

MLD Trustees Meeting – January 14, 2026
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – December 2025*

- Motion to approve the December 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:

- Officer Elections
- Committee Assignments
- Staff Salary Schedule
- Newspaper of Record
- Budget Adjustment

Policy review/ revisions:

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

Adjournment

Mamakating Library Board of Trustees Meeting Minutes

December 9, 2025

Call to Order/Attendance:

Meeting began at 6:05 pm.

Present: Patricia Andersen, Chelsea Roth, Jennifer Holmes, Sam Meyer, Thomas DePaulo, Pamela Mann, Cheryl Jones.

Absent (excused): Mark Tourtellott

Adoption of Agenda:

Motion to adopt meeting agenda as amended made by Chelsea Roth; seconded by Pamela Mann. All voted in favor; motion passed.

Guest Presenter: Dwight Coombe of Sprague & Killeen Insurance

Motion to adopt amended agenda made by Jennifer Holmes; seconded by Thomas DePaulo. All voted in favor; motion passed.

Minutes—November 2025:

Motion to approve November minutes made by Chelsea Roth; seconded by Pamela Mann. All voted in favor; motion passed.

Finance Report:

Motion to approve abstract of vouchers made by Thomas DePaulo; seconded by Sam Meyer. All voted in favor; motion passed.

Director's Report—Cheryl Jones

Committee Reports:

- Long-range Planning—no report
- Policy/Bylaw—no report
- Building and Grounds—no report
- Budget—no report

Old Business: none

New Business:

Approve meeting schedule for 2026:

Motion to approve the 2026 Board of Trustees Meeting Schedule made by Chelsea Roth; seconded by Thomas DePaulo. All voted in favor; motion passed.

Friends/Board Liaisons Proposal—to be formalized by Cheryl Jones for 2026

Change of Insurance Broker:

Motion to engage Sprague & Killeen Agency to assist in coordinating Library insurance policies made by Thomas DePaulo; seconded by Jennifer Holmes. All voted in favor; motion passed.

Recording of Board Meetings:

Motion to discontinue recording of board meetings made by Sam Meyer; seconded by Jennifer Holmes. All voted in favor; motion passed.

Policy Review/Revisions:

Motion to approve revisions to Computer Use Policy made by Jennifer Holmes; seconded by Pamela Mann. All voted in favor; motion passed.

Privilege of the Floor: Public Comments

Executive Session—Personnel Matters:

Motion to enter executive session made by Chelsea Roth; seconded by Pamela Mann. All voted in favor; motion passed. Entered executive session at 7:00 pm. Motion to leave executive session made by Thomas DePaulo; seconded by Sam Meyer. All voted in favor; motion passed. Left executive session at 7:51 pm.

Motion to increase the Library Director's salary to \$85,963 effective January 1, 2026 made by Chelsea Roth; seconded by Thomas DePaulo. All voted in favor; motion passed,

Adjournment:

Motion to adjourn the meeting was made by Pamela Mann; seconded by Thomas DePaulo. All voted in favor; motion passed. Meeting was adjourned at 7:54 pm.

