

MLD Trustees Meeting – March 11, 2026
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – February 2025*

- Motion to approve the February meeting minutes

Finance Report -

- Motion to approve abstract of vouchers*

Director's Report

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- Update
- Building and Grounds- No Report
- Budget/ Finance- No Report

Old Business:

- Committee Chair Appointments

New Business:

Policy review/ revisions:

- Laptop Use Policy
- Library Card Eligibility & Use Policy
- Privacy & Confidentiality
- Smoking
- Pandemic Policy

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

Adjournment

Mamakating Library Board of Trustees Meeting Minutes February 11, 2026

Call to Order/Attendance:

Meeting began at 6:07 pm.

Present: Patricia Andersen, Chelsea Roth, Sam Meyer, Pamela Mann, Cheryl Jones.

Absent (excused): Mark Tourtellott, Jennifer Holmes, Thomas DePaulo

Adoption of Agenda:

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

Minutes—January 2026:

Motion to approve January 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 Sam Meyer; seconded by Chelsea Roth. All voted in favor; motion passed.

Director's Report—presented by Cheryl Jones

Committee Reports:

- Strategic Planning —reported by Cheryl Jones
- Policy/Bylaw—reported by Pamela Mann
- Building and Grounds—no report
- Budget/ Finance—reported by Patricia Andersen

Old Business:

Committee Chair Appointments—tabled until March meeting

New Business:

Cheryl Jones reported on Library Advocacy Day in Albany held February 3, 2026 and on legislative priorities for the year

Policy Review/Revisions:

Motion to approve Employee Disciplinary Record Request Policy as presented made by Sam Meyer; seconded by Chelsea Roth. All voted in favor; motion passed.

Motion to approve Employee Disability Accommodation Policy as presented made by Pamela Mann; seconded by Sam Meyer. All voted in favor; motion passed,

Motion to approve the Lactation and Milk Expression Policy as presented made by Chelsea Roth; seconded by Pamela Mann, All voted in favor; motion passed.

Privilege of the Floor: Public Comments—None

Adjournment:

Motion to adjourn the meeting was made by Sam Meyer; seconded by Chelsea Roth. All voted in favor; motion passed. Meeting was adjourned at 6:40 pm.

Respectfully submitted,
Pamela Mann

Mamakating Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	425,000	425,000	100.00 %
Total A1049 REAL PROPERTY TAXES	425,000	425,000	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	
Total A2499 USE OF MONEY & PROPERTY		12,000	
A2649 FINES & FORFEITURES			
A4050 Fines income	94	400	23.00 %
Total A2649 FINES & FORFEITURES	94	400	23.00 %
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	863	6,000	14.00 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	863	6,000	14.00 %
A3099 STATE AID			
A3089.2 State Aid- Grant		3,100	
Total A3099 STATE AID		3,100	
A4999 Assigned Fund Balance		17,800	
Total Revenue	\$425,957	\$464,300	92.00 %
GROSS PROFIT	\$425,957	\$464,300	92.00 %
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	29,430	159,037	19.00 %
7410.12 Librarian	16,295	85,963	19.00 %
Total A7410.1 Library- Personal Services	45,726	245,000	19.00 %
A7410.2 Library- Equipment			
7410.21 Equipment expense	206	2,000	10.00 %
Total A7410.2 Library- Equipment	206	2,000	10.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	3,885	15,000	26.00 %
7410.405 Digital Media	639	13,000	5.00 %
Total 7410.41 Books	4,525	28,000	16.00 %
7410.42 Periodicals	159	600	27.00 %
7410.43 Audio/Visual	83	2,200	4.00 %
7410.47 Cleaning Service	640	8,200	8.00 %
7410.48 Elections		400	
7410.52 Memberships	50	2,800	2.00 %
7410.53 Miscellaneous expense	-0	600	-0.00 %
7410.54 Professional Fees			
101 Accounting Fees		7,000	
102 Legal Fees		2,000	

