

**MLD Trustees Meeting – October 14, 2025**  
**TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE**  
(\* - Action Items)

**Call to Order/Attendance**

**Adoption of agenda\***

**President's Statement**

**Nomination of Trustees\***

- Motion to nominate \_\_\_\_\_ to the Mamakating Library Board of Trustees. (Repeat as needed)

**Oath of Office**

**Nomination and Election of Treasurer\***

- Motion to nominate \_\_\_\_\_ as treasurer of the Mamakating Library Board of Trustees

**Minutes – September 2025\***

- Motion to approve the September meeting minutes

**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:**

**New Business:**

- RCLS Budget\*
  - Motion to accept the Ramapo Catskill Library System 2026 RCLS Budget
- Friends of the Library Week- Annual FOL Recognition\*
  - Motion to recognize \_\_\_\_\_ as the Mamakating Library Friend of the Year 2025

**Policy review/ revisions:**

- Security Camera Policy \*
  - Motion to approve the Security Camera Policy as presented/amended.
- Land Acknowledgement \*

- Motion to adopt the Land Acknowledgment as presented/amended.

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

**Adjournment**

## MEMORANDUM

To: Board of Trustees  
Mamakating Library

From: Robert Schofield

Re: Term Start Date and Validity of Trustee Service

Date: October 5, 2025

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You have asked us to opine on two issues that arose as a result of the recent delay in certification of the results of the library's 2025 Trustee Election. The first question is what date should be used for the start of term for the two candidates elected during the August 19, 2025 election? The second question is whether the votes cast by Trustees Pamela Mann and Chelsea Roth at the September 9, 2025 Board of Trustees meeting should be invalidated because of the expiration of their term on August 31, 2025?

By way of background, as a result of the Article 78 proceeding commenced against the Library by Trustee John Buying on August 7, 2025, the Library agreed to pause the certification of the Library Budget Vote and Trustee election which occurred on August 19, 2025. When the Petition was dismissed by Judge Galligan on September 15, 2025, the election results were certified on September 17<sup>th</sup>, and the two candidates who were elected – Pamela Mann and Chelsea Roth – were sworn in by the Sullivan County Clerk on September 18<sup>th</sup>. The Oaths were subsequently filed in the office of the Sullivan County Clerk.

With respect to the first question, the Trustees elected at the August 19<sup>th</sup> election would have ordinarily filled a term commencing on September 1, 2025.<sup>1</sup> As noted above, however, the election results were not certified in time for the successful candidates to have been sworn in for their new terms due to the pause in in certification of the election results. In light of the certification of the election results on September 18, 2025, it was not possible for the candidates to begin their terms until that date at the earliest. Thus, it is my belief that the date of the election's certification should serve as the first day of the terms of the Trustees who were elected at the August 19, 2025 election.

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<sup>1</sup> Under the Library's authorizing legislation, "trustees shall be elected at the annual election ... to serve four year terms . . . , such terms to commence on the first day of the month next following the election." L. 2003, Ch. 392, §3.

Turning to the second question, Trustee Buying has objected to the service of Trustees Mann and Roth at the September 9, 2025 Board of Trustees meeting, and has asserted that their votes at that meeting were unlawful because their terms “ended” on August 31, 2025 and they had not yet been sworn in for their new terms as of September 9<sup>th</sup>. Because Trustees Mann and Roth were legally holding over in their seats, their service and votes at the September 9<sup>th</sup> meeting were valid and legal.

N.Y. Public Officers Law §5 applies to this situation. It provides:

Holding over after expiration of term. Every officer . . . having duly entered on the duties of his office, shall, unless the office shall terminate or be abolished, hold over and continue to discharge the duties of his office, after the expiration of the term for which he shall have been chosen, until his successor shall be chosen and qualified; but after the expiration of such term, the office shall be deemed vacant for the purpose of choosing his successor . . . . Pub. Off. Law §5.

Courts have interpreted section 5 as applying when, as here, an election is postponed, delayed, or incapable of completion. In such cases, Courts have applied section 5 and validated votes taken by public officers who have stayed in their seats until their successors have been elected. Here, Mann and Roth ran in the August 19<sup>th</sup> election. Although they were the two highest vote getters in that election, the results of that election were not certified by the date of the September 9<sup>th</sup> meeting, and they were not able to be sworn in to their new terms. In the absence of newly sworn trustees, they “held over” in their prior terms until the election results were certified.

In short, Pub. Off. Law § 5 is intended to apply to this very scenario, allowing Trustees Mann and Roth to remain in their seats and, therefore, continue to validly vote on matters before the Board until their successors (in this case, themselves) took office.

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF SULLIVAN

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In the Matter of the Application of  
JOHN BUYING,

Petitioner,

**DECISION & ORDER**

Index No. 2025-1546

For a Judgment Pursuant to  
Article 78 of the Civil Practice Law and Rules

-against-

MAMAKATING LIBRARY,

Respondent.

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Appearances:      John Buying  
                            *Petitioner Pro Se*  
                            64 Witte Drive  
                            Middletown, NY 10940

Robert Schofield, Esq.  
Joseph Zeitler, Esq.  
White, Osterman & Hanna LLP  
*Attorneys for Respondent*  
1 Commerce Plaza  
Albany, NY 12260

Papers Considered:<sup>1</sup>    Verified Petition, filed August 7, 2025, with exhibits  
                                  Verified Answer, filed August 29, 2025  
                                  Affidavit of Patricia Andersen, filed August 29, 2025, with exhibits  
                                  Memorandum of Law in Opposition, filed August 29, 2025  
                                  Sullivan County Board of Elections FOIL Response, August 28, 2025, with attachments

Galligan, J.

By petition filed August 7, 2025, pursuant to Article 78 of the Civil Practice Law and Rules, upon which this court issued an Order to Show Cause on August 14, 2025, petitioner moves for various relief relating to respondent, a public library established pursuant to an August 18, 2003, act of the New York State Legislature. 2003 NYAN 8139 (Aug. 19, 2003). The court heard extensive oral argument on August 29, 2025.<sup>2</sup> The court makes the following determinations upon each item of relief sought by the petition:

Invalidation of the August 2025 Mamakating Library Budget Vote and Trustee Election

Petitioner alleges that respondent failed to automatically provide absentee ballots to all voters in the Library District who have requested automatic absentee ballots in connection with elections administered by the Sullivan County Board of Elections. Petitioner has submitted evidence of those voters within the Library District who have requested the same. However, petitioner has failed to demonstrate by proof in admissible form that any voter who requested an absentee ballot did not receive one,<sup>3</sup> or that respondent is bound by the

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<sup>1</sup> The court declines to consider any post-oral argument submissions of the parties.

<sup>2</sup> Petitioner was afforded opportunity to request recess or adjournment upon receipt of respondent's answering papers and declined.

<sup>3</sup> Petitioner averred at oral argument that a family member who is entitled to automatic absentee ballots did not receive such a ballot; however, no affidavit of such person or other non-hearsay proof of that proposition has been adduced. Petitioner has not submitted any direct evidence that any person who requested an absentee ballot from respondent did not receive such a ballot.

absentee ballot requests applicable to elections otherwise administered by the Sullivan County Board of Elections.

Respondent is required to conduct an annual election “at a time to be set by the board, at which election vacancies on the board of trustees shall be filled and at which any proposed budget which the board shall determine to submit to the voters ... shall be submitted to the voters.” 2003 NYAN 8139, § 2. Respondent, by the Andersen affidavit, demonstrates that a procedure for requests of absentee ballots exists, whereupon such ballots will be issued upon request of a Library District voter for good cause shown.

The enabling statute does not require the Board of Trustees to comply with any provision of the New York State Election Law providing for permanently disabled persons to receive absentee ballots for each election after an application for such designation is made. *See, e.g.*, NY Election Law § 8-400(4).<sup>4</sup>

Because petitioner cites no requirement at law that respondent administer its elections in accordance with the Election Law, or any other requirement at law compelling respondent to offer automatic or other absentee ballots, petitioner’s challenge to the August 2025 election on this ground fails.<sup>5</sup>

In connection with the 2025 election, petitioner further avers that respondent failed to adequately respond to his request for petitions filed by candidates for open Trustee positions. Petitioner submits respondent’s response to his request, which are heavily redacted petitions from which one cannot discern the last name or address of any purported voter in the District who signed in support of the candidacy of Pamela Mann or Chelsea Roth. Respondent does not contest that the petitions provided to petitioner were so redacted.

While respondent argued by its papers that its redactions of the nominating petitions was reasonable, it subsequently provided petitioner with unredacted copies of the same petitions after administration of the election.

Petitioner concedes that his request for the nominating petitions was not submitted pursuant to New York State’s Freedom of Information Law, codified at New York Public Officers Law §§ 84-90; accordingly, petitioner did not take appeal of respondent’s determination, such that the matter is not properly before this court in connection with those provisions of the Public Officers Law. Moreover, petitioner has not demonstrated the existence of any legally cognizable injury<sup>6</sup> incurred by him as a result of the redactions, as he has not demonstrated that he would have standing to challenge the inclusion of the candidates on the ballot.<sup>7</sup>

While the petition was pending, respondent conducted the August 2025 election and consented to delay certification of the results thereof pending determination by this court. At oral argument, petition represented that he was unable to observe the counting of the ballots. Respondent concedes that petitioner left the polling place after having been directed outside the room during the tallying of votes; however, respondent further notes, by the Andersen affidavit, that public viewing through a glass window is available outside the room

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<sup>4</sup> It is noted that absentee ballots transmitted pursuant to the Election Law require the government to incur the costs of mailing and return postage. NY Election Law § 8-400(2)(e).

<sup>5</sup> Because petitioner has failed to demonstrate that any voter would have voted but for the lack of an absentee ballot procedure offered, the court makes no determination as to whether respondent’s administration of the Library District election failed to provide adequate accommodations to persons with disabilities.

<sup>6</sup> Petitioner has not demonstrated standing or basis upon which the petitions could or would have been challenged.

<sup>7</sup> Notwithstanding this determination, the court does observe that the redactions applied by respondent frustrated the very purpose of the request and were not reasonable; nonetheless, the error was remedied by the subsequent provision of unredacted petitions.

within which the counting was conducted. Further, respondent avers that petitioner has cited no statute requiring public viewing of the ballot tally, noting that the statute establishing the Library District does not require the Board of Trustees to permit public viewing of the ballot count.

While petitioner may have been unaware that he could have remained in the building and viewed the opening and tallying of ballots, that option did exist. Although the better practice may be to provide some public notice that viewing of the procedure was available at the location provided by the Board of Trustees, petitioner has not alleged respondent's requirement at law to provide public viewing space for the ballot opening and tallying,<sup>8</sup> and, in any event, respondent has established that a procedure existed for public viewing.

Accordingly, there is insufficient evidence that respondent violated the law in connection with its conduct of the August 2025 Budget Vote and Trustee Election.