Respectfully submitted,

Pamela Mann

Mamakating Library
Budget vs. Actuals: December = 100%
January - December 2025

	Actual	Total Budget	% of Budget
Revenue			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	390,263	390,300	100%
Total A1049 REAL PROPERTY TAXES	\$ 390,263	\$ 390,300	100%
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	10,636	12,000	89%
Total A2499 USE OF MONEY & PROPERTY	\$ 10,636	\$ 12,000	89%
A2649 FINES & FORFEITURES			
A4050 Fines income	485	400	121%
Total A2649 FINES & FORFEITURES	\$ 485	\$ 400	121%
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	5,529	4,500	123%
Total A2799 MISCELLANEOUS LOCAL SOURCES	\$ 5,529	\$ 4,500	123%
A3089.6 Restricted Grants & Donations	8,210	1,900	432%
A3099 STATE AID	3,047	3,100	98%
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	
Total A3099 STATE AID	\$ 3,934	\$ 3,100	127%
A4060 UNRESTRICTED DONATIONS		0	
A4061 Donations - Unrestricted	20,747	0	
Total A4060 UNRESTRICTED DONATIONS	\$ 20,747	\$ 0	
A4999 Assigned Fund Balance		15,000	0%
Total Revenue	\$ 439,805	\$ 427,200	103%
Gross Profit	\$ 439,805	\$ 427,200	103%
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	133,649	140,220	95%
7410.12 Librarian	74,984	78,200	96%
Total A7410.1 Library- Personal Services	\$ 208,633	\$ 218,420	96%
A7410.2 Library- Equipment			
7410.21 Equipment expense	2,592	2,000	130%
Total A7410.2 Library- Equipment	\$ 2,592	\$ 2,000	130%
A7410.4 Library- Contractual Expenses			
7410.41 Books	12,146	15,000	81%
7410.405 Digital Media	10,773	11,500	94%
Total 7410.41 Books	\$ 22,919	\$ 26,500	86%

7410.42 Periodicals	475	500	95%
7410.43 Audio/Visual	2,218	2,200	101%
7410.47 Cleaning Service	7,360	8,200	90%
7410.48 Elections	512	200	256%
7410.51 Legal fees	1,500	1,000	150%
7410.52 Memberships	1,237	500	247%
7410.53 Miscellaneous expense	1,143	600	191%
Reimbursed payments to other libraries	19	0	
Total 7410.53 Miscellaneous expense	\$ 1,162	\$ 600	194%
7410.54 Professional Fees			
101 Accounting Fees	5,750	7,500	77%
Total 7410.54 Professional Fees	\$ 5,750	\$ 7,500	77%
7410.55 Postage and Delivery	4,317	4,670	92%
7410.56 Program	6,526	4,000	163%
7410.565 Program Supplies	1,788	510	351%
Total 7410.56 Program	\$ 8,314	\$ 4,510	184%
7410.57 DEBT Service Principal & Interest	25,000	25,000	100%
7410.58 Building & Grounds R&M			
7410.581 Repairs	2,583	6,000	43%
7410.582 Maintenance	2,199	3,500	63%
7410.583 Landscaping	2,760	4,500	61%
Total 7410.58 Building & Grounds R&M	\$ 7,542	\$ 14,000	54%
7410.59 Office expense	4,898	4,000	122%
7410.60 Telecom	5,293	6,750	78%
7410.61 Utilities	7,599	10,000	76%
7410.62 Technology	21,687	19,900	109%
7410.85 RCLS Service Fee	1,914	2,200	87%
7410.86 Meetings & Conference	3,785	3,850	98%
7410.87 Travel & Mileage	162	250	65%
Total A7410.4 Library- Contractual Expenses	\$ 133,645	\$ 142,330	94%
Total A7999 CULTURE & RECREATION	\$ 344,870	\$ 362,750	95%
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	17,414	17,300	101%
A9030.8 Insurance			
9030.81 Disability		1,400	0%
9030.82 Hospitalization		15,000	0%
9030.83 Workers' Compensation	2,360	1,600	148%
9030.84 Property Liability	4,099	4,000	102%
9030.85 Directors and Officers	1,008	1,150	88%
Total A9030.8 Insurance	\$ 7,467	\$ 23,150	32%
A9040.0 Pension Expense	22,469	18,000	125%
Total A9199 EMPLOYEE BENEFITS	\$ 47,350	\$ 58,450	81%
Capital Reserve	6,000	6,000	100%
Total Expenditures	\$ 398,220	\$ 427,200	93%
Net Operating Revenue	\$ 41,585	\$ 0	