Mamakating Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Total 7410.54 Professional Fees		9,000	
7410.55 Postage and Delivery	9	3,700	0.00 %
7410.56 Program	400	2,850	14.00 %
7410.565 Program Supplies		700	
Total 7410.56 Program	400	3,550	11.00 %
7410.57 DEBT Service Principal & Interest		24,000	
7410.58 Building & Grounds R&M			
7410.581 Repairs		6,000	
7410.582 Maintenance	75	3,500	2.00 %
7410.583 Landscaping		4,750	
Total 7410.58 Building & Grounds R&M	75	14,250	1.00 %
7410.59 Office expense	801	4,000	20.00 %
7410.60 Telecom	592	5,000	12.00 %
7410.61 Utilities	1,160	10,000	12.00 %
7410.62 Technology	5,107	22,500	23.00 %
7410.85 RCLS Service Fee	1,917	2,500	77.00 %
7410.86 Meetings & Conference	85	3,850	2.00 %
7410.87 Travel & Mileage	71	250	28.00 %
Total A7410.4 Library- Contractual Expenses	15,673	145,400	11.00 %
Total A7999 CULTURE & RECREATION	61,605	392,400	16.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		19,500	
A9030.8 Insurance			
9030.81 Disability	1,488	1,400	106.00 %
9030.82 Hospitalization		18,000	
9030.83 Workers' Compensation		1,600	
9030.84 Property Liability		4,000	
9030.85 Directors and Officers		1,150	
Total A9030.8 Insurance	1,488	26,150	6.00 %
A9040.0 Pension Expense		20,000	
Total A9199 EMPLOYEE BENEFITS	1,488	65,650	2.00 %
Capital Reserve		6,250	
Total Expenditures	\$63,093	\$464,300	14.00 %
NET OPERATING REVENUE	\$362,864	\$0	0%
NET REVENUE	\$362,864	\$0	0%

March 2026

Voucher #	Payee	Amt	Note
0326-01	Orange & Rockland	\$ 546.95	Autopays 3/19
0326-02	Frontier	\$ 591.43	autopays 3/19
0326-03	VISA (CJ)	\$ 1,006.00	autopays 3/21
0326-04	OverDrive	\$ 736.07	ebooks/audio books
0326-05	Wells Fargo	\$ 103.00	autopays 3/21
0326-06	Bookazine	\$ 1,269.00	books
0326-07	Cengage Learning Inc.	\$ 140.35	Large Print Books
0326-08	Patiana McMahan	\$ 75.00	Program Fee
0326-09	Robert Hrabowsky	\$ 640.00	Cleaning
0326-10	Midwest Tape	\$ 416.45	Hoopla Balance
0326-11	Village of Wurtsboro	\$ 171.19	Water Bill
0326-12	RefKo Landscaping	\$ 1,620.00	Snow removal
0326-13	Junior Library Guild	\$ 193.93	Books
0326-14	PBC Guru	\$ 1,500.00	Lib. Speakers Cons.
0326-15	Westchester Library System	\$ 1,750.00	Class Fee LIS 503
0326-16	Ashley Bloom	\$ 150.00	Program Fee
0326-17	Bookpage	\$ 158.40	Shared SUPLA sub.
0326-18	Giuliana LaPiana	\$ 14.50	Mileage
0326-19			
0326-20			
0326-21			
0326-22			
0326-23			
0326-24			
0326-25			
Total:		\$ 11,082.27	

Mamakating Library Board of Trustees Meeting

March 11th, 2026

Director's Report



Building & Grounds:

- Building Committee will need to meet to discuss possible RFP and hiring an architect to do this for us in order to move forward with the furniture project.
- New blind installed in kitchen door in order to align with the new Breastfeeding & Lactation Policy for Staff
- Door handle in the community room repaired.
- Annual Generator maintenance was completed on 3/3.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for ??? hours total as of 3/5
- Library was closed 2/20 & 2/23 due to snow/ice
- Library was closed 2/16 for President's Day

Programming:

Community Partnership Programs:

- ERHN Exercise Class: 24 Participants (4 sessions)
- The Librarians Screening: 24 Participants

Stand-alone programs

- Tiny Art Show Reception: 26 Participants
- Cello Concert: 32 Participants
- Acting & Improv Class: 6 Participants
- Card Making Class: 8 Participants

Series programs

- Books & Tea Discussion : 15 Participants
- Culinary Club: 15 Participants
- Writers' Group: 4 Participants
- Tech Topics: 3 Participants
- Classic Sci-Fi Movie Night: 6 Participants
- Non-Fiction Book Club: rescheduled to 3/2 due to snow storm
- Coffee Klatch for Parents: 117 Participants (4 Sessions)
- Builders Brigade: 16 Participants
- Storytime: 57 Participants (3 sessions)
- LSC Author Visits: 2 Live (3 Programs)
- Art with Ms. Pati: 13 Participants
- Read to Mocha: 13 Participants

Program Totals:

- 25 Adult Programs serving 299 patrons
- 11 Patrons received dedicated Tech Help time
- 6 Youth Programs serving 99 patrons
- 7 Teen Volunteer worked 20 Hours

IT/ILS, Website, & Technical Services:

- Computer Users: 110



Each weekly meeting of the parenting group is a chance for local parents and caregivers to get to know one another and form community connections with each other and the library.