#### Direction of Respondent to Comply with Open Meetings Law and Public Officers Law

Petitioner moves for an order directing respondent to comply with the Public Officers Law with respect to the recording of minutes, including votes, in the future.<sup>9</sup> Petitioner submits minutes demonstrating that, after reflecting what Trustees were present, thereafter recorded the names of Trustees whose votes were in opposition to any particular motion. Petitioner supplemented this argument at oral argument, alleging that the manner of recording minutes was confusing and unclear to members of the public, in violation of the Public Officers Law. Petitioner further alleged at oral argument that no recording of a Trustee's late arrival or early departure is made in the minutes, but failed to allege the irregularity of any specific vote that could have been affected by such a late arrival or early departure.

Respondent argues that the minutes are appropriately recorded, because they do indicate whether a particular motion passed or failed, who voted in opposition to the motion, and the names of all Trustees present at the time a motion is voted upon. Respondent concedes that the court may determine that better practice would be to record the names of each Trustee who votes in favor of a particular motion and each who opposes such motion; however, such a determination does not compel a finding that the manner of recording the minutes employed by the Board of Trustees is without rational basis. “‘When a determination is supported by a rational basis, it must be sustained even if the reviewing court would have reached a different result’ (*Matter of CDE Elec., Inc. v Rivera*, 124 AD3d 1178, 1180 [3d Dept 2015] [citation omitted]).” *Matter of Spence v State Univ. of NY*, 195 AD3d 1270, 1271 [3d Dept 2021]; *see also, C.K. v Tahoe*, 211 AD3d 1, 11 [3d Dept 2022].

Here, the minutes submitted accurately reflect the actions of the Board of Trustees. The minutes are not confusing to the public, because it is readily apparent therefrom that all members who did not vote against a motion voted in favor of such motion. The court does find that a better practice would be to record the name of each member voting in favor of each motion and the name of each member voting against each motion; nonetheless, because the minutes do clearly reflect the actions of the Board of Trustees, the manner of recording employed by respondent is not without rational basis.

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<sup>8</sup> The parties do not raise, and therefore the court does not reach, the question of whether the ballot opening and tallying constitutes a meeting for the purpose of Article 7 of the Public Officers Law.

<sup>9</sup> To the extent petitioner brings this argument pursuant to Article 78 of the Civil Practice Law and Rules, citing recorded minutes from March and August of 2024, it is untimely. *See* NY CPLR § 217(1).



For these reasons, declaratory judgment is inappropriate as respondent is already in compliance with its obligation to record accurate minutes.

Declaring the Seats of Trustees Mann, Holmes and Rice-Woyotowick Vacant and Appointing Replacements

Petitioner moves the court to declare the seats held by certain Trustees of respondent vacant because those Trustees failed to properly and timely file oaths of office. Additionally, petitioner argues that Trustee Mann's seat is vacant by operation of law as a result of her unexcused absence from three consecutive board meetings.

Respondent concedes that it became aware that the oaths of certain of its members were improperly filed with the Town of Mamakating Town Clerk; they should have been filed with the Sullivan County Clerk. Thereafter, the oaths were properly filed with the Sullivan County Clerk in July of 2024. Petitioner does not dispute that the oaths are now properly filed.

"Mandamus is an extraordinary remedy that, by definition, is available only in limited circumstances. The remedy of mandamus will lie only to compel the performance of a ministerial act, and only where there exists a clear legal right to the relief sought. The remedy of mandamus does not lie to compel an act which involves an exercise of judgment or discretion [internal quotations and citations omitted]." *Matter of O'Sullivan v. New York City Dept. of Bldgs.* 226 AD3d 686, 687 [2d Dept. 2024]; *See also Matter of Hussain v. Lynch*, 215 AD3d 121 [3d Dept 2023].

"[A]cts performed by a public officer who has not taken and filed an official oath are as valid and effective as if the oath had been taken and filed (*see* Public Officers Law § 15; *Matter of Giacone v Jackson*, 267 AD2d 673 [3d Dept 1999], *lv denied* 94 NY2d 762 [2000])." *Matter of Gilmartin v Tax Appeals Trib.*, 31 AD3d 1008, 1010 [3d Dept 2006]. Therefore, all official acts of the Trustees at issue heretofore are "as valid and effective as if the oath had been taken and filed." *Matter of Gilmartin, id.*, 31 AD3d at 1010.

While in some cases "it has been held that upon the filing of an oath, it shall be considered filed nunc pro tunc as of the date of appointment (*People v Williams*, 139 AD2d 138, 143 [3d Dept 1988], *revd on other grounds* 73 NY2d 84 [1989])" (*People v Rossney*, 178 AD2d 765, 766 [3d Dept 1991]), here, the failure to timely file oaths created vacancies in these offices. NY Public Officers Law § 30(1)(h).<sup>10</sup>

Therefore, there exist vacancies upon respondent Board of Trustees as a matter of law<sup>11</sup> with respect to all those Trustees whose oaths were improperly filed and subsequently re-filed with the County Clerk in July of 2024 and who have not subsequently been elected to new terms of office. The remaining Trustees are free to fill these vacancies at their next public meeting with appointees of their choosing, who will thereupon again be required to file timely oaths for the remainder of those terms of office.

Accordingly, the question of whether Trustee Mann's seat should be declared vacant as a result of her failure to attend three consecutive meetings of respondent Board of Trustees is academic, although it is noted that the "chairman or other presiding officer" is the person authorized to grant such excusals and did so herein. While better practice may have been to note such excusal within the minutes of the meetings at which the Trustee at

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<sup>10</sup> A specific statutory exemption may render the failure to file an oath merely ministerial or otherwise curable by late filing (*see, e.g.*, NY County Law § 402, excepting a sheriff, county clerk or district attorney); however, there is no such statutory exception applicable to the Trustees herein.

<sup>11</sup> While the court declines to reach to the issue of unclean hands, it is noted that petitioner himself conceded, at oral argument, that he, too, failed to properly file his oath and, thereafter, filed an oath with the County Clerk after the expiration of thirty days from the date of the commencement of his term of office. NY Public Officers Law § 30(1)(h); *see also*, Andersen Affidavit, Ex. A, p. 27.



issue was not present, petitioner cites no legal authority requiring the same and respondent has established that the absences were excused.

#### 2024 Mamakating Library Budget Vote and Trustee Election

Petitioner is barred from raising objections to the 2024 election, as far more than four months have elapsed since the results thereof were certified. *See* NY CPLR § 217(1).

#### Fees

Petitioner has cited no authority or affidavit of costs in connection with his application for fees, costs and disbursements. Respondent has acted in good faith and with rational basis in connection with the acts of which petitioner now complains. Likewise, respondent's request for fees, costs and disbursements is denied, as petitioner's claims are not found to be frivolous for the reasons set forth herein.

Accordingly, for all of the reasons set forth herein, it is hereby

**ORDERED** that the seats of all members of the Mamakating Library Board of Trustees who are now serving terms that included the initial filing of oaths with the Town of Mamakating Town Clerk rather than with the Sullivan County Clerk and who thereafter belatedly filed oaths with the Sullivan County Clerk in July of 2024 are deemed vacant, and all remaining members of the Board of Trustees are free to make appointments for the remainder of such terms at the next public meeting thereof, and such appointees must comply with the oath requirements of Section 30(1)(h) of the Public Officers Law thereafter; and it is further

**ORDERED** that respondent may certify the results of its 2025 Budget Vote and Trustee Election, and any items impounded upon the temporary consent of the parties may be released; and it is further

**ORDERED** that, in all other respects, the petition is dismissed.

The foregoing constitutes the Decision and Order of the Court. The signing of this Decision and Order shall not constitute entry or filing under CPLR § 2220. Counsel is not relieved from the applicable provisions of that rule regarding notice of entry.

Dated: September 15, 2025  
Monticello, NY

ENTER:

  
\_\_\_\_\_  
Hon. Meagan K. Galligan, JSC

Pursuant to CPLR § 5513, an appeal as of right must be taken within thirty (30) days after service by a party upon the appellant of a copy of the judgment or order appealed from and written notice of its entry, except that when appellant has served a copy of the judgment or order and written notice of its entry, the appeal must be taken within thirty (30) days thereof.

## **MLD Trustees Meeting Minutes-September 9, 2025**

### **Call to Order/Attendance**

Meeting called to order at: 6:00pm

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

Absent: none

### **Adoption of agenda**

Motion to adopt the agenda by: Pamela Forni

2nd: Chelsea Roth

Voted against: none

Abstain: none

Motion passed

### **Minutes – August -2025**

Motion to approve the August 2025 meeting minutes

Motion by: Jennifer Holmes

2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion passed

### **Finance Report -**

Motion to approve abstract of vouchers

Motion by: Chelsea Roth

2nd: Jennifer Holmes

Voted against: none

Abstain: none

Motion passed

### **Director's Report**

#### **Committee Reports –**

Long Range Plan- No Report

Policy/ By-Law- No Report

Building and Grounds- Site Plan (see below)

Budget- No Report

### **Old Business:**

*Election and referendum – results and certification of board elections and budget referendum is currently sealed until the verdict of court case brought by Trustee John Buying against the Library board are delivered.*

**New Business:**

Adoption of Site Plan

Motion to approve, as amended, the Site Plan as recommended by the Building Committee

Motion by: Pamela Forni

2nd: Chelsea Roth

Voted against: none

Abstain: none

Motion passed

Support Letter for Sullivan Micro-mobility Grant Program via NYSERDA

Motion for President to sign letter of support for NYSERDA Grant

Motion by: Jennifer Holmes

2nd: Mark Tourtellott

Voted against:

Abstain:

All in Favor

Motion passed

**Policy review/ revisions:**

none

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

Patron spoke briefly in support of the work of the board of trustees.

**Adjournment:** meeting ended at: 6:42

Motion by: Chelsea Roth

2nd: Jennifer Holmes

Voted against: none

Abstain: none

Motion passed

Respectfully Submitted,

Mark Tourtellott

# Mamakating Library

Budget vs. Actuals: Thru Sept. 75%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue	<b>\$417,231</b>	<b>\$427,200</b>	<b>98.00 %</b>
GROSS PROFIT	<b>\$417,231</b>	<b>\$427,200</b>	<b>98.00 %</b>
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	107,399	140,220	77.00 %
7410.12 Librarian	59,955	78,200	77.00 %
<b>Total A7410.1 Library- Personal Services</b>	<b>167,354</b>	<b>218,420</b>	<b>77.00 %</b>
A7410.2 Library- Equipment			
7410.21 Equipment expense	2,283	2,000	114.00 %
<b>Total A7410.2 Library- Equipment</b>	<b>2,283</b>	<b>2,000</b>	<b>114.00 %</b>
A7410.4 Library- Contractual Expenses			
7410.41 Books	8,707	15,000	58.00 %
7410.405 Digital Media	7,606	11,500	66.00 %
<b>Total 7410.41 Books</b>	<b>16,313</b>	<b>26,500</b>	<b>62.00 %</b>
7410.42 Periodicals	217	500	43.00 %
7410.43 Audio/Visual	1,717	2,200	78.00 %
7410.47 Cleaning Service	5,360	8,200	65.00 %
7410.48 Elections	512	200	256.00 %
7410.51 Legal fees	1,000	1,000	100.00 %
7410.52 Memberships	917	500	183.00 %
7410.53 Miscellaneous expense	534	600	89.00 %
Reimbursed payments to other libraries	19	0	
<b>Total 7410.53 Miscellaneous expense</b>	<b>553</b>	<b>600</b>	<b>92.00 %</b>
7410.54 Professional Fees			
101 Accounting Fees	2,875	7,500	38.00 %
<b>Total 7410.54 Professional Fees</b>	<b>2,875</b>	<b>7,500</b>	<b>38.00 %</b>
7410.55 Postage and Delivery	4,313	4,670	92.00 %
7410.56 Program	5,701	4,000	143.00 %
7410.565 Program Supplies	1,575	510	309.00 %
<b>Total 7410.56 Program</b>	<b>7,276</b>	<b>4,510</b>	<b>161.00 %</b>
7410.57 DEBT Service Principal & Interest		25,000	
7410.58 Building & Grounds R&M			
7410.581 Repairs	1,500	6,000	25.00 %
7410.582 Maintenance	2,199	3,500	63.00 %
7410.583 Landscaping	2,195	4,500	49.00 %
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>5,894</b>	<b>14,000</b>	<b>42.00 %</b>
7410.59 Office expense	3,193	4,000	80.00 %
7410.60 Telecom	3,519	6,750	52.00 %
7410.61 Utilities	6,005	10,000	60.00 %
7410.62 Technology	15,381	19,900	77.00 %
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference	1,910	3,850	50.00 %