January 2026				
Voucher #	Payee	Amt	Note	
0126-01	Orange & Rockland	\$ 463.29	Autopays 1/20	DEC
0126-02	Frontier	\$ 592.89	autopays 1/14	DEC
0126-03	VISA (CJ)	\$ 1,383.36	autopays 12/21	DEC
0126-04	OverDrive	\$ 490.40	ebooks/audio	DEC
0126-05	Wells Fargo	\$ 103.00	autopays 1/21	JAN
0126-06	RCLS	\$ 3,639.50	ILS, service fee	JAN
0126-07	Robert Hrabowsky	\$ 640.00	Cleaning	DEC
0126-08	Midwest Tape	\$ 464.97	Hoopla Balance	DEC
0126-09	Refko Landscaping Co.	\$ 1,245.00	Landscaping	DEC
0126-10	Shelter Point	\$ 1,487.90	DBL Premium	JAN
0126-11	NECO Fire and Safety	\$ 75.00	Maintanence	JAN
0126-12	Junior Library Guild	\$ 2,396.38	Books	JAN
0126-13	Demco	\$ 104.80	Supplies	JAN
0126-14	Alex Prizgintas	\$ 150.00	Program Fee	JAN
0126-15	Cengage Learning Inc.	\$ 374.27	LP books	DEC
0126-16	Patiana McMahon	\$ 75.00	Program Fee	JAN
0126-17				
0126-18				
0126-19				
0126-20				
0126-21				
0126-22				
Total:		\$ 13,685.76		
Subtotal: 2025		\$ 5,654.18		
Subtotal: 2026		\$ 8,031.58		

Mamakating Library

Board of Trustees Meeting

January 5th, 2025
Director's Report



Building & Grounds:

- We received a new-to-us computer desk (2 stations) that we used to replace to separate desks and consolidate our adult computer area. The old desks were offered to other libraries and one was taken so far.
- We will likely need to re-pave/stripe the parking lot this year. To be discussed with building committee. I'd like to see if we can coordinate with any other Sullivan Street businesses that need to do this and maybe we can get a discount.
- We will also need to get the carpets cleaned again this spring—I'd like to wait until we are done with salt/sand for the year though.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 59.3 hours total as of 1/1 (1.8 hours in Dec.)
- Library was Closed 12/23 due to snow
- The Library Closed Early 12/26 and opened late 12/27 & 12/29 due to snow/ice
- The Library was closed 12/24, 12/25, and closed early 12/31 due to planned holidays

Programming:

Community Partnership Programs:

- ERHN Exercise Class: 18 Participants (5 sessions)
- FOL Holiday Gift Wrapping: 45 Participants

Stand-alone programs

- Self-Wrapping Station (3 Sessions): 6 Participants
- Puzzle Race: 14 Participants
- Quilted Ornament Workshop: 16 Participants
- Local Author: Pamela Jean Tinnen: 6 Participants

Series programs

- Books & Tea Discussion : 11 Participants
- Culinary Club: 10 Participants
- Writers' Group: 3 Participants
- Tech Topics: 0 Participants
- Classic Sci-Fi Movie Night: 6 Participants
- Non-Fiction Book Club: 7 Participants (2 Sessions)
- Coffee Klatch for Parents: 61 Participants (4 Sessions)
- Builders Brigade: Cancelled due to Snow Day
- Storytime: 32 Participants (4 sessions)
- LSC Author Visits: 2 Live (2 Programs)
- Curiosity Club: 13 Participants
- Art with Ms. Pati: 16 Participants
- Read to Mocha: No program due to holiday
- Homework Help: 4 Participants (2 sessions)



Another great collection year for Toys for Tots.
We collected two full bins for local children.



The Friends Annual wrapping event was wonderful with many elves coming together to spread cheer.

