

MLD Trustees Meeting – June 11, 2024 - 6:00 P.M.

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

Call to Order/Attendance

Adoption of agenda*

Minutes – May 2024

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- Proposed By-Laws - See New Business
- Building and Grounds- No Report
- Budget- Proposed Budget- See New Business

Old Business:

New Business:

- Election Secretary
- 2024 Budget Adjustments
- Proposed 2025 Budget
- Hospitalization Fund Balance Rollover Recommendation (no documents)
- Proposed By-Laws

Policy review/revisions:

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

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, May 14th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

1. **PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott, Director Cheryl Jones and RCLS Executive Director Grace Riario

EXCUSED ABSENCES: N/A

The meeting was called to order at 6:05pm

2. **ADOPTION OF AGENDA**

Motion to adopt agenda as amended made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying, motion carried.

3. **APPROVAL OF MINUTES- APRIL 2024**

Motion to accept April minutes made by Mark Tourtellott, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

4. **FINANCE REPORT**

Motion to approved May vouchers made by Pamela Rice, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

Finance Report presented by Jennifer Holmes. See attached.

Motion to close the savings account and capital reserve fund at Jeff Bank and transfer all savings and capital reserve funds to the NYLAF account through PMA made by Jennifer Holmes, seconded by Pamela Rice. All in favor, motion carried.

5. DIRECTORS REPORT

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

Items of Note:

- Multifactor authentication will go into effect on June 1st
- Generator has run for 20.1 hours total as of 5/1
- 12 Adult Programs serving 123 patrons
- 11 Patrons received dedicated Tech Help time
- 16 Youth Programs serving 240 patrons

6. COMMITTEE REPORTS

- Long Range Plan- no report
- Policy/ByLaws- no report
- Building and Grounds – no report
- Budget/Finance – no report

7. OLD BUSINESS – N/A

8. NEW BUSINESS

•FOIL Request

All FOIL requests received through May 14, 2024, have been fulfilled. Over 40 hours of the director’s time were spent on John Buying’s FOIL requests, which cost taxpayers over \$2200 in director time and benefits and provided no benefit to the community's taxpayers.

The FOIL materials requested were made available to the requestee, Trustee John Buying, during the Board meeting. However, John Buying refused to take possession of the requested materials and pay the copy fee as per Library Freedom of Information Policy.

Motion to approve distributed certification document dated May 14, 2024, and signed by Patricia Andersen, Board President, made by Mark Tourtellott, seconded by Jennifer Holmes. Nay vote by John Buying, motion carried.

Motion to add letter E under the fees section in the Freedom of Information Policy to include “charge person submitting FOIL requests taking longer than two hours to fulfill the lowest hourly rate of the employee with the skills and access to complete said FOIL requests” made by Pamela Rice, seconded by Patricia Andersen. Nay vote by John Buying. Motion carried.

•Grace Riario, Executive Director, Ramapo Catskill Library System

Oaths of Office

Based on a complaint made by a board member, RCLS attorney will contact the Town of Mamakating clerk and attorney to clarify the validity of the appointment.

Absences

The Board discussed the Board Meeting Attendance Procedure to resolve the issues regarding Board member's excused absences.

“SECTION III: Excused Absences

If a Board member anticipates that they will be unable to attend a scheduled Regular meeting of the Board, they must email the President of the Board at least three (3) days in advance of the scheduled meeting when possible. Upon receipt of such notice, the Board President will determine if the absence will be denoted as an excused absence, based on the following criteria, including but not limited to:

1. Temporary travel
2. Temporary physical or mental incapacitation
3. Family medical emergency or disaster
4. Severe weather
5. Religious observation

Such absence will be noted in the Minutes of the scheduled meeting.”

Motion to adopt Board Meeting Attendance Procedure as amended made by Pamela Mann, seconded by Chelsea Roth. Nay vote by John Buying, motion carried.

Committees

RCLS Executive Director Grace Riario provided the Board of Trustees with the Ramapo Catskill Library System Board of Trustees Committees document. The Policy and ByLaws Committee will review it.

