

MLD Trustees Meeting – September 10, 2024 - 6:00 P.M.

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

Call to Order/Attendance

Adoption of agenda*

Minutes – August 2024

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget- No Report

Old Business:

- Election Update

New Business:

- Mid- Year Budget Adjustments

Policy review/ revisions:

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

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

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

- 1. PRESENT:** Trustees Patricia Andersen, John Buying, Pamela Mann, Pamela Rice, Chelsea Roth, and Director Cheryl Jones

EXCUSED ABSENCES: Jennifer Holmes and Mark Tourtellott

The meeting was called to order at 6:05pm

2. ADOPTION OF AGENDA

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

3. APPROVAL OF MINUTES- JULY 2024

Motion to accept July minutes as amended made by Chelsea Roth, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

4. FINANCE REPORT

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

5. DIRECTORS REPORT

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

Items of Note:

•Program Totals: 16 Adult Programs service 166 patrons; 26 Youth Programs serving 378 patrons

•Generator has run for 21.2 hours total as of 8/1/24

•Library Director and Board President appeared at Town Board Meeting this month to invite the community to participate in the upcoming Meet the Candidates and Budget Info Session program, give updates about library events, and provide information about the upcoming election.

6. COMMITTEE REPORTS

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

7. OLD BUSINESS – Election Update

- Election update shared by Barbara Semonite, Election Chairperson

8. NEW BUSINESS

•Approve ballot

Motion to list candidates in random order on election ballot made by John Buying. No second, motion died.

Motion to add more places to write in people’s names made by John Buying. No second, motion died.

Motion to approved ballot as written made by Pam Mann, seconded by Chelsea Roth. Nay vote by John Buying, motion carried.

•Election Updates

Motion to approve Election Inspector pay for Linda Lothrop and Karen Tolcz in the amount of \$180 each made by Chelsea Roth, seconded by Pam Mann. Nay vote by John Buying. Motion carried.

D&H Canal Bi-Centennial Time Capsule

Janet Lybolt presented a proposal for a time capsule on behalf of the D&H Canal Bi-Centennial Committee. A plaque would be mounted on the west façade of the library with the time capsule buried at same location.

Motion to approve proposal for installation of plaque and time capsule made by Pamela Rice, seconded by Pam Mann. All in favor, motion carried.

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 Pam Rice, seconded by Chelsea Roth. All in favor, motion carried.
Meeting adjourned at 6:43 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2024 Budget vs. Actuals - August = 64%

January 1 - September 3, 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	34		
A2401 Interest & Earnings	21	100	21.00 %
Total A2499 USE OF MONEY & PROPERTY	56	100	56.00 %
A2649 FINES & FORFEITURES			
A4050 Fines income	370		
Total A2649 FINES & FORFEITURES	370		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	3,495		
Total A2799 MISCELLANEOUS LOCAL SOURCES	3,495	4,000	87.00 %
A3089.6 Restricted Grants & Donations	3,203		
A3099 STATE AID	5,789	3,340	173.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	346		
Total A4060 UNRESTRICTED DONATIONS	346		
Total Income	\$385,259	\$379,440	102.00 %
GROSS PROFIT	\$385,259	\$379,440	102.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	79,624	119,000	67.00 %
7410.12 Librarian	49,992	72,360	69.00 %
Total A7410.1 Library- Personal Services	130,089	193,400	67.00 %
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	721		
Total A7410.2 Library- Equipment	721	1,400	52.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	8,118	12,225	66.00 %
7410.405 Digital Media	7,492	10,300	73.00 %
Total 7410.41 Books	15,610	22,525	69.00 %
7410.42 Periodicals	422	500	84.00 %
7410.43 Audio/Visual	799	1,725	46.00 %
7410.44 Accounting	3,754		
7410.47 Cleaning Service	5,235	7,810	67.00 %
7410.48 Elections	360	250	144.00 %
7410.52 Memberships	150	450	33.00 %
7410.53 Miscellaneous expense	32	600	5.00 %
Reimbursed payments to other libraries	35		