# Mamakating Library

Budget vs. Actuals: Thru Sept. 75%

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
7410.87 Travel & Mileage	106	250	42.00 %
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>77,059</b>	<b>142,330</b>	<b>54.00 %</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>246,697</b>	<b>362,750</b>	<b>68.00 %</b>
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	2,360	1,600	148.00 %
9030.84 Property Liability		4,000	
9030.85 Directors and Officers	1,008	1,150	88.00 %
<b>Total A9030.8 Insurance</b>	<b>3,368</b>	<b>23,150</b>	<b>15.00 %</b>
A9040.0 Pension Expense		18,000	
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>3,368</b>	<b>58,450</b>	<b>6.00 %</b>
Capital Reserve		6,000	
<b>Total Expenditures</b>	<b>\$250,065</b>	<b>\$427,200</b>	<b>59.00 %</b>
NET OPERATING REVENUE	<b>\$167,166</b>	<b>\$0</b>	<b>0%</b>
Other Revenue			
A2405.1 NYLAF Dividend Income	7,330	0	
<b>Total Other Revenue</b>	<b>\$7,330</b>	<b>\$0</b>	<b>0%</b>
NET OTHER REVENUE	<b>\$7,330</b>	<b>\$0</b>	<b>0%</b>
NET REVENUE	<b>\$174,497</b>	<b>\$0</b>	<b>0%</b>

## October 2025

Voucher #	Payee	Amt	Note
1025-01	Orange & Rockland	\$ 427.53	Autopays 10/26
1025-02	Frontier	\$ 587.95	autopays 10/14
1025-03	VISA (CJ)	\$ 136.48	autopays 10/21
1025-04	OverDrive	\$ 528.28	ebooks/audio books
1025-05	Wells Fargo	\$ 103.00	autopays 10/21
1025-06	Baker & Taylor	\$ 220.19	Books
1025-07	Robert Hrabowsky	\$ 640.00	Cleaning
1025-08	Midwest Tape	\$ 399.89	Hoopla Balance
1025-09	James Kiernan	\$ 200.00	Program fees
1025-10	Petty Cash	\$ 94.34	refill Petty Cash
1025-11	RCLS	\$ 2,545.03	Splashtop, ILS, MSOffice
1025-12	RefKo Landscaping	\$ 195.00	
1025-13	WK Mechanical	\$ 650.00	yearly maintenance
1025-14	Playaway	\$ 338.95	wonderbooks
1025-15	Workwise Compliance	\$ 58.90	2026 HR Postings
1025-16	Toshiba	\$ 478.00	Printer toner
1025-17	Cheryl Jones	\$ 103.23	Office Supplies
1025-18	Patiana McMahon	\$ 75.00	Program Fee
1025-19			
<b>Total:</b>		<b>\$ 7,781.77</b>	

**Mamakating Library**  
**Board of Trustees Meeting**  
October 14th, 2025  
Director's Report



**Building & Grounds:**

- Parking Lot side door that was broken was month was fixed by Decker Doors.
- Time Capsule has officially been buried the plaque noting its location installed.

**Closings/Service Interruptions & Generator Statistics:**

- Generator has run for 53.6 hours total as of 10/1 (1.1 hours in Sept.)
- Library was Closed 9/1 for Labor Day
- Library was closed 12-2:30 on 9/18 for staff development

**Programming:**

**Community Partnership Programs:**

- Time Capsule Burial w/ MLDC: 31 Participants
- Autumn Wreaths w/ Community Design Workshop: 12 Participants
- Bird Strike Workshop w/ SC Audubon Society: 7 Participants

**Stand-alone programs**

- Tai Chi: 7 Participants
- Manhattan Short Film Fest: 58 Participants (2 Sessions)
- Digital Content Creation Workshop: 7 Participants

**Series programs**

- Books & Tea Discussion : 11 Participants
- Culinary Club: 12 Participants
- Writers' Group: 4 Participants
- Tech Topics: 3 Participants
- Classic Sci-Fi Movie Night: 13 Participants
- Non-Fiction Book Club: 7 Participants
- Coffee Klatch for Parents: 52 Participants (3 Sessions)
- Builders Brigade: 11 Participants
- Storytime: On a Break for September
- KISS Short Story Group: 6 Participants
- LSC Author Visits: 14 Live (3 Programs)
- Flower Children Music Class: 25 (2 Sessions)

**Program Totals:**

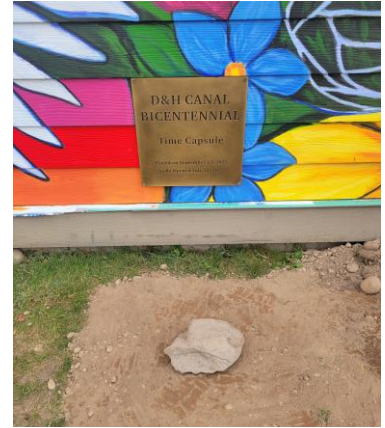
- 23 Adult Programs serving 274 patrons
- 5 Patrons received dedicated Tech Help time
- 3 Youth Programs serving 36 patrons
- 2 Teen Volunteer worked 4 Hours

**Press:**

- Full report about September Media outreach will be included in Board Packet

**IT/ILS, Website, & Technical Services:**

- Computer Users: 171 uses
- Wi-Fi Users: 1875 uses
- We will have a visit from Stephen Hoefler at our Nov. 12<sup>th</sup> meeting to discuss E-Rate & CIPA compliance.



The Time Capsule is officially buried!



Baby Timothy rolled over for the 1st time at the library!



Our Featured Local Artist, Nonna Pidualna , shares  
Ukrainian Folk Art with the Community.



- Koha Update occurred this month and the bugs have been minimal and we are seeing better performance and some increased functionality due to suggestions from member libraries.
- We have begun the process of adding Envisionware to our patron computers and are hoping to complete this in October or November.
- Jane has been working diligently on creating a new calendar for our website.. She is coding it herself and gathering staff input to make it exactly what we need.

## 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	2288
April	2331	2013	2064	--	1710	1751	1705	2165	1977
May	2121	2161	2180	--	1644	1636	1667	2026	2034
June	2539	2288	2292	233	1909	1836	1818	1963	1932
July	3150	2640	2682	939	2225	2232	2628	2457	2634
August	2941	2760	2742	948	1870	2195	2822	2307	2666
September	2440	2015	2310	1224	1904	1597	2276	2075	2377
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	20,038

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	33
April	28	23	18	2	8	21	11	31	16
May	24	16	15	3	6	21	16	22	17
June	24	30	28	0	12	16	30	17	30
July	34	32	32	8	34	41	42	39	42
August	28	22	31	12	28	35	48	24	37
September	26	14	31	9	23	21	22	18	24
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	231

## Digital Collections:

Overdrive Circulation							
	2019	2020	2021	2022	2023	2024	2025
January	323	305	394	486	603	658	598

<b>February</b>	264	229	429	400	508	635	591
<b>March</b>	334	298	444	439	552	642	632
<b>April</b>	293	475	338	448	564	544	604
<b>May</b>	291	497	408	495	537	600	627
<b>June</b>	344	409	362	559	448	547	634
<b>July</b>	296	373	404	552	438	640	602
<b>August</b>	284	311	474	578	522	596	577
<b>September</b>	272	314	427	499	524	565	581
<b>October</b>	236	323	367	510	582	579	
<b>November</b>	205	334	419	506	569	583	
<b>December</b>	209	320	405	546	537	599	
<b>Total</b>	<b>3142</b>	<b>4188</b>	<b>4871</b>	<b>6018</b>	<b>6384</b>	<b>7188</b>	<b>5446</b>

Unique Patron Access Hoopla				
	2022	2023	2024	2025
<b>January</b>	32	36	54	67
<b>February</b>	27	42	53	61
<b>March</b>	33	49	55	64
<b>April</b>	28	35	44	62
<b>May</b>	20	36	56	58
<b>June</b>	21	37	59	62
<b>July</b>	31	39	58	62
<b>August</b>	34	38	60	57
<b>September</b>	33	36	68	66
<b>October</b>	26	50	67	
<b>November</b>	33	37	53	
<b>December</b>	35	39	62	
<b>Total:</b>	<b>353</b>	<b>474</b>	<b>687</b>	<b>559</b>

Overall Circulations Report Hoopla				
	2022	2023	2024	2025
<b>January</b>	108	131	178	185
<b>February</b>	98	133	179	160
<b>March</b>	112	137	162	176
<b>April</b>	98	127	167	162
<b>May</b>	63	94	160	183
<b>June</b>	60	127	160	168
<b>July</b>	116	90	149	186
<b>August</b>	124	116	172	168
<b>September</b>	113	118	163	175
<b>October</b>	87	169	194	
<b>November</b>	118	111	146	
<b>December</b>	128	115	198	
<b>Total:</b>	<b>1225</b>	<b>1468</b>	<b>1524</b>	<b>1563</b>

## Director's Meetings & Trainings:

- 9/1 SLI Office Hours
- 9/8 Growing Libraries Webinar
- 9/9 Insurance Coverage Seminar @ RCLS
- 9/10 LIS 703Class
- 9/10 Directors Association Meeting
- 9/12 RCLS Legislative Breakfast
- 9/15 System Services Meeting
- 9/15 Sustainability Round Table Meeting
- 9/15 Open Meeting Law Training @ RCLS
- 9/16 RCLS Plan of Service Focus Group
- 9/19 SUPLA Meeting
- 9/25 Libraries as Cooling Centers Webinar
- 9/29 E-Rate & CIPA Compliance Webinar
- 9/30 AI Policies Webinar w/ Stephanie Cole Adams Esq.

## Staff Development:



- Our September Staff Development Day was very successful with many topics discussed. These quarterly meetings are very important for us to be sure we are reviewing policy and communicating effectively since we do not all the same shifts/schedules.