9. POLICY REVIEW/ REVISIONS

N/A

10. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

11. ADJOURNMENT

Motion to adjourn made by Mark Tourtellott, seconded by Pamela Mann. Abstention made by John Buying. Meeting adjourned at 7:59 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2024 Budget vs. Actuals - thru May= 42%

January 1 - June 4, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	372,000	372,000	100.00 %
Total A1049 REAL PROPERTY TAXES	372,000	372,000	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	21	100	21.00 %
Total A2499 USE OF MONEY & PROPERTY	21	100	21.00 %
A2649 FINES & FORFEITURES			
A4050 Fines income	264		
Total A2649 FINES & FORFEITURES	264		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	2,083		
Total A2799 MISCELLANEOUS LOCAL SOURCES	2,083	4,000	52.00 %
A3089.6 Restricted Grants & Donations	2,343		
A3099 STATE AID	2,812	3,340	84.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	172		
Total A4060 UNRESTRICTED DONATIONS	172		
Total Income	\$379,695	\$379,440	100.00 %
GROSS PROFIT	\$379,695	\$379,440	100.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	47,907	119,000	40.00 %
7410.12 Librarian	30,511	72,360	42.00 %
Total A7410.1 Library- Personal Services	78,890	193,400	41.00 %
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	412		
Total A7410.2 Library- Equipment	412	1,400	29.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	5,101	16,000	32.00 %
7410.405 Digital Media	3,780	10,300	37.00 %
Total 7410.41 Books	8,882	26,300	34.00 %
7410.42 Periodicals	422	500	84.00 %
7410.43 Audio/Visual	799	1,800	44.00 %
7410.44 Accounting	762		
7410.47 Cleaning Service	3,155	7,810	40.00 %
7410.48 Elections		250	
7410.52 Memberships	100	450	22.00 %
7410.53 Miscellaneous expense	32	600	5.00 %
7410.54 Professional Fees			

Mamakating Library

2024 Budget vs. Actuals - thru May= 42%

January 1 - June 4, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
101 Accounting Fees		7,500	
102 Legal Fees		300	
Total 7410.54 Professional Fees		7,800	
7410.55 Postage and Delivery	78	450	17.00 %
7410.56 Program	1,054	2,300	46.00 %
7410.565 Program Supplies	412	350	118.00 %
Total 7410.56 Program	1,465	2,650	55.00 %
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M			
7410.581 Repairs	2,532	8,140	31.00 %
7410.582 Maintenance	2,629	2,500	105.00 %
7410.583 Landscaping	1,358	3,500	39.00 %
Total 7410.58 Building & Grounds R&M	6,519	14,140	46.00 %
7410.59 Office expense	1,724	3,200	54.00 %
7410.60 Telecom	1,271	4,600	28.00 %
7410.61 Utilities	3,124	9,250	34.00 %
7410.62 Technology	8,807	18,000	49.00 %
7410.64 Insurance	478		
7410.85 RCLS Service Fee	1,891	2,200	86.00 %
7410.86 Meetings & Conference	200	400	50.00 %
7410.87 Travel & Mileage	14	200	7.00 %
Total A7410.4 Library- Contractual Expenses	39,723	126,800	31.00 %
Total A7999 CULTURE & RECREATION	119,025	321,600	37.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		15,500	
9010.80 Taxes	7,648		
Total A9010.7 Payroll Taxes	7,648	15,500	49.00 %
A9030.8 Insurance			
9030.81 Disability	-174	1,215	-14.00 %
9030.82 Hospitalization	26	15,000	0.00 %
9030.83 Workers' Compensation	1,122	1,500	75.00 %
9030.84 Property Liability	3,773	3,700	102.00 %
9030.85 Directors and Officers	1,008	925	109.00 %
Total A9030.8 Insurance	5,754	22,340	26.00 %
A9040.0 Pension Expense		15,000	
Total A9199 EMPLOYEE BENEFITS	13,403	52,840	25.00 %
Capital Reserve		5,000	
Total Expenses	\$132,428	\$379,440	35.00 %
NET OPERATING INCOME	\$247,267	\$0	0%
NET INCOME	\$247,267	\$0	0%