Local Artist, Irit Ovadia Rosenberg, is our artist of the month. Her watercolors are beautiful and inspiring landscapes of local vistas.



Our Fearless Foodies Group enjoyed a smorgasbord of Valentine's Themed Treats.

- Wi-Fi Users: 1357
- RCLS has contracted with another IT agency temporarily while they search for a new director of Technology Services.

Circulation/Registration:

Previous Month's Physical Circulation										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	2206	2231	2487	2400	1823	2040	1882	2195	2006	2092
February	1973	1956	2088	2169	1335	1840	1531	1925	2124	2097
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	4189

Previous Month's New User Registrations										
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	29	14	19	19	9	17	19	17	21	18
February	16	18	12	20	8	16	12	12	11	14
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	32

Digital Collections:

Overdrive Circulation								
	2019	2020	2021	2022	2023	2024	2025	2026
January	323	305	394	486	603	658	598	709
February	264	229	429	400	508	635	591	640
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	1349

Unique Patron Access Hoopla				
	2023	2024	2025	2026
January	36	54	67	69
February	42	53	61	70
March	49	55	64	
April	35	44	62	
May	36	56	58	
June	37	59	62	
July	39	58	62	
August	38	60	57	
September	36	68	66	
October	50	67	66	
November	37	53	68	
December	39	62	69	
Total:	474	689	762	139

Overall Circulations Report Hoopla				
	2023	2024	2025	2026
January	131	178	262	173
February	133	179	236	169
March	137	162	194	
April	127	167	210	
May	94	160	273	
June	127	160	262	
July	90	149	211	
August	116	172	202	
September	118	163	195	
October	169	194	200	
November	111	146	186	
December	115	198	198	
Total:	1468	2028	2629	342

Director's Meetings & Trainings:

- 2/2 Zoom Meeting with Furniture company/Library Designer
- 2/3 Library Advocacy Day in Albany
- 2/5 Finance Committee Meeting
- 2/6 SLI Office Hours
- 2/9 Direct Access Committee Meeting
- 2/9 ALA SustainRT Resources Committee Meeting
- 2/10 Policy & Bylaws Committee Meeting
- 2/11 Director's Association Meeting
- 2/11 BOT Meeting
- 2/13 SUPLA Meeting
- 2/14 FOL Meeting
- 2/17 System Services Committee Meeting
- 2/18 LIS 503 Class
- 2/19 ILS Committee Meeting
- 2/24 Toastmasters Meeting
- 2/26 Ask the Lawyer: Web Accessibility
- 2/27 AARP Tax Prep Troubleshooting Meeting



We found this sweet message written outside the back door around Valentine's Day!

Staff Development:

- We will have Megan Doyle from RCLS coming to attend our March staff meeting in order to do a customer service & patron relations training.
- Giuliana attended two RCLS hosted programs regarding summer reading. She will be taking over planning that programming this summer, with help as needed from Iwona and Cheryl.

Friends of the Library News:

- The Seed Library has debuted and is ready to provide patrons with plenty of herbs, vegetables, fruit, and flower seeds for early seed starting indoors!
- The Friends are planning a Tea Party Fundraiser for early May in coordination with MEEC in order to raise funds to help pay for the new furniture in the children's area. Planning is coming along nicely.
- The Book Fairies will be attending the Spring Fling in May and the FOL will have a table painting tea cups and taking last minute registrations for the 5/3 Tea Party Fundraiser.
- The Friends also funded a standee of our mascot, Sprout that can be used at any of our outreach events.



