

# MLD Trustees Meeting – November 14, 2023 - 6:00 P.M.

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

Call to Order/Attendance

Adoption of agenda\*

Minutes – October

Finance Report -

Motion to approve abstract of vouchers\*

Director's Report -

Old Business:

- Treasurer (no document)
- Committee Appointments (See attached document)
- Set Committee Meeting Date- Long Range Plan and Policy/By-Law (No Documents)

New Business:

- Budget Adjustments (See attached document)
- Holiday Closure (Thanksgiving) (No document)
- Furnace Maintenance & Carpet Cleaning (See attached document)
- Open Library Clerk Position Rate

Policy review/ revisions:

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

Adjournment

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

**Held on Tuesday, October 10, 2023 at 6:00pm at 128 Sullivan Street, Wurtsboro NY and  
via Zoom.**

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

**ABSENT:** Pamela Mann

The meeting was called to order at 6:00pm

**MEMBERS OF THE PUBLIC:**

In person: Rich Jones and Chelsea Roth

Zoom attendees: Barbara Semonite and Maryallison Farley

- 2. AGENDA:**

Motion to amend agenda to add Executive Session, and add Nominating Committee to New Business made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

- 3. EXECUTIVE SESSION:**

Motion to enter Executive Session to discuss matter of board communication made by Patricia Andersen, seconded by Jennifer Holmes. All in favor, motion carried. Move into Executive Session at 6:06pm.

Motion to leave Executive Session made by Pamela Rice, seconded by Jennifer Holmes. “Nay” vote by John Buying. Motion passed. Left Executive Session at 6:08.

- 4. MINUTES:**

Motion to approve meeting minutes from July 2023 made by Jennifer Holmes, seconded by Mark Tourtellot.

“Nay” vote by John Buying. Motion passed, July minutes approved.

Motion to approve meeting minutes from August 2023 made by Patricia Andersen, seconded by Pamela Rice. Discussion to amend August minutes to reflect topic of Executive Session discussion to read as “employment of a particular person”.

Motion to approve August 2023 minutes as amended made by Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

Motion to accept September meeting minutes made by Mark Tourtellot, seconded by Patricia Andersen. Discussion to amend September minutes to reflect topic of Executive Session discussion to read as “employment of a particular person”.

Motion to accept September minutes as amended made by Jennifer Holmes, seconded by Patricia Andersen. “Nay” vote by John Buying.

**5. FINANCE REPORT:**

Finance Report presented and distributed by Jennifer Holmes. See attached.

Motion to approve September vouchers made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

**6. DIRECTORS REPORT:** Director Cheryl Jones’s comprehensive report was distributed. See attached.

**Items of Note:**

- Generator is installed and propane is connected; air filters were changed
- 16 Adult Programs serving 167 patrons; 11 patrons received dedicated Tech Help time; 5 Children’s Programs service 68 patrons
- Library Card Registration info has been sent home to every child at Chase School. Thank you to Patti Andersen for facilitating this at the school.
- Video Conferencing & Recorded/ Zoom program set up complete. Thanks to the FOML for funding this and to Mark Tourtellott for helping to install the equipment and update a laptop to run more quickly
- The final presentation for the Sustainable Libraries Initiative has been submitted. We are waiting on feedback from our mentor and the SLI team. Completion is imminent!
- September Patron Count: 1,256

## 7. OLD BUSINESS

### **Open Trustee Seat:**

Motion to appoint Chelsea Roth as Library Trustee to fill seat vacated by Antoinette King made by Pamela Rice, seconded by Patricia Andersen. All in favor, motion carried.

### **Committee Appointments:**

Board will revisit Committee Appointments at November meeting with full board present. Tentative committee appointments as follows:

**Budget:** Ad Hoc, by season. Committee to be appointed in late winter

**Long Range Planning:** Patricia Andersen, John Buying and Cheryl Jones

**By-Law/Policy:** Patricia Andersen, Pamela Rice

**Building:** Ad Hoc, by season. Jennifer Holmes, Mark Tourtellott, Troy Hodas

## 8. NEW BUSINESS

### **Treasurer:**

Motion to table Treasurer discussion made by Patricia Andersen, seconded by Mark Tourtellot. All in favor, motion carried.

### **ILS:**

Motion to vote in favor of ILS change, with language as follows, made by Jennifer Holmes, seconded by Patricia Andersen. All in favor, motion carried.

Whereas Mamakating Library and Ramapo Catskill Library System (“RCLS”) are party to an Agreement for Integrated Library System Participation (the “ILS Agreement”) with a five-year term beginning January 1, 2023; and

Whereas The Directors’ Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

Be it resolved that the Library agrees with DA and votes in favor of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

**RCLS Budget:**

Motion to accept 2024 RCLS budget made by Jennifer Holmes, seconded by Mark Tourtellott. All in favor, motion carried.

**Nominating Committee:**

Board discussion followed by decision to accept nominations from the floor in lieu of formation of a Nominating Committee.

**9. POLICY REVIEW/ REVISIONS**

**Trustee Education Policy:** Motion to adopt Trustee Education Policy provided by director Cheryl Jones made by Pamela Rice, seconded by Jennifer Holmes. “Nay” vote by John Buying. Motion carried, policy approved.

**10. PRIVILEGE OF THE FLOOR**

Public Comment – 3 minute limit per person

Barbara Semonite thanked the board for the work they do.