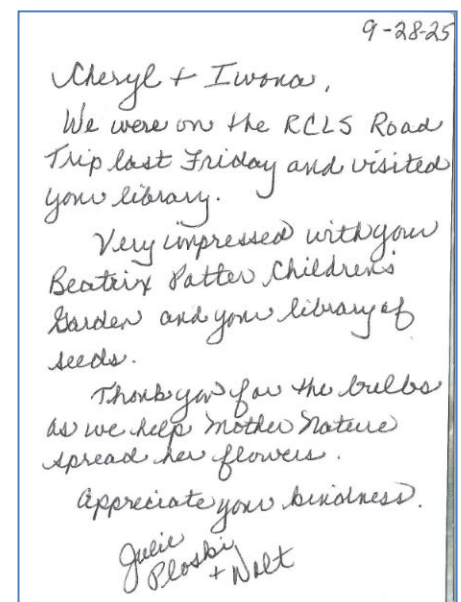
### Friends of the Library News:

- Daffodil & Tulip bulbs have been flying out the door faster than Brenda can re-stock. The seed library has given out over 400 seed packets and bulbs since we began in April.
- The 1000 Books before Kindergarten Program is being very well received with 20+ children beginning it already this month.
- The Friends have begun another community bookshelf at the Coffee Way Café in town. This program now has 3 locations around town.
- The Book Fairies have a busy Fall coming up with 3 outreach events in the works.
- Two winners of our annual Story Writing Contest were chosen.



### Other News:

- September Patron Count: 4540 patrons
- Our Intern, Amanda, is doing a great job helping us out and is learning the ropes of public libraries by spending dedicated time with each staff member and getting to know their role within the library.
- We received a very sweet Thank You note in the mail from a Road Trip visitor.
- Our Election/Budget Referendum was certified on 9/17. Congratulations to Chelsea Roth and Pamela Mann for their re-elections. The Budget passed 88-14.
- We received word that we will receive \$3000 from the Sullivan County Youth Bureau for a 2026 Bicycle Safety Day to take place in May.
- We will be partnering with the Community Church again to collect toys this holiday season for Toys for Tots. Collection will begin 10/20.
- We had a very successful duck hunt to celebrate Library card sign up month. New cardholder, 10-year old, Elijah won a Kindle from the FOL.



### Director's Activities:

- Mascot design is still in progress. We now have drafts of seasonal outfits for our mascot and are just waiting on the simplified versions then we will start working on getting info out to the school and the public to vote on a name for it.
- Summer Reading Statistics Survey has been completed and sent to RCLS to be compiled and submitted to the state.
- Tax Cap Form for 2026 has been submitted to the state.
- Beginning a comprehensive evaluation of our personnel manual for review by Policy & Bylaws Committee in the coming months
- Looking into cyber insurance, which will become a requirement for RCLS IT supported libraries in 2026
- New Storywalk installed on the Canal Tow Path Trail.
- Working with the VFW Auxiliary to be the host location for their 2025-26 Illustrating America Art Contest.
- Comprehensive additions/edits made to our Emergency & Disaster Plan to reflect changes and new threats in public spaces. Once approved staff training with local law enforcement will be scheduled.

- 10+ Hours spent with legal team and researching, compiling documents and information with regards to the lawsuit brought by J. Buying.
- Working on putting together a celebration of volunteers at the library to celebrate Friends of Libraries Week this November.

### Upcoming Programs of Note:

- Virtual Author visits:
  - Nuestra America 10/2 @ 2pm
  - Leigh Bardugo 10/9 @ 7pm
  - Phillipa Gregory 10/29 @ 7pm
- Parenting & Playdates Cafe @ 11:15 (Every Wednesday)
- Storytime in the Park resumes 10/1 @ 10:30
- Weekly Walking Group begins 10/7 @ 10:30am
- Homework Help begins 10/7 @ 5pm (bi-weekly program)
- Tech Topics with Malcolm 10/11 @ 12pm
- Art with Miss Pati 10/9 @ 4:30pm
- Curiosity Club 10/14 @ 4:30pm
- Read to Mocha Resumes 10/14 @ 4pm
- Card Making with Beth 10/16 @ 5pm
- Watercolor Class with Roberta 10/17 @ 1pm
- KISS Short Story Book Club 10/17 @ 4pm on Zoom
- Books & Brews @ Two Farms Brewing 10/17 @ 6pm
- Guided Storywalk 10/18 @ 12pm
- Fearless Foodies 10/18 @ 1pm
- Books& Tea 10/21 @ 2:30pm
- Flower Children Music Class every Wed @ 3:45
- Sci-Fi w/ the Science Guy 10/28 @ 5pm
- Non-Fiction Book Club 10/27 @ 2:00pm
- Local Writer's Group 10/24 @ 10:30am
- Builder's Brigade 10/25 @ 11:00am

### 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, plus harassment training.

Trustee Education Session Title	Date	Day Of Week	Time	Credit Hours
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	<b>7:00</b> 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  
October 3rd, 2025



September 12, 2025

Dear Member Library Board Presidents and Directors:

I'm pleased to share that the RCLS Board of Trustees approved the 2026 Operating Budget on August 19, 2025, with a 0% increase to the RCLS Service Fee—a significant achievement given the ongoing uncertainty surrounding State Aid for New York libraries in 2026.

For the past five years, RCLS has successfully shielded member libraries from rising operational costs by strategically utilizing unallocated funds and leveraging the favorable interest rate secured in 2024 through NYLAF, now known as NYCLASS.

As part of the 2026 budget, \$176,400 will be transferred from the ILS Capital Fund to offset ILS operating costs, in accordance with the ILS Agreement with member libraries. This year also marks the second year of our ILS contract with ByWater Solutions, which continues with 0% increase in license costs, reinforcing our commitment to minimizing the impact of State Aid unpredictability on member libraries.

Recognizing the broader fiscal challenges facing New York State — including increased demands on social services and healthcare due to federal funding cuts — RCLS has proactively planned for a 10% reduction in State Aid. This equates to a \$212,200 loss in revenue for RCLS operations and an \$83,500 decrease in funding for member libraries.

To maintain financial stability, contributions to the following RCLS capital funds have been suspended for 2026:

- RCLS Delivery Vehicle Capital Fund: \$15,000
- RCLS Building Improvement Capital Fund: \$35,000
- ILS Capital Fund: \$33,200

Despite these challenges, RCLS remains committed to supporting member libraries. In 2026, we will continue to offer professional development opportunities for staff and trustees. Our Government Relations Specialist will also maintain close collaboration with State and Federal officials to advocate for libraries and mitigate the effects of potential funding cuts.

2026 also marks the third year of RCLS's sustainability initiative, which supports member libraries in achieving their goals and celebrates their successes through RCLS social media campaigns.

The 2025 RCLS Road Trip once again demonstrates its value by drawing visitors to member libraries, reminding communities of the wide range of services and programs available—far beyond just books.

The RCLS Fiscal Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email at least one day prior to the scheduled date.

The scheduled dates are:

**Budget Discussion - Wednesday, September 17, 2025 (6:30PM – 7:30PM)**

**Budget Discussion - Thursday, September 25, 2025 (10:00AM – 11:00AM)**

Finally, please find the following essential documents included with this letter for your review.

1. 2026 General & ILS Budgets, plus 2026 RCLS Service Fee
2. 2026 Budget Highlights Reference Guide
3. 2026 ILS Services Support Cost (displaying each member's ILS Service Support contribution)
4. 2026 Budget Voting Ballot **(due by Friday, November 21, 2025)**

If you have any questions, please don't hesitate to contact me.

Sincerely,

*Grace Riario*

Grace Riario  
Executive Director





Ramapo Catskill Library System  
2026 General and ILS Budgets  
08/19/25 RCLS Board Approved

Income	2025 BUDGET			2026 BUDGET			\$ Change			% Change		
	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL
NYS Aid Library Systems	\$ 2,124,200	\$ -	\$ 2,124,200	\$ 1,912,000	\$ -	\$ 1,912,000	\$ (212,200)	\$ -	\$ (212,200)	-10%	-	-10%
NYS Aid Member Libraries	770,500	-	770,500	693,600	-	693,600	(76,900)	-	(76,900)	-10%	-	-10%
NYS Aid Other Agencies	66,700	-	66,700	60,100	-	60,100	(6,600)	-	(6,600)	-10%	-	-10%
ILS Services Support	-	625,400	625,400	-	625,400	625,400	-	-	-	-	-	-
Goods & Services	323,300	1,600	324,900	299,600	1,600	301,200	(23,700)	-	(23,700)	-7%	-	-7%
RCLS Service Fee	127,800	-	127,800	127,800	-	127,800	-	-	-	-	-	-
NYLA Advocacy & Donations	2,500	-	2,500	2,500	-	2,500	-	-	-	-	-	-
Interest	116,500	2,000	118,500	127,500	1,600	129,100	11,000	(400)	10,600	9%	-20%	9%
E-Rate Funding	-	8,000	8,000	-	-	-	-	(8,000)	(8,000)	-	-100%	-100%
Transfer from General Fund Balance	209,000	-	209,000	125,000	-	125,000	(84,000)	-	(84,000)	-40%	-	-40%
Transfer from ILS Capital Fund	-	-	-	-	176,400	176,400	-	176,400	176,400	-	100%	100%
Total Income	\$ 3,740,500	\$ 637,000	\$ 4,377,500	\$ 3,348,100	\$ 805,000	\$ 4,153,100	\$ (392,400)	\$ 168,000	\$ (224,400)	-10%	26%	-5%
Expense												
Payroll Expenses	\$ 1,415,400	\$ 235,800	\$ 1,651,200	\$ 1,359,600	\$ 368,000	\$ 1,727,600	\$ (55,800)	\$ 132,200	\$ 76,400	-4%	56%	5%
Employee Benefits	781,100	116,500	897,600	749,200	181,900	931,100	(31,900)	65,400	33,500	-4%	56%	4%
Equipment, Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Purchase/Lease	3,900	-	3,900	3,900	-	3,900	-	-	-	-	-	-
Library Materials	346,000	100	346,100	311,600	100	311,700	(34,400)	-	(34,400)	-10%	-	-10%
Office Supplies	21,600	1,700	23,300	12,700	1,300	14,000	(8,900)	(400)	(9,300)	-41%	-24%	-40%
Telecommunications	1,500	10,500	12,000	2,000	2,100	4,100	500	(8,400)	(7,900)	33%	-80%	-66%
Postage	1,400	-	1,400	1,400	-	1,400	-	-	-	-	-	-
Marketing & Promotion	15,900	-	15,900	16,100	-	16,100	200	-	200	1%	-	1%
Advocacy Costs	19,700	-	19,700	17,200	-	17,200	(2,500)	-	(2,500)	-13%	-	-13%
Travel	39,900	6,900	46,800	33,900	1,800	35,700	(6,000)	(5,100)	(11,100)	-15%	-74%	-24%
Contracts with Libraries	321,800	-	321,800	298,100	-	298,100	(23,700)	-	(23,700)	-7%	-	-7%
Professional Fees	89,500	1,700	91,200	42,600	1,700	44,300	(46,900)	-	(46,900)	-52%	-	-51%
Continuing Ed - RCLS Staff	1,500	5,400	6,900	1,500	-	1,500	-	(5,400)	(5,400)	-	-100%	-78%
RCLS Programs	38,200	-	38,200	29,400	-	29,400	(8,800)	-	(8,800)	-23%	-	-23%
Membership Dues	6,300	-	6,300	7,200	-	7,200	900	-	900	14%	-	14%
Software/Hardware Maint. & Subs	71,300	211,800	283,100	41,600	210,200	251,800	(29,700)	(1,600)	(31,300)	-42%	-1%	-11%
Cataloging Tools	43,000	-	43,000	-	23,000	23,000	(43,000)	23,000	(20,000)	-100%	100%	-47%
Building Repairs & Maint	108,700	13,400	122,100	114,400	14,900	129,300	5,700	1,500	7,200	5%	11%	6%
Vehicle Maint. & Operation	44,800	-	44,800	44,800	-	44,800	-	-	-	-	-	-
NYS Aid	319,000	-	319,000	260,900	-	260,900	(58,100)	-	(58,100)	-18%	-	-18%
Transfers To Other Funds	50,000	33,200	83,200	-	-	-	(50,000)	(33,200)	(83,200)	-100%	-100%	-100%
Total Expense	\$ 3,740,500	\$ 637,000	\$ 4,377,500	\$ 3,348,100	\$ 805,000	\$ 4,153,100	\$ (392,400)	\$ 168,000	\$ (224,400)	-10%	26%	-5%
Net Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						



