

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

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

Call to Order/Attendance

Adoption of agenda*

Minutes – November 2024*

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

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

Old Business:

New Business:

- 4th quarter Budget Adjustments*
- FOIL Certification Letter*

Policy review/ revisions:

- Notary Policy *

Executive Session-Employment Related Discussion

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

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, November 12th, 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, and Director Cheryl Jones

ABSENT: N/A

The meeting was called to order at 6:04pm

2. **ADOPTION OF AGENDA**

Motion to adopt agenda made by Chelsea Roth, seconded by Mark Tourtellott. All in favor, motion carried.

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

Motion to accept October minutes made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

4. **FINANCE REPORT**

Motion to table Treasurer's Report to December made by Mark Tourtellott, seconded by Pamela Mann. Nay vote by John Buying. Motion carried.

Motion to approve October vouchers as amended made by Pamela Rice, seconded by Pamela Mann. Abstention by John Buying. Motion carried.

5. **DIRECTORS REPORT**

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

Items of Note:

•**Building & Grounds:** Bedik Communications completed the security camera project October 2nd.

•**Closings/Service Interruptions & Generator Statistics:** Generator has run for 28.8 hours total as of 11/1 (3.6 hours in October)

•**Program Totals:**

16 Adult Programs serving 200 patrons

9 Patrons received dedicated Tech Help time

12 Youth Programs serving 117 patrons

9 Teen volunteers completed 23 hours of community service at the library

6. COMMITTEE REPORTS

•Long Range Plan- no report

•Policy/ByLaws- See below

•Building and Grounds – no report

•Budget/Finance – no report

7. OLD BUSINESS

•**Laptop purchase**

Board discussion regarding purchase of laptop, including laptop and configurations for use by the new social media position.

Motion to approve laptop purchase in the amount of \$1008.02 made by Jennifer Holmes, seconded by Mark Tourtellott. Abstention by John Buying. Motion carried.

•**Construction Aid Update**

Board discussion regarding Closing Assurance & Certification of Program Compliance for Security Camera & Surveillance Equipment Upgrade.

Motion to approve President signature of the Closing Assurance & Certification of Program Compliance made by Chelsea Roth, seconded by Pamela Rice. All in favor, motion carried.

•**Proposed By-Laws Revisions**

Board discussion regarding proposed By-Laws revisions.

Motion to approve proposed By-Laws revisions as amended made by Jennifer Holmes, seconded by Mark Tourtellott. Nay vote by John Buying. Motion carried.

8. NEW BUSINESS

•Job description for new position

Board review and discussion of job description for Library Page in Charge of Digital Media & Press (Remote). For information only.

•Approving the new Substitute Clerk

Motion to approve appointment of new Substitute Clerk made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

•Lease Agreement with Kristt Kelly

Motion to approve Kyocera lease agreement with Kristt Kelly made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carried.

9. POLICY REVIEW/ REVISIONS

•Social Media Policy:

Board reviewed proposed policy. Motion to approve Social Media Policy made by Chelsea Roth, seconded by Mark Tourtellott. All in favor, motion carried.

•FOIL Policy:

Board review and discussion of Freedom of Information Policy. Motion to approve Freedom of Information Policy made Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

10. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

11. ADJOURNMENT

Motion to adjourn made by Chelsea Roth, seconded by Pamela Mann. All in favor, motion carried. Meeting adjourned at 7:37pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2024 Budget vs. Actuals - January = 91%

