPL/LIBC recommends all riders wear a properly-fitted and sized (according to manufacturer's instructions) Snell, CPSC, ANSI or ASTM-approved helmet.
- Must report all accidents and injuries involving a CPL/LIBC bicycle to competent authorities and to CPL as soon as possible.
- CPL does not provide or maintain places to ride bicycles and does not guarantee there will always be a safe place to ride a bicycle.
- Roads, bicycle lanes and bicycle routes may become dangerous due to weather, traffic or other hazards.
- CPL/LIBC provides no warranties, express or implied, for the bicycles it makes available.
- CPL/LIBC requires that a Rider agrees to follow certain rules while using CPL/LIBC bicycles to promote the safe use of said bicycles by Riders. The rules shall not be construed as a waiver by CPL/LIBC of any term in this agreement. Riders are solely responsible at all times for the safe operation of CPL/LIBC bicycles. Riders may need to take safety measures or precautions not specifically addressed in this Agreement.
- I will not ride a CPL/LIBC bicycle while wearing or carrying anything that impedes my ability to safely operate the bicycle.
- I will not carry a second person on a CPL/LIBC bicycle.
- I will not dismantle or modify a CPL/LIBC bicycle in any way other than adjustment of seat height.
- I will not add a trailer to a CPL/LIBC bicycle.
- I will not operate a CPL/LIBC bicycle while under the influence of alcohol, drugs or any other substance that could impair my ability to operate a bicycle.
- I will not use a CPL/LIBC bicycle in weather conditions, including but not limited to rain, snow, extreme heat or electrical storms, all of which make it more dangerous to ride a bicycle.
- I will not use a CPL/LIBC bicycle for racing, riding off-road, or any other use besides operation on public roads and designated public bicycle routes.

COMSEWOGUE PUBLIC LIBRARY

CPL/LIBC Waiver and Release

BORROWER IS TO READ *WAIVER AND RELEASE*, THEN IS TO DATE, PRINT NAME AND SIGN

I, _____, ("I" or "Rider"), wish to participate in the Bike Borrow Program ("Program") offered by Comsewogue Public Library ("CPL") and the Long Island Bicycle Cooperative ("LIBC"), whereby I may check out a bicycle through my CPL membership.

I am a competent bicycle operator and I am sufficiently physically fit to operate a bicycle, which is a physical activity that may cause minor or major injuries or discomfort or which may worsen underlying medical conditions or diseases. By choosing to ride a CPL/LIBC bicycle, I assume all responsibility for such injuries or other medical conditions. I have received any necessary medical clearances for such physical activity. CPL/LIBC is not responsible for injury, damage or liability resulting from my misrepresentation of competence or physical fitness to safely operate a bicycle.

In order to induce CPL/LIBC to allow me to participate in the Program, I HEREBY WAIVE AND RELEASE, indemnify and hold harmless and forever discharge CPL/LIBC and each of their agents, employees, officers, directors, affiliates, successors and assigns, as well as all other Program participants, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, property damage or death, that I ever had or may have, arising from or in any way related to my participation in the Program, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct. If my use of a CPL/LIBC bicycle causes injury or damage to another person or property, I may be liable for such injury or damage and associated expenses. By choosing to ride a bicycle, I assume all responsibility for the risks, hazards, and dangers that it involves.

The nature of the activities has been fully disclosed and any flyer, advertisement, rules, or brochure relating to the activities is expressly made a part of this WAIVER AND RELEASE. CPL/LIBC is not responsible for any injury or damage resulting from (a) any of the risks, hazards and dangers described herein, (b) my failure to comply with my agreements herein, or (c) my failure to wear a bicycle helmet while riding a CPL/LIBC bicycle.

I understand and agree that neither the Program providers nor the personnel arranging the Program are qualified to determine my physical condition or health and that it is my responsibility to consult a physician prior to my participation in the Program. I understand that bicycling should be engaged in only by persons in good health. On behalf of myself, my heirs, assigns and next of kin, I waive all claims for damages, injuries and death sustained to me, or property, that I may have against CPL/LIBC related to such activity. I relinquish any right which I might otherwise have for payment of medical costs or other losses beyond whatever insurance I personally purchase or maintain.

The WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties, including an authorized officer of CPL/LIBC. The provision of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of CPL/LIBC whether by agreement, by operation of law, or otherwise.

I have read, understand, and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me other than the opportunity for me to participate in the Program. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE in allowing me to participate in the Program.

I have carefully read the above terms and I understand that this is an important legal document. I am entering this agreement of my own free will. I am at least 18 years old and have the right, capacity, and ability to contract in my own name. I understand that the above terms apply to all my future CPL/LIBC bicycles and I agree to all applicable terms. I acknowledge that CPL/LIBC has never expressly or implicitly assumed any responsibility for me or my actions in connection with my use of CPL/LIBC bicycles. Any controversy or claim arising out of this contract or breach thereof shall be settled by binding arbitration administered by the American Arbitration Association.

Date: _____ Printed Name: _____ Adult Signature: _____



128 Sullivan St., PO Box 806, Wurtsboro, NY 12790

Phone – (845) 888- 8004 Fax – (845) 888- 8008

Cheryl Jones, Director

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

Dear NYSERDA,

On behalf of the Mamakating Library, I am writing in support of the proposed Clean Mobility program led by the CommuterLink team.

Mamakating Library is more than a repository of books—it's a vibrant community resource. Situated in the Village of Wurtsboro, it blends modern, purpose-built design with rich historical roots, offering digital services, educational programs, tech and benefits assistance, and outreach to homebound patrons. Enhanced by enthusiastic volunteers and embedded in a walkable, trail-connected rural community, the library continues to deepen its impact and accessibility across the Village of Mamakating.

The Mamakating Library is committed to supporting the program as a bike host site. This program is designed to provide community members with free access to bicycles, similar to borrowing a book from a library.

If awarded, this program will introduce affordable, convenient, and sustainable transportation options to disadvantaged communities across Sullivan County. The initiative will empower low-income and underserved residents by improving access to employment, education, essential services, healthy food, and healthcare—strengthening connections that are vital to our community's well-being.

We look forward to collaborating with the CommuterLink team on this impactful effort. Thank you for your consideration and for your continued leadership in advancing clean, equitable transportation solutions across New York State.

Sincerely,

Patricia Andersen, President
Board of Trustees

Cheryl Jones, Director

Member, Ramapo Catskill Library System