**Ramapo Catskill Library System**  
**2026 RCLS Services Fee - 0% Increase for the Fifth Year**  
**08/19/25 RCLS Board Approved**

Library Name	Minimum Fee	Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2024 Debt Service Annual Report Question 12.31	2024 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2026 FEE	Service Fee as a % of Total Expenditures	Library	Total 2025 Fee	\$ Change From 2025	% Change From 2025
Albert Wisner Public Library	\$ 1,250	23,453	3.03%	\$ 1,066	\$ -	\$ 1,662,075	2.34%	\$ 822	<b>\$ 3,139</b>	0.19%	WAR	\$ 3,100	\$ 39	1%
Blauvelt Free Library	1,250	5,548	0.72%	252	-	815,678	1.15%	404	<b>1,906</b>	0.23%	BLV	2,027	(121)	-6%
Chester Public Library	1,250	12,646	1.64%	575	-	675,356	0.95%	334	<b>2,159</b>	0.32%	CHS	2,118	41	2%
Cornwall Public Library	1,250	17,395	2.25%	791	-	1,190,117	1.68%	589	<b>2,630</b>	0.22%	COR	2,614	16	1%
Cragsmoor Free Library	1,250	433	0.06%	20	-	142,863	0.20%	71	<b>1,340</b>	0.94%	CRG	1,323	17	1%
Daniel Pierce Library	1,250	6,070	0.79%	276	-	576,802	0.81%	285	<b>1,811</b>	0.31%	GRH	1,803	8	0%
Ellenville Public Library and Museum	1,250	12,454	1.61%	566	-	761,513	1.07%	377	<b>2,193</b>	0.29%	EPL	2,189	4	0%
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	892	356,663	1,542,329	2.17%	763	<b>2,905</b>	0.19%	MTC	2,673	232	9%
Fallsburg Library	1,250	12,045	1.56%	548	-	291,758	0.41%	144	<b>1,942</b>	0.67%	FBR	1,938	4	0%
Finkelstein Memorial Library	1,250	135,449	17.52%	6,159	-	8,584,358	12.08%	4,248	<b>11,657</b>	0.14%	FML	11,629	28	0%
Florida Public Library	1,250	5,132	0.66%	233	-	463,209	0.65%	229	<b>1,713</b>	0.37%	FPL	1,721	(8)	0%
Gardiner Library	1,250	5,610	0.73%	255	56,179	423,147	0.60%	209	<b>1,714</b>	0.41%	GAR	1,703	11	1%
Goshen Public Library And Historical Societ	1,250	19,260	2.49%	876	493,094	2,374,104	3.34%	1,175	<b>3,301</b>	0.14%	GOS	3,062	239	8%
Greenwood Lake Public Library	1,250	5,920	0.77%	269	-	789,703	1.11%	391	<b>1,910</b>	0.24%	GRL	1,988	(78)	-4%
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,562	624,172	6,522,954	9.18%	3,228	<b>6,040</b>	0.09%	HAV	5,695	345	6%
Highland Falls Library	1,250	3,684	0.48%	168	-	304,574	0.43%	151	<b>1,568</b>	0.51%	HFL	1,567	1	0%
Josephine-Louise Public Library	1,250	6,818	0.88%	310	-	630,238	0.89%	312	<b>1,872</b>	0.30%	WAL	1,849	23	1%
Liberty Public Library	1,250	10,626	1.37%	483	151,050	473,347	0.67%	234	<b>1,967</b>	0.42%	LIB	1,892	75	4%
Livingston Manor - Roscoe Library	1,250	5,070	0.66%	231	-	380,855	0.54%	188	<b>1,669</b>	0.44%	LIV/ROS	2,924	(1,255)	-43%
Mamakating Library District	1,250	10,718	1.39%	487	26,200	362,836	0.51%	180	<b>1,917</b>	0.53%	MAM	1,914	3	0%
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,173	623,750	2,111,862	2.97%	1,045	<b>3,468</b>	0.16%	WAS	3,127	341	11%
Monroe Free Library	1,250	21,387	2.77%	972	90,553	1,443,423	2.03%	714	<b>2,937</b>	0.20%	MFL	2,901	36	1%
Montgomery Free Library	1,250	3,834	0.50%	174	-	111,431	0.16%	55	<b>1,479</b>	1.33%	MNG	1,466	13	1%
Nanuet Public Library	1,250	14,199	1.84%	646	-	2,912,122	4.10%	1,441	<b>3,337</b>	0.11%	NAN	3,323	14	0%
New City Free Library	1,250	46,916	6.07%	2,133	657,184	5,093,071	7.17%	2,520	<b>5,903</b>	0.12%	NWC	5,366	537	10%
Newburgh Free Library	1,250	68,215	8.82%	3,102	-	5,359,695	7.55%	2,652	<b>7,004</b>	0.13%	NFL	7,134	(130)	-2%
Nyack Library	1,250	14,148	1.83%	643	435,887	3,072,634	4.33%	1,520	<b>3,414</b>	0.11%	NYK	3,322	92	3%
Orangeburg Library	1,250	4,565	0.59%	208	-	677,432	0.95%	335	<b>1,793</b>	0.26%	ORG	1,801	(8)	0%
Palisades Free Library	1,250	810	0.10%	37	-	543,647	0.77%	269	<b>1,556</b>	0.29%	PAL	1,556	-	0%
Pearl River Public Library	1,250	15,574	2.01%	708	-	3,164,316	4.45%	1,566	<b>3,524</b>	0.11%	PRL	3,698	(174)	-5%
Piermont Library District	1,250	2,517	0.33%	114	-	409,567	0.58%	203	<b>1,567</b>	0.38%	PMT	1,576	(9)	-1%
Pine Bush Area Public Library District	1,250	14,571	1.88%	663	26,778	349,164	0.49%	173	<b>2,085</b>	0.60%	PBL	2,062	23	1%
Port Jervis Free Library	1,250	17,073	2.21%	776	-	1,020,937	1.44%	505	<b>2,532</b>	0.25%	PTJ	2,524	8	0%
Rose Memorial Library Association	1,250	14,813	1.92%	674	-	776,117	1.09%	384	<b>2,308</b>	0.30%	STP	2,236	72	3%
Sloatsburg Public Library	1,250	3,036	0.39%	138	-	477,071	0.67%	236	<b>1,624</b>	0.34%	SLO	1,627	(3)	0%
Suffern Free Library	1,250	30,869	3.99%	1,404	414,419	3,036,510	4.27%	1,503	<b>4,156</b>	0.14%	SUF	3,949	207	5%
Sunshine Hall Free Library	1,250	2,196	0.28%	100	-	92,815	0.13%	46	<b>1,396</b>	1.50%	ELD	1,389	7	1%
Tappan Library	1,250	6,673	0.86%	303	-	866,191	1.22%	429	<b>1,982</b>	0.23%	TAP	1,971	11	1%
Thrall Public Library District of Middletown	1,250	59,174	7.65%	2,691	-	3,885,511	5.47%	1,923	<b>5,863</b>	0.15%	MID	5,959	(96)	-2%
Tomkins Cove Public Library	1,250	1,841	0.24%	84	-	207,356	0.29%	103	<b>1,436</b>	0.69%	TCL	1,435	1	0%
Tuxedo Park Library	1,250	3,811	0.49%	173	-	659,560	0.93%	326	<b>1,750</b>	0.27%	TUX	1,755	(5)	0%
Valley Cottage Free Library	1,250	9,038	1.17%	411	-	2,422,617	3.41%	1,199	<b>2,860</b>	0.12%	VCL	2,941	(81)	-3%
Wallkill Public Library	1,250	8,036	1.04%	365	-	330,920	0.47%	164	<b>1,779</b>	0.54%	WAK	1,787	(8)	0%
West Nyack Free Library	1,250	9,655	1.25%	439	-	1,376,929	1.94%	681	<b>2,370</b>	0.17%	WNY	2,354	16	1%
Western Sullivan Public Library	1,250	9,794	1.27%	445	-	951,001	1.34%	471	<b>2,166</b>	0.23%	WSPL	2,173	(7)	0%
Woodbury Public Library	1,250	12,197	1.58%	555	-	714,804	1.01%	354	<b>2,158</b>	0.30%	CVL	2,126	32	2%
<b>TOTALS</b>	<b>\$ 57,500</b>	<b>773,036</b>		<b>\$ 35,150</b>	<b>\$ 3,955,929</b>	<b>\$ 71,034,519</b>		<b>\$ 35,150</b>	<b>\$ 127,800</b>	<b>0.18%</b>		<b>\$ 127,800</b>	<b>\$ -</b>	<b>0%</b>