June 2024

Voucher #	Payee	Amt	Note
0624-01	Orange & Rockland	\$ 374.34	
0624-02	Frontier	\$ 319.79	autopays 6/14
0624-03	VISA (CJ)	\$ 518.50	autopays 6/21
0624-04	OverDrive	\$ 471.19	ebooks/audio books
0624-05	Wells Fargo	\$ 103.00	printer lease
0624-06	Baker & Taylor	\$ 1,452.88	books
0624-07	Robert Hrabowsky	\$ 640.00	cleaning
0624-08	Patiana McMahon	\$ 75.00	Program Fee
0624-09	Midwest Tape	\$ 380.26	hoopla balance
0624-10	RCLS	\$ 30.65	software license
0624-12	Dafro Inc.	\$ 350.00	plumbing maint.
0624-13	DHTHC	\$ 50.00	annual dues
0624-14	Toshiba	\$ 138.50	office supplies
0624-15	Cheryl Jones	\$ 242.92	books
0624-16	Karen Waltuch	\$ 200.00	program fee
0624-17			
0624-18			
0624-19			
0624-20			
0624-21			
0624-22			
Total:		\$ 5,347.03	

Mamakating Library Board of Trustees Meeting

June 1st, 2024

Director's Report



Building & Grounds:

- The Children's Garden sign has been returned. Thank you to Robert and Liz Hrabowsky who stored it and refurbished it this winter and created a better base so that it stays up more easily.
- Dan Frolo replaced the wax seal on the toilet in the patron bathroom to mitigate the slow leak reported to us by our cleaners.
- Garden volunteers have created a little veggie patch to go along with the Peter Rabbit theme in the children's garden.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 20.1 hours total as of 6/3
- We were closed 5/27 for Memorial Day
- We will be closed 6/19 for Juneteenth

Programming:

Community Partnership Programs:

- Studio Kids w/ Community Design Workshop: 13 Participants
- Canal Walk w/ BKAA: 14 Participants
- Adult Art Night w/ CDW: 14 Participants

Stand-alone programs

- Acting/Improv Class: 9 Participants
- Great Puzzle Race: 9 Participants
- Open Mic Night: 26 Participants

Series programs

- Books & Tea Discussion : 11 Participants
- Keep It Short...Stories (KISS) Group: 7 Participants
- Storytime in the Park 30 Participants (2 sessions)
- Culinary Club: 10 Participants
- Tech Support: 11 Participants
- Writers' Group: 5 Participant
- Teen Advisory Group: 7 Participants
- Malcolm's Tech Topics: 3 Participants
- Read to Mocha: 11 Participants
- Zen Schooling : 25 Participants (2 Sessions)
- Patiana's Art Program: 10 Participants

Program Totals:

- 11 Adult Programs serving 119 patrons
- 10 Patrons received dedicated Tech Help time
- 8 Youth Programs serving 96 patrons
- 8 Teen volunteers completed 21 hours of community service at the library



New improvements in the children's garden



Fun at the Sullivan County Youth Book Festival 5/19

Outreach Services:

- Chase School classes will be visiting the library the first week of June to learn about summer reading and other library services.

Press

- Shawangunk Journal Book Corner Article Re: Pride Month in 5/30 issue.
- Library Corner Article in the SC Democrat week of May 20th. Highlighted SRP sign ups at all Sullivan County Libraries.

IT/ILS & Technical Services:

- Computer Users: 173 uses
- Wi-Fi Users: 928 (this is still inaccurate-RCLS is working on missing reports and inaccurate counts)
- MFA went into effect on 6/1
- The Trustee Portal has been completely moved to OneDrive now. All documents related to meetings, committees, and other board business are available there.
- Changed hoopla limits from 10 per month to 6. We will watch this for a while and see if it should be modified further.