Other News:

- February Patron Count: 2301 patrons
- All of the indoor spaces of the library have been photographed and sent to our insurance for them to keep on file. Outdoor spaces will be photographed once the snow melts.
- The O&R Homeboost kits have been circulating very well and we are thrilled to be helping people to find ways to reduce their electricity bill and make their homes more efficient and sustainable.
- We will be hosting 3 focus group sessions to help us collect information and opinions from the community to help shape our next Strategic Plan. Grace Riario from RCLS will run these sessions. The Dates are:
 - Saturday April 11th @ 11:30am (Community)
 - Wednesday April 22nd @ 6pm (Staff & Board Members)
 - Tuesday April 28th @ 6pm (Community)

Director's Activities:

- Re-worked a community survey to go out to the community in the spring in regards to the new strategic plan.
- Received \$1050 in grant money from DVAA to fund spring/summer folk music program for children/families.
- The course I registered for in May was moved to September: Accounting for Local Gov. Agencies thru the State Comptrollers' Office.
- Reviewed and revised all 2026 policies due for review and discussed with Policy & Bylaw committee.
- Working with Finance Committee on proposed 2027 Budget to be presented to the board in April.
- Gathered all data for Annual Report, though we are still waiting for direction from DLD regarding when we can get into the new software to actually complete the report.

- Worked with Bookkeeper and Treasurer to complete and submit all documents related to the Annual Financial Report to the state.
- Collaborated with Sullivan County Human Rights Office to invite their Director to participate in our Documentary screening and panel discussion 3/7.
- Also formed a new partnership with the Sullivan County chapter of Toastmakers, who will participate in the Documentary screening and panel discussion 3/7.

Reminders:

UPCOMING RCLS TRUSTEE EDUCATION WEBINARS

Wellness in the Library: Supporting Staff Needs (Presenter: Beth Sousa, Palatine Library District; Facilitator Joanna Goldfarb)	3/24/2026
How Policy Passes [<i>*Developing Advocates Cohort</i>] (Jen Park - facilitator)	3/26/2026
*Supporting Library Sustainability (Presenter: Joanna Goldfarb)	4/14/2026
Networking & Advocacy Plan Creation [<i>*Developing Advocates Cohort</i>] (Jen Park - facilitator)	4/16/2026
"The Librarians" Film Screening, Valley Cottage Library	4/20/2026
"The Librarians" Film Screening, Albert Wisner Public Library (Warwick)	4/22/2026
"The Librarians" Film Screening, Ethelbert B Crawford Public Library (Monticello)	4/25/2026

Respectfully submitted,
 Cheryl Jones, Library Director
 March 5th, 2026

Media & Press Report

FEBRUARY 2026

Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach	9,645	8,770											
Engagement	456	520											
Likes	1,408	1,414											
New Likes	5	6											
New Follows	9	11											
Original Posts	47	54											
Total Followers	1,408	1,414											

Facebook Notes:

- Our posts documenting the Tiny Art Show Reception and the film screening of The Librarians were the most popular posts in February with a cumulative total of 4,307 views and 27 shares.
- It's interesting to note that the next in line for most viewed post is our February calendar with 652 views, 7 reactions, and 3 shares.

Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	6,682	6,921											
Engagement/ Reach	25/3 47	41/5 38											
Interactions	171	354											
Profile Visits	58	55											
Original Posts	30	42											
Total Followers	567	567											

Instagram Notes:

- According to Instagram Insights, our reel and post views were up 10 percent from January, which was over 10 percent higher from December. Instagram relates this increase to more content being shared by us.
- Of those high views, the top two were pictures of and by our Library Director at the Library Advocacy Day in Albany. Pictured below is just one example that had 330 views (and 562 views on Facebook).



Press:

- A press release for, **IndieLens Presents: The Inquisitor, film screening** went out to **WJFF, Sullivan County Democrat, Shawangunk Journal, River Reporter, and Delaware & Hudson Canvas on 2/13/26.**

Respectfully Submitted,

Alethea Pape (3/6/26)

Mamakating Library Policy & Bylaws Committee

Meeting Date: 3/10/2026 6pm

Minutes

Attendance: Patricia Andersen, Pamela Mann, Cheryl Jones (library director)

New Business:

- Policy Review in 2026
 1. Discussion regarding the following policies due for review in 2026: Laptop Use Policy, Library Card Eligibility & Use Policy, Privacy & Confidentiality Policy, Smoking Policy, Pandemic Policy
 2. Committee recommends all policies referenced above to the board at large for adoption/amendment/discontinuation.
- Comprehensive Review of Personnel Policy Manual
 1. Committee continued the review of the manual as drafted, making notes for changes. We will finish reviewing this manual and send to attorney for review after our next meeting. Finished review through section 6.
- Next Meeting Date: April 7th, 2025



MAMAKATING

LIBRARY

Privacy and Confidentiality Policy

Philosophy

The Mamakating Library provides open access to materials and information. Library patrons' First Amendment right to guaranteed freedom of speech extends to a corresponding right to hear what is spoken and read what is written free from fear of intrusion, intimidation, or reprisal. New York Statute 45098 also insures this freedom. The Mamakating Library also ascribes to the American Library Association's Code of Ethics which states, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Only by strictly adhering to the following policy can the confidentiality of patron records, information, and behavior, be preserved to the fullest extent of the law.

