

**MLD Trustees Meeting – December 9, 2025**  
**TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE**  
(\* - Action Items)

**Call to Order/Attendance**

**Adoption of agenda\***

- Guest : Dwight Coombe- Sprague & Killeen Insurance

**Minutes – November 2025\***

- Motion to approve the November 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- Site Plan
- Budget- No Report

**Old Business:**

**New Business:**

- Approve Meeting Schedule for 2026\*
  - Motion to approve the 2026 Board of Trustees Meeting Schedule
- Friends/Board Liaisons 2025

**Policy review/ revisions:**

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

**Executive Session: Personnel Matters**

**Adjournment**

# Minutes of MLD Trustees Meeting – November 12, 2025

## **Current Trustees List:**

Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

## **Call to Order/Attendance**

**Meeting began: 6:02**

## **All in Attendance:**

Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott and Director Cheryl Jones

**Trustees absent:** none

## **Adoption of agenda**

Motion by: Jennifer Holmes

2nd: Pamela Mann

Voted for: Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

## **Guest presenter:**

Stephen Hoefer- CIPA Compliance

## **Motion to approve the October 2025 meeting minutes**

Motion by: Chelsea Roth

2nd: Pamela Mann

Voted for: Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

## **Finance Report -**

## **Motion to approve abstract of vouchers**

Motion by: Mark Tourtellott

2nd: Jennifer Holmes

Voted for: Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

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
- Budget- No Report

### **Old Business:**

#### **Nomination of Trustees**

Motion to appoint Sam Meyer to the Mamakating Library Board of Trustees.

Motion by: Chelsea Roth

2nd: Jennifer Holmes

Voted for: Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

Sam Meyer will continue in the seat vacated by Pam Forni (term ends Aug. 2027)

Motion to appoint Thomas DePaulo to the Mamakating Library Board of Trustees.

Motion by: Chelsea Roth

2nd: Jennifer Holmes

Voted for: Patricia Andersen, Pamela Mann, Jennifer Holmes, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

Thomas DePaulo will continue in the seat vacated by John Buying (term ends Aug. 2026)

### **Oath of Office**

Both appointees took their oaths and had paperwork notarized.

**New Business:**

**Policy review/ revisions:**

**Computer Use Policy Updates**

Motion to approve the Computer Use Policy as amended

Motion by: Jennifer Holmes

2nd: Pamela Mann

Voted for: Patricia Andersen, Thomas DePaulo, Jennifer Holmes, Pamela Mann, Sam Meyer, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

**Emergency & Disaster Policy Updates**

Motion to approve the Emergency & Disaster Policy as amended

Motion by: Jennifer Holmes

2nd: Chelsea Roth

Voted for: Patricia Andersen, Thomas DePaulo, Jennifer Holmes, Pamela Mann, Sam Meyer, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

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

**Adjournment**

Motion by: Jennifer Holmes

2nd: Pamela Mann

Voted for: Patricia Andersen, Thomas DePaulo, Jennifer Holmes, Pamela Mann, Sam Meyer, Chelsea Roth, Mark Tourtellott

