

MLD Trustees Meeting – March 19, 2025
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – February 2025*

February Special Meeting

- Motion to approve the February and February Special meeting

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:

- April Meeting Date

New Business:

- Budget Adjustment for FOL restricted donation*
 - Motion to approve the budget adjustments as presented

Policy review/ revisions:

- 3D Printing Policy*
- Election Policy*
- Interlibrary Loan Policy*
- Unattended Minors Policy*
- Conflict of Interest Policy*
- Credit Card Policy*
- Non-Competitive Bidding Policy*
- Nutrition Resolution*
- Petty Cash Policy*
- Wellness Committee Policy*
- Whistleblower Policy*

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

Adjournment

MLD Trustees Meeting Minutes – February 19, 2025

Call to Order/Attendance

Meeting called to order at: 6:02pm

Present: Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones

Absent: none

- John Buying made a motion to add Meeting Rules to the agenda.
No second, motion died
- John Buying made a motion to add Public Comments to the agenda.
No second, motion died

Adoption of agenda

Motion by: Chelsea Roth 2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion passed

Minutes – January 2025

Motion: To approve January 2025 Minutes as presented.

Motion by: Jennifer Holmes 2nd: Chelsea Roth

Voted against: John Buying

Abstain: none

Motion passed

Finance Report

Finance report submitted by Jennifer Holmes

Motion: To approve the Vouchers as presented.

Motion by: Pamela Mann 2nd: Chelsea Roth

Voted against: John Buying

Abstain: none

Motion passed

Director's Report

Report submitted by Director, Cheryl Jones.

Committee Reports

- Long Range Plan- No Report
- Policy/ By-Law- No Report

- Building and Grounds- No Report
- Budget- No Report

Old Business:

- Meeting Dates
The Trustees will continue to meet on the 3rd Wednesday of the month from February to May to accommodate changing schedules.

New Business:

- Budget Adjustment
 - Motion: To approve the budget adjustment as presented.
Motion by: Pamela Rice 2nd: Jennifer Holmes
Voted against: none
Abstain: none
Motion passed
- Change of Signers on Accounts
 - Motion: To remove Antoinette King and add Chelsea Roth as signers on Jeff Bank account ending 5999 and Walden Savings Bank account ending 3113.
Motion by: Pamela Mann 2nd: Pamela Rice
Voted against: none
Abstain: none
Motion passed
- WBOT Mural Project
 - Motion: To approve the proposal by WBOT to place a mural at the library in summer 2025. - tabled for further review
- Annual Report
 - Motion: To approve the 2024 Annual Report as presented.
Motion by: Chelsea Roth 2nd: Jennifer Holmes
Voted against: John Buying
Abstain: none
Motion passed
- Annual Financial Report is available for review in the Board Portal. No board action required.

Policy review/ revisions

none

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

- Public Comment 1: Expressed concern about paper mailing that the board is considering in the future.
- Public Comment 2: Expressed support for comment #1, Expressed support for Mural Project, and suggested Advocacy encouragement posts on Social Media.
- Public Comment 3: Expressed gratitude to the majority of board members who arrive prepared for the meetings and help move the meeting along smoothly.

Adjournment: meeting ended at 7:20

Motion by: Jennifer Holmes 2nd: Pamela Rice

Voted against: none

Abstain: none

Motion passed

Respectfully Submitted,
Mark Tourtellott, Board Trustee

MLD Trustees SPECIAL Meeting Minutes – February 27, 2025

Call to Order/Attendance

Meeting called to order at: 6:00pm

Present: Trustees Patricia Andersen, Jennifer Holmes, Pamela Rice, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones

Absent: John Buying,
Pamela Mann(excused)

Adoption of agenda:

Motion by: Pamela Rice 2nd: Chelsea Roth

Voted against none

Abstain: none

Motion passed

Old Business:

WBOT Mural Project: Motion to sign the amended Mural Agreement and commit to WBOT as a mural location.

Motion by: Pamela Rice 2nd: Mark Tourtellott

Voted against none

Abstain: none

Motion: passed

New Business:

