

MLD Trustees Meeting – December 12, 2023 - 6:00 P.M.

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

Call to Order/Attendance

Adoption of agenda*

Minutes – November*

Finance Report -

Motion to approve abstract of vouchers*

Director's Report

Committee Reports –

- Long Range Plan- No Report -Next Meeting January 23rd – 6 PM
- Policy/ By-Law- No Report – Next Meeting January 11th – 6 PM
- Building and Grounds- No Report
- Budget- No Report

Old Business:

- Committee Appointments (No documents)

New Business:

- Meeting Nights (No documents)
- Minutes (No documents)
- Multi-factor Authentication (Informational- No Documents)

Policy review/ revisions:

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

Executive Session

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, November 14, 2023 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

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

ABSENT: Chelsea Roth

 The meeting was called to order at 6:00pm

MEMBERS OF THE PUBLIC:

 In person: Rich Jones

2. **AGENDA:**

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

3. **MINUTES:**

 Motion to approve meeting minutes from October 2023 made by Pamela Mann, seconded by Mark Tourtellott. “Nay” vote by John Buying. Motion passed, October minutes approved.

4. **FINANCE REPORT:**

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

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

 Item of note: Cheryl will research possibility of moving savings and Capital Reserve Fund to NYLAF (New York Liquid Asset Fund).

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

Items of Note:

 • Generator has been programmed and tested. Waiting on Mirabito invoice in order to close out the grant with the state.

- 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
- Gardens have been winterized by garden volunteers
- The library will be closed for Indigenous Peoples' Day 10/9
- Repair Café: 38 participants & 8 adult volunteers & 8 teen volunteers
- International Moon Night w/ Catskill Astronomy Club: 16 participants
- Total Circulation for the year: 20139
- October new use registrations: 274 (45 of those new cards came from Chase school)
- Overdrive circulation 5278
- Hoopla circulation 1242

6. OLD BUSINESS

Treasurer:

Motion to table Treasurer election to January officer elections made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carried.

Committee Appointments:

Formal committee appointments as follows:

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

Long Range Planning: Patricia Andersen, John Buying, Pamela Mann and Director Cheryl Jones

By-Law/Policy: Patricia Andersen, Pamela Rice and Director Cheryl Jones

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

Set Committee meeting Date for following committees:

Long Range Plan Committee – committee will determine January date via email

Policy/By-Law Committee – tentatively Wednesdays; committee will determine January date via email

7. NEW BUSINESS

Budget Adjustments:

Motion to make the budget adjustments noted from Fines & Unrestricted Income lines to Office Expenses, Legal, and Postage and Delivery Expense lines made by Pamela Rice, seconded by Patti Andersen. All in favor, motion carried.

Motion to make the budget adjustment moving funds from State Aid income line to Building and Grounds Expense line made by Pamela Rice, seconded by Patricia Andersen. All in favor, motion carried.

Holiday Closure (Thanksgiving):

Motion to close the library the day after Thanksgiving 2023 made by Patricia Andersen, seconded by Mark Tourtellott. All in favor, motion carried.

Furnace Maintenance & Carpet Cleaning:

Furnaces are cleaned and ready for winter. Motion to approve scheduling of furnace maintenance in January made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

Open Library Clerk Position Rate

The position will be advertised at the 2024 rate.