Voted against: none

Abstain: none

Motion: passed

**Meeting ended: 7:47**

*Respectfully submitted,*

Mark Tourtellott

**Mamakating Library**  
**Budget vs. Actuals: Thru November = 92%**  
January - December 2025

	Actual	Total Budget	% of Budget
<b>Revenue</b>			
<b>A1049 REAL PROPERTY TAXES</b>			
A1001 Real Estate Taxes	390,263	390,300	99.99%
<b>Total A1049 REAL PROPERTY TAXES</b>	<b>\$ 390,263</b>	<b>\$ 390,300</b>	<b>99.99%</b>
<b>A2499 USE OF MONEY &amp; PROPERTY</b>			
A2401 Interest & Earnings	8,308	12,000	69.23%
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>	<b>\$ 8,308</b>	<b>\$ 12,000</b>	<b>69.23%</b>
<b>A2649 FINES &amp; FORFEITURES</b>			
A4050 Fines income	432	400	108.08%
<b>Total A2649 FINES &amp; FORFEITURES</b>	<b>\$ 432</b>	<b>\$ 400</b>	<b>108.08%</b>
<b>A2799 MISCELLANEOUS LOCAL SOURCES</b>			
A2770 Miscellaneous income	5,198	4,500	115.51%
<b>Total A2799 MISCELLANEOUS LOCAL SOURCES</b>	<b>\$ 5,198</b>	<b>\$ 4,500</b>	<b>115.51%</b>
<b>A3089.6 Restricted Grants &amp; Donations</b>	7,745	1,900	407.63%
<b>A3099 STATE AID</b>	3,047	3,100	98.29%
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	556	0	
<b>Total A3099 STATE AID</b>	<b>\$ 3,934</b>	<b>\$ 3,100</b>	<b>126.89%</b>
<b>A4060 UNRESTRICTED DONATIONS</b>		0	
A4061 Donations - Unrestricted	10,400	0	
<b>Total A4060 UNRESTRICTED DONATIONS</b>	<b>\$ 10,400</b>	<b>\$ 0</b>	
<b>A4999 Assigned Fund Balance</b>		15,000	0.00%
<b>Total Revenue</b>	<b>\$ 426,280</b>	<b>\$ 427,200</b>	<b>99.78%</b>
<b>Gross Profit</b>	<b>\$ 426,280</b>	<b>\$ 427,200</b>	<b>99.78%</b>
<b>Expenditures</b>			
<b>A7999 CULTURE &amp; RECREATION</b>			
<b>A7410.1 Library- Personal Services</b>			
7410.11 Clerical	128,180	140,220	91.41%
7410.12 Librarian	71,978	78,200	92.04%
<b>Total A7410.1 Library- Personal Services</b>	<b>\$ 200,158</b>	<b>\$ 218,420</b>	<b>91.64%</b>
<b>A7410.2 Library- Equipment</b>			
7410.21 Equipment expense	2,489	2,000	124.47%
<b>Total A7410.2 Library- Equipment</b>	<b>\$ 2,489</b>	<b>\$ 2,000</b>	<b>124.47%</b>
<b>A7410.4 Library- Contractual Expenses</b>			
7410.41 Books	10,554	15,000	70.36%
7410.405 Digital Media	9,691	11,500	84.27%
<b>Total 7410.41 Books</b>	<b>\$ 20,245</b>	<b>\$ 26,500</b>	<b>76.39%</b>