none

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

No public comments

Adjournment: meeting ended at 6:30pm

Motion by: Chelsea Roth 2nd: Jennifer Holmes

Voted against none

Abstain: none

Motion passed

Respectfully Submitted,
Mark Tourtellott, Board Trustee

Mamakating Library

Budget vs. Actuals: February = 17%

January - December 2025

| | | TOTAL | |
|---|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| A1049 REAL PROPERTY TAXES | | | |
| A1001 Real Estate Taxes | 390,263 | 390,300 | 100.00 % |
| Total A1049 REAL PROPERTY TAXES | 390,263 | 390,300 | 100.00 % |
| A2499 USE OF MONEY & PROPERTY | | | |
| A2401 Interest & Earnings | | 12,000 | |
| Total A2499 USE OF MONEY & PROPERTY | | 12,000 | |
| A2649 FINES & FORFEITURES | | | |
| A4050 Fines income | 134 | 400 | 33.00 % |
| Total A2649 FINES & FORFEITURES | 134 | 400 | 33.00 % |
| A2799 MISCELLANEOUS LOCAL SOURCES | | | |
| A2770 Miscellaneous income | 1,006 | 4,500 | 22.00 % |
| Total A2799 MISCELLANEOUS LOCAL SOURCES | 1,006 | 4,500 | 22.00 % |
| A3089.6 Restricted Grants & Donations | | | |
| A3099 STATE AID | | | |
| A3089.1 Grant income- LLSA grant | 331 | 0 | |
| A3089.2 State Aid- Grant | | 0 | |
| A3089.3 Sullivan County Grant | | 0 | |
| A3089.4 Sullivan Cty Public Lib. Grant | | 0 | |
| A3089.5 SRP Grant | | 0 | |
| Total A3099 STATE AID | 331 | 3,100 | 11.00 % |
| A4060 UNRESTRICTED DONATIONS | | | |
| A4061 Donations - Unrestricted | 10,182 | 0 | |
| Total A4060 UNRESTRICTED DONATIONS | 10,182 | 0 | |
| A4999 Assigned Fund Balance | | 15,000 | |
| Total Income | \$403,816 | \$425,300 | 95.00 % |
| GROSS PROFIT | \$403,816 | \$425,300 | 95.00 % |
| Expenses | | | |
| A7999 CULTURE & RECREATION | | | |
| A7410.1 Library- Personal Services | | | |
| 7410.11 Clerical | 26,438 | 140,220 | 19.00 % |
| 7410.12 Librarian | 14,870 | 78,200 | 19.00 % |
| Total A7410.1 Library- Personal Services | 41,308 | 218,420 | 19.00 % |
| A7410.2 Library- Equipment | | | |
| 7410.21 Equipment expense | 1,562 | 2,000 | 78.00 % |
| Total A7410.2 Library- Equipment | 1,562 | 2,000 | 78.00 % |
| A7410.4 Library- Contractual Expenses | | | |
| 7410.41 Books | 2,793 | 15,000 | 19.00 % |
| 7410.405 Digital Media | 1,654 | 11,500 | 14.00 % |
| Total 7410.41 Books | 4,447 | 26,500 | 17.00 % |
| 7410.42 Periodicals | | 500 | |
| 7410.43 Audio/Visual | 421 | 1,800 | 23.00 % |

Mamakating Library

Budget vs. Actuals: February = 17%

January - December 2025

| | TOTAL | | |
|---|------------------|------------------|----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| 7410.47 Cleaning Service | 640 | 8,200 | 8.00 % |
| 7410.48 Elections | | 200 | |
| 7410.51 Legal fees | | 1,000 | |
| 7410.52 Memberships | 40 | 500 | 8.00 % |
| 7410.53 Miscellaneous expense | | 600 | |
| Reimbursed payments to other libraries | | 0 | |
| Total 7410.53 Miscellaneous expense | | 600 | |
| 7410.54 Professional Fees | | | |
| 101 Accounting Fees | | 7,500 | |
| Total 7410.54 Professional Fees | | 7,500 | |
| 7410.55 Postage and Delivery | 5 | 4,670 | 0.00 % |
| 7410.56 Program | 2,170 | 2,500 | 87.00 % |
| 7410.565 Program Supplies | 10 | 510 | 2.00 % |
| Total 7410.56 Program | 2,180 | 3,010 | 72.00 % |
| 7410.57 DEBT Service Principal & Interest | | 25,000 | |
| 7410.58 Building & Grounds R&M | | | |
| 7410.581 Repairs | 912 | 6,000 | 15.00 % |
| 7410.582 Maintenance | | 3,500 | |
| 7410.583 Landscaping | 1,078 | 4,500 | 24.00 % |
| Total 7410.58 Building & Grounds R&M | 1,990 | 14,000 | 14.00 % |
| 7410.59 Office expense | 753 | 4,000 | 19.00 % |
| 7410.60 Telecom | 367 | 6,750 | 5.00 % |
| 7410.61 Utilities | 1,595 | 10,000 | 16.00 % |
| 7410.62 Technology | 4,993 | 19,900 | 25.00 % |
| 7410.85 RCLS Service Fee | | 2,200 | |
| 7410.86 Meetings & Conference | | 3,850 | |
| 7410.87 Travel & Mileage | 73 | 250 | 29.00 % |
| Total A7410.4 Library- Contractual Expenses | 17,503 | 140,430 | 12.00 % |
| Total A7999 CULTURE & RECREATION | 60,373 | 360,850 | 17.00 % |
| A9199 EMPLOYEE BENEFITS | | | |
| A9010.7 Payroll Taxes | | 17,300 | |
| A9030.8 Insurance | | | |
| 9030.81 Disability | | 1,400 | |
| 9030.82 Hospitalization | | 15,000 | |
| 9030.83 Workers' Compensation | | 1,600 | |
| 9030.84 Property Liability | | 4,000 | |
| 9030.85 Directors and Officers | | 1,150 | |
| Total A9030.8 Insurance | | 23,150 | |
| A9040.0 Pension Expense | | 18,000 | |
| Total A9199 EMPLOYEE BENEFITS | | 58,450 | |
| Capital Reserve | | 6,000 | |
| Total Expenses | \$60,373 | \$425,300 | 14.00 % |
| NET OPERATING INCOME | \$343,443 | \$0 | 0% |

Mamakating Library

Budget vs. Actuals: February = 17%

January - December 2025

| | | TOTAL | |
|------------|------------------|------------|-------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| NET INCOME | \$343,443 | \$0 | 0% |