8. PRIVILEGE OF THE FLOOR

Public Comment – no public comments made

Motion to adjourn made by Pamela Mann, seconded by Mark Tourtellott. All in favor, motion carried. Meeting adjourned at 7:32pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2023 Budget vs. Actuals - as of December 8th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES	349,000		
A1001 Real Estate Taxes		349,000	
Total A1049 REAL PROPERTY TAXES	349,000	349,000	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	116	100	116.00 %
Total A2499 USE OF MONEY & PROPERTY	116	100	116.00 %
A2649 FINES & FORFEITURES			
A4050 Fines income	570		
Total A2649 FINES & FORFEITURES	570		
A2771 Refund of Prior Years' Expense	538		
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	4,615	3,800	121.00 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	4,615	3,800	121.00 %
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	2,246	1,000	225.00 %
Total A4060 UNRESTRICTED DONATIONS	2,246	1,000	225.00 %
Refund		3,110	
Total Income	\$387,464	\$362,850	107.00 %
GROSS PROFIT	\$387,464	\$362,850	107.00 %
Expenses			
A7450.0 Capital Funds Expense	6,549		
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	803		
7410.11 Clerical	101,897	106,117	96.00 %
7410.12 Librarian	64,423	69,532	93.00 %
Total A7410.1 Library- Personal Services	167,123	175,649	95.00 %
A7410.2 Library- Equipment	1,418	2,742	52.00 %
7410.21 Equipment expense	1,133		
Total A7410.2 Library- Equipment	2,551	2,742	93.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	15,810	17,000	93.00 %
7410.405 Digital Media	7,955	8,500	94.00 %
Total 7410.41 Books	23,765	25,500	93.00 %
7410.42 Periodicals	380	800	47.00 %
7410.43 Audio/Visual	1,438	2,000	72.00 %
7410.44 Accounting	4,135	8,850	47.00 %
7410.47 Cleaning Service	6,900	7,810	88.00 %
7410.48 Elections	89	200	44.00 %

Mamakating Library

2023 Budget vs. Actuals - as of December 8th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.51 Legal fees	675	675	100.00 %
7410.52 Memberships	430	385	112.00 %
7410.53 Miscellaneous expense	611	600	102.00 %
Reimbursed payments to other libraries	57		
Total 7410.53 Miscellaneous expense	668	600	111.00 %
7410.55 Postage and Delivery	226	350	65.00 %
7410.56 Program	2,392	2,900	82.00 %
7410.565 Program Supplies	1,141	1,434	80.00 %
Total 7410.56 Program	3,533	4,334	82.00 %
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M	35,506	24,866	143.00 %
7410.581 Repairs	3,548	2,490	142.00 %
7410.582 Maintenance	1,665	2,225	75.00 %
7410.583 Landscaping	4,090	2,220	184.00 %
Total 7410.58 Building & Grounds R&M	44,809	31,801	141.00 %
7410.59 Office expense	3,955	4,040	98.00 %
7410.60 Telecom	2,825	3,060	92.00 %
7410.61 Utilities	7,495	7,875	95.00 %
7410.62 Technology	18,783	17,588	107.00 %
7410.85 RCLS Service Fee	1,887	2,005	94.00 %
7410.86 Meetings & Conference	390	600	65.00 %
7410.87 Travel & Mileage	180	210	86.00 %
Total A7410.4 Library- Contractual Expenses	122,562	144,883	85.00 %
Total A7999 CULTURE & RECREATION	292,236	323,274	90.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	2,917	14,502	20.00 %
9010.80 Taxes	11,827		
Total A9010.7 Payroll Taxes	14,743	14,502	102.00 %
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 %
Total A9030.8 Insurance	6,670	22,529	30.00 %
A9040.0 Pension Expense	17,032	23,000	74.00 %
Total A9199 EMPLOYEE BENEFITS	38,445	60,031	64.00 %
Capital Reserve		5,000	
Restricted Donations & Grants	2,913	2,500	117.00 %
Total Expenses	\$340,142	\$390,805	87.00 %
NET OPERATING INCOME	\$47,321	\$ -27,955	-169.00 %

Mamakating Library

2023 Budget vs. Actuals - as of December 8th

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$47,321	\$ -27,955	-169.00 %