Motion to adjourn made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried. Meeting adjourned at 7:02pm.

Respectfully submitted,

Pamela Rice, Board Secretary

## Mamakating Library Finance Report

November 7, 2023

### Jeff Bank

Checking Account Balance: \$50,000

Savings Account Balance: \$139,505.83

Capital Reserve Fund Checking Account Balance: \$15,270.60

### Walden Savings Bank

Savings Account Balance: \$17,811.84

Approximate Loan Payoff: \$202,321.22

### Things to Consider:

With interest rates being so high, it may be prudent to look at high yield savings accounts or CDs.

# Mamakating Library

2023 Budget vs. Actuals - as of November 10th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES	349,000		
A1001 Real Estate Taxes		349,000	
<b>Total A1049 REAL PROPERTY TAXES</b>	<b>349,000</b>	<b>349,000</b>	<b>100.00 %</b>
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	95	100	95.00 %
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>	<b>95</b>	<b>100</b>	<b>95.00 %</b>
A2649 FINES & FORFEITURES			
A4050 Fines income	548		
<b>Total A2649 FINES &amp; FORFEITURES</b>	<b>548</b>		
A2771 Refund of Prior Years' Expense	538		
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	4,257	3,800	112.00 %
<b>Total A2799 MISCELLANEOUS LOCAL SOURCES</b>	<b>4,257</b>	<b>3,800</b>	<b>112.00 %</b>
A3089.6 Restricted Grants & Donations	4,824	2,500	193.00 %
A3099 STATE AID	25,555	3,340	765.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	2,119	1,000	212.00 %
<b>Total A4060 UNRESTRICTED DONATIONS</b>	<b>2,119</b>	<b>1,000</b>	<b>212.00 %</b>
Refund		3,110	
<b>Total Income</b>	<b>\$386,935</b>	<b>\$362,850</b>	<b>107.00 %</b>
<b>GROSS PROFIT</b>	<b>\$386,935</b>	<b>\$362,850</b>	<b>107.00 %</b>
Expenses			
A7450.0 Capital Funds Expense	6,549		
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	803		
7410.11 Clerical	93,540	106,117	88.00 %
7410.12 Librarian	59,269	69,532	85.00 %
<b>Total A7410.1 Library- Personal Services</b>	<b>153,612</b>	<b>175,649</b>	<b>87.00 %</b>
A7410.2 Library- Equipment	826	2,742	30.00 %
7410.21 Equipment expense	1,030		
<b>Total A7410.2 Library- Equipment</b>	<b>1,856</b>	<b>2,742</b>	<b>68.00 %</b>
A7410.4 Library- Contractual Expenses			
7410.41 Books	14,003	17,000	82.00 %
7410.405 Digital Media	6,741	8,500	79.00 %
<b>Total 7410.41 Books</b>	<b>20,744</b>	<b>25,500</b>	<b>81.00 %</b>
7410.42 Periodicals	331	800	41.00 %
7410.43 Audio/Visual	1,438	2,000	72.00 %
7410.44 Accounting	4,023	8,850	45.00 %
7410.47 Cleaning Service	6,225	7,810	80.00 %
7410.48 Elections	89	200	44.00 %

# Mamakating Library

2023 Budget vs. Actuals - as of November 10th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.51 Legal fees	675	300	225.00 %
7410.52 Memberships	275	385	71.00 %
7410.53 Miscellaneous expense	611	600	102.00 %
Reimbursed payments to other libraries	57		
<b>Total 7410.53 Miscellaneous expense</b>	<b>668</b>	<b>600</b>	<b>111.00 %</b>
7410.55 Postage and Delivery	220	150	147.00 %
7410.56 Program	2,092	3,260	64.00 %
7410.565 Program Supplies	994	1,434	69.00 %
<b>Total 7410.56 Program</b>	<b>3,086</b>	<b>4,694</b>	<b>66.00 %</b>
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M	35,292		
7410.581 Repairs	3,548	2,490	142.00 %
7410.582 Maintenance	1,055	2,225	47.00 %
7410.583 Landscaping	3,850	2,220	173.00 %
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>43,744</b>	<b>6,935</b>	<b>631.00 %</b>
7410.59 Office expense	3,909	3,200	122.00 %
7410.60 Telecom	2,563	3,060	84.00 %
7410.61 Utilities	6,975	7,875	89.00 %
7410.62 Technology	14,730	17,588	84.00 %
7410.85 RCLS Service Fee	1,887	2,005	94.00 %
7410.86 Meetings & Conference	390	600	65.00 %
7410.87 Travel & Mileage	11	210	5.00 %
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>111,983</b>	<b>118,962</b>	<b>94.00 %</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>267,451</b>	<b>297,353</b>	<b>90.00 %</b>
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	2,917	14,502	20.00 %
9010.80 Taxes	10,755		
<b>Total A9010.7 Payroll Taxes</b>	<b>13,672</b>	<b>14,502</b>	<b>94.00 %</b>
A9030.8 Insurance			
9030.81 Disability	722	1,215	59.00 %
9030.82 Hospitalization		15,537	
9030.83 Workers' Compensation	1,445	1,266	114.00 %
9030.84 Property Liability	3,622	3,586	101.00 %
9030.85 Directors and Officers	881	925	95.00 %
<b>Total A9030.8 Insurance</b>	<b>6,670</b>	<b>22,529</b>	<b>30.00 %</b>
A9040.0 Pension Expense	90	23,000	0.00 %
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>20,432</b>	<b>60,031</b>	<b>34.00 %</b>
Capital Reserve		5,000	
Restricted Donations & Grants	2,913	2,500	117.00 %
<b>Total Expenses</b>	<b>\$297,344</b>	<b>\$364,884</b>	<b>81.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$89,591</b>	<b>\$ -2,034</b>	<b>-4,405.00 %</b>