March 2025

| Voucher # | Payee | Amt | Note |
|---------------|--------------------------------|--------------------|---------------------------|
| 0325-01 | Orange & Rockland | \$ 407.07 | Autopays 3/26 |
| 0325-02 | Frontier | \$ 367.26 | autopays 3/14 |
| 0325-03 | VISA (CJ) | \$ 909.46 | autopays 3/21 |
| 0325-04 | OverDrive | \$ 354.76 | ebooks/audio books |
| 0325-05 | Wells Fargo | \$ 103.00 | autopays 3/21 |
| 0325-06 | Baker & Taylor | \$ 791.99 | Books |
| 0325-07 | Robert Hrabowsky | | Cleaning |
| 0325-08 | Midwest Tape | \$ 377.68 | Hoopla Balance |
| 0325-09 | RefKo Landscaping | \$ 562.50 | snow removal |
| 0325-10 | Patiana McMahon | \$ 110.87 | Program Fee |
| 0325-11 | Donna Drake | \$ 11.70 | Mileage |
| 0325-12 | Book Page | \$ 151.20 | Shared SUPLA subscription |
| 0325-13 | Peak Power Systems | \$ 641.00 | Yearly Generator Maint. |
| 0325-14 | Alethea Pape | \$ 75.00 | Program Fee |
| 0325-15 | Lucyane Bouchardet | \$ 600.00 | Program Fee |
| 0325-16 | Westchester Library System | \$ 1,700.00 | LIU Tuition Spring 2025 |
| 0325-17 | Motorcyclepedia | \$ 100.00 | Museum Pass 2025 |
| 0325-18 | Village of Wurtsboro | \$ 75.00 | Water Bill |
| 0325-19 | Bethel Woods Center for the Ar | \$ 275.00 | Museum Pass 2025 |
| 0325-20 | Patricia Blanco | \$ 150.00 | Program Fee |
| 0325-21 | PN Alarm | \$ 740.00 | Annual Alarm Testing |
| 0325-22 | DEMCO | \$ 158.13 | Office Supplies |
| 0325-23 | | | |
| 0325-24 | | | |
| Total: | | \$ 8,661.62 | |

Mamakating Library Board of Trustees Meeting

March 19th, 2025

Director's Report



Building & Grounds:

- PN Alarm came to test to alarm systems on 2/27. No issues were detected.
- 3 more lightbulbs were replaced with LED compatible ones
- An extension for the gutter downspout near the backdoor was added to direct some of the water from our recent rain storms away from the sidewalk/door area and towards the gardens.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 37.3 hours total as of 3/1 (2 hours in February)
- Library was Closed 1pm-3:30 pm 2/13 for a staff meeting
- Library was Closed 2/17 for Presidents Day

Programming:

Community Partnership Programs:

- SC Public Health Info Table: 14 Participants
- Canal Bi-Centennial Planning: 22 Participants
- Understanding Alzheimers with OFA: 8 Participants

Stand-alone programs

- Jewelry Crochet: 15 Participants
- Family Game Night: 15 Participants

Series programs

- Books & Tea Discussion :8 Participants
- Keep It Short...Stories (KISS) Group: 7 Participants
- Culinary Club: 12 Participants
- Writers' Group:5 Participants
- Malcolm's Tech Topics: 3 Participants
- Zen Schooling : 20 Participants (2 Sessions)
- Patiana's Art Program:5 Participants
- Classic Sci-Fi Movie Night: 10 Participants
- LEGO Club: 17 Participants
- Read to Mocha: 11 Participants
- Storytime: 38 Participants (4 Sessions)
- LSC Author Visits: 23 Live, 36 additional views after programs (3 Programs)

Program Totals:

- Passive Program: Love Your Library Month: 26 entries
- 20 Adult Programs serving 248 patrons
- 6 Patrons received dedicated Tech Help time
- 10 Youth Programs serving 106 patrons
- 2 Teen volunteers completed 6 hours of community service at the library



Family Game Night



Tiny Art Show Reception

Press:

- A wonderful article about the library's accomplishments in 2024 was written up in the Shawangunk Journal.

- Our upcoming programs were mentioned in Canvas as well as a great article about our Year of the Arts initiative.
- Full report about February Media will be included in Board Packet



IT/ILS & Technical Services:

- Computer Users: 531 uses
- Wi-Fi Users: 1415 uses
- Technology Needs Survey was distributed via the newsletter at the end of February. Paper copies are available at the library and at the town hall. The survey will be posted to our social media in the coming weeks and will run through the end of April. Results will help inform budget planning and program planning for next year.

Circulation/Registration:

Previous Month's Physical Circulation

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|
| January | 2206 | 2231 | 2487 | 2400 | 1823 | 2040 | 1882 | 2195 | 2006 |
| February | 1973 | 1956 | 2088 | 2169 | 1335 | 1840 | 1531 | 1925 | 2124 |
| 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 | 1764 | |
| TOTAL | 28,199 | 24,871 | 25,133 | 13,512 | 22,435 | 23,517 | 24,004 | 25,150 | 4130 |

Previous Month's New User Registrations

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|----------|------|------|------|------|------|------|------|------|------|
| January | 29 | 14 | 19 | 19 | 9 | 17 | 19 | 17 | 21 |
| February | 16 | 18 | 12 | 20 | 8 | 16 | 12 | 12 | 11 |
| 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 | 12 | |
| TOTAL | 305 | 228 | 227 | 98 | 175 | 251 | 303 | 264 | 32 |

Digital Collections:

Overdrive Circulation

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| January | 323 | 305 | 394 | 486 | 603 | 658 | 598 |
| February | 264 | 229 | 429 | 400 | 508 | 635 | 591 |
| 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 | 599 | |
| Total | 3142 | 4188 | 4871 | 6018 | 6384 | 7188 | 1189 |

Unique Patron Access Hoopla

| | 2022 | 2023 | 2024 | 2025 |
|-----------|------------|------------|------------|------------|
| January | 32 | 36 | 54 | 67 |
| February | 27 | 42 | 53 | 61 |
| 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 | 62 | |
| Total: | 353 | 474 | 687 | 128 |