This privacy policy explains your privacy and confidentiality rights, the steps this library takes to respect and protect your privacy when you use library resources, and how we deal with personally identifiable information that we may collect from our users.

Information Collected

Information we may gather about library users includes the following:

- User registration information
 - Retained on paper and in the library's computer program and back-up server;
- Circulation information
 - Retained briefly in user's account; may be fully retained upon request of patron
- Website user names and saved documents/images
 - Retained on public computers until ~~they are restarted~~ each patron's computer session is ended, generally the next day; user may request restart
- Email addresses

- Retained upon consent for communication of library business [& marketing](#)
- An individual's presence in the library
 - Not customarily recorded, but may be for special circumstances, such as viral contact tracing
- Program [registration & attendance](#)
 - For [notification of changes and](#) future communication ~~concerning~~ [regarding](#) similar programs

Protection of Patron Records

We will not disclose any personal data we collect from you to any other party, except where required by law or to fulfill an individual user's service request, with the following exceptions:

- To the parent/guardian for overdue records of a youth under 18 years for which a parent/guardian is held financially responsible
- [To a parent or guardian with identification seeking a record of current titles borrowed by a child under 13 years of age](#)
- [To an individual with identification and a signed proxy statement picking up reserve materials on hold for another individual.](#)

Use of the Mamakating Library Website

On the library's website, we automatically collect information about you:

- From automatically-collected network logs
- Through cookies

Network Logs

When you use our Library services, such as our website and mobile applications, our computer servers automatically capture and save information electronically about your usage of our library services. Examples of information that we may collect include:

- Your Internet Protocol (IP) address
- Your location
- Type of web browser or electronic device that you use
- Date and time of your visit

- Website that you visited immediately before arriving at our website
- Pages that you viewed on our website
- Certain searches/queries that you conducted

If you are using our public Wi-Fi network, we collect the MAC address and name of your Wi-Fi device.

You should be aware that information collected about you through network logs may be de-identified and aggregated with information collected about other users or visitors. This de-identified and aggregated information cannot be used to reasonably identify you. This information helps us to administer services, analyze usage, provide security and identify new users of our library services. In addition, it helps us to improve your user experience.

Cookies

Users of networked computers will need to enable cookies in order to access a number of resources available through the library. A cookie is a small file sent to the browser by a website each time that site is visited. Cookies are stored on the user's computer. Cookies are often used to remember information about preferences and pages visited. You can refuse to accept cookies, can disable cookies, and remove cookies from your hard drive. Our library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize web pages to that user's specification. Cookies sent by our library servers will disappear when the user's computer browser is closed [and when the patron's computer session is ended](#). We will not share cookies information with external third parties.

Use of Information

We typically keep information only for as long as it is needed for the proper operation of the library and in order to better deliver library services to you. We may retain some information in backup storage systems, hard copy form, or as required by law. We collect different types of information from you depending on your chosen level of engagement with our library services and the information needed in order to provide you with access to those services.

We permit only authorized library staff with assigned confidential passwords to access personal data stored in the library's computer system for the purpose of performing library work. The library does not sell or lease users' personal information.

Court Order for Release of Library Records

The Library Director will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. Only the Library Director is authorized to receive or comply with requests from law enforcement officers; legal counsel may be consulted before determining the proper response.

Confidentiality of Children's Information

Parents and guardians are responsible for monitoring their children's use of the internet in the library, particularly concerning the protection of children's personal information. Parents and guardians of children under the age of 13 may view their children's library records. Parents and guardians of children between the ages of 13 and 17 (inclusive) may also view their children's library records, but the library requires their child's ~~parent's~~ consent. We may partner with third-party services to provide educational content for children. Parents and guardians should review those services' privacy policies before permitting their children to use them. Parents and guardians may also need to sign additional consent forms for the collection of information about their children before they gain access to optional programs and services, such as our enrolled programs, as well as for library card registration.