Circulation/Registration:

Previous Month's Physical Circulation								
	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	1925
March	2414	2225	2093	1180	1929	2110	1734	2264
April	2331	2013	2064	--	1710	1751	1705	2165
May	2121	2161	2180	--	1644	1636	1667	2026
June	2539	2288	2292	233	1909	1836	1818	
July	3150	2640	2682	939	2225	2232	2628	
August	2941	2760	2742	948	1870	2195	2822	
September	2440	2015	2310	1224	1904	1597	2276	
October	2166	2273	2239	1323	1969	1404	2029	
November	2214	2309	1956	1496	2126	1492	1947	
December	1704	2000	1924	1600	1991	1362	1918	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	10575

Previous Month's New User Registrations								
	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	12
March	12	22	9	4	15	12	12	14
April	28	23	18	2	8	21	11	31
May	24	16	15	3	6	21	16	22
June	24	30	28	0	12	16	30	
July	34	32	32	8	34	41	42	

August	28	22	31	12	28	35	48	
September	26	14	31	9	23	21	22	
October	28	16	21	8	10	19	62	
November	28	10	11	6	12	20	21	
December	28	11	8	7	10	12	8	
TOTAL	305	228	227	98	175	251	303	96

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	635
March	334	298	444	439	552	642
April	293	475	338	448	564	544
May	291	497	408	495	537	600
June	344	409	362	559	448	
July	296	373	404	552	438	
August	284	311	474	578	522	
September	272	314	427	499	524	
October	236	323	367	510	582	
November	205	334	419	506	569	
December	209	320	405	546	537	
Total	3142	4188	4871	6018	6384	3079

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	55
April	28	35	44
May	20	36	56
June	21	37	
July	31	39	
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	262

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

Director's Meetings & Trainings:

- 5/1 Book Festival Meeting
- 5/2 Ask a Lawyer: Labor Law w/ Stephanie Adams
- 5/3 RCLS Children's Book Preview
- 5/7 Referendum Training
- 5/8 Director's Association Meeting

- 5/8 Book Festival Meeting
- 5/9 DA Direct Access Committee
- 5/10 SUPLA Meeting
- 5/11 FOL Meeting
- 5/15 Book Festival Meeting
- 5/16 Finance Committee
- 5/20 DA System Services Committee
- 5/22 Book Festival Meeting
- 5/29 Finance Committee
- 5/30 Eagle Scout Storywalk Meeting
- 5/30 KOHA Training

Staff Development:

- Donna & Cheryl began Koha Training. The “go-live” date is 8/5. All staff will have a variety of training opportunities prior to that date, and we will be closed for transition weekend with 1 full day of staff training to be sure all staff are comfortable before Koha is live.

Friends of the Library News:

- Over 150 books were donated by XPO to the Book Fairies program during the FOL meeting this month
- The New, Friends Sponsored, Video Game Collection is circulating very well! Switch games seem most popular so we will keep that in mind as we add to this collection over time.



New Video Games Sponsored by FOL



FOL members sorting and preparing book fairies books

Other News:

- April Patron Count: 1118
- A local Eagle Scout Candidate, P. Roosa, has completed his research and planning phase for the storywalk project. We will be working on finding grant funding in the amount of \$1800 by September, and he will begin building the panels/stands this fall/winter for installation in Spring 2025.
- The Sullivan County Youth Book Festival was a huge success. Thank you to those of you who came by. Over 500 people attended and a great time was had by all.
- A local author/authority on transportation history of the Catskills has offered us his collection of materials on the topic (about 150 books) to include as a special local history collection. We have discussed and are in the process of coordinating the drop off of the items to be cataloged. A special collection will be housed in the local history area and called the S.D. Phraner History of Transportation

Collection. We are hoping to unveil the collection in the fall. It will be available for circulation system-wide.