7410.42 Periodicals	265	500	53.04%
7410.43 Audio/Visual	2,203	2,200	100.15%
7410.47 Cleaning Service	6,720	8,200	81.95%
7410.48 Elections	512	200	256.21%
7410.51 Legal fees	1,500	1,000	150.00%
7410.52 Memberships	962	500	192.30%
7410.53 Miscellaneous expense	680	600	113.30%
Reimbursed payments to other libraries	19	0	
<b>Total 7410.53 Miscellaneous expense</b>	<b>\$ 699</b>	<b>\$ 600</b>	<b>116.46%</b>
7410.54 Professional Fees			
101 Accounting Fees	2,875	7,500	38.33%
<b>Total 7410.54 Professional Fees</b>	<b>\$ 2,875</b>	<b>\$ 7,500</b>	<b>38.33%</b>
7410.55 Postage and Delivery	4,313	4,670	92.35%
7410.56 Program	6,451	4,000	161.27%
7410.565 Program Supplies	1,599	510	313.50%
<b>Total 7410.56 Program</b>	<b>\$ 8,050</b>	<b>\$ 4,510</b>	<b>178.49%</b>
7410.57 DEBT Service Principal & Interest	25,000	25,000	100.00%
7410.58 Building & Grounds R&M			
7410.581 Repairs	2,150	6,000	35.83%
7410.582 Maintenance	2,199	3,500	62.82%
7410.583 Landscaping	2,390	4,500	53.11%
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>\$ 6,739</b>	<b>\$ 14,000</b>	<b>48.13%</b>
7410.59 Office expense	4,487	4,000	112.17%
7410.60 Telecom	4,700	6,750	69.63%
7410.61 Utilities	6,777	10,000	67.77%
7410.62 Technology	20,541	19,900	103.22%
7410.85 RCLS Service Fee	1,914	2,200	87.00%
7410.86 Meetings & Conference	3,785	3,850	98.31%
7410.87 Travel & Mileage	162	250	64.60%
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>\$ 122,447</b>	<b>\$ 142,330</b>	<b>86.03%</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>\$ 325,095</b>	<b>\$ 362,750</b>	<b>89.62%</b>
<b>A9199 EMPLOYEE BENEFITS</b>			
A9010.7 Payroll Taxes		17,300	0.00%
A9030.8 Insurance			
9030.81 Disability		1,400	0.00%
9030.82 Hospitalization		15,000	0.00%
9030.83 Workers' Compensation	2,360	1,600	147.50%
9030.84 Property Liability	4,099	4,000	102.48%
9030.85 Directors and Officers	1,008	1,150	87.65%
<b>Total A9030.8 Insurance</b>	<b>\$ 7,467</b>	<b>\$ 23,150</b>	<b>32.25%</b>
A9040.0 Pension Expense	22,469	18,000	124.83%
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>\$ 29,936</b>	<b>\$ 58,450</b>	<b>51.22%</b>
Capital Reserve	6,000	6,000	100.00%
<b>Total Expenditures</b>	<b>\$ 361,031</b>	<b>\$ 427,200</b>	<b>84.51%</b>
<b>Net Operating Revenue</b>	<b>\$ 65,249</b>	<b>\$ 0</b>	

Friday, Dec 05, 2025 11:08:21 AM GMT-8 - Accrual Basis

**Mamakating Library**  
**Board of Trustees Meeting**  
December 9th, 2025  
Director's Report



**Building & Grounds:**

- Annual furnace cleaning/inspections revealed no issues. New filters were installed.
- A few more lightbulbs were replaced with the LED compatible ones. They have mostly been replaced now and will be good until the ballasts begin to go, then we will need to discuss a re-lamping project.
- The remaining light fixtures have been replaced in the hallway. The one between the two doors was replaced with a new one with a battery back-up. They are all LED and much more maintenance friendly.

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

- Generator has run for 57.5 hours total as of 12/1 (1.8 hours in Nov.)
- Library was Closed 11/11 – Veterans Day & 11/27-28 for Thanksgiving

**Programming:**

**Community Partnership Programs:**

- Medicare ZOOM: 10 Participants
- ERHN Walking Group: 8 Participants (4 sessions)
- Repeat Income ZOOM: 8 Participants

**Stand-alone programs**

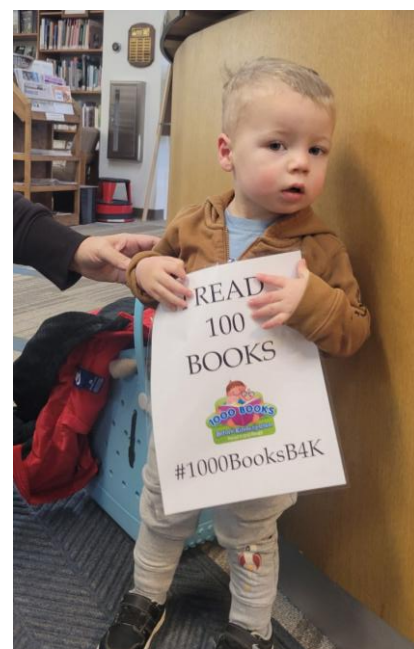
- Holiday Open Mic: 16 Participants
- Volunteer Recognition: 38 Participants
- Adopt a Dino: 48 Participants