Overall Circulations Report Hoopla

| | 2022 | 2023 | 2024 | 2025 |
|-----------|-------------|-------------|-------------|------------|
| January | 108 | 131 | 178 | 185 |
| February | 98 | 133 | 179 | 160 |
| 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 | 198 | |
| Total: | 1225 | 1468 | 1524 | 345 |

Director's Meetings & Trainings:

- 2/5 Library Advocacy Day in Albany
- 2/12 Directors Association Meeting
- 2/13 Staff Meeting

NYLA Advocacy
Day 2025



- 2/14 SUPLA Meeting
- 2/20 ILS Committee Meeting
- 2/21 Meeting with WBOT President
- 2/24 ILS Patron Point Demo Meeting
- 2/26 Special BOT Meeting

Staff Development:

- Using the staff technology surveys completed 4Q 2024, we have begun addressing areas where staff feel they could use more training during our Staff Meetings.
- All Staff will be completing a training on the new Automated Translation Device this month.
- Principal Clerk attended a tour of RCLS.
- Library Clerk is finishing up her Notary Training and should be taking her test this month.
- Library Assistant and Clerk attended a training at RCLS regarding summer reading planning.



Friends of the Library News:

- The MEEC Winterfest was cancelled due to weather conditions, but the Book Fairies were invited to take part in Spring Fling with WBOT.
- The FOL will be adding to our neighborhood bookshelves with one at LifeStyled by Kaitlyn, a salon on Sullivan Street, that just recently added a children's chair and stylist.

Other News:

- February Patron Count: 3272
- One of our Library Clerks also received a Grant from DVAA for \$1450 for a Global Arts series of children's programs that will take place this summer. The library will serve as the fiscal sponsor for this grant.
- The Library received a DVAA in the amount of \$ 2550 to go towards our Year of the Arts Programming.
- Automated Translation Device was delivered on 2/27.
- We've been in touch with WBOT about the change in the Farmer's Market and their request to use our parking lot on the nights of Music in the Park this summer. We are going to work together on getting a gate put in to connect the playground/library property to make getting to/from both safer and more easily.
- Director met with our US Rep. Josh Riley on 3/1 and spoke regarding the closure of exit 114, library funding through IMLS, book bans, and the need for his support for library funding on a federal level due to the vital services that we provide to our communities.
- We are again, partnering with the Wurtsboro Community Church Food Pantry to do a collection for National Cereal Day. In 1 week since the announcement we have already filled a whole book cart with cereal boxes and a week of collection remains.



Upcoming Programs of Note:

- Featured Local Artist: Daniel Genova
 - Reception 3/8 @ 12pm
 - Exhibit Title: Cats With Skillz and Cats (Not the Musical)
- Virtual Author visits:
 - Dan Heath 3/12 @ 2pm
 - Clara Bingham 3/20 @ 2pm
 - Jennifer Weiner 3/26 @ 7pm
- Big Science Comes to Mamakating (w/ MEEC) 3/15 12:30pm
- Fearless Foodies 3/18 @ 1pm
- Book Club 3/18 2:30pm
- Curiosity Club 3/18 @ 4:30pm
- Bossa Nova Concert 3/25 @ 5:30pm
- Sci-Fi with the Science Guy: 3/20 @ 5pm
- Women in Film Screening/ Discussion 3/27 @ 5:30pm
- Local Writer’s Group 2/28 @ 10:30am
- Lego Club 3/29 @ 11am



Reminders:

- RCLS Trustee Training Sessions for 2025 have been released and are detailed below. Register through the RCLS website calendar. You should complete a minimum of 2 hours of training per calendar year.

| Trustee Education Session Title | Date | Day Of Week | Time | Credit Hours |
|---|-------------|--------------------|----------------|---------------------|
| Sustainability in Libraries (Presenter: Joanna Goldfarb) | 04/08/25 | Tuesday | 6:30 PM | 1.00 |
| Basic Library Trustee Education 101 (Presenter: Grace Riario) | 05/01/25 | Thursday | 6:30 PM | 1.00 |
| Summer Reading Promotional Toolkit (Presenter: Michelle Muller) | 05/15/25 | Thursday | 6:30 PM | 1.00 |
| Library Social Media & Marketing (Presenter: David Cosco) | 05/21/25 | Wednesday | 6:30 PM | 1.00 |
| Finance 101: Trustee Responsibilities (Presenter: Stephen Hoefler) | 06/25/25 | Wednesday | 6:30 PM | 1.00 |
| Accessibility (Presenter: Meaghan Doyle) | 07/21/25 | Monday | 6:30 PM | 1.00 |
| Library Social Media & Marketing (Presenter: David Cosco) | 08/05/25 | Tuesday | 6:30 PM | 1.00 |
| Digital Inclusion in Libraries (Presenter: Meaghan Doyle) | 09/25/25 | Thursday | 6:30 PM | 1.00 |
| Library Financial Reports (Presenter: Stephen Hoefler) | 10/14/25 | Tuesday | 6:30 PM | 1.00 |
| Intermediate Library Trustee Education 102 (Presenter: Grace Riario) | 11/03/25 | Monday | 6:30 PM | 1.00 |
| Advocacy - <i>Title TBD</i> (Presenter: Jen Park) | 12/03/25 | Wednesday | 7:00 PM | 1.00 |
| Open Meetings Law and Library Governance (Presenter: Grace Riario) | 12/11/25 | Thursday | 6:30 PM | 1.0 |

Respectfully submitted,
 Cheryl Jones, Library Director
 March 6th, 2025



RAMAPO
CATSKILL
LIBRARY
SYSTEM

February 18, 2025

Dear Cheryl,

The Ramapo Catskill Library System's Board of Trustees is very pleased to inform you that you have been chosen to receive the RCLS Professional Development Scholarship. This scholarship program will reimburse \$1000 for the course "Legal Issues in the Public Library".