December 2023

Voucher #	Payee	Amt	Note
1223-01	VISA	\$ 948.44	autopays 12/21
1223-02	RefKo	\$ 310.00	Landscaping
1223-03	PN Fire & Burgler Alarm	\$ 964.00	Annual Test
1223-04	Midwest Tape	\$ 251.49	Hoopla Balance
1223-05	Shelter Point Life	\$ 1,001.47	DBL & PFL Insurance
1223-06	Wells Fargo	\$ 103.00	Kyocera Lease
1223-07	OverDrive	\$ 289.98	e-books/Audio books
1223-08	Kristi Romolo	\$ 2,500.00	Accounting
1223-09	Frontier	\$ 262.09	phone/internet
1223-10	Toshiba	\$ 358.50	Toner
1223-11	Kristt Company	\$ 349.00	Printer Maintenance 2024
1223-12	Decker Glass & Door	\$ 420.00	Front Door Repairs
1223-13	Baker & Taylor	\$ 1,269.45	Books
1223-14	Orange & Rockland	\$ 435.21	Electric
1223-15	Robert Hrabowsky	\$ 600.00	Cleaners
1223-16	Patricia McMahon	\$ 50.00	Art Program
1223-17	SUPLA	\$ 50.00	Poetry Program
1223-18	Friends of the Eric Sloane Museum	\$ 100.00	Program Fee
Total:		\$ 10,262.63	

Mamakating Library

Board of Trustees Meeting

November 14, 2023

Director's Report



Building & Grounds:

- Generator Updates:
 - The final grant expenses report was submitted to the state on 11/15
 - Once we hear back from DLD, if they have no further questions, we'll get the final 10% funding.
- The front door is fixed, we are just waiting on a screw kit to be installed by Decker doors before we will be back to using it at 100%. Decker doors is also looking into a stronger antennae board for the bollards so we don't get the issue we have been having with the buttons not functioning.
- Rain Barrels have been put away for the season and the bike rack is moved out of the way for plowing
- Electrical Inspection for Generator completed as was the Building Dept. inspection
- Water/pipes inspection also completed 11/29
- New Water Filter for fountain was installed by director on 11/25 (the old one lasted just over 1 yr.)
- PN Alarm did our annual inspection

Closing & Service Interruptions:

- Closed for Veteran's Day 11/11
- Closed Early due to inclement weather 11/21 (5:30pm)
- Closed for Thanksgiving 11/23 & 11/24

Programming:

Community Partnership Programs:

- Narcan Training: Cancelled
- Tai Chi w/ ERPHN: 34 Participants (4 sessions)
- Chair Yoga with ERPHN: 29 Participants (4 sessions)
- Friends Wrapping Event: 31 Participants
- HEAP Help Session: 2 Participants

Stand-alone programs

- Jewelry Making: 15 Participants
- Reiki Info Session: 11 Participants
- Classic Film Discussion: Forbidden Planet: 5 Participants

Series programs

- Books & Tea Discussion (Iwona) - 12 Participants
- Keep It Short...Stories (KISS), Discussion Group (Patiana) -7 Participants
- Storytime in the Park (Jen Holmes) – 79 Participants (5 sessions)
- Culinary Club: 4 Participants
- Tech Support (Kate) –6 Participants
- Writers' Group (Alethea): 4 Participant
- Art with Miss Patiana: 10 Participants
- Malcolm's Tech Time: 4 Participants
- Read to Mocha: 4 Participants

Program Totals:

- 15 Adult Programs serving 158 patrons
- 6 Patrons received dedicated Tech Help time

- 8 Youth Programs serving 101 patrons

Outreach:

- Iwona visited the senior center this month & is doing an library outreach table with the Pine Bush school & PB library staff to do library card sign up.

IT/ILS & Technical Services:

- Computer Users: 138 (YTD: 1895)
- Wi-Fi Users: 2072 (YTD: 20565)
- As of Nov. 26th the RCLS Gateway app began operating with limited functions and a support ticket was sent by RCLS to the company that supports it. They contract with a 3rd party who controls the app and they have confirmed that the app is ceasing to be. Patrons who use the app for managing their account and placing holds are understandably confused by this, as are we. RCLS is working with the vendor who controls ASPEN, our new ILS System which gives us access to an app at no additional cost, to set up the app and get it live for patrons by the end of January.
- We have a new Digital Literacy Program series. Once per month, Malcom will work with participants on a specific topic related to any are of digital literacy.
- We received a new Bluetooth barcode scanner, no cost, as part of a project we will be undergoing to inventory all of our items by the end of February before the system begins to port records to Koha. Donna will be the lead on this project.
- Training on Koha will begin in January. Donna & myself will be taking “train the trainer” classes at RCLS.

