Marlboro Free Library
Board Meeting Minutes –July 7, 2025
Immediately following the Library's Reorganization Meeting at 7:00pm
Meeting #7

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:21 p.m.

II. **Pledge to the Flag:** Anita Jean McMonigle led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Benjamin Kolansky, Recording Secretary- Tessa DeBella, and Library Director, Lindsay Jankovitz.

IV. **Visitor's Forum**
None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- June 2, 2025**

RESOLUTION 7-7-7-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the June 2, 2025 board meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. **Special Meeting of the Board Minutes- June 26, 2025**

RESOLUTION 8-7-7-25
A motion was made by Benjamin Kolansky and seconded by Cheryl Werba to approve the June 26, 2025 Special Meeting of the Board minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. Report of Secretary

No report.

VII. Treasurer's Report

a. May 2025

The board received and reviewed the May 2025 Treasurer's Report. The official report will be kept on file at the Library.

The June Treasurer's Report will not be available for the August board meeting, as the Library Treasurer is away for the month of July. Both the June and July reports will be shared at the September meeting.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

Kelli Kavanaugh has agreed to become the Library's Advocacy Ambassador.

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- June 2025

RESOLUTION 9-7-7-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the June 2025 Cash Disbursements.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Report.

c. **Line Item Transfers**
The Library is awaiting the final invoices for June before completing the end-of-year line item transfers. The Director will present the line item transfers at the next board meeting.

d. **Library Audit- Confirmation Letters**
The Library's audit will occur on July 16, 2025, and will be conducted by Nugent & Haeussler, CPA. Library Board Confirmation Letters were distributed to each board member, which are a requirement of the audit. Completed letters were placed in an envelope, sealed, and will be mailed to Nugent & Haeussler, CPA.

ii. **Personnel (Garofalo)**

a. **Jonathan Garofalo Permanent Appointment**

RESOLUTION 10-7-7-25
A motion was made by Benjamin Kolansky and seconded by Cheryl Werba to accept the permanent appointment of Jonathan Garofalo as Library Clerk.

VOICE VOTE: 4-0-1 (Garofalo abstained) ALL YES CARRIED

iii. **Policy Manual (Garofalo)**

a. **Children in the Workplace Policy- 2nd Reading**

Tabled for legal review.

b. **Gifts and Bequests Policy- 1st Reading**

RESOLUTION 11-7-7-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the first reading of the Library's Gifts and Bequests Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

c. **Gift Agreement Form- 1st Reading**

RESOLUTION 12-7-7-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the first reading of the Library's Gift Agreement Form.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. **Naming and Recognition Policy- 1st Reading**

RESOLUTION 13-7-7-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the first reading of the Library's Naming and Recognition Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

e. **Naming and Recognition Policy Appendix A- 1st Reading**

RESOLUTION 14-7-7-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the first reading of the Library's Naming and Recognition Policy- Appendix A.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. **Friends of the Library (Werba)**

The Friends continue to work towards obtaining their 501c3 status. The group is also working on recruiting new members and strengthening their relationship with the Library's board.

v. **Building & Grounds (Kavanaugh)**

The director received a quote to repair the rotting wall in the Library's Reading Garden. Repairs will cost approximately $4,800.00.

The director also received a quote to upgrade the Library's telephone system, which will occur during the Library's Expansion and Renovation Project. The total cost for an upgraded system is approximately $5,941.00.

vi. Liaison to the Ulster Co. Library Association (Jankovitz)

Updates for the Ulster County Library Association were discussed in the Director's Report.

vii. Technology (Garofalo)
No report.

viii. Planning (Kavanaugh)
No report.

X. Old Business
No old business to discuss.

XI. New Business
No new business to discuss.

XII. Next Board Meeting Date- Tentative- Monday, August 4, 2025 at 7:00pm.

The Director informed the Board that, although it typically does not meet in August, a meeting may be necessary to address matters related to the construction project.

XIII. Motion to Adjourn

RESOLUTION 15-7-7-25
At 7:53 p.m., a motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to adjourn the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –July 7, 2025

Immediately following the Library's Reorganization Meeting at 7:00pm

Meeting #7

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- June 2, 2025**
   b. **Special Meeting of the Board Minutes- June 26, 2025**

V. **Report of Secretary**

VI. **Treasurer's Report**
   a. **May 2025**

VII. **Director's Report (Jankovitz)**
   a. **Director's Report**

VIII. **Standing Committees**

i. **Finance (McMonigle & Kolansky)**
   a. **Cash Disbursements- June 2025**
   b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**
   c. **Line Item Transfers**

ii. **Personnel (Garofalo)**
   a. **Permanent Appointment of Jonathan Garofalo**

iii. **Policy Manual (Garofalo)**
   a. **Children in the Workplace Policy- 2st Reading**
   b. **Gifts and Bequests Policy- 1st Reading**
   c. **Gift Agreement Form- 1st Reading**
   d. **Naming and Recognition Policy- 1st Reading**
   e. **Naming and Recognition Policy Appendix A- 1st Reading**

iv. **Friends of the Library (Werba)**

v. **Building & Grounds (Kavanaugh)**

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

vii. **Technology (Garofalo)**

viii. **Planning (Kavanaugh)**

IX. Old Business

X. New Business

XI. Next Board Meeting Date- Monday, August 4 at 7:00pm (tentative)

XII. Motion to Adjourn

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library
Board Meeting Minutes –June 2, 2025 at 7:00pm
Meeting #6

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:00 p.m.