You are required to write a brief evaluation report about your experience, describing the value of the course and the impact the course has on your job performance. Please enclose along with the course evaluation essay, proof of course completion and receipt of payment. You will be eligible to apply for the scholarship once again in the Spring of 2026.

Once all the required information has been received, a check will be mailed to you. You can email me the required documents at michelle.muller@rcls.org.

Congratulations!

Sincerely,

A handwritten signature in black ink that reads "Michelle Muller". The signature is written in a cursive, flowing style.

Michelle Muller

Member and Youth Services Consultant



February 22, 2025

Cheryl Jones
Mamakating Library
PO Box 806, Wurtsboro, NY 12790

Dear Cheryl,

Congratulations! You have been recommended for funding by the 2025 Arts for Sullivan Statewide Community Regrant panel to help fund the **Mamakating Library's** project "A Year of the Arts" in the amount of **\$2,550**.

As your request has been partially met, in order to receive the 2025 SCR contract--a legal document between you and DVAA wherein the acceptance of its terms will commit you to completing your project-- we require that you submit a revised 2025 project budget. This revised budget should indicate that you have reconfigured your project to include the awarded amount along with adjusted income and expense information, if necessary.

A copy of the budget form has been attached. It must be completed & submitted to DVAA within 7 days of receipt of this letter (3/1/2025). Your revised 2025 project budget form must be emailed to grants@delawarevalleyartsalliance.org.

Once we have received your budget form, a contract packet will be sent to you to finalize your grant award. Failure to submit the required information may delay the processing of your grant award.

We will be hosting an awards ceremony on Friday, May 9. The goal is to celebrate your success and support your programs in the timeliest manner. We will also be in touch beforehand to go over marketing needs.

For now, please keep news of your award private. We'll be making an official announcement in the upcoming month. Don't hesitate to contact us with any questions. We can be reached at (845) 252-7576.

Again, on behalf of everyone at DVAA, congratulations!

A handwritten signature in black ink, appearing to read 'Ariel'.

Ariel Shanberg
Executive Director

A handwritten signature in black ink, appearing to read 'Tanner'.

Tanner Simon
Gallery & Grants Manager

Inc: Revised Budget

OUR MISSION
To advance the arts in the region through support and encouragement of artists; innovative programs; advocacy; and artistic, business, and government alliances.

Board of Directors

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Staff

Ariel Shanberg
Executive Director

Tanner Simon
Gallery & Grants Manager

Naomi Scott
Communications Manager

Christine Swedowsky
Arts Happenings Editor

Robyn Oakes
Shopkeeper

Anne Cahill Johansen
Bookkeeper

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Media & Press Report

February 2025

Facebook:

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|-----------------|------|-------|-----|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| Reach | 2.8K | 3.4K | | | | | | | | | | | |
| Engagement | 265 | 422 | | | | | | | | | | | |
| Likes | 1.1K | 1.1K | | | | | | | | | | | |
| New Follows | 11 | 2 | | | | | | | | | | | |
| Posts | 27 | 45 | | | | | | | | | | | |
| Total Followers | 1300 | 1,324 | | | | | | | | | | | |

Facebook Notes:

- Top posts were community-based, volunteerism: eg. Neighborhood Forest Free Tree Program – 1,061 views, Cereal Day Drive (2 posts) – 825/617 views, and 2024 Year in Review – 726 views. Our following has a strong interest in community and volunteerism.

Instagram:

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|----------------------|-------|-------------|-----|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| Views | 1,708 | 3,259 | | | | | | | | | | | |
| Engagement/ Reach | 241 | 185/ 455 | | | | | | | | | | | |
| Interactions | 114 | 234 | | | | | | | | | | | |
| Profile Visits | 47 | 62 | | | | | | | | | | | |
| Posts | 15 | 42 | | | | | | | | | | | |
| Total Followers | 470 | 478 | | | | | | | | | | | |

Instagram Notes:

- The top three posts with the strongest engagement. All three posts had a reach to over half non-followers. This could be a reflection of the algorithm putting our posts on other accounts' timelines, as we are engaging more in the media by posting more, liking and commenting on other accounts' posts. These top three posts for February were:
 - 2/10/25 weekly flyers post at 183 views, 45.9% non-followers, and two shares;
 - 2/4/25 weekly flyers post at 180 views, 59.4% non-followers, three shares, and one save;
 - 2/25/25 Cereal Day Drive post at 161 views, 61.5% non-followers, 7 profile visits, and one share.

Press:

- February press releases sent were The Author Talk Series to River Reporter, WJFF, Sullivan County Democrat, and Shawangunk Journal 2/12/25 and The Bossa Nova on 2/13/25.

- A Year of the Arts PR was sent to D&H Canvas along with the Bossa Nova to add to their March calendar. Also of note, the library assistant has been sending a text alerts to the social media coordinator for programs low in registrations, those programs are promoted on social media, which includes other groups' social media accounts, like Wurtsboro moms, Sullivan county homeschool groups, and other local interest groups. This had an effect on the Family Game Night, which saw an attendance of fifteen people, an increase of over 75% from the last time it was held.

Other Notes:

- An unforeseen byproduct of delegating the social media jobs is putting Cheryl, Library Director, in a more forward-facing presence on our social media, along with other willing library staff. Two possible effects of library public presence are more engagement and a positive outlook from both our patrons and a wider public audience.