Upcoming Programs of note:

- Thursdays thru July: Living Well in the Community with ATI
- 6/13 John Platt Tree Dedication
- 6/20 Historical Garden Program
- 6/25 Classic Movie Discussion Group
- 6/27 Civil Service Job Workshop
- 6/28 Writers' Group

Respectfully submitted,
Cheryl Jones, Library Director
June 4th, 2024

MAMAKATING LIBRARY

POLICY & BYLAWS COMMITTEE

Monday, June 3rd at 5:00pm at 128 Sullivan Street, Wurtsboro NY

PRESENT: Trustees Patricia Andersen, Pamela Mann, Pamela Rice, and Director Cheryl Jones

The meeting was called to order at 5:08pm

MEMBERS OF THE PUBLIC:

No members present.

POLICIES TO REVIEW/CREATE

1. Review Committee Charge Documents from RCLS

Discuss clarifying committees in new bylaws draft

Discuss/Draft Charge Document for our committees

BYLAWS REVISIONS

1. Finalize Draft to be presented to BOT

2. RCLS Director requested to review as well

NEXT MEETING DATE: TBD

Meeting adjourned at 6:00 pm

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library Finance Committee
Meeting Date: 5/16/2024 6pm
Minutes

Agenda Items:

- 1st Quarter Budget Adjustments- Reviewed adjustments
- Review of Draft 2025 Budget: Line by line discussion of budget
- Recommendations to Board:
 - Approve 1st Quarter Budget Adjustments
 - Vote to override tax cap
 - Move the date of the referendum vote to August 20, 2024

- Next Meeting Date: May 29th at 4:15

Respectfully submitted,

Patricia Andersen

Mamakating Library Finance Committee
Meeting Date: 5/29/2024 4:15pm
Minutes

- Review of Draft 2025 Budget
 - Finalized Budget Recommendations
 - Discussed Hospitalization Fund Balance Rollover- Will recommend this to the Board
 - Discussed End of Year Budget Procedure
- Next Meeting Date: TBA

Respectfully Submitted,
Patricia Andersen
Trustee

DRAFT

Mamakating Operational Budget	2023 Final	2024 Budget	2025 Proposed Budget	% change	Notes
Income					
A1049 REAL PROPERTY TAXES					
A1001 Real Estate Taxes	\$349,000	\$372,000	\$390,300	4.92%	
Total A1049 REAL PROPERTY TAXES					
A2499 USE OF MONEY & PROPERTY					
A2401 Interest & Earnings	\$206	\$100	\$12,000		NYLAF change
A2401.1 CD Interest- Capital Fund					
Total A2401 Interest & Earnings					
Total A2499 USE OF MONEY & PROPERTY					
A2649 FINES & FORFEITURES					
A4050 Fines income					
Total A2649 FINES & FORFEITURES	\$635	\$0	\$400		
A2771 Refund of Prior Years' Expense	\$538				
A2799 MISCELLANEOUS LOCAL SOURCES					
A2770 Miscellaneous income	\$4,795	\$4,000	\$4,500		
A3089.6 Restricted Grants & Donations	\$4,824	\$0			
A3099 STATE AID	\$25,555	\$3,340	\$3,100		State aid has been pretty stagnant for a while now
A4060 UNRESTRICTED DONATIONS					
A4061 Donations - Unrestricted	\$2,257	\$0			
Total A4060 UNRESTRICTED DONATIONS					
Fund Balance			\$15,000		rolled from unused hosp line 2023
Refund					
Total Income	\$387,810	\$379,440	\$425,300		

Expenses

A7999 CULTURE & RECREATION					
A7410.1 Library- Personal Services	803	\$2,040.00			line no longer used
7410.11 Clerical	\$106,087	\$119,000	\$140,220	17.83%	
7410.12 Librarian	\$67,000	\$72,360	\$78,200	8.07%	
Total A7410.1 Library- Personal Services					
A7410.2 Library- Equipment	\$2,757	\$1,400	\$2,000	42.86%	See Worksheet
7410.21 Equipment expense					
Total A7410.2 Library- Equipment					
7410.41 Books	\$17,524	\$16,000	\$15,000	-6.25%	
7410.46 Digital Media	\$8,641	\$10,300	\$11,500	11.65%	
Total 7410.41 Books					
7410.42 Periodicals	\$380	\$500	\$500	0.00%	
7410.43 Audio/Visual	\$2,009	\$1,800	\$1,800	0.00%	keep but split between dvds/video games due to low DVD circ