Mamakating Library

2024 Budget vs. Actuals - August = 64%

January 1 - September 3, 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Total 7410.53 Miscellaneous expense	67	600	11.00 %
7410.54 Professional Fees			
101 Accounting Fees		7,500	
102 Legal Fees		300	
Total 7410.54 Professional Fees		7,800	
7410.55 Postage and Delivery	155	450	35.00 %
7410.56 Program	2,104	2,807	75.00 %
7410.565 Program Supplies	585	338	173.00 %
Total 7410.56 Program	2,689	3,145	86.00 %
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	2,979	2,500	119.00 %
7410.583 Landscaping	1,943	3,500	56.00 %
Total 7410.58 Building & Grounds R&M	7,454	14,140	53.00 %
7410.59 Office expense	2,385	3,200	75.00 %
7410.60 Telecom	2,233	4,600	49.00 %
7410.61 Utilities	4,738	9,250	51.00 %
7410.62 Technology	13,754	18,000	76.00 %
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	62,389	123,445	51.00 %
Total A7999 CULTURE & RECREATION	193,199	318,245	61.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	97	15,500	1.00 %
9010.80 Taxes	11,842		
Total A9010.7 Payroll Taxes	11,939	15,500	77.00 %
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	17,693	52,840	33.00 %
Capital Reserve		5,000	
Total Expenses	\$210,892	\$376,085	56.00 %
NET OPERATING INCOME	\$174,367	\$3,355	5,197.00 %

Mamakating Library

2024 Budget vs. Actuals - August = 64%

January 1 - September 3, 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$174,367	\$3,355	5,197.00 %

Mamakating Library
Board of Trustees Meeting
September 3rd, 2024
Director's Report



Building & Grounds:

- We have been notified by RCLS that our construction application has been accepted by them and submitted to DLD. We are cleared to begin the project as soon as we see fit.
- Director is working on a solution for some water pooling near the backdoor when we have heavy rain.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 22.9 hours total as of 9/1
- The Library was closed 9/2 for Labor Day

Programming:

Community Partnership Programs:

- Trail Bike Rides w/ Catskill Claws: 6 Participants
- Artist Talk: Eric Baylin: 11 Participants

Stand-alone programs

- Meet the Candidates: 13 Participants
- Mars Rising: 5 Participants
- Lawn Games: 14 Participants
- Teddy Bear Picnic: 14 Participants
- Great Library Playdate: 42 Participants

Series programs

- Books & Tea Discussion :10 Participants
- Keep It Short...Stories (KISS) Group: 4 Participants
- Culinary Club: 15 Participants
- Writers' Group: 4 Participants
- Battle of the Books :21 Participants (3 sessions)
- Malcolm's Tech Topics: 5 Participants
- Zen Schooling : 11 Participants (2 Sessions)
- Patiana's Art Program: 12 Participants
- Classic Sci-Fi Movie Night: 15 Participants
- Lego Club: 25 Participants (2 sessions)
- Science with Frank: 13 Participants (3 Sessions)
- Kids Writing Workshop: 7 Participants
- Storytime: 49 Participants (3 Sessions)

Program Totals:

- 14 Adult Programs serving 116 patrons
- 13 Patrons received dedicated Tech Help time
- 16 Youth Programs serving 208 patrons
- 4 Teen volunteers completed 8 hours of community service at the library



The Great Library Playdate 2024



Patrons learn all about local snakes at Snakes 101 program



Kid's Writing Workshop explores nature writing using tree rings for inspiration

Outreach Services:

- Library Director and Board President appeared at Town Board Meeting this month to invite the community to participate in the upcoming Meet the Candidates and Budget Info Session program, give updates about library events, and provide information about the upcoming election.

Press

- Shawangunk Journal Library Corner article was in the paper on 8/15
- A letter to the editor of the Democrat on 7/23 was brought to my attention. It is a wonderful review of local libraries specifically citing how great it is to have video games and mentioning the Mamakating Library.

IT/ILS & Technical Services:

- Computer Users: 176 uses
- Wi-Fi Users: 1052

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	1963
July	3150	2640	2682	939	2225	2232	2628	2457
August	2941	2760	2742	948	1870	2195	2822	2307
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	14,995

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	17
July	34	32	32	8	34	41	42	39
August	28	22	31	12	28	35	48	24
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	176

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	547
July	296	373	404	552	438	640
August	284	311	474	578	522	596
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	4862

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	59
July	31	39	58
August	34	38	60
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	439

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	160
July	116	90	149
August	124	116	172
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	1021

Director's Meetings & Trainings:

- 8/9 SUPLA Meeting
- 8/10 FOL Meeting
- 8/12 Mamakating Historical Society/MLDC Meeting to help with photos
- 8/13 Resilient Communities Training
- 8/15 System Services Meeting
- 8/16 E-Content Committee Meeting
- 8/21 Director's Association Meeting

- 8/22 Legal Advising Session Thru RCLS

Staff Development:

- Iwona and Cheryl completed training on a Translation Assistive Device that we are applying for Grant money to receive.
- Guiliana returned on September 2nd and is working hard to get up to speed on Koha.
- Staff went on a “team-building” outing together to see a show at the Forestburgh playhouse.