[Approved by the Mamakating Library Board of Trustees, February 10, 2021](#)

[Amended March 11th, 2026](#)

Related Policies:

[Mamakating Library Resolution Regarding ALA Library Bill of Right](#)

[Records & Retention Policy](#)

[Computer Use Policy](#)



MAMAKATING LIBRARY

Mamakating Library Pandemic Policy

Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Definitions

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy there is an assumption that staff will return to the building or begin rebuilding almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic: A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Public Health Mandate

- The Mamakating Library will close due to a pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level or in the event a State of Emergency is declared by the Town of Mamakating or Village of Wurtsboro.*
- In the event that staff and/or patrons in the library building contract, or are exposed to, an infectious disease during the pandemic, the director will institute procedures recommended by the Sullivan County Health Services.

Continuation of Service

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Additional precautionary cleaning measures will be taken. Cleaning measures will be appropriate to the situation and will be communicated to all staff along with a system of tracking to ensure they are being completed. Procedures may include:
 - Removal and cleaning of toys, crayons, coloring books, etc. from children's areas;
 - Daily cleaning schedule of all high touch surfaces including computer mice and keyboards, counters, door handles, telephones, chair backs, etc.;
 - Windows opened when possible for ventilation;
 - Cleaning of items received in book drop and ILL bins;
 - Use of gloves and handwashing by staff as necessary;
 - Other necessary measures as indicated by the CDC, NYS Dept. of Health, and Sullivan County Public Health Services.
- Restricted access to areas in the library (e.g., closing rooms or unmonitored areas for safety);
- Social distancing practices in public areas;
 - Limiting use of computers to increase physical distance between patrons at the computers;
 - Moving tables/chairs to create space between patrons and staff;
- Reduction of open hours;
- Cancellation of all programs and special events;
- Donations of books and other materials will be suspended;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open or closed hours;
- Staff will be encouraged to take precautions recommended by the above listed entities to keep themselves safe;
- Staff should consult and refer patrons to trusted sources of information;
- **Fines on library materials will be waived for the duration of the situation;**
- Depending upon the available staff and professional recommendations the library may operate on reduced public hours or may limit or suspend Inter-Library Loan.
- Based on the recommendation of Sullivan County Health Services, the director may begin the collecting of names and phone numbers of all library visitors for the purposes of

contact tracing. If instituted, visitors will be asked to provide this information upon entering the library building on an optional basis and until it is no longer reasonable to do so, as decided by the library director based upon the incidence of reported disease cases in the area and the recommendation of Sullivan County Health Services.

If the library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy.

In the case that public access to libraries is suspended but it is considered safe for staff to be in the building, the Library Director or designee will prioritize service and collection-related tasks and assign a work plan to staff similar to as follows:

- Staff may not go over hours or work overtime without written approval from the Library Director for each instance.
- Staff responsible for programs should prioritize responding to email inquiries from patrons and presenters, contacting patrons registered for programs that have been cancelled, and contacting presenters that their programs have been cancelled or postponed. Staff should also work on scheduling and creating future programs and identifying online resources such as videos, blogs, websites, etc. to direct patrons to for the duration of the closure. Staff should be in contact with the Director or designee to have the resources posted online.
- As assigned by the Director, staff should prioritize keeping our website and social media outlets up to date with the most current information for our patrons.
- Staff will report to the building when it is safe to do so, as directed by the Director, possibly on a reduced, rotating schedule. Staff will prioritize answering and returning patron phone calls and safely sorting returned items for delivery service pick-up.
- Staff are expected to wear an appropriately-fitted face covering when within 6 feet of another staff member or patron.
- Masks and gloves will be available for all staff members, to be purchased by the director locally, online or through RCLS, as available.

If the library must close completely with no staff reporting to the building:

Employees shall be compensated for their regularly scheduled hours. See Appendix A.

Staff and Director will be in regular contact to ensure available services are working and patrons can continue to have access to online resources. Staff will continue to post updates to the public remotely.

During closure priority will be given to the following services:

- Information services for the public;
- Payroll;
- Finances and payment of bills;
- Facility Maintenance.

While all staff are working remotely:

- Library laptops will be available for staff for home use, as needed for assigned work;
- The library's phone system will be set up so that voicemail messages can be accessed remotely;
- To avoid staff having to use personal phones, the Board may decide to purchase a cell phone for work-related use.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign a work plan to staff. Training webinars may be opportune at this time.