7410.44 Accounting	\$6,751	\$7,500	\$7,500	0.00%	
7410.47 Cleaning Service	\$7,500	\$7,810	\$8,200	4.99%	increased rate for 2024
7410.48 Elections	\$89	\$250	\$200	-20.00%	
7410.51 Legal fees	\$675	\$300	\$1,000	233.33%	
7410.52 Memberships	\$430	\$450	\$500	11.11%	added ALA membership
7410.53 Miscellaneous expense	\$611	\$600	\$600	0.00%	
Reimbursed payments to other libraries	\$93				
7410.55 Postage and Delivery	\$296	\$450	\$450	0.00%	
7410.56 Programs	\$2,592	\$2,300	\$2,500	8.70%	Grant money/ FOL funds help cover these, but small inc.
Program supplies	\$1,526	\$350	\$510	45.71%	
7410.57 DEBT Service Principal & Interest	\$26,200	\$26,200	\$29,220	11.53%	change due to variable int rate
Repairs	\$2,490	\$8,140	\$6,000	-26.29%	See worksheet
Maintenance	\$2,225	\$2,500	\$3,500	40.00%	already over '24 budget in April
Landscaping	\$4,400	\$3,500	\$4,500	28.57%	More snow/ice work in the past few years + rising fuel/equipt costs
7410.59 Office expense	\$4,613	\$3,200	\$4,000	25.00%	Costs are up for all of our office supplies despite attempts to comparison shop
7410.46 Bank Service Charges	\$5				
7410.60 Telecom	\$3,405	\$4,600	\$6,750	46.74%	Frontier up and e-rate changes
7410.61 Utilities	\$7,875	\$9,250	\$10,000	8.11%	See Utilities Worksheet
7410.62 Technology	\$17,588	\$18,000	\$19,900	10.56%	See Technology Wksheet
7410.85 RCLS Service Fee	\$1,887	\$2,200	\$2,200	0.00%	
Meetings & Conference	\$390	\$400	\$3,850	862.50%	*See note below
Travel & Mileage	\$180	\$200	\$250	25.00%	Small increase for cost of fuel
A9199 EMPLOYEE BENEFITS					
9010.80 Payroll Taxes	\$15,279	\$15,500	\$17,300	11.61%	See Staff worksheet
A9030.8 Insurance					
9030.81 Disability	\$1,287	\$1,215	\$1,400	15.23%	added 8%
9030.82 Hospitalization	\$15,537	\$15,000	\$15,000	0.00%	roll from 2024
9030.83 Workers' Compensation	\$1,287	\$1,500	\$1,600	6.67%	
9030.84 Property Liability	\$3,622	\$3,700	\$4,000	8.11%	Added about 8%
9030.85 Directors and Officers	\$881	\$1,008	\$1,150	14.09%	2024 was \$1008 (13% Inc. from prev year) Used this years bill +15%
Total A9030.8 Insurance					
A9040.0 Pension Expense					
	\$17,032	\$15,000	\$18,000	20.00%	estimate for now--estimate from NYSLRS comes in Early summer (late June-ish)
Total A9199 EMPLOYEE BENEFITS					
Capital Reserve	\$5,000	\$5,000	\$6,000	20.00%	
Total Expenses	\$356,144	\$379,523	\$425,300		

Notes:

* Advanced certification in Public Library Admin Cohort begins Fall 2024 thru LIU. We have a special price. Cheryl will pay for the first of 3 semesters- 1650. The other two semesters are 1700 and 1750 respectively. Total 3450 plus \$400 for NYLA, Fall into Books, other local conferences.

2024 1st Quarter Budget Adjustment Notes:

Assignment of Restricted Donations

- FOL Donation \$500 for Video Games = Add \$500 to A/V budget line
- FOL Donation \$300 for Slow Cooker Cookbooks= Add to Books line to reimburse purchase of these
- FOL Donation \$100 for program supplies (Spring Fling) =Add to Program Supplies line to reimburse purchases
- SUPLA SRP Grant \$543=Add to program for summer reading program fees
- Stewarts Grant Funds \$900=Add to Program for Patiana’s Art Program fee and Manhattan Short Film Festival Fee as outlined in grant.