Friends of the Library News:

- Friends of the Library received a gift card donation from Adams and used it to plan more beautiful fall flowers in our back gardens.
- The Friends funded the purchase of a video game display shelf, which is perfect for our needs and can grow a bit as our collection does. Also, a member of the friends donated a number of video games they were no longer using to our collection.
- The bookshelf that the FOL funded for use at the Laundromat has arrived and the plaques have been added to it. The FOL will stock it and take it over to the Laundromat soon.



Other News:

- August Patron Count: 1340
- Summer Reading Registration totals: 145 kids & teens read for 74,270 minutes
- Library staff is participating in a step challenge with the other libraries in Sullivan County. We will be tracking our steps during working hours and encouraging each other to get up and move around throughout the day this month.
- The Youth Bureau grant mentioned in last month’s report has been submitted, funded programs will be notified at the end of September. This money will be spend on materials for the Story Walk.

- The 9/11 Museum pass mentioned in the FOL section last month has arrived and will be cataloged and available to the public soon.
- We are implementing a sign in procedure for using the program room due to some recent confusion. I will request that the Policy Committee take a look at the Community Room Use Policy soon to remedy some of the issues.
- A huge thank you to the Fearless Foodies for giving out hotdogs for election day & to Chelsea Roth for hosting the Great Library Playdate to bring families to the library for election day.
- Library Director submitted a grant application to RCLS to fund a new assistive translation device. Iwona will also be taking training on the device in early September.

Upcoming Programs of Note:

- BKAA Trail Walk 10am 9/21
- Watercolor Class 11am 9/21
- Disaster Preparedness 5:30pm 9/24
- Curiosity Culb 4:30pm 9/24
- Sci-Fi w/ the Science Guy 5:30pm 9/26
- Fun Math Tricks with Dr. Joe 11am 9/28

Reminder:

- Two hours of training plus the mandatory Harassment training must be done every year by each trustee. Upcoming trainings available through RCLS are:
 - Basic Library Trustee Education 101: September 17th 6:30 via Zoom
 - Freedom of Information Law: October 3rd 1:00 (in-person)
 - Intermediate Library Trustee Education 102: October 23rd, 6:30 via Zoom
 - Library Financial Reports: November 14th, 6:30 via Zoom
 - Additional trainings are available on Niche Academy where you all have accounts. If you need help accessing your Niche account, contact Martha Sullivan at RCLS.

Respectfully submitted,
 Cheryl Jones, Library Director
 September 3rd, 2024

SUMMER at the LIBRARY

BY THE NUMBERS



5,532
total checkouts

86% Books

13% Audio

11% e-Books

145
kids/teens registered

129
kids

16
teens



74,270
minutes read

This summer, our program participants logged over 51 days worth of minutes read!

74
programs



**K
I
D
S**

37
programs

555
attendees

**T
E
E
N
S**

5
programs

31
attendees

**A
D
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S**

32
programs

293
attendees

Did you know?

The library partners with many local organizations to make summer programming possible? THANK YOU to all of our partners this summer.

2024 Mid-Year Budget Adjustment Notes:

Assignment of Restricted Donations

- FOL Donation \$400 for Video Games = Add \$400 to A/V budget line
- FOL Donation \$75 for bookshelf for local partnership = Add \$75 to misc.
- FOL Donation \$385 for Video Game Display Shelf = Add \$385 to Misc.

Assignment of Fines Income (\$350)

- Add \$210 to Elections to cover additional election officer costs and legal notice costs.
- Add \$140 to Programs for Fall/Winter Programming

Assignment of Unrestricted Donations (\$330)

- Add \$330 to Program Supplies

Totals:

Deposited to Line:	Adjustment To:	Amount:
Restricted Grants & Donations	Audio/Visual	+ 400
Restricted Grants & Donations	Misc. Expense	+ 75
Restricted Grants & Donations	Misc. Expense	+ 385
Fines	Elections	+ 210
Fines	Programs	+ 140
Unrestricted Donations	Program Supplies	+ 330
Total Adjustments		+1540