II. **Pledge to the Flag:** Benjamin Kolansky led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Benjamin Kolansky, and Library Director & Recording Secretary- Lindsay Jankovitz.

IV. **Visitor's Forum**

None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- May 5, 2025**

RESOLUTION 103-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the May 5, 2025 board meeting minutes.

VOICE VOTE: 4-0-1 (1 abstention Benjamin Kolansky) CARRIED

b. **Annual Meeting Minutes- May 5, 2025**

RESOLUTION 104-6-2-25
A motion was made by Anita Jean McMonigle and seconded by Kelli Kavanaugh to approve the May 5, 2025 Annual Meeting Minutes.

VOICE VOTE: 4-0-1 (1 abstention Benjamin Kolansky) CARRIED

VI. Report of Secretary

A thank you was sent to Cindy Storno at the Marlboro Central School District for her assistance with the Library's Trustee Election.

VII. Treasurer's Report

a. April 2025

The board received and reviewed the April 2025 Treasurer's Report. The official report will be kept on file at the Library.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- April 2025 & May 2025

RESOLUTION 105-6-2-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the April 2025 Cash Disbursements and May 2025 Cash Disbursements.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Report.

c. Library Audit

The Library's audit is scheduled to occur on July 16, 2025 by Nugent & Haeussler, P.C. Confirmation Letters will be distributed to the board as soon as they are received from the auditor.

ii. **Personnel (Garofalo)**

a. **Karen Mills Resignation**

RESOLUTION 106-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to accept the resignation of Karen Mills.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. **Tessa DeBella Tuition Reimbursement**

RESOLUTION 107-6-2-25
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve Tessa DeBella's Tuition Reimbursement request in the amount of $1,413.00.

VOICE VOTE: 5-0-0 ALL YES CARRIED

c. **Discussion of Worker's Compensation Claim**

RESOLUTION 108-6-2-25
At 7:14 p.m., a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to enter executive session to discuss matters related to a specific employee's workers' compensation claim, as it involves the medical, financial, credit, or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person

At the request of the board, the Library Director was invited to remain for the Executive Session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

No action was taken during Executive Session.

RESOLUTION 109-6-2-25
At 7:15 p.m., a motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to return to regular session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. **New Library Page Hire**

RESOLUTION 110-6-2-25

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the hire of Ava Todisco as Library Page.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iii. **Policy Manual (Garofalo)**

a. **Children in the Workplace Policy- 1st Reading**

RESOLUTION 111-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve the first reading of the Library's Children in the Workplace Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. **Friends of the Library (Werba)**

The Friends of the Marlboro Library participated in the Town of Marlboro's Memorial Day Parade.

v. **Building & Grounds (Kavanaugh)**

No report.

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

No report.

vii. **Technology (Garofalo)**

No report.

viii. **Planning (Kavanaugh)**

No report.

X. Old Business

No report.

XI. New Business

a. **Trustee Election Results**
   1. **Cheryl Werba: 550 votes- elected to a 5 year-term**
   2. **5 write-ins on the ballot: Matthew Espeso, Jeff Hacker, Cheryl Werba, David Dawes, and Ted Nugent. 1 vote each.**

b. **Invitation to Bid- Legal Notice published in the *Southern Ulster Times***
   i. **May 29, 2025**
   ii. **June 5, 2025**

c. **Storage Pod**

RESOLUTION 112-6-2-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to allow the Library Director to order a storage pod to remain on the Library's property for the duration of the construction and renovation project. The price should not exceed $3,500.00.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. **New Hire- Part-Time Library Clerk- Diana Burke**

RESOLUTION 113-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve the hire of Diana Burke as Part-Time Library Clerk.

VOICE VOTE: 5-0-0 ALL YES CARRIED

e. **New Hire- Substitute Library Clerk- Elizabeth Ferrer-Alfonso**

RESOLUTION 114-6-2-25
A motion was made by Anita Jean McMonigle and seconded by Cheryl Werba to approve the hire of Elizabeth Alfonso-Ferrer as Substitute Library Clerk.

VOICE VOTE: 5-0-0 ALL YES CARRIED

XII. Next Board Meeting Date- Reorganization Meeting with Regular Board Meeting to immediately follow- Monday, July 7, 2025 at 7:00pm.

XIII. Motion to Adjourn

RESOLUTION 115-6-2-25
At 7:31 p.m., a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to adjourn the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –June 2, 2025 at 7:00pm

Meeting #6

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- May 5, 2025**
   b. **Annual Meeting Minutes- May 5, 2025**

V. **Report of Secretary**

VI. **Treasurer's Report**
   a. **April 2025**

VII. **Director's Report (Jankovitz)**
   a. **Director's Report**

VIII. **Standing Committees**

   i. **Finance (McMonigle & Kolansky)**
      a. **Cash Disbursements- April 2025 & May 2025**
      b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**
      c. **Audit Scheduled for July 16, 2025**

   ii. **Personnel (Garofalo)**
      a. **Karen Mills Resignation**
      b. **Tessa DeBella Tuition Reimbursement**

c. **Discussion of Worker's Compensation Claim**
d. **New Library Page Hire: Ava Todisco**

iii. **Policy Manual (Garofalo)**
a. **Children in the Workplace Policy- 1st Reading**

iv. **Friends of the Library (Werba)**

v. **Building & Grounds (Kavanaugh)**

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

vii. **Technology (Garofalo)**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

X. **New Business**
a. **Trustee Election Results**
1. **Cheryl Werba: 550 votes- elected to a 5 year-term**
2. **5 write-ins on the ballot: Matthew Espeso, Jeff Hacker, Cheryl Werba, David Dawes, and Ted Nugent. 1 vote each.**
b. **Invitation to Bid**

XI. **Next Board Meeting Date- Reorganization Meeting: Monday, July 7 at 7:00pm with Regular Board Meeting to immediately follow.**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Special Meeting of the Board Minutes–Thursday, June 26, 2025 at 5:30pm

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 5:31 p.m.