Same as 2025



## **2026 RCLS Budget Highlights**

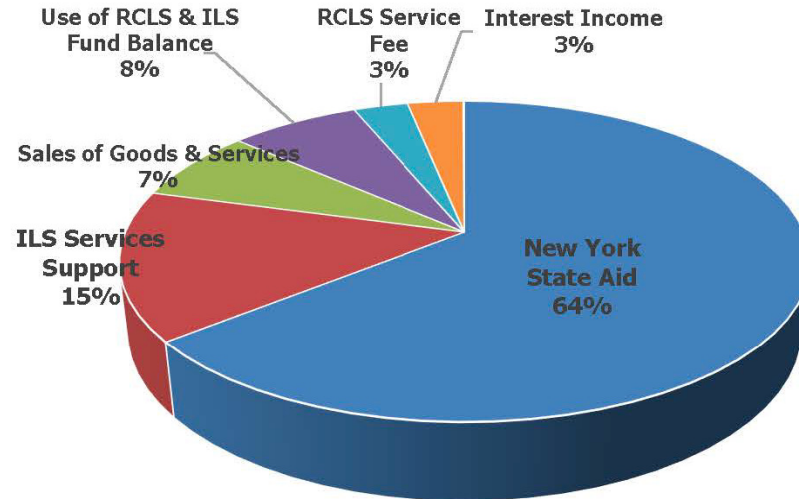
### **Reference Guide**

**08/19/25**

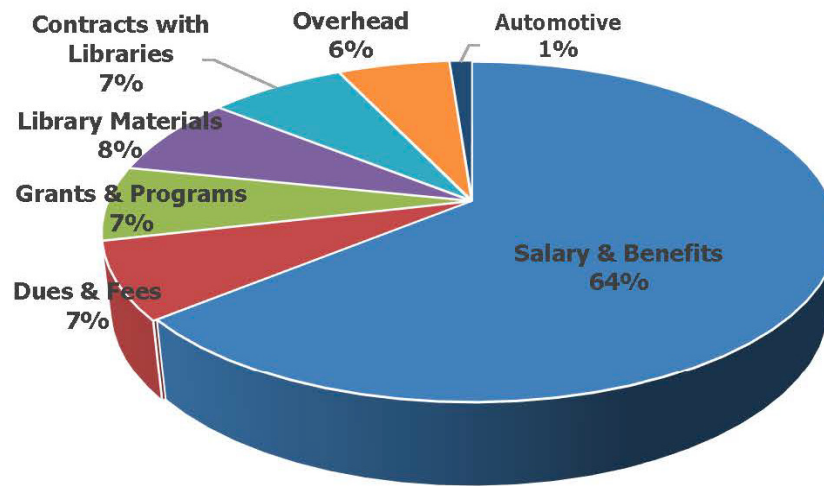
#### ***The 5 most interesting things about the 2026 RCLS Budget***

- 1.** This is the fifth year in a row that the RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee. To accomplish this 0% increase, a total of \$125,000 from the RCLS Unallocated Fund Balance is utilized to balance the General budget.
- 2.** The increase in 2026 ILS Services Support is \$0 due to the Transfer from ILS Capital Fund of \$176,400 to offset costs as per the ILS Agreement.
- 3.** RCLS is budgeting for a 10% decrease in State Aid because of the federal cuts to NYS.
- 4.** Contributions to the RCLS Delivery Vehicle Capital Fund of \$15,000, to the RCLS Building Improvement Capital Fund of \$35,000, and the ILS Capital fund of \$33,200 have been suspended for 2026.
- 5.** ILS Payroll Expenses and Employee Benefits have increased to cover the cost of two full-time Catalogers and the associated benefits, one with an MLS and the other with 18 years' experience cataloging for member libraries. One part-time cataloger remains in the RCLS General Budget.

## REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS



State Aid	\$	2,665,700
ILS Services Support		625,400
Sales of Goods & Services		301,200
Use of RCLS & ILS Fund Balance		301,400
RCLS Service Fee		127,800
Interest Income		129,100
Other Revenue		2,500
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>4,153,100</b>



Salary & Benefits	\$	2,658,700
Dues & Fees		303,300
Grants & Programs		290,300
Library Materials		311,700
Contracts with Libraries		298,100
Overhead		242,300
Automotive		48,700
Transfer to Reserves		-
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>4,153,100</b>

# REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

## INCOME

### **NYS STATE AID**

New Yorkers rely on federal funding for a great deal of facets that support their daily lives - paving the highways, bolstering the schools, and putting food on the table are just some areas federal funding touches. In the State Fiscal Year 2025 budget, federal receipts totaled \$96 billion, 39% of receipts in the budget, Medicaid at \$57 billion represents 59% of federal funds and dwarves all other major grants and revenues, per the [Office of the New York State Comptroller](#).

Federal funding pays for New York State (NYS) workers to carry out essential activities, such as administration of major benefits programs like Unemployment Insurance and the Supplemental Nutrition Assistance Program; provision of services like workforce training and in-home care for older New Yorkers; and prevention of fraud in use of Medicaid in other funds. A total of 43% of the NYS Department of Education's employees have been covered annually by federal funds.

The proposed 25/26 federal budget includes deep cuts to Medicaid spending, as well as many other programs cuts or the complete elimination of services. One such program that has been eliminated is the Institute of Museum and Library Services - an independent federal agency whose Grants to State program provided over \$8 million annually to the NYS Library. Per the Fiscal Policy Institute, New York will lose (\$15.4) billion per year under the federal budget.

Amid significant uncertainty and looming federal cuts, the NYS 25/26 budget prioritized affordability and shields New Yorks from federal threats; however, New York is limited in its capacity to contribute more financial support to the federal government than it receives in return, and in its ability to adjust the state budget to compensate for the loss of federal funding. It is for these reasons the 25/26 NYS budget has granted the Governor expanded authority to implement mid-year budget cuts in response to financial challenges.

The 2026 RCLS budget acknowledges these challenges by planning for a 10% reduction in State Aid to RCLS, which equates to a (\$212,200) loss in revenue for RCLS operations and (\$83,500) loss in revenue that supports member libraries.

# REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

## INCOME

### **ILS SERVICES SUPPORT**

The increase in 2026 ILS Services Support is \$0 due to the Transfer from ILS Capital Fund of \$176,400 to offset costs as per the ILS Agreement.

ILS Services Support Costs - Schedule B provides detailed information, per library, based on the ILS Support formula. This formula considers a 3-year average of circulation and holdings, and a minimum support amount. The 2024 State Annual Report introduced several revisions that impacted the three-year averages in the formula to calculate the ILS Services Support Costs.

### **GOODS & SERVICES**

This line consists of estimated revenue for services and pass-through purchases with member libraries, such as: System-Wide E-Content Pool at \$206,800; Consumer Report Pool at \$39,500; movie licensing at \$16,500, MS365 email subscriptions at \$20,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public dollars for member libraries. The offsetting expense code is Contracts with Libraries.

ILS Goods & Services consists of \$1,600 for PayPal funds collected to offset PayPal Fees.

### **RCLS SERVICE FEE**

This is the fifth year in a row that RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee.

### **INTEREST INCOME**

RCLS continues to enjoy investments with NYLAF, now merged with NYCLASS, and is expected to result in a \$11,000 increase in the General Budget.

### **E-RATE FUNDING**

RCLS switched from an annual reimbursement process to a monthly discounted invoice. E-Rate Funding as a discount is a non-cash item and therefore has been removed from the cash-based budget. The E-Rate funding will be recognized with the year-end accounting accruals.

### **TRANSFER FROM FUND BALANCE**

The RCLS Board of Trustees approved the use of \$125,000 from the RCLS General Fund to support the services provided to member libraries.

## REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

### EXPENSES

#### **PAYROLL EXPENSES**

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 26 Full-Time Equivalents (FTE): 16.9 FTE are General, and 4.6 FTE are ILS Services.

This method of allocation allows ILS Services to utilize highly qualified and trained RCLS employees on a pro-rated basis. For example, it takes a combination of eight specialized employees to equal the 4.6 ILS FTEs.

<b>Job Title</b>	<b>General</b>	<b>ILS Services</b>
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
Cataloger Consultant	0%	100%
ILL/Technical Services Specialist	0%	100%
<b>% of Total Payroll</b>	<b>64%</b>	<b>17%</b>

#### **EMPLOYEE BENEFITS**

Benefits are budgeted to increase 4% or \$33,500 overall. Benefits are allocated to General and ILS Services based on the percentage of total Payroll for each.

##### **HOSPITALIZATION**

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by 5% or \$17,600; however, retiree health insurance is reduced by (\$9,800) for a net increase of \$7,800.

##### **RETIREMENT**

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 4% or \$16,300.

#### **EQUIPMENT, FURNITURE & FIXTURES**

There are no equipment, furniture or fixture purchases planned for this year.

# REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

## **EXPENSES**

### **VEHICLE PURCHASE/LEASE**

Annual cost to lease an all-electric Chevy Bolt.

### **LIBRARY MATERIALS**

Central Library Service Aid (CLSA) from NYS is budgeted at \$310,100 and supports library services and the purchase of eligible library materials. RCLS and the Central Library, Newburgh Free Library, have committed \$30,000 towards a mobile app. replacement.

### **OFFICE SUPPLIES**

Included in this line are typical office supplies, plus PCs, laptops, and equipment. The overall budget has decreased by (\$8,900) because in 2025, RCLS replaced PCs and Laptops at RCLS HQ that were not upgradable to Windows 11.

### **TELECOMMUNICATIONS**

The General budget line has increased by \$500 to cover the cost of an in-house hotspot and Gov. Relations Specialist cell phone.

The (\$8,000) reduction in Telecommunications is because RCLS is now receiving E-Rate discounted invoices for Telecommunications, rather than paying the full invoice and receiving a rebate the following year. The telephone bill has also been reduced further as robo-calls are no longer via the RCLS phones.

### **TRAVEL**

The Travel budget is for RCLS Staff to attend various conferences such as the New York Library Association (NYLA) conference, ALA conferences, YSS conference, etc., and has been reduced by (\$6,000) on the General side.

ILS Travel has been reduced by (\$5,100) and only includes the Software Analyst & Administrators' attendance at the annual Koha Conference.

### **CONTRACTS WITH LIBRARIES**

This line offsets estimated revenue for services and pass-through purchases with member libraries, such as: System-Wide E-Content Pool at \$206,800; Consumer Report Pool at \$39,500; movie licensing at \$16,500, MS365 email subscriptions at \$20,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public dollars for member libraries. This line has decreased by (\$23,700) mostly due to dropping the Tutor.com subscription.



# REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

## EXPENSES

### **PROFESSIONAL FEES**

Included in this line are payroll processing fees, general purpose attorney, PayPal Fees and CPA audit costs. The (\$43,900) reduction is a result of the Plan of Service focus group consultant and Public Relations Project being completed in 2025.

### **CONTINUING ED – RCLS Staff**

The ILS budget decreased by (\$5,400) as there is no SQL Data Science online course or additional training for the ILS Software Analyst & Administrator this year.

### **RCLS PROGRAMS**

The (\$8,800) decrease is due to a reduction in Adult, Youth & IT continuing education, and the elimination of Archival Grants to member libraries.

### **SOFTWARE/HARDWARE MAINT. & SUBS**

This includes hardware and software support, both annual contracts and multi-year contracts. The General side shows a (\$29,700) decrease because \$30,000 to develop the RCLS Go App. has been removed.

The ILS \$210,200 Budget has decreased by (\$1,600). The budgeted amount includes the Bywater and ASPEN contract budgeted at \$146,000, EBSCO Discover Services at \$20,900, Message Bee services at \$18,000, development of the Koha software at \$10,000, RCLS IT Services Support at \$4,000, Twilio robo-calls at \$3,000, and a \$6,000 (reduced by \$4,000) buffer.

### **CATALOGING TOOLS**

RCLS had been covering these costs for decades and with the anticipated loss of State Aid, Cataloging Tools have been shifted to the ILS budget. The General budget has decreased by (\$43,000) due to shifting \$23,000 to the ILS budget, removing the EDI consulting and editing services at (\$38,000) and eliminating two subscriptions.