Program Totals:

- 24 Adult Programs serving 272 patrons
- 7 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 115 patrons
- 7 Teen Volunteer worked 26 Hours

IT/ILS, Website, & Technical Services:

- Computer Users: 134
- Wi-Fi Users: 1596

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	1821
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	23,957	25,150	26,195

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	9
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	596
Total	3142	4188	4871	6018	6384	7188	7123

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	69
Total:	353	474	689	762

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	198
Total:	1225	1468	2028	2629

Director's Meetings & Trainings:

- 12/1 Review of Architecture Student Projects at SUNY Orange
- 12/4 Ask The Lawyer: New Laws for 2024
- 12/5 SLI Office Hours
- 12/8 Library Speakers Consortium Meeting\
- 12/9 Director's Association Meeting
- 12/9 Trustees Meeting
- 12/11 Final Meeting with Intern & Professor regarding internship
- 12/12 SUPLA Meeting
- 12/12 SLI Panel for new libraries (Panelist)
- 12/13 FOL Meeting
- 12/15 ALA Sustainability Roundtable Resources Committee Meeting

Staff Development:

- Staff Performance Evaluations completed.
- Library Clerk will be attending a Mock Book Award program at RCLS this month.
- Principal Clerk will be training to take over creation of vouchers.
- We will be scheduling a training session with Martha from RCLS to come out and do a refresher on Koha in February at our staff meeting.

Friends of the Library News:

- The Book Fairies attended the Holiday Train Show sponsored by the Mamakating Historical Society and gave out 104 books to children in attendance.
- The Friends also hosted their gift wrapping event and wrapped about 100 gifts for patrons and community members.



Other News:

- December Patron Count: 4829 patrons
- Our New Mascot is SPROUT! Over 400 votes are in and Sprout was the name chosen.
- We have been approved as a screening location for Indie Lens (PBS documentaries for the upcoming season). We will be screening 4 new documentaries and docu-series before they begin showing on PBS. This will start with The Librarians—a film that focuses on book banning across the US and its impact on libraries. Each of the films will be followed by a discussion led by local film maker Alethea Pape.
- We will soon have a new museum pass to the Borscht Belt Museum in Ellenville and are proud to partner with a local museum to get our patrons in to discover more about our shared local history.

Director's Activities:

- Secured a new book vendor which will be helpful for ordering books with a library discount of 30% and getting them in a timely manner.
- Applied for the Stewarts Holiday Match Grant to help cover supplies for upcoming children's art programming.
- Working with library furniture vendors to redesign the layout/shelving of the children's room (Building & Finance Committees to discuss when options are available).
- Planning for our Spring Bike Safety Day. Neverlost Adventures from Port Jervis will be doing safety checks, Catskill Claws will lead an obstacle course, the NYS Troopers will do helmet checks, and our Youth Bureau grant will allow us to give out helmets, a grand prize bike, and have snacks and activity tables for all participants. I am waiting to hear from the Chase School on if we can use their parking lot. This should take place in early June—date pending.

Reminders:

- Library Advocacy Day is February 3rd in Albany. As always, any/all Trustees are invited to attend. There is a Pre-Advocacy Day Overview 1/26 at 10am via Zoom to get the details if you are interested in attending.