Respectfully Submitted,
Alethea Pape

(3/6/25)

2025 March Budget Adjustment Notes:

Re-assignment of Restricted Grant Funds from FOL (January):

- \$1500 for Library Speakers Consortium Fee
- \$400 for New Video Game Purchases

Totals:

| Deposited to Line: | Adjustment To: | Amount: |
|-----------------------------|-----------------------|----------------|
| Restricted Grants/Donations | Programs | +1500 |
| Restricted Grants/Donations | Audio/Visual | +400 |
| | | |
| Total Adjustments | | \$1900 |



MAMAKATING LIBRARY

3D Printing Policy

Purpose

Mamakating Library strives to offer community access to established and emerging technologies to inspire creativity and learning and to facilitate communication. This policy establishes guidelines for the public use of the Ulti-Maker 2Go 3D printer, on loan from the Sullivan County Public Library Alliance.

Policy

A 3D printer is available during selected weeks of the year for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D printer may be used only for lawful purposes. Library users may not create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment, as determined by the library director.
- In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
- Regulated or requires a license to use or carry.

2. The Library reserves the right to deny a 3D print request.

3. The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.

4. Only designated Library staff will have hands-on access to the 3D printer.

5. Charges for printing will be at a rate of \$5/hour of required print time. as follows:

~~a. \$1.00 for up to a one-hour print~~

~~b. \$2.00 for a one to two-hour print~~

~~c. \$3.00 for a two to three-hour print~~

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6. Prints requiring more than three hours will be accepted by special arrangement if time allows.

Guidelines

1. Library users are allowed one print job per week, but this may be adjusted by the library if demand dictates.
2. Completion times cannot be predicted nor guaranteed, but most jobs can be picked up the following day at the Circulation Desk. Staff will notify the patron when the job is complete.
3. Items must be picked up by the individual who submitted the request, unless a proxy note is on file.

Procedure

Design Creation:

1. Any 3D drafting software may be used to create a design. Acceptable file formats are: .stl, obj, .dae, .amf

Submitting a Design:

1. Bring file (no larger than 25MB) to the Circulation Desk during open hours. The file must be submitted on an SD card and submitted with a completed *Request to Print* form, available at the desk. The same procedure applies to those participating in a 3D printing class^{es} at the library.
2. Items will be printed in the order in which they are submitted, with priority given to those who have not yet printed in the current week.

Claiming a Completed Item:

1. The library user will be notified when their completed item is ready to be picked up.
2. Items not picked up within 7 days will become property of the library.

Approved by Mamakating Board of Trustees on July 13, 2016

[DRAFT 2/24/2025](#)



MAMAKATING LIBRARY

ELECTION POLICY

Elections will be conducted by the Board of Trustees of the Mamakating Library when required at a time to be determined by the Board.

Eligibility to Vote

Persons registered to vote in the town of Mamakating and residing in the Monticello, Pine Bush and Minisink Valley School Districts are eligible to vote in library elections.

Absentee Ballots will be available prior to each election at a date to be announced.

Election to Board of Trustees

Candidates for the office of trustee must file a nominating petition signed by at least 25 qualified voters. These petitions will be available at the library at a date to be announced. Notices will be posted of the availability in a minimum of three public places in the library district. Each nominating petition must be filled out in its entirety. This includes heading; date; printed name as it appears on the election rolls; signature; street address (not PO Box) and school district. Any incomplete or illegible entries will cause that signature to be declared invalid. Determinations as to invalidating signatures will be made by the elections secretary. Such determinations are appealable to the full Board of Trustees. A person may sign petitions for more than one candidate; however, if any individual signs more petitions than there are open Board seats, the last dated signature will be invalidated.

Notice of Election

After all petitions are submitted and validated the notice of election, with the names of all the candidates will be posted locally in a minimum of three public places in the Library District and in the legal notices of a local newspaper.

Adopted by the Mamakating Library Board of Trustees

April 4, 2018

DRAFT 02/24/25



MAMAKATING

LIBRARY

Interlibrary Loan Policy

Mamakating Library patrons may request materials from other libraries.

Items will be sought within the Ramapo Catskill Library System (RCLS) [a system of 47 libraries that share resources](#). Items not found within RCLS will be sought through SEAL (Southeastern Access to Libraries). Items not available through either RCLS or SEAL will be sought through OCLC's WorldCat Catalog.

There is no charge for items ordered through RCLS and for those items within SEAL that can be delivered by RCLS delivery vans to the Mamakating Library.

Library patrons will be charged a postage fee of \$~~5~~3.00 per item for SEAL and WorldCat items delivered/returned via the U.S Postal System or another non-RCLS delivery service.

Any and all fees and fines unrelated to postage are the responsibility of the borrower. The circulation policies of the lending libraries determine the loan period, renewals, fines, and fees.

Approved by Mamakating Library Board of Trustees July 5, 2017

[DRAFT 2/24/2024](#)



MAMAKATING

LIBRARY

UNATTENDED CHILDREN POLICY

For reasons of safety and the well-being of young children, the following rules will be abided by:

1. Caregivers of children under 18 years of age are responsible for the behavior of their children.
2. All children 7 years of age and younger must be attended to and supervised by an adult caregiver or a parent-approved caregiver, age 14 or older, at all times.
3. Children ages 12~~8~~ and up, may remain in the library without adult supervision. If a child is not adhering to all library rules, he/she may be asked to leave by a library staff member.
4. Parents are expected to be aware of library hours of operation and to pick up their children prior to closing.