II. **Pledge to the Flag:** Lindsay Jankovitz led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Anita Jean McMonigle, Lois Diorio, and Recording Secretary and Library Director, Lindsay Jankovitz.

Cheryl Werba and Benjamin Kolansky entered at 5:33 p.m.

IV. **Visitor's Forum:**

None present.

V. **Discussion and motion to approve the architect's recommendation for selection of contractors for the Library's Renovation and Expansion Project**

The board reviewed and discussed the contractor recommendation letter submitted by Butler Rowland Mays Architects for the Library's Expansion and Renovation Project.

RESOLUTION 116-6-27-25
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Barone Construction Group, Inc, for General Construction Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $1,545,000.00 (base bid + Alternates 1, 2, 3, and 4).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 117-6-27-25
A motion was made by Benjamin Kolansky and seconded by Kelli Kavanaugh to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Ashley Mechanical, Inc, for Plumbing Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $182,575.00 (base bid).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 118-6-27-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with DJ Heating & Air Conditioning, Inc., for Mechanical Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $647,000.00 (base bid).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 119-6-27-25
A motion was made by Anita Jean McMonigle and seconded by Benjamin Kolansky to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Mid-Hudson Electrical Contracting, LLC, for Electrical Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $437,311.00 (base bid + Add Alternate #4).

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. New Business

a. Line Item Transfers

RESOLUTION 120-6-27-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the attached line item transfers.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Check Signer for July

Benjamin Kolansky agreed to be the second signer on the Library's checks, while Library Treasurer, Cathy Cosman, is away on vacation during the month of July.

c. Feedback for Expansion and Renovation Project Brochure

The director distributed and asked for feedback on the Library's Expansion and Renovation Project Brochure. Feedback should be given to the director by the end of next week.

VII. Motion to Adjourn

Board President, Denise Garofalo, adjourned the meeting at 5:59 p.m.

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Special Meeting of the Board –Thursday, June 26, 2025 at 5:30pm

Marlboro Free Library

I. **Call to Order**

II. **Visitor's Forum**

III. **Discussion and motion to approve architect's recommendation for selection of contractors for the Library's renovation/expansion project**

IV. **New Business**

V. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

July 2025 Director's Report

Update on Federal Funding Cuts

This year's Library Construction Aid Grant funding is confirmed and will not be impacted by federal cuts. The money for Phase 4 of our construction project is safe and will be distributed on schedule this fall.

Due to anticipated financial strain at the state level due to federal funding, New York State may roll back portions of its proposed budget. MHLS will feel an impact from this. To minimize impacts next budget year, the Library will begin working on its 2026-2027 budget this fall.

MHLS Member Library Assessment Increase

MHLS is raising member library assessments to maintain essential services such as the interlibrary loan delivery, digital collection development, and system-wide support. The amount of increase is determined by chartered service population and three-year averages for circulation and holds. Marlboro will see an approximate increase of 14.9% for 2026. We have already budgeted for this increase.

Executive Director, Rebekkah Smith Aldrich has advised member libraries to plan for approximately a 10% annual increase going forward.

MHLS Advocacy Ambassador Program

MHLS is seeking one trustee from each member library to serve as an Advocacy Ambassador. This individual will be the point person for the Library to help the director keep everyone up-to-date and aware of calls to action regarding federal funding impacts. Scope of duties will include- attending an orientation session, subscribing to a dedicated MHLS list-serv, and keeping the board up-to-date on information discussed on the list-serv during board meetings.

UCLA Annual Dinner

The Ulster County Library Association's Annual Dinner will be held on Tuesday, September 9 from 6:00–8:00 p.m., at Front Street Tavern in Kingston. Tickets are $50 per person. Please let me know by August if you would like to attend.

Trustee Training Reminder

As a reminder, all trustees are required to complete two hours of trustee training each year. Please let me know if you need help finding a session that fits your schedule. If you are unsure of your status, please let me know.

MHLS Road Trip

The MHLS Road Trip has generated a lot of enthusiasm! We have had lots of visitors from other libraries and our patrons are enjoying the program as well.

Programming Highlights

Summer reading has begun at the Library. Sydney is doing a great job taking over the children's programming.

Congressman Pat Ryan's C.A.R.E.S Van will be at the Library on Friday, July 11 from 11:00am-1:00pm.

The Library will be holding a Local History Trivia Night event at Brix on Wednesday, August 6 at 6:00pm.

Notary

Tessa DeBella passed her NYS Notary Exam and has received her license.

Community Foundations Grant

Intend to apply for new public computers.

Staffing Clarifications

Overview of new staffing roles.