### **BUILDING REPAIRS & MAINT**

#### **FUELS AND UTILITIES**

In April 2025, Orange & Rockland Utilities announced a 10.9% increase in gas and a 4.6% increase in electricity. January 2026 there will be a 3.5% increase in gas and 3.3% increase in electricity. The RCLS third-party electricity supply contract ends 12/31/25 and so in 2026, RCLS is budgeting for a 15% overall increase in utilities, which amounts to an increase of \$3,200 on the General budget and \$1,200 on the ILS budget.

# **REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS**

## **EXPENSES**

### **OTHER OPERATION & MAINTENANCE**

Includes the following: insurance, trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items. There is a \$300 increase on the General budget.

Insurance costs on the General side have increased by \$2,300, and by \$300 for the ILS.

### **REPAIRS TO BUILDING**

The Repairs to Building budget remains unchanged at \$8,000.

### **NYS Aid**

The (\$58,100) decrease represents a 10% loss in Coordinated Outreach Funds and State Correctional Facilities.

### **TRANSFER TO OTHER FUNDS**

The (\$50,000) decrease on the General side reflects a one-year suspension on transfers of (\$35,000) to the RCLS Building Improvement Capital Fund and (\$15,000) to the RCLS Delivery Vehicle Fund.

The transfer to ILS Capital Fund has been reduced from (\$33,200) to \$0 for 2026.



**RAMAPO CATSKILL LIBRARY SYSTEM**  
**2026 ILS Services Support Costs - Schedule B**  
**07/17/25 ILS Committee Approved**  
**08/13/25 Director's Association Approved**

Total ILS Support Formula		(A +	(C +	D =	E )	+ F) =	ILS Support		1			
Library Name	Minimum Support Amount		3-Year Average Circulation	3-Year Average Holdings	3-Year Circulation + Holdings Usage	3-Year Usage Support		2026 Total ILS Support	Library	2025 ILS Service Support	\$ Increase (Decrease) from 2024	% Increase (Decrease) from 2024
Albert Wisner Public Library	\$ 1,750		209,935	123,175	333,110	\$ 20,100		\$ 21,850	WAR	\$ 20,330	\$ 1,520	7%
Blauvelt Free Library	1,250		43,283	83,562	126,845	7,650		8,900	BLV	9,210	(310)	-3%
Chester Public Library	1,250		58,115	99,128	157,244	9,490		10,740	CHS	10,880	(140)	-1%
Cornwall Public Library	1,750		156,193	123,629	279,822	16,880		18,630	COR	18,050	580	3%
Cragsmoor Free Library	750		3,449	57,265	60,714	3,660		4,410	CRG	5,100	(690)	-14%
Daniel Pierce Library	1,250		35,951	87,880	123,831	7,470		8,720	GRH	8,940	(220)	-2%
Ellenville Public Library and Museum	1,250		38,351	108,093	146,444	8,830		10,080	EPL	10,180	(100)	-1%
Ethelbert B. Crawford Public Library	1,250		57,019	87,081	144,100	8,690		9,940	MTC	10,060	(120)	-1%
Fallsburg Library	750		18,022	73,415	91,437	5,520		6,270	FBR	6,730	(460)	-7%
Finkelstein Memorial Library	4,000		645,872	302,353	948,225	57,210		61,210	FML	55,560	5,650	10%
Florida Public Library	1,250		29,549	78,793	108,342	6,540		7,790	FPL	8,100	(310)	-4%
Gardiner Library	1,250		51,843	68,578	120,421	7,260		8,510	GAR	8,630	(120)	-1%
Goshen Public Library And Historical Society	1,750		131,109	142,242	273,350	16,490		18,240	GOS	18,780	(540)	-3%
Greenwood Lake Public Library	1,250		34,543	105,940	140,483	8,480		9,730	GRL	9,920	(190)	-2%
Haverstraw Kings Daughters Public Library	2,500		203,389	206,109	409,497	24,700		27,200	HAV	24,820	2,380	10%
Highland Falls Library	1,250		34,153	81,530	115,684	6,980		8,230	HFL	8,500	(270)	-3%
Josephine-Louise Public Library	1,250		45,850	86,781	132,632	8,000		9,250	WAL	9,260	(10)	0%
Liberty Public Library	750		28,241	73,073	101,315	6,110		6,860	LIB	7,220	(360)	-5%
Livingston Manor-Roscoe Library	1,250		13,522	122,760	136,282	8,220		9,470	LIV/ROS	10,950	(1,480)	-14%
Mamakating Library District	750		33,806	67,913	101,719	6,140		6,890	MAM	7,290	(400)	-5%
Moffat Library Of Washingtonville	1,250		106,181	91,330	197,510	11,920		13,170	WAS	12,710	460	4%
Monroe Free Library	1,750		107,550	106,975	214,525	12,940		14,690	MFL	14,750	(60)	0%
Montgomery Free Library	750		19,691	72,551	92,242	5,560		6,310	MNG	6,730	(420)	-6%
Nanuet Public Library	1,750		147,647	165,853	313,500	18,910		20,660	NAN	19,590	1,070	5%
New City Free Library	3,250		280,181	167,099	447,280	26,980		30,230	NWC	33,340	(3,110)	-9%
Newburgh Free Library	2,500		199,397	215,005	414,402	25,000		27,500	NFL	26,270	1,230	5%
Nyack Library	1,750		139,465	162,600	302,065	18,220		19,970	NYK	18,980	990	5%
Orangeburg Library	1,250		38,637	96,508	135,145	8,150		9,400	ORG	9,690	(290)	-3%
Palisades Free Library	750		22,204	71,372	93,576	5,650		6,400	PAL	6,900	(500)	-7%
Pearl River Public Library	1,750		118,074	107,063	225,137	13,580		15,330	PRL	15,230	100	1%
Piermont Library District	750		16,689	60,773	77,463	4,670		5,420	PMT	6,000	(580)	-10%
Pine Bush Area Public Library District	1,250		44,812	74,393	119,205	7,190		8,440	PBL	8,740	(300)	-3%
Port Jervis Free Library	1,250		62,685	93,969	156,654	9,450		10,700	PTJ	10,880	(180)	-2%
Rose Memorial Library Association	1,250		37,410	76,692	114,102	6,880		8,130	STP	8,730	(600)	-7%
Sloatsburg Public Library	1,250		25,418	92,823	118,241	7,130		8,380	SLO	8,660	(280)	-3%
Suffern Free Library	2,500		241,119	173,784	414,904	25,030		27,530	SUF	26,830	700	3%
Sunshine Hall Free Library	750		14,400	70,488	84,887	5,120		5,870	ELD	6,480	(610)	-9%
Tappan Library	1,250		61,071	80,825	141,896	8,560		9,830	TAP	10,480	(650)	-6%
Thrall Public Library District of Middletown	2,500		150,044	269,951	419,995	25,340		27,840	MID	28,260	(420)	-1%
Tomkins Cove Public Library	1,250		10,400	87,021	97,421	5,880		7,130	TCL	7,850	(720)	-9%
Tuxedo Park Library	1,250		37,087	76,985	114,073	6,880		8,130	TUX	8,440	(310)	-4%
Valley Cottage Free Library	1,750		128,489	164,612	293,101	17,680		19,430	VCL	18,580	850	5%
Wallkill Public Library	1,250		43,444	67,073	110,517	6,670		7,920	WAK	8,320	(400)	-5%
West Nyack Free Library	1,250		82,827	96,289	179,116	10,810		12,060	WNY	12,240	(180)	-1%
Western Sullivan Public Library	1,250		75,184	122,163	197,347	11,910		13,160	WSPL	13,170	(10)	0%
Woodbury Public Library	1,250		42,615	83,416	126,031	7,600		8,850	CVL	9,040	(190)	-2%
TOTALS	\$ 67,250		4,124,917	5,126,917	9,251,833	\$ 558,130		\$ 625,400		\$ 625,400	\$ -	0%

Minimum Support Amount based on Column E 3-Year Circulation + Holdings Usage	
25,000 - 49,999	\$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

ILS Support Costs have Increased by \$0. The Increase/Decrease in cost is soly related to the change in 3-Year Average Circulation and 3-Year Average in Holdings.

**C** The 2024 State Annual Report (SAR) introduced several significant revisions that impact this report. Prior to 2024, Q4.16 Total Collection Use (Circulation) included the number of Successful Retrievals of Electronic Information - Q4.13. However, the 2024 SAR discontinued the collection of this metrics. The 2024 Collection Use is now calculated as follows: (Q4.11 Physical Item Circulation + E-Material Circulation: Q5.19 E-Books + Q5.20 E-Serials + Q5.21 E-Audio + Q5.22 E-Videos) = 2024 Collection Use.

**D** The 2024 SAR introduced modifications to the collection of holdings data as well. Quantities of electronic materials, including books, audio and video, are no longer recorded. Instead, the updated data point now in use is Q2.17: Total Physical Holdings.