January - December 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 | 519 | 350 | 148.00 % |
| Total A2649 FINES & FORFEITURES | 519 | 350 | 148.00 % |
| A2799 MISCELLANEOUS LOCAL SOURCES | | 4,000 | |
| A2770 Miscellaneous income | 4,414 | | |
| Total A2799 MISCELLANEOUS LOCAL SOURCES | 4,414 | 4,000 | 110.00 % |
| A3089.6 Restricted Grants & Donations | 3,653 | 3,203 | 114.00 % |
| A3099 STATE AID | 5,789 | 3,340 | 173.00 % |
| A4060 UNRESTRICTED DONATIONS | | | |
| A4061 Donations - Unrestricted | 950 | 330 | 288.00 % |
| Total A4060 UNRESTRICTED DONATIONS | 950 | 330 | 288.00 % |
| Total Income | \$387,380 | \$383,323 | 101.00 % |
| GROSS PROFIT | \$387,380 | \$383,323 | 101.00 % |
| Expenses | | | |
| A7999 CULTURE & RECREATION | | | |
| A7410.1 Library- Personal Services | 473 | 2,040 | 23.00 % |
| 7410.11 Clerical | 106,812 | 119,000 | 90.00 % |
| 7410.12 Librarian | 66,691 | 72,360 | 92.00 % |
| Total A7410.1 Library- Personal Services | 173,975 | 193,400 | 90.00 % |
| A7410.2 Library- Equipment | | 1,400 | |
| 7410.21 Equipment expense | 1,030 | | |
| Total A7410.2 Library- Equipment | 1,030 | 1,400 | 74.00 % |
| A7410.4 Library- Contractual Expenses | | | |
| 7410.41 Books | 12,456 | 16,300 | 76.00 % |
| 7410.405 Digital Media | 11,729 | 10,300 | 114.00 % |
| Total 7410.41 Books | 24,185 | 26,600 | 91.00 % |
| 7410.42 Periodicals | 477 | 500 | 95.00 % |
| 7410.43 Audio/Visual | 1,404 | 2,700 | 52.00 % |
| 7410.44 Accounting | 1,685 | | |
| 7410.47 Cleaning Service | 7,555 | 7,810 | 97.00 % |
| 7410.48 Elections | 460 | 460 | 100.00 % |
| 7410.52 Memberships | 195 | 450 | 43.00 % |
| 7410.53 Miscellaneous expense | 1,376 | 1,060 | 130.00 % |
| Reimbursed payments to other libraries | 43 | | |

Mamakating Library

2024 Budget vs. Actuals - January = 91%

January - December 2024

| | TOTAL | | |
|---|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Total 7410.53 Miscellaneous expense | 1,419 | 1,060 | 134.00 % |
| 7410.54 Professional Fees | | | |
| 101 Accounting Fees | 2,500 | 7,500 | 33.00 % |
| 102 Legal Fees | | 300 | |
| Total 7410.54 Professional Fees | 2,500 | 7,800 | 32.00 % |
| 7410.55 Postage and Delivery | 234 | 450 | 52.00 % |
| 7410.56 Program | 3,129 | 3,883 | 81.00 % |
| 7410.565 Program Supplies | 609 | 780 | 78.00 % |
| Total 7410.56 Program | 3,737 | 4,663 | 80.00 % |
| 7410.57 DEBT Service Principal & Interest | | 26,200 | |
| 7410.58 Building & Grounds R&M | 9,873 | | |
| 7410.581 Repairs | 2,977 | 8,140 | 37.00 % |
| 7410.582 Maintenance | 3,654 | 2,500 | 146.00 % |
| 7410.583 Landscaping | 2,398 | 3,500 | 69.00 % |
| Total 7410.58 Building & Grounds R&M | 18,902 | 14,140 | 134.00 % |
| 7410.59 Office expense | 3,495 | 3,200 | 109.00 % |
| 7410.60 Telecom | 3,286 | 4,600 | 71.00 % |
| 7410.61 Utilities | 6,124 | 9,250 | 66.00 % |
| 7410.62 Technology | 16,586 | 18,000 | 92.00 % |
| 7410.85 RCLS Service Fee | 1,891 | 2,200 | 86.00 % |
| 7410.86 Meetings & Conference | 395 | 400 | 99.00 % |
| 7410.87 Travel & Mileage | 241 | 200 | 121.00 % |
| Total A7410.4 Library- Contractual Expenses | 94,772 | 130,683 | 73.00 % |
| Total A7999 CULTURE & RECREATION | 269,777 | 325,483 | 83.00 % |
| A9199 EMPLOYEE BENEFITS | | | |
| A9010.7 Payroll Taxes | 97 | 15,500 | 1.00 % |
| 9010.80 Taxes | 15,348 | | |
| Total A9010.7 Payroll Taxes | 15,445 | 15,500 | 100.00 % |
| A9030.8 Insurance | | | |
| 9030.81 Disability | -174 | 1,215 | -14.00 % |
| 9030.82 Hospitalization | 26 | 15,000 | 0.00 % |
| 9030.83 Workers' Compensation | 1,600 | 1,500 | 107.00 % |
| 9030.84 Property Liability | 3,773 | 3,700 | 102.00 % |
| 9030.85 Directors and Officers | 1,008 | 925 | 109.00 % |
| Total A9030.8 Insurance | 6,232 | 22,340 | 28.00 % |
| A9040.0 Pension Expense | 18,858 | 15,000 | 126.00 % |
| Total A9199 EMPLOYEE BENEFITS | 40,535 | 52,840 | 77.00 % |
| Capital Reserve | | 5,000 | |
| Total Expenses | \$310,313 | \$383,323 | 81.00 % |
| NET OPERATING INCOME | \$77,067 | \$0 | 0% |
| Other Income | | | |