Moving Company

Clancy Moving Company will be visiting the Library this week to give us a quote regarding how much it will cost to move the collection to different areas of the building during construction. Clancy comes highly recommended from other libraries within the system.

Clerk of the Works

Meghan Brennen from Butler Rowland Mays Architects will be sending over recommendations for a Clerk of the Works.

Vacation

Just a quick reminder that I will be on vacation from Sunday, July 20th through Sunday, July 27th. I will be checking my email daily and will remain reachable as needed, but Tessa and Lois will be managing day-to-day matters in my absence, and will contact me if there are any emergencies.

Budget Year 2024-2025
JUNE 2025

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
June 2025

	Account	Date	Num	Name	Memo	Amount
Jun 25	**GENERAL FUND**					
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11361	A T & T	LONG DISTANCE SERVICE MAY 2025	-154.23
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11362	BRODART COMPANY	BOOKS - 4/2-5/19/2025 INVOICES	-1,037.77
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11363	FLEURY RISK MANAGEMENT	W/C POLICY 7/1/25-7/1/26	-433.72
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11364	McNAUGHTON BOOK SERVICE/BRODART CO	ANNUAL BOOK PLAN JULY 2025-JUNE 2026	-6,714.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11365	ORKIN/CRAIG THOMAS PEST CONTROL	MFL TERMITE BAITING 1 YR	-642.25
	L200 · GENERAL FUND/KEY BANK ACCT	06/03/2025	11366	TOWN OF MARLBOROUGH/WATER/SEWER	WATER/SEWER 1251 RT 9W / MFL	-169.96
	L200 · GENERAL FUND/KEY BANK ACCT	06/06/2025	11367	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/6/2025	-18,115.85
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11368	ALEX PRIZGINTAS	ADULT PROGRAM 6/30/2025 - LECTURE	-150.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11369	CHARTER COMMUNICATIONS	INTERNET SERVICES 6/1-6/30/2025	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11370	ISECTRA, LLC	TECH SUPPORT MAY 2025	-1,400.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11371	LAMELA SANITATION	TRASH REMOVAL - MAY 2025	-221.71
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11372	LEAF	BIZHUB C250i PUBLIC PRINTER	-199.29
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11373	MCSD TREASURER	2024-2025 BENEFITS	-262,447.04
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11374	STATE INSURANCE FUND/WORKERS COMP	WC INSUR/INSTALLMENT	-1,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11375	OVERDRIVE	AUDIO BOOKS - ON ACCOUNT	-2,300.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11376	SWANK MOVIE LICENSING USA	ANNUAL MOVIE LICENSE 7/1/25-6/30/26	-308.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11377	TESSA DeBELLA	TUITION REIMBURSEMENT SPRING 2025	-1,413.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11378	ULSTER COUNTY LIBRARY ASSN.	MFL MEMBERSHIPS DUES 2025/ 1 YR UCLA	-175.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/13/2025	11379	VERIZON	TELE SERV JUNE 2025	-195.29
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2025	11380	UTICA NATIONAL INSURANCE GROUP	MFL INSURANCE INSTALLMENT PAYMENT	-2,911.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11381	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3350I FAX MACHINE LEASE	-136.96
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11382	LEAF	2 KONICA C250i COPIER LEASE	-667.68
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11383	MID-VALLEY OFFICE PRODUCTS, INC.	TYPEWRITER MAINTENANCE 7/2025-7/2026	-469.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11384	KEY BANK MASTERCARD	KEY MC ACCT 5/10-6/9/2025	-3,831.94
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11385	LINDSAY JANKOVITZ	UCLA & DIRECTORS MEETING - MILEAGE/ BUILDING SUPPIES	-126.17
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11386	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/20/2025	-20,940.15
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11387	ZAMBITO LANDSCAPING	CONTRACTUAL SERVICES 1/1/25-6/30/25 & EXTRAS FOR CONSTRUCTION	-15,975.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/23/2025	11388	CENTRAL HUDSON	MFL- 1251 RT 9W 5/9-6/10/2025	-840.90
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11389	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/27/2025	-15,066.23
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11390	BRODART COMPANY	ADULT/JUVEN BOOKS 6/1-6/30/2025	-1,187.93
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11391	JOHNSON CONTROLS FIRE PROTECTION LP	ANNUAL FIRE EXT INSPECTION	-310.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11392	VANGUARD ID SYSTEMS	LIBRARY CARDS	-946.70
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2025	11393	UNITED AIR CONDITIONING, HEATING INC.	OFFICE AC - SERVICE CALL 6/5/2025	-251.50
						-360,908.25
Jun 25	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	06/03/2025	131	BUTLER ROWLAND MAYS ARCHITECTS, LLP	BRMA PROJECT BF MISC EXP- ARCHITECT FEES	-58,419.43
	H200 · BUILDING FUND/KEY BANK ACCT	06/03/2025	132	TIMES HUDSON VALLEY MEDIA	BF MISC EXPENSE - BID NOTICE PUBLICATION	-343.57
	H200 · BUILDING FUND/KEY BANK ACCT	06/23/2025	133	TERRACON CONSULTANTS - NY, INC.	PROJECT - GEOTECHNICAL SURVEY	-9,250.00
	H200 · BUILDING FUND/KEY BANK ACCT	06/23/2025	134	TERRACON CONSULTANTS - NY, INC.	PROJECT - GEOTECHNICAL SURVEY REPORT	-3,400.00
						-71,413.00