Totals:

Deposited to Line:	Adjustment To:	Amount:
Restricted Grants & Donations	Audio/Visual	+ 500
Restricted Grants & Donations	Books	+ 300
Restricted Grants & Donations	Program Supplies	+ 100
Restricted Grants & Donations	Programs	+ 1443
Total Adjustments		2343

BYLAWS
OF
MAMAKATING LIBRARY
A SPECIAL DISTRICT LIBRARY
INCORPORATED UNDER THE LAWS OF
THE STATE OF NEW YORK

Updated as of June 2024

MAMAKATING LIBRARY

845-888- 8004

128 Sullivan Street

<https://mamakatinglibrary.org> || mam@rcls.org

PREAMBLE

These are the by-laws of the Mamakating Library, originally established in 1912 as the Bloomingburg Free Library, provisionally chartered in 2003 as the Town of Mamakating Library District, and granted permanent charter as the Mamakating Library on March 9, 2010 by the Board of Regents of New York State.

ARTICLE I – NAME

The corporate name of this Library shall be Mamakating Library hereinafter referred to as the Library; branch shall be located in Wurtsboro, Sullivan County, New York.

ARTICLE II – PURPOSE

The fundamental objective of the Library shall be to provide free access to books and other media for the residents of the Mamakating Library Special District. The library is dedicated to providing materials, programs and other services to promote the education, knowledge and creativity in the community it serves, as well as to provide materials and information representing diverse points of view on current and historical issues, carry out all aspects of its operations in accordance with the laws and regulations of the United States of America and the State of New York, and shall not deny or abridge any person's rights to use the Library because of origin, gender, age, background, or beliefs.

ARTICLE III – ANNUAL BUDGET REFERENDUM & TRUSTEE ELECTION

1. Powers. All powers of the Library shall be vested in the Board of Trustees. The Board shall be authorized to take any and all actions in furtherance of the Library's purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

2. Composition. The Board of Trustees of the library shall be made up of seven (7) people dedicated to good library service for the Town of Mamakating. The

trustees must be Town of Mamakating residents of voting age, who have lived in the town at least one year and are residents of the Pine Bush, Minisink, or Monticello school districts. A trustee's change in residence out of the district or resignation shall automatically create a vacancy for library trustee.

3. Election and Qualification. The Annual Budget Referendum and Trustee Election will be held in August at a date to be determined by the Board. A new trustee is elected by the voters. A vacancy can be filled by a majority vote of the Board, and the appointee shall hold office until the next annual election of trustees. Upon election, the trustee will serve the remaining length of the term originally vacated.

4. Terms and Term Limits. A trustee will serve no less than four (4) years, but no more than twenty-five (25) consecutive years. The terms of office of the Trustees have staggered end dates so that not more than two (3) Trustees' terms shall expire in any year.

5. Removal of a Trustee from office; Removal of a trustee shall be executed in accordance with New York Education law Section 226.

ARTICLE IV – Officers of the Board

1. The officers of the board shall be a President, a Vice-President, a Secretary, and a Treasurer.
2. A nominating committee may be appointed by the president two months prior to the end of the library year.
3. The officers shall be elected at the first regular meeting of the library year by a majority vote of the board.
4. All officers shall have the usual powers associated with their offices.
5. Removal or Replacement: An officer may be removed from office for just cause and after fair hearing by a two-thirds majority vote of the Board.
6. Should an office become vacant, the President shall be empowered to appoint a trustee with the approval of the Board to that vacant office.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1. The President shall preside over all Board meetings, carry out all its decisions, maintain order, create and appoint all necessary committees and coordinate their activities, act as ex-officio member of all committees, call special meetings when deemed advisable with one week's notice, and, in general, do everything in their power to expedite the business of the Library and general welfare of its trustees, staff, and members.