Mamakating Library

2024 Budget vs. Actuals - January = 91%

January - December 2024

| | | TOTAL | |
|-------------------------------|-----------------|------------|-------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| A2405.1 NYLAF Dividend Income | 3,427 | | |
| Total Other Income | \$3,427 | \$0 | 0% |
| NET OTHER INCOME | \$3,427 | \$0 | 0% |
| NET INCOME | \$80,495 | \$0 | 0% |

Mamakating Library
Board of Trustees Meeting
December 10th, 2024
Director's Report



Building & Grounds:

- Dan Frolo (handyman) was able to fix the light fixtures in the foyers and hallway & Rich Jones fixed the one in the book sale room.
- Mark Brennan, village building inspector visited on 11/19. We passed out re-inspection with flying colors.
- The sound proofing panels gifted to us from Pearl River Library have been picked up. Building Committee will decide on next course of action for installation.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 31.4 hours total as of 12/1 (2.6 hours in Nov.)
 - Power outage 11/22
- The Library was closed on 11/11 for Veterans Day & 11/28-29 for Thanksgiving
- The Library was closed for Snow on 11/22
- Upcoming Closures: 12/4 12:30-2pm for staff training, 12/24 & 12/25 for Christmas, 12/31(half day) and 1/1 for New Year's Day.

Programming:

Community Partnership Programs:

- Public Health Outreach Table: 15 Participants (2 sessions)

Stand-alone programs

- Shorts and Sweets: 38 Participants
- Jewelry Making: 12 Participants
- Gardening for Bird Songs: 8 Participants

Series programs

- Books & Tea Discussion :14 Participants
- Keep It Short...Stories (KISS) Group: 6 Participants
- Culinary Club: 13 Participants
- Writers' Group:8 Participants
- Malcolm's Tech Topics: 5 Participants (LRP Social Equity, Goal 1, Obj.3, Act. 3)
- Zen Schooling : 22 Participants (2 Sessions)
- Patiana's Art Program:9 Participants
- Classic Sci-Fi Movie Night: 8Participants
- Read to Mocha: 9 Participants
- Storytime: 31 Participants (4 Sessions)
- Curiosity Club: 13 Participants

Program Totals:

- 14 Adult Programs serving 156 patrons
- 12 Patrons received dedicated Tech Help time
- 10 Youth Programs serving 90 patrons
- 8 Teen volunteers completed 16 hours of community service at the library

Outreach Services:

- The Library Director judged the Halloween Costume contest and gave out Library info to attendees at the Fall



1 of 2 full collection bins for Toys for Tots



Expanded Local History Collection

Fest.

- Bookmarks were distributed to local businesses advertising the book store as a location for small business Saturday.

Press

- The Shawangunk Journal ran an announcement about our 9/11 museum pass in the 11/21 issue

IT/ILS & Technical Services:

- Computer Users: 113 uses
- Wi-Fi Users: 792
- Kristt Kelly came on 11/26 and installed out new printer.
- The new laptop for remote staff member arrived and will be configured by RCLS and delivered soon.
- The additional monitors for staff workstations budgeted for in 2025 have been ordered and will be installed by RCLS soon.



Circulation/Registration:

Saying Goodbye to our old printer!

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 | 2075 |
| October | 2166 | 2273 | 2239 | 1323 | 1969 | 1404 | 2029 | 2045 |
| November | 2214 | 2309 | 1956 | 1496 | 2126 | 1492 | 1947 | 1964 |
| December | 1704 | 2000 | 1924 | 1600 | 1991 | 1362 | 1918 | |
| TOTAL | 28,199 | 24,871 | 25,133 | 13,512 | 22,435 | 23,517 | 24,004 | 21,079 |

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 | 18 |
| October | 28 | 16 | 21 | 8 | 10 | 19 | 62 | 36 |
| November | 28 | 10 | 11 | 6 | 12 | 20 | 21 | 22 |
| December | 28 | 11 | 8 | 7 | 10 | 12 | 8 | |
| TOTAL | 305 | 228 | 227 | 98 | 175 | 251 | 303 | 252 |

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 | 565 |
| October | 236 | 323 | 367 | 510 | 582 | 579 |
| November | 205 | 334 | 419 | 506 | 569 | 583 |
| December | 209 | 320 | 405 | 546 | 537 | |
| Total | 3142 | 4188 | 4871 | 6018 | 6384 | 6589 |

| 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 | 68 |
| October | 26 | 50 | 67 |
| November | 33 | 37 | 53 |
| December | 35 | 39 | |
| Total: | 353 | 474 | 627 |

| 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 | 163 |
| October | 87 | 169 | 194 |
| November | 118 | 111 | 146 |
| December | 128 | 115 | |
| Total: | 1225 | 1468 | 1524 |