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4160 · Appropriated Fund Balance	0.00	41,250.00	-41,250.00
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	987,198.00	987,198.00	0.00
L2771 · PILOTS(Payments in Lieu of Tax)	46,146.74	28,000.00	18,146.74
Total L4100 · REAL PROPERTY TAXES	1,033,344.74	1,015,198.00	18,146.74
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	111.94	286.00	-174.06
L2082NR · NR NON-RESIDENT FEES	150.00	150.00	0.00
L2082PA · PASS PASSPORT CHARGES	12,917.80	13,000.00	-82.20
Total L4120 · CHARGES FOR SERVICES	13,179.74	13,436.00	-256.26
L4130 · USE OF MONEY & PROPERTY			
L2401 · INTUSA KEY USA/DIRECT INTEREST	0.00	740.00	-740.00
Total L4130 · USE OF MONEY & PROPERTY	0.00	740.00	-740.00
L4140 · SALES OF PROP & COMP FOR LOSS			
L2650 · SEMAT SALES OF EXCESS MATERIAL	95.00	1,500.00	-1,405.00
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	2,435.14	2,500.00	-64.86
L2690LC · LOST LIBRARY CARDS	175.95	120.00	55.95
L2690LI · LOST ITEMS	571.64	500.00	71.64
Total L4140 · SALES OF PROP & COMP FOR LOSS	3,277.73	5,005.00	-1,727.27
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	224.45	500.00	-275.55
L2705GF · GENERAL FUND DONATIONS	1,500.00	1,500.00	0.00
Total L4150 · GIFTS & DONATIONS	1,724.45	2,000.00	-275.55
L4160 · MISCELLANEOUS REVENUE			
L2701 · REFUND PRIOR YR EXPENSES	2,349.42	10,000.00	-7,650.58
L2770B · SCAN REVENUE	588.20	500.00	88.20
L2770BS · BOOK SALES REVENUE	516.15	1,200.00	-683.85
L2770C · COPY REVENUE	1,730.06	1,985.00	-254.94
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	1,879.95	3,000.00	-1,120.05
L2770PP · PAY PHONE REVENUE/COSTUME CHG	10.10	50.00	-39.90
L2770RM · REMISC MISC REIMBURSEMENTS	1,323.50	500.00	823.50
Total L4160 · MISCELLANEOUS REVENUE	8,397.38	17,567.00	-9,169.62
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,809.00	3,000.00	2,809.00
Total L4190 · COUNTY SOURCES	5,809.00	3,000.00	2,809.00
Total Income	1,065,733.04	1,098,196.00	-32,462.96
Gross Profit	1,065,733.04	1,098,196.00	-32,462.96
Expense			
G5100 · GRANT FUND EXPENSE			
L7410. · 439GA GRANT FUND MISC EXPENSE	1,651.96		
Total G5100 · GRANT FUND EXPENSE	1,651.96		
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410gj · 720FCR CAPITAL RESERVE	3,000.00	3,000.00	0.00
L5000 · GENERAL FUND INTERFUND TRANSFER - Other	40,000.00	40,000.00	0.00
Total L5000 · GENERAL FUND INTERFUND TRANSFER	43,000.00	43,000.00	0.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	456,670.49	465,731.13	-9,060.64
Total L5100 · PERSONNEL	456,670.49	465,731.13	-9,060.64
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	0.00	2,400.00	-2,400.00
Total L5110 · EQUIPMENT	0.00	2,400.00	-2,400.00

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	6,622.95	8,417.95	-1,795.00
L7410ab · 410BA ADULT TITILES	15,543.64	15,543.64	0.00
L7410ac · 410BJ JUVENILE TITLES	6,265.57	6,965.00	-699.43
L7410ad · 410BLH LOCAL HISTORY TITLES	114.65	500.00	-385.35
L7410ae · 410BR REFERENCE TITLES	202.76	1,000.00	-797.24
Total L5120 · BOOKS	28,749.57	32,426.59	-3,677.02
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	824.19	1,996.90	-1,172.71
L7410bb · 412CS COMPUTER SOFTWARE	6,651.68	7,440.00	-788.32
Total L5130 · AUDIO-VISUAL MATERIAL	7,475.87	9,436.90	-1,961.03
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	5,300.00	6,000.00	-700.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	5,300.00	6,000.00	-700.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	1,311.76	2,000.00	-688.24
L7410db · 413B PERIODICALS	2,071.01	3,000.00	-928.99
L7410dc · 413D NEWSPAPERS	652.25	1,500.00	-847.75
Total L5150 · PERIODCALS & MICROFORM	4,035.02	6,500.00	-2,464.98
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	2,176.14	3,000.00	-823.86
L7410eb · 430C COPY SUPPLIES/SERVICE	2,734.82	4,315.95	-1,581.13
L7410ec · 430M OFFICE SUPPLIES	5,793.18	5,846.48	-53.30
L7410ed · 430SS SPECIAL SERVICES	8,555.00	11,805.00	-3,250.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	19,259.14	24,967.43	-5,708.29
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	4,761.97	4,961.97	-200.00
L7410fb · 433 POSTAGE	3,778.12	5,505.00	-1,726.88
L7410fc · 434 PUBLICITY & PRINTING	3,690.13	3,690.13	0.00
L7410fd · 435 TRAVEL	202.57	315.74	-113.17
L7410fe · 437 GUEST SPEAKERS	3,552.37	5,000.00	-1,447.63
L7410ff · 438 MEMBERSHIPS	3,319.00	3,500.00	-181.00
Total L5170 · MISCELLANEOUS EXPENSE	19,304.16	22,972.84	-3,668.68
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 RENTAL,REPAIR,MAINTENANCE	45,505.22	48,904.09	-3,398.87
L7410gb · 450 FUEL & UTILITIES	19,171.18	20,358.00	-1,186.82
L7410gc · 451 CUSTODIAL SUPPLIES	3,134.62	3,434.62	-300.00
L7410gd · 452 REPAIRS TO BUILDING	22,718.49	22,968.49	-250.00
L7410gf · 454 INSURANCE	13,357.04	13,357.04	0.00
L7410gg · 720F REPAIR/RESERVE	47,315.00	47,821.00	-506.00
L7410gh · 900C CONFERENCE	2,551.79	3,500.00	-948.21
L7410gi · 900L LEGAL FEES	1,000.00	2,000.00	-1,000.00
Total L5180 · OPERATION & MAINT OF BUILDING	154,753.34	162,343.24	-7,589.90
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	60,754.69	69,721.00	-8,966.31
L9030.8 · SOCIAL SECURITY	34,452.79	36,892.00	-2,439.21
L9040.8 · WORKERS COMPENSATION INSURANCE	3,110.99	3,165.00	-54.01
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	201,044.62	202,455.82	-1,411.20
Total L5190 · EMPLOYEE BENEFITS	299,363.09	312,733.82	-13,370.73
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	8,279.42	8,279.45	-0.03
L9788.7 · LEASE INTEREST	1,404.58	1,404.60	-0.02
Total L5200 · DEBT SERVICES	9,684.00	9,684.05	-0.05
Total Expense	1,049,246.64	1,098,196.00	-48,949.36
Net Ordinary Income	16,486.40	0.00	16,486.40
Net Income	**16,486.40**	**0.00**	**16,486.40**