# Mamakating Library

2023 Budget vs. Actuals - as of November 10th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$89,591	\$ -2,034	-4,405.00 %

November 2023			
Voucher #	Payee	Amt	Note
1123-01	RCLS	\$ 4,207.88	E-content, IT, ILS, MS365
1123-02	Valley Mountains	\$ 382.00	Website maintenance
1123-03	Frank Coviello	\$ 29.11	repair café restock
1123-04	Wells Fargo	\$ 103.00	Kyocera Lease
1123-05	OverDrive	\$ 288.84	e-books/audiobooks
1123-06	ALA	\$ 155.00	membership dues
1123-07	The Sun	\$ 49.00	Magazine subscription
1123-08	Patiana McMahon	\$ 50.00	Art Class
1123-09	Patricia Blanco	\$ 150.00	Jewelry Class
1123-10	Baker & Taylor	\$ 1,703.18	
1123-11	VISA	\$ 306.91	autopays 11/21
1123-12	Orange & Rockland	\$ 358.21	
1123-13	Frontier	\$ 262.09	
1123-14	Liz & Robert Hrabowsky	\$ 675.00	
1123-15	WK Mechanical	\$ 555.00	Furnace Cleaning
1123-16	RefKo	\$ 240.00	landscapers
1123-17	Midwest Tape	\$ 388.23	hoopla balance
1123-18	NYSLRS	\$ 16,942.00	Annual Pension Expense
1123-19	Cheryl Jones	\$ 169.00	NYLA Mileage
1123-20	Mirabito	\$ 967.40	propane delivery & generator line
Total:		\$ 27,981.85	

# Mamakating Library

## Board of Trustees Meeting

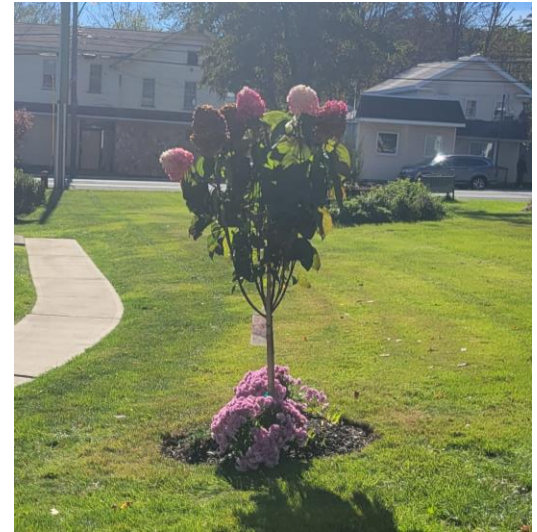
November 14, 2023

### Director's Report



### Building & Grounds:

- Generator Updates:
  - 10/31—The Generator was programmed and tested. It will run a test once per week for 20 minutes.
  - Peak Power is working up a quote on a yearly maintenance plan
  - Waiting on Mirabito invoice in order to close out the grant with the state.
- The furnaces were cleaned and serviced by WK Mechanical and are ready for winter
- The gutters were checked to see if they needed to be flushed out—the gutter guards are doing a great job and there is almost nothing in them.
- The batteries in all of the automatic door buttons were changed. The one button outside the front door is intermittently having trouble communicating with the unit. Frank Coviello fixed it at the Repair Café, but as suspected, it stopped working again a few days later. He is going to come back and take a look again soon.
- Naloxbox installed 10/5—free to us as part of a county grant putting 170+ into public spaces to help combat the opioid crisis in the county.
- New bus information hung outside so it is accessible even during hours we are not open.
- Gardens have been winterized by our garden volunteers
- The hydrangea tree in honor of John Platt has been planted. Refko also gave us about 10 bunches of mums around the property for free this fall and tied up the tree to protect it during its first winter.
- All water to the exterior of the building has been shut off for the winter.



### Closing & Service Interruptions:

- Closed for Indigenous Peoples' Day 10/9

### Programming:

#### Community Partnership Programs:

- BKAA Trail Walk: 5 Participants
- Tai Chi w/ ERPHN: 36 Participants (4 sessions)
- Chair Yoga with ERPHN: 39 Participants (4 sessions)
- International Moon Night w/ Catskill Astronomy Club: 16 Participants

#### Stand-alone programs

- Repair Café: 38 Participants + 8 adult volunteers & 8 teen volunteers
- Winterize Your Garden: 11 Participants
- Chase School Visit: 13 Participants

#### Series programs

- Books & Tea Discussion (Iwona) - 10 Participants



- Keep It Short...Stories (KISS), Discussion Group (Patiana) -7 Participants
- Storytime in the Park (Jen Holmes) – 45 Participants
- Culinary Club: 5 Participants
- Tech Support (Kate) – 3 Participants
- Writers' Group (Alethea): 1 Participant
- Art with Miss Patiana: 6 Participants

#### **Program Totals:**

- 15 Adult Programs serving 149 patrons
- 3 Patrons received dedicated Tech Help time
- 5 Youth Programs serving 80 patrons

#### **Outreach:**

- School visit from Mrs. Ramos' class went well. They kids all seemed to have a great time and were excited to get their own library cards.
- Library Card Registration at Chase school is on-going. Thus far 45 new cards have been created for Chase school students and another 26 have been sent to EBCPL in Monticello to create cards there.