Director's Meetings & Trainings:

- 11/1 Press Release Training (SUPLA)
- 11/6-11/9 NYLA Conference
 - Igniting Successful Collaboration & Lasting Partnerships
 - Creating Effective Reports to the Community
 - Key Performance Indicators

- Turning the Page: ADHD & Employee Policies
- Activating Trustee Leadership: Beyond Board Meetings
- Documenting Institutional Knowledge
- 11/13 Director’s Association
- 11/19 Youth Bureau Training
- 11/21 ILS Committee

Staff Development: (LRP Governance, Goal 2, Obj, 3)

- Media Manager attended:
 - Press Release Training 11/1
 - AI Tools for Libraries 11/8
- Library Assistant attended a 211 training 11/15
- Library Clerk/Children’s Program Leader attended a Grant Workshop 11/1
- Library Clerk will be attending Mock Caldecott at RCLS
- One of our Library Clerks is in the process of becoming a Notary.
- Our New Substitute Clerk will be completing training early this month and will be added to our regular sub rotation.

Friends of the Library News:

- **Friends of the Library are hosting their 3rd Annual Holiday Gift Wrapping Event on Dec. 14th at 11am.**
- The Friends will be taking the book fairies on the road again and attending the MEEC Winterfest in February to give out books to the children.
- The Friends are actively discussing more museum passes to offer in the new year.













Other News:

- November Patron Count: 2596
- The Library director submitted a grant application to DVAA for a Community Arts Grant for 2025.
- Library Director has agreed to become a member of the System Services Committee (a committee of the Director’s Association). This committee researches and recommends services that the system provides for all RCLS libraries.
- Our grant application to receive an Automated Translation Device and 3 years of subscription has been approved. We will receive the device in January and will do a full staff training on the device then. We will be able to use this for communicating with patrons speaking over 200 languages/dialects and will also be able to use it for translating programs, if needed.
- The Library received a generous \$500 unrestricted donation from Ernie and Siri Borg.
- The Local History collection has expanded by over 80 volumes thanks to author S. David Phraner and his generous donation. The collection is now included on our website and has a new sign dedicating it to the donor. Some documents that were not added to our collection were donated to the Mamakating Historical



Picture Book Categories

Finding a book you’ll like is quick and easy!

| Color | Category | Examples of what you’ll find |
|---|-----------------|---|
|  | Activities | Sports, Dance, Painting, Reading, I Spy |
|  | Celebrations | Holidays, Birthdays, Parties |
|  | Concepts | Counting, Letters, Opposites, Manners |
|  | Family/ Friends | Siblings, Grandparents, Parents, Friendship, Making Friends |
|  | Fairy/ Folk | Fairy Tales, Folk Tales, Nursery Rhymes |
|  | Favorites | Popular Authors, Books and Series |
|  | Life Events | Growing up, Going to School, Health, Self Esteem, Grief |
|  | Nature | Weather, Animals, Pets, Seasons |
|  | People | Pirates, Royalty, Superheroes, Individuals |
|  | Places | Farms, Library, Beach, Stores, |
|  | Stories | Bedtime Stories, Songs, Wordless Books, Misc. |
|  | Transportation | Buses, Trains, Cars, Boats, Rocket Ships |

Society for preservation.

- Director Completed all yearly performance reviews for staff. And updated job descriptions to include new duties assigned and include marketing/advocacy efforts as part of all roles (LRP Governance, Goal 4, Obj. 2)
- Director and Principal Clerk are slowly working on the picture book re-categorization project. It is about 1/3 finished at this point.
- A huge outpouring of generosity from the community made our collaborative holiday toy collection for Toys for Tots a huge success! Thanks to the Community Church for coordinating the pick-up/delivery of collection boxes and for publicizing the collection widely.
- The Library participated in the WBOT Joy to Wurtsboro Small Business Saturday event, giving away books visitors and director assisted in the park with children's activity. (LRP Governance, Goal 4, Obj. 4)

Upcoming Programs of Note:

- Winter Cello Concert 12/5 @ 5:30pm
- Holiday Gift Wrapping 12/14 @ 11:00am
- Fearless Foodies: Holiday Traditions @ 1:00pm
- Book Club: A Christmas Vanishing 12/17 @ 2:30pm
- Book Folding Angels 12/19 @ 5:00pm (LRP Environmental Sustainability: Goal 1, Obj.1 Act.5)
- Writer's Group 12/27 @ 10:30am
- LEGO Club 12/28 @ 11:00am

Reminder:

- Two hours of training plus the mandatory Harassment training must be done every year by each trustee. Upcoming trainings available through RCLS are:
 - Advocacy in a Polarized World (Thursday, 12/12 @2pm 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
December 2nd, 2024

2025 Board of Trustees Meetings

January, 14th
February, 11th
March, 11th
April, 8th
May, 13th
June, 10th

July, 8th
August, 12th
September, 9th
October, 14th
November, 18th
December, 9th

All meetings begin at 6:00 pm
in the Community Room
The public is welcome to attend.