*In the event of a state-ordered reduction of in-person workforce, with consideration to the current NYS definition of "essential position," no public library personnel are considered to hold an "essential position."

Paid leave during emergency closure

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows:

Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the board.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely, on projects identified through conversation with the library director, during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Quarantine Leave

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee

determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours. Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely, on projects identified through discussion with the library director, during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Approved by the Mamakating Library Board of Trustees March 10, 2021

Amended March 11th, 2026

Related Policies:

Emergency & Disaster Policy



MAMAKATING LIBRARY CARD ELIGIBILITY AND USE POLICY

Mission

The Mamakating Library provides quality materials, services and programs which fulfill educational, informational, cultural and recreational needs of the community we serve in an atmosphere that is welcoming and respectful. The library commits to diversity, equity, and inclusion in our programming and collection and strives to continually strengthen our community capacity for resilience through partnerships with community organizations.

District

The library serves the Mamakating Library District, as defined by special legislation and chartered by New York State in 2004. The district is defined as the portions of the Town of Mamakating included in the Monticello, Minisink Valley, and Pine Bush school districts.

Card Eligibility and Application

All residents of the Mamakating Library district are eligible for a library card with no restrictions based on age or other parameters, as long as any prior library card account associated with a library in the Ramapo Catskill Library System (RCLS) contains a zero balance for fines and fees. Library cards for children will be issued when a child is accompanied by a parent or guardian meeting the above conditions.

Each cardholder is responsible for items checked out on ~~his/her~~ their card. A signature is required on the application card, indicating assumption of responsibility for materials checked out. A parent or guardian must sign the application for a juvenile applicant.

To apply for a library card, you must have a valid photo identification with your current address (within the area served by the library). If you have a post office box you must show a valid photo identification along with another item indicating your physical address (such as a recent piece of cancelled mail or a utility or telephone bill that shows your name and current home address).

Remote Application

When applying remotely with the form available on the library's website, the issued card will be good for (3) three months or until proof of identification and residency in the library district is brought in person to the library, at which time a full-use card will be issued.

Easy Access Card

An Easy Access Card provides visitors of any age, with a permanent residence outside the RCLS service area ~~of any age~~ with the opportunity to borrow one physical item at a time and have access to Overdrive's digital media at no cost. Interlibrary borrows and *hoopla* are not available to Easy Access cardholders. Proof of ID is required. Proof of residence ~~is not required~~ outside the area is required. The Easy Access Card expires after three months; ~~however, the cardholder can continue to renew the card as long as their account is in good standing.~~

Ex: A person staying at a local campground for the summer but residing full-time in Florida, would be eligible for an Easy Access Card.

~~Easy Access Card approved by Mamakating Board of Trustees on June 5, 2019; updated on May 10, 2022~~

One-Year Temporary Library Card

A Temporary Library Card is valid from one year of issue. Adult ~~visitors~~ patrons (18+) who will be residing temporarily within the Mamakating Library's service area and who do not permanently reside within any of the Ramapo Catskill Library System's (RCLS) forty-seven chartered library districts, in either served or unserved communities, may apply for a temporary card.

Individuals must present photo identification and proof of permanent residency outside of RCLS in order to receive a temporary card.

The card will be issued in the name of the patron paying the registration fee of \$50.00. Cash and checks are accepted; however, checks must clear prior to card issue. ~~A refund of \$30.00~~

~~will be available when the cardholder returns all materials in original condition and surrenders the temporary library card.~~

A temporary card entitles the cardholder to borrow up to a maximum of *ten* items at a time. Direct access to items will only be available in the Mamakating Library, but holds may be placed on one item at a time from other RCLS libraries, to be delivered to the Mamakating Library.

~~The cardholder must present his or her temporary library card to check out items.~~

Ex: A person is on a temporary work assignment and living in our service area for the duration of that assignment but permanently residing in New Jersey would be eligible for this card. The fee is equal or less than the average annual library tax amount for residents of the library district.

~~Temporary Library Card Policy approved by Mamakating Board of Trustees on July 13, 2016
Amended May 3, 2017~~

Replacement Card, Expiration and Proxy

If a card is lost or stolen, report the issue to library staff as soon as possible. The card will be blocked to prevent anyone else from using it. The fee for the first replacement card is \$2.00; the fee for the second replacement card is \$5.00.