**A teen volunteer learns from a Repair Coach**



**Happy Patrons with their newly repaired items at 10/21 Café**



**10/24 International Moon Night Event**



**Mrs. Frey Ramos' Class visits the Library!**

#### **IT/ILS & Technical Services:**

- Computer Users: 173
- Wi-Fi Users: 2203

#### **Circulation/Registration:**

Previous Month's Physical Circulation								
	2016	2017	2018	2019	2020	2021	2022	2023
January	2110	2206	2231	2487	2400	1823	2040	1882
February	2134	1973	1956	2088	2169	1335	1840	1531
March	2548	2414	2225	2093	1180	1929	2110	1734
April	2421	2331	2013	2064	--	1710	1751	1705
May	2624	2121	2161	2180	--	1644	1636	1667
June	2802	2539	2288	2292	233	1909	1836	1818
July	3120	3150	2640	2682	939	2225	2232	2628
August	3202	2941	2760	2742	948	1870	2195	2822
September	2368	2440	2015	2310	1224	1904	1597	2276
October	2352	2166	2273	2239	1323	1969	1404	2029
November	2276	2214	2309	1956	1496	2126	1492	
December	1866	1704	2000	1924	1600	1991	1362	
<b>TOTAL</b>	<b>29,823</b>	<b>28,199</b>	<b>24,871</b>	<b>25,133</b>	<b>13,512</b>	<b>22,435</b>	<b>23,517</b>	<b>18,063</b>

Previous Month's New User Registrations								
	2016	2017	2018	2019	2020	2021	2022	2023
January	15	29	14	19	19	9	17	19
February	19	16	18	12	20	8	16	12
March	35	12	22	9	4	15	12	12
April	10	28	23	18	2	8	21	11
181May	30	24	16	15	3	6	21	16
June	37	24	30	28	0	12	16	30
July	27	34	32	32	8	34	41	42
August	44	28	22	31	12	28	35	48
September	18	26	14	31	9	23	21	22
October	12	28	16	21	8	10	19	62
November	18	28	10	11	6	12	20	
December	11	28	11	8	7	10	12	
<b>TOTAL</b>	<b>276</b>	<b>305</b>	<b>228</b>	<b>227</b>	<b>98</b>	<b>175</b>	<b>251</b>	<b>212</b>

## Digital Collections:

Overdrive Circulation					
	2019	2020	2021	2022	2023
January	323	305	394	486	603
February	264	229	429	400	508
March	334	298	444	439	552
April	293	475	338	448	564
May	291	497	408	495	537
June	344	409	362	559	448
July	296	373	404	552	438
August	284	311	474	578	522



<b>September</b>	272	314	427	499	524
<b>October</b>	236	323	367	510	582
<b>November</b>	205	334	419	506	
<b>December</b>	209	320	405	546	
<b>Total</b>	<b>3142</b>	<b>4188</b>	<b>4871</b>	<b>6018</b>	<b>4696</b>

Unique Patron Access Hoopla		
	2022	2023
<b>January</b>	32	36
<b>February</b>	27	42
<b>March</b>	33	49
<b>April</b>	28	35
<b>May</b>	20	36
<b>June</b>	21	37
<b>July</b>	31	39
<b>August</b>	34	38
<b>September</b>	33	36
<b>October</b>	26	50
<b>November</b>	33	
<b>December</b>	35	
<b>Total:</b>	<b>353</b>	<b>348</b>

Overall Circulations Report Hoopla		
	2022	2023
<b>January</b>	108	131
<b>February</b>	98	133
<b>March</b>	112	137
<b>April</b>	98	127
<b>May</b>	63	94
<b>June</b>	60	127
<b>July</b>	116	90
<b>August</b>	124	116
<b>September</b>	113	118
<b>October</b>	87	169
<b>November</b>	118	
<b>December</b>	128	
<b>Total:</b>	<b>1225</b>	<b>1073</b>

### Director's Meetings & Trainings:

- 10/6 DA Bylaws Committee Meeting
- 10/10 Trustee Ed Session: Compliance
- 10/11 Director's Association
- 10/13 SUPLA Meeting
- 10/18 D&H Canal Bi-Centennial Committee Meeting
- 10/18 Sullivan County Youth Book Festival Meeting
- 10/24 New Directors Round Table: Facilities Management
- 10/24 Trustee Ed Session: Finance 102: Investing Public Funds
- 10/25 CCE Ascend Organizational Networking Event
- 10/26 Fall Into Book Conference