SECTION 2. The Vice-President, in the absence or disability of the President or a vacancy in that office, shall act with full power and authority in the absence of the President and shall perform such other duties as the Board of Trustees shall prescribe.

SECTION 3. The Secretary shall carry on all routine correspondence of the Board, read all important correspondence at all meetings as directed by the President, keep accurate minutes of all proceedings of the Board, maintain a roster of names and addresses of the Library trustees, keep a roll of attendance of each meeting, and keep such records and documents of the Library as may accrue.

SECTION 4. The Financial Officer shall maintain communication with the Director and Bookkeeper to assure that accurate records are being kept.

ARTICLE VI – MEETINGS

1. Regular meetings shall be held monthly, at dates and times to be established by the board at the beginning of the library year and shall be open to the public except when in executive session. Meeting dates and times may be subject to change. Public will be notified in accordance with Open Meeting Law.

2. Special meetings shall be held at the call of the president or any three trustees or the Director.

3. A majority of the board shall constitute a quorum.

4. The order of business shall be as follows:

- a. Attendance
- b. Adoption of Agenda
- c. Review of minutes of previous meeting
- d. Treasurer's report
- e. Director's report
- f. Committee reports, if any
- g. Nominations and elections, if any
- h. Unfinished business
- i. New business
- j. Adjournment

5. Vacancies among the officers shall be filled at an election at a regular meeting and a majority of the trustees present shall be necessary for the election.

ARTICLE VII: LIBRARY DIRECTOR

The Library Director, appointed by the Board, shall serve as advisor to the Board; be responsible for the administration of the Library and its staff under the general policies approved by the Board; be directly responsible to the Board and through the Board to the community; attend all meetings of the Board but have no vote; submit monthly reports to the Board concerning activities, condition, and affairs of the Library and its staff; prepare such regular reports, papers, and statistics as may be periodically required by the laws and regulations of the State of New York; notify the Board of appointments, dismissals, and specific duties of other staff and be responsible for the proper direction and supervision of such staff; be responsible for the care and maintenance of library property and for an adequate and proper selection of books, other media, and furnishings in keeping with the stated policy of the Board for the efficiency of library service to the public.

ARTICLE VIII – COMMITTEES

SECTION 1. The President shall appoint all committees as the business of the Board may require. All committees and committee members shall serve at the pleasure of the President.

SECTION 2. Each committee shall consist of at least one trustee who shall be chairman. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems facing a committee.

SECTION 3. Committee appointments shall expire December 31st or at the expiration of the time assigned for the committee's work.

SECTION 4. Committees may include but are not limited to: building, finance, bylaws and policies, long range plan; and, their duties shall be such as are associated with the name or as shall be assigned to them by action of the Board; the Library Director may serve as consultant to these committees.

SECTION 5. Committees shall meet as necessary to carry out their functions; and, each committee chairman shall report the committee's actions to the Board.

SECTION 6. Committee recommendations are subject to approval by a majority of the board.

ARTICLE IX – FINANCE

SECTION 1. The fiscal year for the Library shall be January 1 to December 31.

SECTION 2. All receipts and disbursements are subject to a monthly review by and approval of the Board. The funds of the Library shall be deposited in a bank or other financial institution to be selected by the Board. All financial obligations of the Library shall be discharged by check and signed by any Board member so designated. Financial institutions and designated signers shall be chosen annually at the Reorg meeting. All receipts and disbursements are subject to a monthly review by and approval of the Board.

SECTION 3. All financial records and accounts may be audited either by an independent accountant or by a committee appointed by the Board. The Board shall determine the appropriate procedure for conducting such an audit.

SECTION 4. The Library shall have the power to accept any grant, gift, or donation of money from any source deemed advisable by the Board. This money will be used to aid the Library to carry out its objectives. Existing and future gifts can be designated for a specific use by the Library.

ARTICLE X – AMENDMENTS

SECTION 1: These by-laws may be repealed, amended or added to by a two-thirds vote of the whole board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting and the notice thereof has been given in the agenda of the meeting at which it is to be considered.