Marlboro Free Library
Children in the Workplace Policy

The purpose of this policy is to provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee) may be present within the Marlboro Free Library (Library) workplace. This policy applies to employees for whom the need to bring dependent children to the workplace may arise. This policy does not apply to a minor child's participation in Library-sponsored programs or attendance at Library-sponsored events to which children and/or families may be invited. Similarly, participation in an approved educational event that permits children to observe and/or participate in parents' or guardians' work activities is permitted. Please note that children of employees left unattended in the Library are subject to the Library's Safe Child and Vulnerable Adult Policy.

The Library values a workplace culture that fosters a healthy and appropriate balance between workplace obligations and family demands. In keeping with this value, the Library has established the following policy to provide guidance on when and under what circumstances children can appropriately be present in the Library workplace, including the staff workroom.

Whenever is operationally practicable, the Library Director or others in a supervisory role should honor an employee's request for flexibility to meet unexpected family needs that may require an employee's attention during normal working hours. So long as operational conditions and workloads will reasonably permit, the Library Director or others in a supervisory role are expected to work with employees in order that such unexpected needs can be met by using breaks, lunch periods, flexible work schedules, adjusted hours, vacation leave or other alternative work arrangements, without impacting Library hours or workplace responsibilities.

It is inappropriate for any Library staff member to use library facilities as an alternative to regular childcare. Infrequent emergency situations, such as the sickness of a babysitter, or for short periods when a child may stop to visit or wait for transportation, are acceptable. However, regular and extended presence of children during work hours is not permitted due to the potential for interruption of work or Library activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks, confidentiality, and/or potential legal liability. Bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or day care may not be brought to the workplace.

Subject to the limitations described in this Policy, visits by children of employees are permissible, provided that advance supervisory approval is sought and obtained by the employee. Approval is at the sole discretion of the Library Director. During any such visits, minor children may not be left unsupervised, nor may they be placed under the supervision of other employees. Visits should generally be no longer than one (1) hour, and generally not on consecutive days.

The presence of the child may not disrupt the work environment or negatively affect the productivity of the employee who brought the child, the employee's colleagues, or Library patrons.

Violations of the policy can result in disciplinary actions, including potential termination.

Based on policies in Arizona, Massachusetts, New York, and Rhode Island

Marlboro Free Library
Gifts and Bequests Policy

The Board of Trustees (Board) of the Marlboro Free Library (Library) believes that the Library's collection, programs, and building can be greatly enriched by gifts, bequests, and memorials.

Gifts/donations of physical items such as books and other library materials
Books or other library materials purchased by the donor for presentation to the Library will be gratefully accepted provided they meet the Library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the Library's collections. Donated items are evaluated according to the same criteria that are applied to purchased material. The Library does not accept materials for permanent exhibit.

In accepting a physical item gift, the Library Director and the Board reserves the privilege of deciding whether it should be added to the collection. Such gifts may be donated with the understanding that the Library reserves the right to add them to its collection, donate, sell, or discard them.

All donations of physical items (books, etc.) become the sole property of the Library. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the Library sees fit.

The Library makes every effort to dispose of all gift materials, which it does not add to its own collection to the very best advantage.