**Series programs**

- Books & Tea Discussion : 13 Participants
- Culinary Club: 13 Participants
- Writers' Group: 4 Participants
- Tech Topics: 5 Participants
- Classic Sci-Fi Movie Night: Cancelled due to holiday
- Non-Fiction Book Club: 6 Participants
- Coffee Klatch for Parents: 84 Participants (4 Sessions)
- Builders Brigade: 14 Participants
- Storytime: 57 Participants (4 sessions)
- LSC Author Visits: 0 Live (3 Programs)
- Flower Children Music Class: 56 (3 Sessions)
- Curiosity Club: 13 Participants
- Art with Ms. Pati: 10 Participants
- Read to Mocha: No program due to holiday
- Homework Help: 2 Participants (2 sessions)

**Program Totals:**

- 25 Adult Programs serving 256 patrons
- 8 Patrons received dedicated Tech Help time
- 13 Youth Programs serving 207 patrons
- 8 Teen Volunteer worked 30 Hours



Another milestone in the journey to  
1000 Books before Kindergarten!



Flower Children Music Led by James & Becca  
is a huge hit!



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

- Computer Users: 164
- Wi-Fi Users: 1761
- Envisionware is up and running. We have had some minor issues with printing PDFs that seems to be a known issue that RCLS has provided a work around for.
- Microsoft Edge has responded to our concern regarding the searches for Mamakating Library.
  - Jane (webmaster) contacted them with this:
    - Concern Type/Category: Inappropriate/Adult Content in Search Results  
Search Query Used: "mamakating library" (images tab)

I am reporting a reproducible issue where an innocuous image search for "mamakating library" (referring to the Mamakating Library District, a public library in Wurtsboro, NY, USA) returns a flood of explicit Japanese adult content (pornographic images and videos) when performed in Microsoft Edge with SafeSearch disabled. This occurs consistently across multiple Windows PCs on different networks, but only in Edge (which defaults to Bing)—other browsers like Chrome/Firefox (using Google) show clean, relevant results (e.g., library building photos, events).

This violates Bing's content policies on unwanted explicit material in neutral searches and could harm user trust. No malware/local issues—purely Bing-side. Please investigate/de-index the spam sources and tighten fuzzy matching for low-traffic queries. Screenshots attached for reference.

- Response from Microsoft:
  - Hi, we investigated your report and could not find any reason to take action. For more information on updating your SafeSearch settings, please watch the video here: [https://www.youtube.com/watch?v=S\\_FnHPAmxa0](https://www.youtube.com/watch?v=S_FnHPAmxa0). Thank you. The Bing Team

## 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	2170
November	2214	2309	1956	1496	2126	1492	1947	1964	2166
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	24,374

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	21
November	28	10	11	6	12	20	21	22	32
December	28	11	8	7	10	12	8	12	
TOTAL	305	228	227	98	175	251	303	264	284

## 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	632
April	293	475	338	448	564	544	604
May	291	497	408	495	537	600	627
June	344	409	362	559	448	547	634
July	296	373	404	552	438	640	602
August	284	311	474	578	522	596	577
September	272	314	427	499	524	565	581
October	236	323	367	510	582	579	537
November	205	334	419	506	569	583	544
December	209	320	405	546	537	599	
Total	3142	4188	4871	6018	6384	7188	6527



Fun at the weekly parenting playdate!