Cards must be renewed every two (2) years. This may be done by phone if contact information has not changed, but must be in person if changes are to be made to the cardholder's record. Borrowing privileges, including digital borrows via Libby, Hoopla, etc., are unavailable on non-renewed, or expired, cards.

In order to protect patron privacy, only the person whose name is on a card may use that card, except when a proxy form proxy information has been given on the library registration card signed by the cardholder and filed with the library. The proxy form information indicates the name of a selected individual the cardholder has designated to check out items and pick up holds. Staff may request ID from proxies prior to checking items out to the cardholder.

Approved by Mamakating Board of Trustees on December 5, 2018

Amended February 10, 2021

Amended December 8, 2021

Amended March 9th, 2026



Smoking Policy

Because we recognize the hazards caused by exposure to smoke in the environment, it shall be the policy of Mamakating Library to provide a smoke-free environment for all employees and visitors. Therefore, smoking or vaping of any substance is prohibited both in the Library building and on Library property. To help maintain a clean and safe landscape, cigarette butts should be properly disposed of before entering Library property.

Approved by the Board of Trustees on July 14, 2021

Reviewed March, 11, 2025



MAMAKATING

LIBRARY

LAPTOP USE POLICY & AGREEMENT

The Mamakating Library provides laptop computers for borrowing by patrons, to be used in the library or on the library patio. Use of the library's laptops outdoors is confined to the patio. Patio use is weather permitting, to be decided by library staff.

Laptops may be reserved ahead of time. They may be used for a 2-hour period, once a day with no renewals allowed. The loan period can be extended at the discretion of library staff, if there is not a waiting list. Laptops are unable to connect to the library's printers.

The staff will assist with basic computer usage questions, but are not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the computer and programs. Please report all technical problems to library staff.

Laptop Use Rules

- [1.] Users must have a Mamakating Library card in good standing.
- [2.] Users must read and sign the Mamakating Library Laptop Loan Agreement.
- [3.] Users must leave a driver's license or other primary form of identification at the circulation desk for use of a laptop, to be returned to the user when the laptop is returned and passes inspection by a library staff member.
- [4.] Mamakating Library cardholders under the age of 18 may borrow a library laptop for indoor use only and must remain in the library building while in possession of the laptop. A parent or other adult caretaker must comply with number 1 to 3 above.
- [5.] No more than two people may use the same laptop at any one time. Both users must sign a Library Laptop Loan Agreement.
- [6.] Laptops should not be left unattended at any time. Laptops found unattended will be returned to the circulation desk.
- [7.] Laptops will be returned to the circulation desk a half an hour before closing, even if the two-hour loan period has not expired.
- [8.] Do not save passwords or login names on the laptop. Any documents needed should be saved to a flash drive provided by the user or uploaded to an email or cloud account. All documents and files will be erased upon return of the laptop.

Patron Responsibility for Laptop

The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to full replacement cost (\$850.00) if the laptop is damaged or stolen.

Violation of the Laptop Use Policy and Agreement may result in the loss of the laptop use privilege, to be determined by the Library Director.

Internet Use

WiFi is publicly accessible with no password required. The Wifi signal is not encrypted, therefore information sent over the internet on a library laptop is not protected or secure.

The library is not responsible for any loss or damages, direct or indirect, arising from its connections to the internet or from any other use of computing resources. The internet may contain material of a controversial nature; the library does not filter access to material nor protect users from offensive/objectionable information.

Users must abide by all federal and state laws with respect to copyright and transmission of materials over the internet. Violators are subject to prosecution by the appropriate authorities.

Approved by Mamakating Board of Trustees, April 14, 2021

LIBRARY LAPTOP LOAN AGREEMENT

I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or for the replacement costs of

this laptop computer, components, and accessories if they are damaged, lost, or stolen while it is checked-out to me.

By signing this agreement, I verify that I have read and understand the Mamakating Library Laptop Loan Agreement and I agree to abide by the policies of this agreement.

Borrower's Signature _____ Date _____

Print Name _____

Staff Initials _____

Laptop Number _____

Accessories _____

Return of Laptop, for Staff

Laptop number _____ and accessories _____
has/have been returned by the user and I have inspected it/them.

Staff initials _____ Date _____ Time _____

The laptop has been:

disinfected

powered off

fully recharged

packed in carry case

returned to laptop cabinet

Staff initials _____