MAMAKATING
LIBRARY

2024 End of Year Budget Adjustment Notes:

Assignment of Restricted Donations

- FOL Donation \$175 for raffle Kindle = Add \$175 to Miscellaneous
- FOL Donation \$25 for bookshelf name plates = Add \$25 to Miscellaneous
- FOL Donation \$200 for Book Fairies Books = Add \$200 to Books
- FOL Donation \$50 for Halloween Candy = Add \$50 to Miscellaneous

Totals:

| Deposited to Line: | Adjustment To: | Amount: |
|-------------------------------|-----------------------|----------------|
| Restricted Grants & Donations | Misc. Expense | +175 |
| Restricted Grants & Donations | Misc. Expense | + 25 |
| Restricted Grants & Donations | Books | + 200 |
| Restricted Grants & Donations | Misc. Expense | + 50 |
| | | |
| | | |
| Total Adjustments | | \$450 |

2025 Budget Adjustments:

Note: we need to adjust and add about \$900 to technology line for the new laptop support/replacement. (We could possibly do this with money left from this year, or use unrestricted/fines money throughout the year to make that adjustment.)



128 Sullivan St., PO Box 806, Wurtsboro, NY 12790
Phone – (845) 888- 8004 Fax – (845) 888- 8008
Cheryl Jones, Director

Board of Trustees: Patricia Andersen, John Buying, Jennifer Holmes,
Chelsea Roth, Pamela Mann, Pamela Rice, Mark Tourtellott

December 6th, 2024

The Mamakating Library Board of Trustees certifies that after an exhaustive search, two of the records requested on 12/3/2023 and listed below, were not located and are therefore unavailable to fulfill this request.

- Election Petitions for 2022
- Election Petitions for 2021

Prior to the 2024 Library Trustee Election, the library provided all election materials to the Town of Mamakating clerk's office for record keeping. As such, the records you requested may be in their custody.

Thank you,

Patricia Andersen, President
Mamakating Library Board of Trustees

Cheryl Jones

Cheryl Jones, Director
Mamakating Library

* This certification has been voted on and approved by the Mamakating Library Board of Trustees at the regular meeting of the board on December 10th, 2024.

Member, Ramapo Catskill Library System



MAMAKATING

LIBRARY

Notary Policy

The Mamakating (“Library”) offers notary public services, subject to the following:

- Library employees who hold a valid New York State Notary license are generally available on-site to provide notary services to the public during regular operating hours subject to availability. The Library does not guarantee the availability of a notary at any given time and recommends appointments be made by calling (845) 888-8004.
- Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.
- This service is available free of charge.
- Patrons are limited to three (3) notarizations per appointment. A notarization consists of one signature and one stamp.
- Any person utilizing the Library’s notary services must appear in person with the entire document to be notarized, present a valid New York State driver’s license or other government-issued photo identification, and sign the document to be notarized in the presence of the notary public.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid New York State driver’s license or other government-issued photo identification.
- The Library’s notary services are not available for deeds and other real estate documents (e.g., mortgages, mortgage re-financings, and satisfactions of mortgages), wills, living wills, trusts, codicils, depositions, divorce documents, vital records (birth certificates, death certificates, marriage licenses), I-9 Forms, or Powers of Attorney.
- The notary must be able to read and understand what they have been asked to notarize. Documents in any language other than English will not be notarized at the library.

- Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- Library notaries cannot certify copies of vital records (birth certificates, death certificates, and marriage licenses), passports, social security cards, or other documents.
- Library notaries cannot pre-date or post-date a notarization.
- Library notaries cannot notarize any documents electronically (e.g., online).
- Library notaries do not provide legal advice and should not be relied upon as such.
- Notaries will not provide service if the customer, document or circumstances of the request for Notary service raises any issue of authenticity, ambiguity, doubt or uncertainty for the notary. In this event, the Library Notary may, at their sole discretion, decline to provide Notary Service.

Draft 11/25/2025