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	1947
December	1866	1704	2000	1924	1600	1991	1362	
TOTAL	29,823	28,199	24,871	25,133	13,512	22,435	23,517	22,086

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
May	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	21
December	11	28	11	8	7	10	12	
TOTAL	276	305	228	227	98	175	251	295

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
September	272	314	427	499	524
October	236	323	367	510	582
November	205	334	419	506	569
December	209	320	405	546	
Total	3142	4188	4871	6018	5847

Unique Patron Access Hoopla		
	2022	2023
January	32	36
February	27	42
March	33	49
April	28	35
May	20	36
June	21	37
July	31	39
August	34	38
September	33	36
October	26	50
November	33	37
December	35	
Total:	353	435

Overall Circulations Report Hoopla		
	2022	2023
January	108	131
February	98	133
March	112	137
April	98	127
May	63	94
June	60	127
July	116	90
August	124	116
September	113	118
October	87	169
November	118	111
December	128	
Total:	1225	1353

Director's Meetings & Trainings:

- 11/2 NYLA-Big Data, Small Libraries
- 11/3 NYLA-Kind with Spine
- 11/3- NYLA Friend Raising
- 11/3-NYLA Designing Community Centered Libraries
- 11/3 NYLA- Outreach at Any Size
- 11/4 NYLA-Senior Outreach Programming
- 11/8 Director's Association Meeting
- 11/9 Guide to Creating a Director's Manual
- 11/9 Basic Library Trustee Education 101
- 11/10 SUPLA Meeting
- 11/13 Meeting with RCLS Fiscal Officer Stephen Hoefer
- 11/15 ADA Compliance with Stephanie "Cole" Adams
- 11/15 SCYBF Committee Meeting
- 11/30 Library Branding 101: Thinking beyond logos & trademarks

Friends of the Library News:

- The Friends holiday gift wrapping event was a big success, with 6 volunteers wrapping dozens of books and patron gifts.



Friends Holiday Gift Book Table



Volunteers Wrap Gifts at Joy to Wurtsboro

Other News:

- November Patron Count: 1,215 (YTD: 14,406)
- Book Talk article in the November 30th, Shawangunk Journal
- We got a grant from First Book for \$200 in free books and 40 Build-a-Bear Teddy Bears. We will giving these out through the later half of December & will be coordinating with EPIC to get them in the hands of kids who need them most.
- I spoke to Jeff Bank about our interest rate and we will be meeting with NYLAF in January to discuss moving out accounts.
- New Labor Law compliant posters in break room to be compliant with all state & federal posting requirements
- Dino-vember was a success! 34 Dinos were adopted and read to throughout the month-long celebration of dinosaurs and literacy.

- As a result of some training I did at NYLA, we are reorganizing the adult collections to create a more “browse-able” collection. Example below:



Before: Crowded & difficult to browse



After: Full display shelf creates an easily browse-able more highly circulating collection that is more pleasing to look at

Upcoming Programs & Events:

- 12/5 Teen Advisory Board
- 12/7 Art with Patiana: Weaving
- 12/7 Quilted Ornament Class
- 12/9 Online Shopping Safety w/ Malcolm
- 12/12 Read to Mocha
- 12/14: Shorts & Sweets Holiday Show
- 12/15 KISS Book Club
- 12/19 Books & Tea
- 12/28 Nocturne Paintings with Community Design Workshop
- 12/29 Writer’s Group

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 12/25 & 1/1

Respectfully submitted,
Cheryl Jones, Library Director
December 12, 2023