Further:

Neither library personnel nor the trustees of the library assume responsibility for unsupervised children in the library.

If it is determined that a parent is needed to pick up a child from the library for any reason, and the parent cannot be reached or located, library staff may use their discretion to contact emergency medical services, child protection services or police. A staff member will remain with the child until authorities arrive. Under no circumstances may a staff member drive a child home from the library.

Approved by the Mamakating Library Board of Trustees March 6, 2019

DRAFT 2/24/2024



MAMAKATING

LIBRARY

CONFLICT OF INTEREST POLICY

Article I -- Purpose

1. The purpose of this conflict of interest policy is to protect the Mamakating Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article II -- Definitions

1. **Covered Person:** any member of the Mamakating Library Board of Trustees and any Mamakating Library employee.
2. **Interested person:** any member of the Mamakating Library Board of Trustees and any Mamakating Library employee who has a direct or indirect financial interest, as defined in Article II, Section 3.
3. **Financial interest:** a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which Mamakating Library has a transaction or arrangement;
 - b. A compensation arrangement with Mamakating Library or with any entity or individual with which Mamakating Library has a transaction or arrangement;
 - i. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Mamakating Library is negotiating a transaction or arrangement.

Article III -- Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Mamakating Library Board of Trustees.

2. **Recusal of Self:** Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the Mamakating Library Board of Trustees, the covered person shall leave the Board of Trustees meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Trustees members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at a Mamakating Library Board of Trustees meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest

b. The Mamakating Library Board of Trustees President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Mamakating Library Board of Trustees shall determine whether Mamakating Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Mamakating Library Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in Mamakating Library's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

5. Violations of the Conflicts of Interest Policy

a. If the Mamakating Library Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall

inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Mamakating Library Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

Article V – Compensation

A covered or interested person who receives compensation, directly or indirectly, from Mamakating Library is precluded from voting on matters pertaining to the compensation.

Article VI – Annual Statements

Each covered person shall annually sign a statement which affirms they have received a copy of this policy, has read and understands this policy, and if at any time during the year the information in the annual statement changes materially, the covered person shall disclose such changes and revise the annual disclosure form.

Approved by the Mamakating Library Board of Trustees 3/2019

Reviewed 3/2024



Mamakating Library

Annual Conflict of Interest Disclosure Form

Date _____

Name _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise) or circumstances that you believe could contribute to a conflict of interest between Mamakating Library and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify conflicting nonprofit and for-profit boards you and your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of the Mamakating Library.

Signature _____

Date _____



MAMAKATING

LIBRARY

Credit Card Policy

- The Mamakating Library credit card is to be used exclusively for Mamakating Library business; no personal purchases.
- The Library Director is the sole authorized user of the credit card.
- Receipts will be filed in the Director's Office for all purchases.
- Purchases may be made according to general purchasing library policy, which allows for purchases up to ~~\$500~~\$1000 without preauthorization, including as secure online transactions.
- Receipts will be presented to trustees along with monthly credit card statement and voucher for review prior to payment.
- Upon resignation/dismissal/termination the director is to inform the appropriate bank that (s)he is no longer a valid credit card user, and will turn over the credit card to the President of the Board of Trustees-
- Upon hire, the incoming director is to inform the appropriate bank that (s)he is the valid credit card user. The bank will advise on procedure to issue a new card.

Approved by the Mamakating Library Board of Trustees May 2, 2018

DRAFT 2/24/25



NON-COMPETITIVE BIDDING POLICY

Non-competitive bidding is allowed below the threshold required by New York's General Municipal Law (GMU) §103 ~~New York State General Municipal Law~~ for amounts up to \$20,000.~~00~~ per item or \$35,000.~~00~~ per project.

If the cost of an item is under ~~\$500.00~~\$1000 the Director may purchase the item/service at ~~his/her~~their discretion, without approval of the Board of Trustees of the Mamakating Library.

All items & projects between ~~\$1000~~ ~~500.00~~ and ~~\$2,500.00~~ 5000 require Board approval and all projects over ~~\$5000~~ ~~2,500.00~~, up to \$35,000.00, require the Board of Trustees ~~to invite bids to collect at least 2 estimates~~ via direct contact with vendors and/or the posting of non-competitive bid notices in three local public facilities, such as the village and town halls, the post offices, the library.

Once all bids or estimates have been submitted the Board of Trustees will select the contractor and is not required to choose the lowest bidder. Contractors will be selected based on availability of the contractor, quality, and cost. The Board is not required to wait for letters of objection thereafter.

All efforts will be made to purchase items locally and to hire local contractors, if the prices are competitive.

New York State Competitive Bidding Regulations will be followed for all items *over* ~~\$20,000.00~~ and all projects *over* ~~\$35,000.00~~.