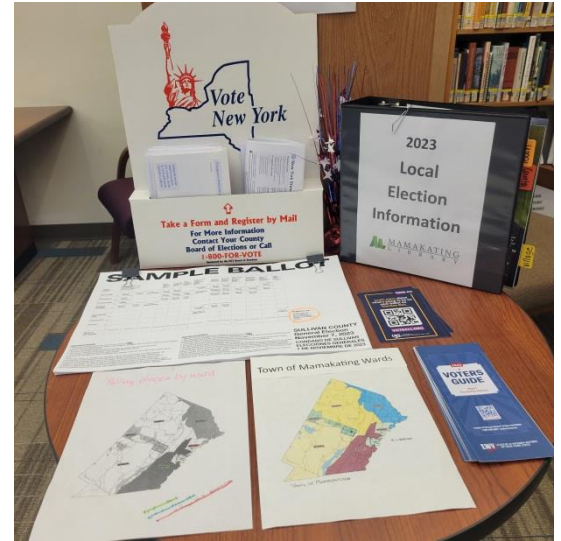
### Friends of the Library News:

- The Friends have purchased an ad in the Mamakating 2024 calendar for the library (September was month chosen because it is Library Card Sign up Month).
- The Friends have drafted and approved an MOU which is being presented to the board.
- Halloween Candy was purchased to given out along with books from the bookstore on Halloween.
- The Friends are hosting the 2<sup>nd</sup> annual Holiday Wrap-stravaganza on Saturday Nov. 25<sup>th</sup>, coinciding with WBOTs Joy to Wurtsboro.



## Other News:

- September Patron Count: 1,364
- We are official a Certified Sustainable Library! We will be recognized on the stage at NYLAs awards dinner and a press release has been sent to all local outlets. I am working with SLI on an article for their November newsletter as well. We are the 2<sup>nd</sup> library in the system, the 16<sup>th</sup> in the state and the 1<sup>st</sup> with under a half-million dollar budget to complete the program. Our Sustainability page on the website has also been changed to reflect this accomplishment.
- Book Talk article in the Oct. 12<sup>th</sup> Shawangunk Journal
- We created a binder with all of the election information compiled in one place including, voter registration forms, absentee ballot applications, ward maps, important dates, and candidate information in one place for patrons to peruse to be sure they are informed on election day.
- A final report was sent to Wolf Lake Neighbors on the results of their sponsored summer reading program. The results were very encouraging and we've been invited to apply again next year to continue the program. The report will be provided as a supplement to this report.
- We have an official library volunteers email list now so we can email all of the people who have expressed interest in helping out when we have a specific need.
- We have 90 days remaining (as of 11/1) on our TREX collection cycle and about 200 lbs of plastic left to collect to earn our 8<sup>th</sup> free bench.



## Upcoming Programs & Events:

- 11/4 Intro to Tech (new digital literacy program series begins)
- 11/9 Classic Film Discussion: Forbidden Planet
- 11/9 Patiana's Kid's Art Group
- 11/14 Books & Tea : Remarkable Bright Creatures
- 11/16 Intro to Reiki
- 11/25 Friends of the Library Gift Wrapping Fundraiser & WBOT Joy to Wurtsboro Event
- 11/30 Jewelry Making Class with Pat Blanco of Wurtsboro Art Alliance

## Upcoming Trustee Trainings:

- There are no more trainings available at RCLS through the new year.
- There are still trainings available through your Niche Academy account if you need more for your 2 hours that must be completed by 12/30/23.

## Reminders:

- The Library is closed 11/11 for Veterans Day & 11/25 for Thanksgiving.

Respectfully submitted,  
Cheryl Jones, Library Director  
November 14, 2023

# Wolf Lake Neighbors Foundation Mid-Summer Grant Review 2023

## Schedule of Programming

### Week 1: Evaluation & Placement

July 11<sup>th</sup> 4:45—Reading Tutoring (2 students)  
July 11<sup>th</sup> 5:30—Kindergarten Prep

July 13<sup>th</sup> 4:45—Reading Tutoring  
July 13<sup>th</sup> 5:30—Kindergarten Prep

### Week 2: Instruction begins

July 25<sup>th</sup> 4:45—Reading Tutoring  
July 25<sup>th</sup> 5:30—Kindergarten Prep

July 27<sup>th</sup> 4:45—Reading Tutoring  
July 27<sup>th</sup> 5:30—Kindergarten Prep

### Week 3:

August 1<sup>st</sup> 4:45--Reading Tutoring  
August 1<sup>st</sup> 5:30—Kindergarten Prep

August 3<sup>rd</sup> 4:45--Reading Tutoring  
August 3<sup>rd</sup> 5:30—Kindergarten Prep

### Week 4:

August 8<sup>th</sup> 4:45--Reading Tutoring  
August 8<sup>th</sup> 5:30—Kindergarten Prep

August 10<sup>th</sup> 4:45--Reading Tutoring  
August 10<sup>th</sup> 5:30—Kindergarten Prep

### Week 5:

August 15<sup>th</sup> 4:45--Reading Tutoring  
August 15<sup>th</sup> 5:30—Kindergarten Prep

August 17<sup>th</sup> 4:45--Reading Tutoring  
August 17<sup>th</sup> 5:30—Kindergarten Prep

### Week 6: Final Evaluation & Recognition

August 22<sup>nd</sup> 4:45--Reading Tutoring  
August 22<sup>nd</sup> 5:30—Kindergarten Prep

August 24<sup>th</sup> 4:45--Reading Tutoring  
August 24<sup>th</sup> 5:30—Kindergarten Prep