Respectfully submitted,
Cheryl Jones, Library Director
January 14th, 2025

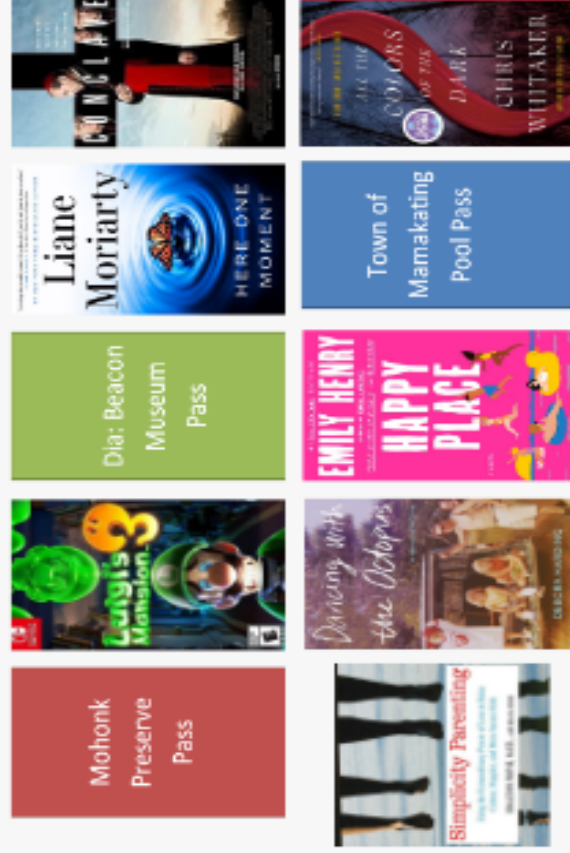
Mamakating Library

2025 | YEAR in REVIEW

25,192
items checked out



Top 10 checked out Items



45,000+
library visits



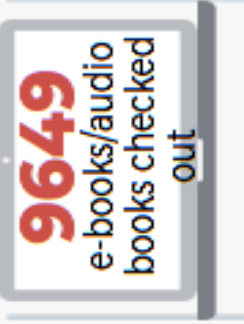
The library averaged over 150 visitors each day!

430 programs offered
6058 program attendees
300 new cardholders




5000+ reference questions answered

9649 e-books/audio books checked out



400+ volunteer hours



mamakatinglibrary.org

845-888-8004

2026 Mamakating Library Board of Trustees Committee Assignments & Projects

Finance Committee: Director, Board President, & Treasurer

- **Assists the director in the planning of the next year's budget and any on-going budget adjustments throughout the year**
- Reports to the BOT at-large with recommendations
- Will meet as needed. Meets more frequently when budget writing is in progress.

Long Range Planning Committee: Board President, Library Director, **Two Trustees**

- **New Long Range Plan to be completed and approved by Dec. 2026**
- Develops and oversees progress towards the goals of the library
- Reports to the BOT at-large with recommendations during planning phase and with progress throughout the LRP term
- Meets monthly while developing Long Range Plans
- Meets Quarterly to track progress on LRP Goals or as needed

By Law & Policy Committee: Board President, Library Director, **One-Two Trustees**

- **Re-write employee manual**
- Researches & drafts policies, By-laws changes
- Reports to the BOT at-large with recommendations
- Meets bi-monthly or when needed

Building Committee: **Two Trustees**, Troy Hodas (Community Member), Library Director, Liz Hrabowsky (Cleaners), Harry Dennis (Community Member)

- **New Shelving project for the children's room to be completed in 2026 if funding allows**
- Will meet as needed throughout the planning and progress of the project
- Reports to the BOT at-large with recommendations
- Meets as needed

Salary Schedule 2026

Personnel Line Total **\$ 245,000.00**

Position	Hourly Rate	Yearly
Primary Clerk	\$ 25.00	\$ 45,500.00
Library Assistant	\$ 21.53	\$ 39,182.05
P/T Clerk 1	\$ 20.89	\$ 22,808.82
P/T Clerk 2	\$ 18.93	\$ 19,689.70
P/T Page 1	\$ 18.27	\$ 5,920.65
P/T Page 2	\$ 18.00	\$ 9,921.60
Substitute Clerk 1	\$ 19.05	\$ 2,019.30
Substitute Clerk 2	\$ 17.49	\$ 1,749.00
P/T Webmaster	\$ 26.11	\$ 6,789.74
Director	\$ -	\$ 85,963.68
Total	\$	239,544.54

Additional money in personnel line covers: a 2 hour program that one of our Pages leads every month, extra hours for one of our pages in the summer when it is busiest, and time for staff to attend bi-monthly staff meetings, or trainings outside their normally scheduled hours.

Presented for Board Approval January 2026

2026 January Budget Adjustment Notes:

Re-assessment of Fund Balance needs due to salary change approved 12/25:

- Previous Fund Balance Allocated for 2026: \$15,000
- New Fund Balance for 2026: \$17,800

Totals:

Deposited to Line:	Adjustment To:	Amount:
Fund Balance	Personnel	+2800
Total Adjustments		\$2800