Approved by the Board of Trustees

Date: April 5, 2017

DRAFT 2/26/2025



MAMAKATING LIBRARY

MAMAKATING LIBRARY

RESOLUTION TO ADOPT THE NATIONAL ALLIANCE FOR NUTRITION AND ACTIVITY HEALTHY GUIDELINES FOR MEETING, CONFERENCES, AND EVENTS

WHEREAS, The 2015-2020 Dietary Guidelines for Americans states that Americans consume too much sodium, added sugars, refined grains, and solid fats and not enough fruits, vegetables and whole grains; and

WHEREAS, the physical Activity Guidelines for Americans, 2008, state that Americans should get 150 minutes of moderate to vigorous physical activity each week, yet many do not; and

WHEREAS, studies show a strong relationship between the physical and social activity environments of the workplace and the health behaviors of employees; and

WHEREAS, nearly half of many people's working hours are spent at work, and many of those hours are spent in meetings and conferences; and

WHEREAS, the foods and beverages available at meetings and conferences are often high in fat, added sugar, and sodium, and contain few fruits, vegetables, and whole grains; and

WHEREAS, meetings, conferences and events generally involve a lot of time sitting and provide little opportunity for physical activity; and

WHEREAS, the Mamakating Library has the ability to model healthy eating and help to change social norms around meeting practices; and

WHEREAS, it is consistent with the goals of the Mamakating Library to support people's ability to eat while at work events; and

NOW THEREFORE, BE IT RESOLVED, that any meeting, conference, or event hosted by the Mamakating Library, for which financial resources are put into food and beverages, will adhere to healthy meeting guidelines; and

BE IT FURTHER RESOLVED that Mamakating Library strongly encourages other organizations that use any of the Mamakating Library building facilities to adhere to the healthy meeting, conference and event guidelines.

Adopted by the Mamakating Library Board of Trustees on May 9, 2019

Reviewed 3/19/2025



MAMAKATING

LIBRARY

Petty Cash Policy

Purpose

The Mamakating Library maintains a petty cash fund to be used for minor expenditures.

Fund Amount and Replenishment

The petty cash fund shall not exceed \$100. The fund will be replenished by issuing a check made to “cash” through the accounts payable system. The ~~check may be endorsed by the library director, the library board’s fiscal officer, or, in their absence, the principal clerk.~~ check may then be cashed out from the library’s next regular deposit and the check deposited into the account. This transaction must be documented on deposit spreadsheets. All receipts for prior expenditures will be attached to the voucher requesting replenishment. Replenishment may be requested whenever the petty cash fund is below \$30.00.

Custodian and Disperser of Petty Cash

1. The library director will act as the custodian of the petty cash fund and will be responsible for controlling and safeguarding the petty cash fund in accordance with this policy.
2. In the director’s absence, the principal clerk will be responsible for controlling and safeguarding the petty cash fund.
3. The petty cash fund will be kept in a secured, locked location.
4. The library director, and in their absence, the principal clerk will disburse petty cash funds, provided that the appropriate documentation or receipts are provided for the transaction and that the transaction does not violate this policy.
- ~~5. In the absence of the library director, the principal clerk will disburse petty cash funds, provided that the appropriate documentation or receipts are provided for the transaction and that the transaction does not violate this policy.~~
- ~~6-5.~~ _____ Neither the custodian nor the disperser may approve a reimbursement for her or himself without obtaining an approval signature from the library board’s fiscal officer.

Petty Cash Purchases and Receipt

1. No purchase may be made for more than \$25.00.

2. All purchases must receive advance approval from the director or fiscal officer, or in their absence, the principal clerk.
3. All purchasers must present a vendor's receipt for the purchase or provide a written explanation of why such a receipt is not available.
4. The petty cash fund may not be used for check cashing, personal loans or salary advances or any payment of fees, salaries or honorariums to any individual.

Approved by the Mamakating Library Board of Directors, March 7, 2018

DRAFT 2/24/25



MAMAKATING

LIBRARY

MAMAKATING LIBRARY RESOLUTION TO ESTABLISH AN EMPLOYEE WELLNESS PROGRAM AND AN EMPLOYEE WELLNESS COMMITTEE POLICY

WHEREAS, the employees from the Mamakating Library will initiate an Employee Wellness Program to analyze current wellness offerings and other potential opportunities to enhance and provide healthy choices for employee wellness through an Employee Wellness Committee; and

WHEREAS, the Employee Wellness Committee shall introduce, implement and support healthier options for all employees while taking into consideration their interest and needs related to health; and

WHEREAS, the Mamakating Library recognizes that an active wellness program will improve morale, decrease risk of chronic disease, decrease absenteeism, increase energy level, improve concentration and focus, and result in high productivity while improving overall quality of life; and

WHEREAS, the Mamakating Library Wellness Committee will create wellness policies to include nutrition and physical activity guidelines as well as other wellness initiatives; and

WHEREAS, the Mamakating Library Wellness Committee will provide options for information and access for a healthy life style; and

WHEREAS, the Mamakating Library Wellness Committee intends to foster partnership with agencies who provide tools for wellness programs in Sullivan County; and

WHEREAS, the employee manual will be updated to reflect changes based on the Wellness Program; and

WHEREAS, the implementation of this policy shall reflect the efforts to improve the health of our employees in the workplace;

NOW, THEREFORE, BE IT RESOLVED, the Mamakating Library Board understands the importance of the Mamakating Library Employee Wellness Program and hereby formalizes the Employee Wellness Committee to include staff and volunteers from the Mamakating Library.

BE IT FURTHER RESOLVED, that the Mamakating Library Employee Wellness Committee will report their progress and any recommendations to the Library Director, ~~Peggy Johansen~~Cheryl Jones.

Adopted by the Mamakating Library Board of Trustees May 9, 2019

Draft 2/24/25



Whistleblower Policy

This Whistleblower Policy of the Mamakating Library: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Library; (2) specifies that the Library will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The Library encourages complaints, reports or inquiries about illegal practices or serious violations of the Library's policies, including illegal or improper conduct by the Library itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Library has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Library's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. Protection from retaliation. The Library prohibits retaliation by or on behalf of the Library against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Library reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Library Director or President of the Board of Trustees; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any current Trustee. The Library will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Library may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Approved by the Board of Trustees February 1, 2017

Reviewed 3/19/2025