## Program Funds Spent:

Reading Teacher: Jamie Lacey

- Compensation for 1<sup>st</sup> half of summer: \$1000
- Compensation for 2<sup>nd</sup> half of summer: \$1000

Teen Helper/Program Prep: Ashley Wilkins

- Compensation (beginning 7/25): \$20 hr (\$60/week for 7 weeks: \$420)

Books for Student Incentive:

- Book Worm: Book Logs/Journals (all students)
- (3) Dog Man Graphic Novel (5th Graders)
- (3) I Survived... the Wellington Avalanche (5th Graders)
- (2) The Best Chef in 2<sup>nd</sup> Grade (2<sup>nd</sup> Graders)
- (2) Splat the Cat (2<sup>nd</sup> Graders)
- (7) Pete the Cats Giant Groovy Book: 9 in 1 Book (Kindergarteners)
- (7) The Bad Seed Goes to the Library (Kindergarteners)
- Book Total: \$492.76

Program Total Spent: \$2912.76 (does not include cost of library supplies used in printing class materials)



## Teacher Evaluation of Reading Tutoring, 5<sup>th</sup> Grade:

	NWEA May 2023	NWEA Sept 2023	NWEA Norm for grade
Student A (5th grader)	189	195	204
Student B (5th grader)	190	202	204
Student C (5th grader)	196	198	204
	Fluency May 2023	Fluency Sept 2023	Fluency Norm for grade
Student A	54	63	121
Student B	65	71	121
Student C	80	82	121
	Lexile May 2023	Lexile Sept 2023	
Student A	428	496	
Student B	610	630	
Student C	500	510	

As you can see from the data provided, all three of these students have made progress in all areas of reading development. They are students already receiving extra reading instruction and services, so the need for continued practice throughout the summer is imperative to prevent learning loss. The Lexile increase is particularly remarkable as it shows a statistically significant increase for all students. All three students increased their fluency as well, though they are still testing well below grade-level, which the teacher reports is expected with these students. She is still very encouraged by these increases and believes the consistency that these summer sessions provided, is a significant factor in their continued progress. All three students also showed overall improvement towards testing at the grade level norm for the NWEA exam.

The program teacher & library director believe that our objective<sup>1</sup> with this program has been achieved and that the success for these students is partly due to the shorter sessions, the frequency of sessions, and the small group instruction that allows for true, one-on-one attention that addresses each student's unique needs. We decreased the length of the sessions this year to avoid student fatigue which seems to have worked well. We must also give credit to the parents who committed to making it to every session without fail—this diligence also greatly improves the outcomes.

<sup>1</sup> **Objective 1: Developing Early Literacy & Reading Skills**

*The library will provide easily accessible classes for Wurtsboro elementary-aged students to prevent the 'summer slide' in literacy skills. Specifically, students participating in the full series of classes will show improved scores in post-assessments and/or standardized tests. (Quoted from initial grant proposal)*

### Teacher Evaluation of Reading Tutoring, 2<sup>nd</sup> Grade:

	NWEA May 2023	NWEA Sept 2023	NWEA Norm for grade
Student D (2nd grader)	162	157	172
Student E (2nd grader)	133	143	172
	Fluency May 2023	Fluency Sept 2023	Fluency Norm for grade
Student D	No test in 1st	0	50
Student E	No test in 1st	0	50
	Lexile May 2023	Lexile Sept 2023	
Student D	No test in 1st	BR140	
Student E	No test in 1st	BR143	

The results of testing here require a bit of explanation. The 2<sup>nd</sup> grade students don't have previous fluency scores for May because the school begins testing their fluency in 2<sup>nd</sup> grade, so September 2023 was their first fluency test. The same is true for Lexile testing. Both students' fluency scores for September were "0", because the test is designed to be discontinued immediately if the student does not read a certain number of words per minute. In the case of both of these students, they did not meet that benchmark and thus are given a "0." 50 words per minute is the norm for grade level.

The program teacher wanted to impress upon the committee:

"that the students who were asked to participate this summer are in Tier 3 intervention, which is when they receive the most help in school, and are very, very low academically. It is not as easy to see them 'grow' as it is to see in a typical child's development. These students are on the cusp of being classified as special education students (one is already in the process of getting classified & the other has a 504 plan in place). That is the main reason they were offered the tutoring help over the summer-- they were already very low achieving and I didn't want them to slip and lose any progress they'd made throughout the school year."

Ms. Lacey also notes: "it isn't a black and white visual of whether or not these kids grew. These are borderline special education students with learning disabilities, so prevention of learning loss is equally as important." The program teacher remains encouraged as the data does show progress with their test scores even if it is small progress.

## Teacher Evaluation of Kindergarten Prep:

Kindergarteners	NWEA Norm for Fall 2023	NWEA Fall score 2023
Student A	137	140
Student B	137	136
Student C	137	133
Student D	137	141
Student E	137	147
Student F	137	138

The kindergarten students are incoming this September, so there is no data available for them from last Spring. However, the instructor is very impressed with their NWEA scores. This is their first time with standardized testing, in general, so we often expect low performance for that reason alone. Also, these students were identified and asked to join this program because of low skills development displayed in pre-kindergarten screening, so the expectation was to see low scores for a number of reasons. However, seeing them all perform on their first standardized NWEA test at close to or above the norm “shows that they learned some skills from me over the summer.” The library is proud to have helped provide help to these students to give them the best start possible in their school careers.