- A gift may be offered to other libraries
- A gift may be sold and the proceeds used to enhance the Library's collection, building, or programs

Please note that the following books, materials, and periodicals cannot be accepted by the Library, as they cannot be used by the Library and present a disposal problem:

- Outdated informational books (e.g. technological, tax, investment, medical, educational, legal, etc.)
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are dirty, musty, or mildewed

- Books with torn pages, missing covers, or that are written in
- Books with editorial comments either written or typed in them
- Periodicals, including *National Geographic*
- Puzzles with missing pieces
- Pirated videotapes or DVDs, or videos/DVDs taped off a streaming or broadcast service
- Advanced Readers copies of books

Responsibility for appraisal/estimation of gift donations of physical items lies with the donor. Neither the Board nor Library staff will assess a value for non-monetary gifts for any purpose. Any letter of acknowledgement of a physical item/non-monetary gift will not contain a value.

Monetary gifts such as bequests, memorials, or cash

Gifts of cash, stocks, securities, real property, and bequests that support the mission of the Library will be handled by the Library Director, who, with the Board, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

The Board recommends that donors of bequests, memorials, or cash gifts consult with the Library Director and Board in order to make the benefaction of the greatest possible use for the present and the future.

Gifts other than library materials, cash, bequests, securities, or real property

The decision as to acceptance of gifts of exterior ornamentation, sculpture, artwork, signage, landscaping plants, artifacts and the like shall be made by the Board. The appropriateness of the offered gifts to the Library will be the primary criterion for acceptance of the gifts. The Library has the authority to make whatever disposition is deemed advisable, which may include sale or transfer to another agency.

Disclaimer

The Board reserves the right to refuse any gift or donation (monetary or non-monetary) under certain circumstances. These circumstances include, but are not limited to: unreasonable restrictions on use or access; insufficient resources to properly manage the gift (space and maintenance requirements, etc.); or instances where the gift would appear to present a conflict of interest, violate the law, or create the image of an inappropriate relationship between the Library and the donor.

Naming opportunities

Please consult the Library's *Naming and Name Recognition Policy* for information and guidelines on these opportunities.

Gift Agreement Form

A completed *Gift Agreement Form* must be submitted to the Library Director for donations valued in excess of $5,000. The Board must then approve the donation at their next meeting.

Based on policies of libraries in Massachusetts, New Jersey, and New York

Marlboro Free Library
Gift Agreement Form

Date Received _____/_____/_____ Received by _____

Donor/Source

_____

Address

_____

City/State/Zip

_____

Phone (_____)_____ Email_____

Please see the Marlboro Free Library's ***Gifts and Bequests Policy*** for more details regarding donating to the Library.

I hereby attest that I am the lawful owner of the described item(s) of personal property and that I have absolute authority to, and hereby do, effect transfer of ownership thereof to the Marlboro Free Library.

I, the undersigned, do hereby relinquish all residual rights to, including copyright, if pertinent, and do make an unconditional gift to the Marlboro Free Library. I understand that once legal ownership is transferred, reformatting, storage, and display decisions regarding this material are at the discretion of Marlboro Free Library staff.

A letter of acknowledgment will be sent promptly to the donor's address.

I have read and agree with the above policy regarding gift donations. Please refer to the Library's full *Gifts and Bequests Policy*.

Donor
Signature_____

Date_____/_____/_____

Naming and Name Recognition Policy
Marlboro Free Library

The Marlboro Free Library (Library) appreciates donations at all levels and seeks to provide appropriate recognition to all donors, including naming opportunities. The Library's *Gifts and Bequests Policy* covers general donations. The purpose of this policy is to establish guidelines for implementing naming rights and name recognition opportunities for gifts supporting the mission and values of the Library. The Board of Trustees of the Marlboro Free Library (Board) is responsible for establishing policies related to naming rights and name recognition at the Library, and may modify these policies from time to time as circumstances change or may require.

Definitions

Naming Rights: Titling a specifically identified area or space of the Library (e.g., "ABC XYZ Children's Room") with the name of the donor or honoree. Naming rights and opportunities are on a first-come, first-served basis and are subject to Board approval. Naming does not entitle the donor or named person or entity to determine the use of donated funds or to have any role in decision-making regarding the building, space, or program.

Name Recognition: Acknowledgement of special philanthropic contributions will be honored with a plaque in a specifically identified area or book/item of the Library (e.g., "This children's computer provided through the generous support of the 1234 Foundation"). Naming opportunities can recognize donors or those they wish to honor or memorialize.

Room: A space that could have naming rights, and is defined as a room in the Library, such as an enclosed room, designated areas such as story-time corner or an interior wall.

Collection: A group of books, media, and other information items.

Furnishings and equipment: May include furniture, computers, and similar articles that are not a fixed part of the building and have a short life span.

Monetary gifts: Financial contributions include outright gifts of money, securities, in kind donations and endowments.

Guidelines

A written agreement or other legally binding document will be executed between the Library and the donor prior to the donor's name being affixed to any structure or endowment. Deferred gifts qualify for a naming opportunity only when the gift funds are realized.

Naming opportunities fulfilled through a pledge gift will be recognized upon receipt of the initial gift, but are contingent upon future, timely fulfillment of scheduled gifts. Pledged gifts are to be completed in a maximum of five (5) years. In the event a donor does not fulfill a pledge for a naming opportunity, in full and/or in a timely manner, the donor will lose the naming

opportunity at the discretion of the Board. If the naming opportunity is withdrawn, the donor shall not be entitled to any refund of amounts pledged and paid and does not have the right to substitute one naming opportunity for another at a lower pledge/gift amount.