C					D					2				3			
NYS Annual Report Question #s	2022 Q4.16 Circulation	2023 Q4.16 Circulation	2024 Q4.11 + (5.19 thru 5.22) = Collection Use	3-Year Average Circulation	2022			2023			2024 Q2.17 Physical Holdings	3-Year Average Holdings	Library	2025 Circ. Avg. Increase (Decrease)	2025 % Increase (Decrease)	2025 Avg. Holding Increase (Decrease)	2025 % Increase (Decrease)
Library Name	Circulation	Circulation		Circulation	(Q2.25 Holdings	- Q2.19) = Electronic	Holdings	(Q2.25 Holdings	- Q2.19) = Electronic	Holdings							
Albert Wisner Public Library	195,292	209,342	225,172	209,935	351,391	225,231	126,160	412,331	238,106	174,225	69,140	123,175	WAR	20,320	10%	(17,700)	-14%
Blauvelt Free Library	42,010	44,067	43,772	43,283	310,626	225,231	85,395	369,079	238,106	130,973	34,317	83,562	BLV	1,100	3%	(15,928)	-19%
Chester Public Library	56,473	58,192	59,681	58,115	325,650	225,231	100,419	382,575	238,106	144,469	52,497	99,128	CHS	1,235	2%	(15,353)	-15%
Cornwall Public Library	153,702	171,659	143,217	156,193	351,789	225,231	126,558	409,398	238,163	171,235	73,095	123,629	COR	7,067	5%	(17,204)	-14%
Cragsmoor Free Library	3,385	3,507	3,456	3,449	285,035	225,231	59,804	343,794	238,106	105,688	6,303	57,265	CRG	66	2%	(16,775)	-29%
Daniel Pierce Library	32,946	36,236	38,672	35,951	314,821	225,231	89,590	372,630	238,106	134,524	39,526	87,880	GRH	3,083	9%	(16,002)	-18%
Ellenville Public Library and Museum	37,597	39,414	38,042	38,351	333,058	225,231	107,827	393,464	238,106	155,358	61,095	108,093	EPL	2,555	7%	(15,053)	-14%
Ethelbert B. Crawford Public Library	51,855	58,973	60,228	57,019	314,194	225,231	88,963	371,296	238,106	133,190	39,091	87,081	MTC	3,482	6%	(16,104)	-18%
Fallsburg Library	17,960	18,236	17,869	18,022	300,111	225,231	74,880	403,538	283,106	120,432	24,934	73,415	FBR	1,243	7%	(16,130)	-22%
Finkelstein Memorial Library	619,518	665,542	652,556	645,872	535,120	225,231	309,889	592,664	238,106	354,558	242,613	302,353	FML	51,421	8%	(20,341)	-7%
Florida Public Library	28,223	29,302	31,123	29,549	305,218	225,231	79,987	364,504	238,106	126,398	29,993	78,793	FPL	2,168	7%	(15,648)	-20%
Gardiner Library	47,913	52,219	55,397	51,843	294,773	225,231	69,542	353,915	238,106	115,809	20,384	68,578	GAR	5,175	10%	(16,124)	-24%
Goshen Public Library And Historical Society	130,671	132,012	130,643	131,109	389,104	226,322	162,782	447,546	238,411	209,135	54,808	142,242	GOS	4,275	3%	(33,952)	-24%
Greenwood Lake Public Library	32,241	35,361	36,027	34,543	333,634	225,231	108,403	391,211	238,106	153,105	56,313	105,940	GRL	3,200	9%	(17,013)	-16%
Haverstraw Kings Daughters Public Library	175,965	209,617	224,584	203,389	432,006	225,231	206,775	500,296	238,106	262,190	149,361	206,109	HAV	29,804	15%	(17,377)	-8%
Highland Falls Library	33,575	35,015	33,870	34,153	308,343	225,231	83,112	365,953	238,106	127,847	33,632	81,530	HFL	2,502	7%	(15,703)	-19%
Josephine-Louise Public Library	43,771	43,989	49,791	45,850	313,456	225,231	88,225	372,011	238,106	133,905	38,214	86,781	WAL	5,657	12%	(15,565)	-18%
Liberty Public Library	28,226	28,189	28,309	28,241	300,599	225,231	75,368	358,165	238,106	120,059	23,793	73,073	LIB	2,610	9%	(16,428)	-22%
Livingston Manor-Roscoe Library	12,799	13,403	14,363	13,522	577,323	450,465	126,858	692,335	476,212	216,123	25,299	122,760	LIV/ROS	371	3%	(19,283)	-16%
Mamakating Library District	28,091	38,724	34,603	33,806	295,681	225,231	70,450	352,597	238,106	114,491	18,799	67,913	MAM	1,883	6%	(16,485)	-24%
Moffat Library Of Washingtonville	100,848	105,949	111,745	106,181	318,281	225,231	93,050	376,401	238,106	138,295	42,644	91,330	WAS	8,787	8%	(15,066)	-16%
Monroe Free Library	105,184	110,150	107,316	107,550	336,556	225,231	111,325	391,270	238,106	153,164	56,437	106,975	MFL	811	1%	(17,558)	-16%
Montgomery Free Library	18,566	19,820	20,688	19,691	299,098	225,231	73,867	357,231	238,106	119,125	24,660	72,551	MNG	1,492	8%	(15,615)	-22%
Nanuet Public Library	134,230	154,149	154,563	147,647	398,863	225,231	173,632	453,488	238,106	215,382	108,545	165,853	NAN	18,040	12%	(21,827)	-13%
New City Free Library	328,372	238,354	273,817	280,181	411,551	225,231	186,320	431,452	238,106	193,346	121,632	167,099	NWC	(63,362)	-23%	(24,577)	-15%
Newburgh Free Library	214,432	218,924	164,834	199,397	456,119	225,231	230,888	505,384	238,106	267,278	146,849	215,005	NFL	21,794	11%	(30,144)	-14%
Nyack Library	151,088	132,288	135,019	139,465	391,181	225,231	165,950	448,181	238,106	210,075	111,774	162,600	NYK	12,488	9%	(16,952)	-10%
Orangeburg Library	40,122	38,169	37,620	38,637	323,566	225,231	98,335	380,612	238,106	142,506	48,682	96,508	ORG	252	1%	(15,173)	-16%
Palisades Free Library	23,640	22,294	20,677	22,204	298,490	225,231	73,259	356,018	238,106	117,912	22,945	71,372	PAL	(466)	-2%	(15,342)	-21%
Pearl River Public Library	110,576	120,034	123,611	118,074	339,639	225,231	114,408	396,694	238,106	158,588	48,193	107,063	PRL	7,304	6%	(22,022)	-21%
Piermont Library District	16,247	17,716	16,105	16,689	287,563	225,231	62,332	345,618	238,106	107,512	12,476	60,773	PMT	762	5%	(16,643)	-27%
Pine Bush Area Public Library District	42,103	45,459	46,874	44,812	301,412	225,231	76,181	359,823	238,106	121,717	25,282	74,393	PBL	1,899	4%	(15,899)	-21%
Port Jervis Free Library	70,116	68,866	49,072	62,685	322,241	225,231	97,010	376,570	238,106	138,464	46,434	93,969	PTJ	845	1%	(15,470)	-16%
Rose Memorial Library Association	36,816	37,299	38,115	37,410	307,959	225,231	82,728	360,471	238,106	122,365	24,983	76,692	STP	(576)	-2%	(18,321)	-24%
Sloatsburg Public Library	24,287	25,959	26,008	25,418	318,561	225,231	93,330	382,864	243,489	139,375	45,763	92,823	SLO	331	1%	(14,054)	-15%
Suffern Free Library	240,224	247,131	236,003	241,119	411,515	225,231	186,284	461,014	238,106	222,908	112,161	173,784	SUF	16,644	7%	(34,545)	-20%
Sunshine Hall Free Library	13,628	14,021	15,550	14,400	297,462	225,231	72,231	400,058	283,106	116,952	22,280	70,488	ELD	606	4%	(17,571)	-25%
Tappan Library	65,012	73,752	44,450	61,071	308,860	225,231	83,629	365,925	238,106	127,819	31,026	80,825	TAP	(6,017)	-10%	(16,294)	-20%
Thrall Public Library District of Middletown	146,383	163,079	140,669	150,044	500,807	225,884	274,923	559,080	238,106	320,974	213,957	269,951	MID	(16,296)	-11%	(21,969)	-8%
Tomkins Cove Public Library	13,952	10,098	7,149	10,400	314,690	225,231	89,459	373,020	238,106	134,914	36,691	87,021	TCL	(2,562)	-25%	(17,388)	-20%
Tuxedo Park Library	34,598	38,596	38,068	37,087	303,666	225,231	78,435	362,012	238,106	123,906	28,615	76,985	TUX	1,880	5%	(15,734)	-20%
Valley Cottage Free Library	126,061	136,000	123,406	128,489	394,724	225,231	169,493	452,311	238,106	214,205	110,139	164,612	VCL	11,269	9%	(17,572)	-11%
Wallkill Public Library	41,926	47,477	40,929	43,444	294,567	225,231	69,336	350,610	238,106	112,504	19,379	67,073	WAK	421	1%	(15,658)	-23%
West Nyack Free Library	80,801	89,063	78,617	82,827	326,630	225,231	101,399	380,127	238,106	142,021	45,448	96,289	WNY	1,910	2%	(18,360)	-19%
Western Sullivan Public Library	69,670	88,510	67,373	75,184	351,218	225,231	125,987	407,977	238,106	169,871	70,630	122,163	WSPL	2,847	4%	(17,582)	-14%
Woodbury Public Library	37,402	45,745	44,699	42,615	310,488	225,231	85,257	369,467	238,106	131,361	33,630	83,416	CVL	4,037	9%	(16,546)	-20%
TOTALS	4,058,497	4,231,901	4,084,352	4,124,917	15,897,639	10,587,604	5,310,035	18,652,980	11,286,727	7,366,253	2,704,462	5,126,917		174,354	4%	(834,051)	-16%



RAMAPO  
CATSKILL  
LIBRARY  
SYSTEM

## **2026 Budget Ballot**

The Board of Trustees of the \_\_\_\_\_  
Library on this day \_\_\_\_\_ of \_\_\_\_\_ 2025 approved a  
resolution to

☐ accept

☐ not to accept

the Ramapo Catskill Library System 2026 RCLS Budget.

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Board President *(signature)*

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Board President *(Print)*

Please return by 4 p.m.

**Friday, November 21, 2025**

to

Grace Riario, Executive Director  
Ramapo Catskill Library System





This plaque, ordered from a local business, will allow us space to continue this tradition for 24 years.

## Friends of Libraries Week

Friends of Libraries Week is Celebrated in October every year. Library Director would like to begin a tradition of honoring all of our volunteers with a celebratory dessert reception during that week each year, and choosing an outstanding Friend to be recognized permanently on a plaque at the library.

This year, that celebration will begin a bit later than the designated week (Oct 19<sup>th</sup>-25<sup>th</sup>) as lead time to get the plaque engraved will take longer. We are planning for the event to take place on Nov. 8<sup>th</sup> at 12pm.

The board will assist with this effort by choosing the Friend of the Year, attending/speaking at the volunteer recognition event, and purchasing/funding yearly engraving of the plaque.

We hope that by recognizing and celebrating our volunteers we can continue to cultivate a dedicated volunteer base that we can call on for future needs.

**The Library Director would like to put forth Cheryl Hampel as the first “Friend of the Year”.**

Cheryl has served the friends in every capacity for many years, she has attended dozen of outreach events, spearheaded fundraisers, created a welcome culture in the group and most recently mentors our newest president through her first year leading the organization. She was instrumental in putting together our MOU and is a loud and proud voice for library support. In my opinion, we could choose no better person to the first recipient of the Friend of the year.



# MAMAKATING

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## LIBRARY

### **Mamakating Library Security Camera Policy**

The Mamakating Library strives to offer a welcoming environment where customers can use the Library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and customers. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

#### **Security Camera Purpose and Placement Guidelines**

- Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Notices are posted at the Library entrances informing the public and staff that cameras are in use.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.
- Camera locations will not be changed without permission from the Director or designee.

#### **Use and Disclosure of Video Records**

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library staff: Director or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.



- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- The Director or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.
- A copy of digital security data will be made available to law enforcement ~~upon request~~ only after the Director is presented with a court order siting dates/times of footage required ~~and with the approval of the Director or their designee.~~ Recorded data will be accorded the same level of confidentiality and protection provided to library users by the Mamakating Library's Privacy & Confidentiality Policy.
- Images may be used by Library staff to identify person(s) suspended from Library property.
- Still images and/or videos may be shared ~~by Library staff upon request by~~ with law enforcement after receipt of a court order for use in investigating suspected criminal activity on Library property during a limited specified time period.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view recorded camera footage, the public will be advised to file a police report.
- Video images are stored digitally and retained for approximately 30 days.
- In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity, or policy violations.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

Adopted by the Board of Trustees on 1/14/2025

Amended 10/2025



## **Land Acknowledgement**

We gather at this library, a house of knowledge and community, on the ancestral lands and waters of the Mohican and Munsee Lenape peoples.

Our relationship to this place is one of stewardship; as a library, we are caretakers of stories and a gathering space for learning. We commit to honoring this relationship by creating a lasting acknowledgement that fosters awareness of the Indigenous history of this area. We will take action by continuing to care for the land with sustainable practices and host events that connect our community to the nature and deep history that surrounds us.

We strive to be thoughtful neighbors, learning from the past to help care for this place for future generations.

Adopted by the Board of Trustees 10/14/2025