During our mid-summer assessment the program instructor noted improvement in a number of areas which meet our program objectives<sup>2</sup>. Skills included in these sessions: social skills, phonemic awareness, writing upper & lower case letters, name recognition and writing, correct letter formation, blending letters, and encoding/decoding words.

<sup>2</sup> **Objective 2: Developing Kindergarten Readiness Skills:**

Participants will show improvement in a variety of skill sets including: social skills, letter recognition, letter formation, letter sounds, blending sounds, and both encoding and decoding of words. (Quoted from initial grant proposal)

## Library Director Evaluation of Teen Helper:

Our mid-summer evaluation of Ashley still rings true. She is punctual, professional, and always willing to lend a hand with any tasks that need completing. We are not often able to teach volunteers how to shelve books as it can be quite complex given the number of different sections and labeling systems, however, Ashley was able to slowly pick up all of the intricacies of this and can now confidently help with that task as well. She has helped with children's programs, proving herself patient and a great role-model for the children. She has also helped with organizing the Friends of the Library book sale room, taking instruction from another community member, instead of library staff, proving that her skills are transferrable. We are very proud of her and grateful for help this summer.

Ashley has recently reached out to us requesting a reference for an after school job in town. We are delighted that she had the confidence to apply and that she is being considered for the position. We will be giving her a glowing reference for this, and any future positions she applies for and view this as achievement of the programs last objective<sup>3</sup>.



Three of our program participants with teacher, Jamie Lacey receiving their book bundles for completing the program.

Respectfully submitted,  
Cheryl Jones  
Director, Mamakating Library

### <sup>3</sup> Objective 3: Foster Growth of Transferrable Skills in Local Teens:

We will continue working towards the long-term goal set in 2022 to develop a group of teen workshop leaders and tutors that, through their participation in our program, will learn basic teaching skills and gain public service experience for use in other employment opportunities, including possible library employment in the future. (Quoted from initial grant proposal)

## **2023-2024 Mamakating Library Board of Trustees Committee Assignments**

Budget Committee: Director & 2-3 BOT members TBA

- Assists the director in the planning of the next year's budget
- Will be appointed in February 2024
- Will meet monthly until June 2024

Long Range Planning Committee: Patricia Andersen, John Buying, BOT Member TBA, Cheryl Jones (Library Director)

- Develops and oversees progress towards the goals of the library
- Reports to the BOT at-large with recommendations during planning phase and with progress throughout the LRP term
- Meets monthly while developing Long Range Plans
- Meets Quarterly to track progress on LRP Goals

By Law & Policy Committee: Patricia Andersen, Pamela Rice, Cheryl Jones (Library Director)

- Researches & drafts policies, By-laws changes
- Reports to the BOT at-large with recommendations
- Meets bi-monthly

Building Committee: Jennifer Holmes, Mark Tourtellott, Troy Hodas (Community Member), Cheryl Jones (Library Director), Liz Hrabowsky (Cleaners)

- Ad Hoc committee in place when a building project undertaken
- Will meet as needed throughout the planning and progress of the project

### **3<sup>rd</sup> Quarter Budget Adjustments November 2023**

Unallocated Funds thus far:

1. \$531.63 in Fines and \$1109.81 in Unrestricted donations as of 11/1 (total 1641.44)
  - a. Move \$840 to office expense to cover overage there and give extra to finish out the year with
  - b. Move \$375 to Legal to cover overage
  - c. Move \$200 to postage to cover overage and finish out year

Totals:

- \$840 to office expense
- \$375 to legal
- \$200 to postage and delivery

\$1415 total to be adjusted

*Motion: To make the budget adjustments noted from Fines & Unrestricted income lines to Office Expenses, Legal, and Postage and Delivery Expense Lines.*

2. Regarding State Funds for Generator
  - State grant will total 24,866 (State Aid income line)
  - Remaining to be funded via transfer from Capital Reserve (ie: Dymond Funds)

*Motion: To move make the budget adjustment moving funds from State Aid income line to Building & Grounds Expense line.*



WK Mechanical  
21 Howells Road  
Middletown, New York 10940  
(845) 342-8133

Estimate 58403447  
Job 58188274  
Estimate Date 11/1/2023  
Customer PO

**Billing Address**  
Mamakating Library  
128 Sullivan St  
Wurtsboro, NY 12790 USA

**Job Address**  
Mamakating Library  
128 Sullivan St  
Wurtsboro, NY 12790 USA

#### Estimate Details

Replace OEM Flame Sensor: Remove and replace OEM flame sensors on 3 Carrier gas furnaces. Perform operational check to ensure proper operation.

Task #	Description	Quantity	Your Price	Your Total
AH-CBS-140	Replace the safety device that senses a flame in your furnace to ensure proper operation and shutdown.	3.00	\$250.43	\$751.29
				<b>Sub-Total</b> \$751.29
				<b>Tax</b> \$0.00
				<b>Total</b> \$751.29

Thank you for choosing WK.  
"Do it The Right Way With WK!"

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by WK Mechanical as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.