Unique Patron Access				
Hoopla				
	2022	2023	2024	2025
January	32	36	54	67
February	27	42	53	61
March	33	49	55	64
April	28	35	44	62
May	20	36	56	58
June	21	37	59	62
July	31	39	58	62
August	34	38	60	57
September	33	36	68	66
October	26	50	67	66
November	33	37	53	68
December	35	39	62	
Total:	353	474	687	625

Overall Circulations Report				
Hoopla				
	2022	2023	2024	2025
January	108	131	178	262
February	98	133	179	236
March	112	137	162	194
April	98	127	167	210
May	63	94	160	273
June	60	127	160	262
July	116	90	149	211
August	124	116	172	202
September	113	118	163	195
October	87	169	194	200
November	118	111	146	186
December	128	115	198	
Total:	1225	1468	1524	2449

### Director's Meetings & Trainings:

- 11/7 SLI Mentee Office Hours
- 11/3 Director's Ed Session: Staff Performance Reviews
- 11/15 FOL Meeting
- 11/14 SUPLA Meeting
- 11/17 Meeting with Sprague & Killeen Insurance Director
- 11/17ALA Sustainability Round Table Meeting
- 11/18 DA Meeting
- 11/18 Youth Bureau Grantees Training
- 11/24 Meeting with Senior Memories Boxes creator

### Staff Development:

- Performance Evaluations & 2026 Goal Setting is on-going to be finished by 12/30

### Friends of the Library News:

- The Book Fairies attended Joy to Wurtsboro and gave 130+ books to children and adults
- The ceremony to honor Cheryl Hampel as Friend of the Year was well attended and it was a beautiful celebration of her and all of our volunteers.
- The Friends are continuing to grow with another new member this past month.
- We'd like to begin a FOL/BOT Liaison program with a rotating member of the FOL attending each board meeting to give a short report on the FOL happenings and invite a rotating member of the Board to do the same at FOL meetings in order to keep everyone working together and moving in the same direction.
- There are two raffle baskets near the circulation desk that the FOL put together as a fund raiser.



- The Annual Gift Wrapping event is also taking place on 12/13 from 11:30-2pm, this is a fun, cozy, fundraising event where the FOL Elves wrap gifts for anyone who need/wants the help.

### Other News:

- November Patron Count: 6026 patrons
- We were awarded a SC Youth Bureau grant for a Bike Safety Day to take place in the spring.
- Our Intern, Amanda, has finished up her time with us. We will miss her and know she will go on to make a great librarian.
- Oath of office was filed by Thomas DePaulo and Sam Meyer on 11/14 at the government center.
- Collection for Toys for Tots was again, immensely successful! We have over two full bins ready to be picked up and distributed to local children.
- The community is voting en masse for our new mascot's name! So far, it seems Maple and Sprout are in the lead, but votes from the Chase School and social media have yet to be counted. Votes will be tallied on 11/15.
- Home Boost Kits will be available at our library soon as far of a grant received by Orange and Rockland, they are providing us with three kits to circulate to help patrons identify energy leaks and resolved them in order to bring down their electric bills.
- We hosted the monthly RCLS Children's Librarians meetings on 11/24 and enjoyed having all of them here.
- We completed a big "shifting" project. Allowing more space for our biggest circulating collection (Adult Fiction) and removing the remaining books on CD that had waning circulation for year. We relocated Large Print and were able to spread out the Adult Fiction giving a better browsing experience and room for collection growth.

### Director's Activities:

- Continuing to work on book suppliers issue to create some new work flows that make better use of our money than the currently available options.
- Completed a revamping of our current staff evaluation process to make them more pro-active and focused on skill development and goal setting for each staff member.
- Agreed to be the fiscal sponsor for a DVAA grant for two patrons who want to work with elderly locals to create memory boxes—program to be held at the library pending grant approval.
- Closed out 2025 Year of the Arts grant with DVAA, and applied for 2025 for Flower Children Music classes.
- Beginning to outline a process for developing our new Strategic Plan, to be completed and adopted by 1/1/27.

### 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
Open Meetings Law and Library Governance (Presenter: Grace Riario)	12/11/25	Thursday	6:30 PM	1.0

Respectfully submitted,  
Cheryl Jones, Library Director  
December 5th, 2025

# 2026 Board of Trustees Meetings

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

July 8th  
August 12th  
September 9th  
October 14th  
November 12th\*  
December 9th

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



**MAMAKATING**  
LIBRARY