Some areas or rooms of the Library have been identified for specific naming or name recognition opportunities. The list of current naming opportunities is attached to this policy as *Appendix A*. The Library Director shall be responsible for compiling and keeping an updated list of current naming opportunities.

The wishes of donors who prefer to remain anonymous will be honored.

Types of Specific Recognition

Gifts, at any level, will be accepted.

Donations that can have naming rights include funds for rooms, spaces, furnishings, equipment, programs, and library collections. Other items may be recommended for naming after consultation with the Library Director and the Board. An inventory of available areas and/or items in the Library available for naming purposes with proposed fees can be found in *Appendix A* of this Policy.

Requests for specific words of recognition other than recognizing the name of an individual, family, foundation, organization, corporation, or business will be considered and are subject to the review and approval of the Library Director and the Board.

Plaques, signage, and other recognition vehicles such as donor walls, will be placed in appropriate locations as determined by the Library Director consistent with the Library's image and design requirements. An entity's logo, website, or other advertising element will not be permitted in the recognition. The Board reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition.

Duration of Naming Rights

Naming rights are rarely, if ever, in perpetuity. The naming rights will remain in place for no more than twenty-five (25) years for gifts of $100,000 and above; and no more than ten (10) years for gifts between $50,000 and $99,999. If, in the determination of the Board, circumstances change so that the purpose for which the named physical space was established is significantly altered or if the physical space is no longer needed or habitable, the Board, in consultation with the Library Director and the donor(s), if possible, will determine an appropriate way to recognize the donor's named gift for an agreed upon period such as the useful life of the entity named or as specified in the gift agreement. If the Board and the donor(s) previously established a *Gift Agreement* or contract that provides a practicable course of action, then that action shall be followed.

The following could affect the duration of any established naming rights:

- The named area is substantially renovated, expanded, or designated for another use;
- The named area is sold, destroyed, removed, or abandoned;

- A named business, corporation, foundation, organization or other entity changes its name and/or focus or operations or ceases operations during the duration of the naming agreement; or,
- Public statements by the donor during the duration of the naming rights are contrary to the Library's mission, values, or best interest.

Under such circumstances, the named entity may be changed at the sole discretion and approval of the Board, and a request will be made that the donor cover the cost of the name change.

Qualifications and Exclusions

The Board shall review each naming proposal and consider the overall benefit, consistent with the Library's mission and values, and whether the name will reflect positively on the Library and community. The Board reserves the right and has the discretion to accept or reject any naming proposal.

Unless waived by the Board or contrary to the Library's mission, values, or best interest, a specifically identified area or space of the Library may not be named for (1) individuals currently employed by the Library or on the Board, (2) current political candidates, organizations, or elected officials; or (3) religious leaders, organizations, or institutions.

To avoid the appearance of influence, impropriety, or conflict of interest, the Library will undertake additional due diligence before recommending naming opportunities that include a commercial enterprise, organization, or business. The Library reserves the right to decline donations by individuals, groups, commercial enterprises, foundations, organizations, corporations, businesses, or other entities whose views or public statements are contrary to the Library's mission, values, or best interests. The Board reserves the right to remove a naming opportunity if an individual or entity for which a naming commitment has been made acts in a way that is contrary to the mission or values of the Library, or otherwise would not be in the Library's best interests, or would compromise the public trust.

In the case of naming a collection, room or another aspect of the Library to honor individuals who have contributed significantly to the social, academic, scholarly, research or political life of the community rather than as a donor is permitted. Those honored with such a naming might be:

- Persons not directly connected with the Library who have contributed significantly to the social, academic, scholarly, research, or political life of the community;
- Persons who have contributed significantly, in one way or another, to the growth and development of the Library;
- an illustrious former employee, board member or corporator; or,
- an outstanding states-person, educator, or scholar who may or may not be connected to the Library.

Disclaimer

The Library Director and the Board will not provide tax or legal advice with respect to a pledge, gift, or donation to the Library. Donors and prospective donors are encouraged to seek legal counsel and/or advice from a tax advisor about the tax and other legal consequences of specific giving decisions.

References: Marlboro Free Library *Conflict of Interest Policy,* Marlboro Free Library *Gifts and Bequests Policy.*

Based on policies from libraries in Connecticut, Indiana, Massachusetts, New Jersey, New York, Pennsylvania, and Wisconsin.

Naming and Name Recognition Policy
Marlboro Free Library
Appendix A

Inventory of available areas and/or items in the Library available for naming purposes with proposed fees

<u>Areas/items taken</u>	
Community Room (Claimed)	$100,000 +
Local History Room/Meeting Room (Claimed)	
<u>Areas/items still available</u>	
Children's Section	$50,000
Children's Programming Room	$25,000
Teen Room	$20,000
Computer Area	$15,000
Circulation Desk	$12,000
Landscaping- North Entrance	$9,000
Landscaping- Front Entrance	$9,000
Microfilm Station in Local History Room	$8,500
Periodical Area	$7,500
Reading Lounge	$4,000
Special Event Seating	$2,500
Bookshelves (Stack ends- 10 opportunities)	$2,000
Exterior Benches (2 opportunities)	$2,000
Speaker's Podium	$1,500
Name Featured on Donor Wall	$1,000+
Name a Shelf	$250
Paving Stone (Gardens, courtyards, walkways, etc.)	$100 for a paving stone
Adopt a Book (Subject to collection development policy)	$50