**J'z Cleaning**

128 Sullivan St  
Wurtsboro, NY 12790

☎ (845) 888-8010  
✉ [cjones@rcis.org](mailto:cjones@rcis.org)

ESTIMATE	#44
TOTAL	\$855.00

CONTACT US

2660 New Prospect Rd  
Pine Bush, NY 12566

☎ (845) 803-6910  
✉ [diego@jzcleaning.com](mailto:diego@jzcleaning.com)

**ESTIMATE**

Services	qty	unit price	amount
Carpet cleaning	3000.0	\$0.30	\$900.00
Steps included:			
Pre-vacuuming			
Pre-treatment			
Manual scrubbing scrubbing			
Hot water extraction			

**Protectant on high traffic areas**

solvent-based impregnating sealer with a unique formula not only protects against spills and soil but also allows all the surfaces to breathe properly thus not changing the texture or feel of any treated surface!

This solvent sealer has no VOCs!

Services subtotal: \$900.00

Subtotal \$900.00

First time customer - \$45.00

**Total \$855.00**



**Harry O's Cleaning Services, Inc.**

Floors - Shampooing - Windows

P.O. Box 1205

Monticello, New York 12701

Phone: (845) 796-2734

Fax: (845) 796-2735

<u>Proposal Submitted To:</u>	<u>Phone:</u>	<u>Date:</u>
Mamakating Library	(845) 888-8010	11/9/23
128 Sullivan St.		
Wurtsboro, N.Y. 12790		

We hereby submit specifications and estimates for:

Pre-Spot, Steam Shampoo & Deodorize Carpets                      \$ 1,200.00

Acceptance of Proposal- The above price, specifications and conditions are satisfactory and are hereby accepted.

Signature \_\_\_\_\_ Date of Acceptance \_\_\_\_\_

\_\_\_\_\_



For Immediate Release  
October 31, 2023

### **Mamakating Library is Certified Sustainable**

*The Sustainable Libraries Initiative recognizes Mamakating Library as a leader in sustainability.*



Mamakating Library located in Wurtsboro, New York has been designated a “Certified Sustainable Library” through the Sustainable Libraries Initiative’s award-winning Sustainable Libraries Certification Program.

Initial discussions regarding undertaking the Sustainable Library Certification Program(SLCP) began in 2021. The Library’s Administration decided that the best place to start was by developing and/or modifying a number of policies to better reflect their commitment to the Triple Bottom Line principle of sustainability. Adopting policies such as an Environmental Impact & Sustainability Policy, Emergency & Disaster Policy, and a Sustainable Purchasing Policy played an integral part in establishing Mamakating’s Mission going forward.

Mamakating Library’s Mentor, Claudia Depkin, Library Director of the Haverstraw King's Daughters Public Library shared the following statement about Mamakating’s journey towards certification:

"Mamakating Library is the embodiment of a sustainable, thriving library! Their deep, foundational relationships with volunteers and local partners celebrating the arts, education, the environment, neighborhoods and the municipality have been strengthened through their work with the Sustainable Libraries Certification Program. The trustees,

director, and staff have successfully integrated the Triple Bottom Line definition of sustainability into their policies, programs, collections, human resources, fiscal planning and facility. Town of Mamakating residents are fortunate to have a public library that proves its value to the community in so many ways."

Getting community buy-in and standing beside them in their efforts was a big motivator. Staff, trustees, and community members volunteered to work on their sustainability committee, giving everyone a role to play in ensuring the library's sustainability efforts would be fulfilled. Mamakating Library Director Cheryl Jones shared the following:

"Our community has been very supportive of this effort all along the way. Very early in the process, interested committee members were identified and the committee evolved over time as one person's expertise was exhausted, and another new committee member was identified. This helped us bring so many voices from the community into the process. Also, our monthly Sustainability Corner column in our newsletter has been regularly cited by patrons as a catalyst for small changes they have made in their own households and that is one of the things we are most proud of—not only that our library is certified sustainable, but that our patrons are inspired to be more mindful about their own actions and choices as well."

Director Cheryl Jones also added the following describing how going through the Sustainable Library Certification Program(SLCP) helped her and her staff by giving them small achievable goals that brought awareness of where they were currently and helped define a clear path to carry out their mission.

"I truly think that going through the SLI process as a new director has helped me to understand so many aspects of my job as it relates to my staff, my building, my community, and the relations among all of those things. I came into this job at a library that hadn't had a director for a few months; I had to figure a lot out as I went along. Working through the SLI process with our committee gave me small, manageable goals and allowed me to explore so many areas that I didn't have previous experience with. From community outreach and building partnerships with for profit & non-profit agencies, to fiscal tasks like evaluating the community's ROI or making pay scale changes for the benefit of our staff, to creating policies to reinforce our commitment to the pillars of sustainability, it has all helped me have a greater understanding of my role. I highly recommend this process, even to brand new directors because of that. The learning curve is steep for us, but this truly helped scaffold those first months of learning into manageable chunks and I feel like I have a much deeper understanding of the day to day functioning as well as where we are headed in the future due to working through this process."

Mamakating Library is among a growing number of libraries in North America that are participating in the Sustainable Libraries Certification Program, the first of its kind in the world. They are the twenty-sixth Sustainable Libraries Initiative member to be Certified Sustainable. This benchmarking program was developed to assist libraries of all kinds – public and academic libraries, library systems, and individual school librarians - to create opportunities to make better choices on behalf of the local and global community.