

**MLD Trustees Meeting – April 8, 2026**  
**TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE**  
(\* - Action Items)

**Call to Order/Attendance**

**Adoption of agenda\***

**Minutes – March 2026\***

- Motion to approve the March meeting minutes

**Finance Report -**

- Motion to approve abstract of vouchers\*

**Director’s Report**

**Committee Reports –**

- Strategic Planning- Update including community Survey
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget/ Finance- Proposed Budget

**Old Business:**

**New Business:**

- Proposed Community Survey for Strategic Plan
  - Motion to approve the community survey and distribution plan as proposed
- Proposed 2027 Budget
  - Motion to approve the proposed 2027 Operational Budget

**Policy review/ revisions:**

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

**Adjournment**

## **MLD Meeting Minutes – March 11, 2026 | 6pm**

**Call to Order/Attendance** meeting started 6:02

Patricia Andersen, Chelsea Roth, Thomas DePaulo, Pamela Mann, Sam Meyer,  
Mark Tourtellott & Cheryl Jones

Absent & Excused: Jennifer Holmes

### **Adoption of agenda**

Motion: Chelsea Roth

Second: Pamela Mann

In Favor: all

Motion: passed

### **Minutes – February 2025**

Motion: Sam Meyer

Second: Chelsea Roth

In Favor: all

Motion: passed

### **Finance Report -**

Motion to approve abstract of vouchers

Motion: Pamela Mann

Second: Mark Tourtellott

In Favor: all

Motion: passed

### **Director's Report**

#### **Committee Reports –**

- Strategic Plan- No Report (Chair: Chelsea Roth)
- Policy/ By-Law- Update (Chair: Pam Mann)
- Building and Grounds- No Report (Chair: Thomas DePaulo)
- Budget/ Finance- No Report (Chair: Jennifer Holmes)

#### **Old Business:**

- Committee Chair Appointments
  - o Strategic Plan: Chelsea Roth
  - o Policy/ By-Law: Update: Pamela Mann
  - o Building and Grounds: Thomas DePaulo
  - o Budget/ Finance: Jennifer Holmes

**New Business:**

**Policy review/ revisions:**

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

Motion to approve amendments of above referenced policies as presented by the Policy & Bylaws Committee.

Motion: Thomas DePaulo

Second: Sam Meyer

In Favor: all

Motion: passed

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

**Adjournment**

Motion: Chelsea Roth

Second: Thomas DePaulo

In Favor: all

Motion: passed

**Meeting Ended**

6:25pm

Respectfully Submitted,

Mark Tourtellott

Secretary

**Mamakating Library**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
 January - December 2026

	Actual	Total Budget	% of Budget
<b>Revenue</b>			
<b>A1049 REAL PROPERTY TAXES</b>			
A1001 Real Estate Taxes	425,000	425,000	100.00%
<b>Total A1049 REAL PROPERTY TAXES</b>	<b>\$ 425,000</b>	<b>\$ 425,000</b>	<b>100.00%</b>
<b>A2499 USE OF MONEY &amp; PROPERTY</b>			
A2401 Interest & Earnings		12,000	0.00%
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>	<b>\$ 0</b>	<b>\$ 12,000</b>	<b>0.00%</b>
<b>A2649 FINES &amp; FORFEITURES</b>			
A4050 Fines income	98	400	24.40%
<b>Total A2649 FINES &amp; FORFEITURES</b>	<b>\$ 98</b>	<b>\$ 400</b>	<b>24.40%</b>
<b>A2799 MISCELLANEOUS LOCAL SOURCES</b>			
A2770 Miscellaneous income	1,325	6,000	22.08%
<b>Total A2799 MISCELLANEOUS LOCAL SOURCES</b>	<b>\$ 1,325</b>	<b>\$ 6,000</b>	<b>22.08%</b>
<b>A3099 STATE AID</b>			
A3089.2 State Aid- Grant		3,100	0.00%
<b>Total A3099 STATE AID</b>	<b>\$ 0</b>	<b>\$ 3,100</b>	<b>0.00%</b>
A4999 Assigned Fund Balance		17,800	0.00%
<b>Total Revenue</b>	<b>\$ 426,422</b>	<b>\$ 464,300</b>	<b>91.84%</b>
<b>Gross Profit</b>	<b>\$ 426,422</b>	<b>\$ 464,300</b>	<b>91.84%</b>
<b>Expenditures</b>			
<b>A7999 CULTURE &amp; RECREATION</b>			
<b>A7410.1 Library- Personal Services</b>			
7410.11 Clerical	40,387	159,037	25.39%
7410.12 Librarian	22,908	85,963	26.65%
<b>Total A7410.1 Library- Personal Services</b>	<b>\$ 63,295</b>	<b>\$ 245,000</b>	<b>25.83%</b>
<b>A7410.2 Library- Equipment</b>			
7410.21 Equipment expense	309	2,000	15.45%
<b>Total A7410.2 Library- Equipment</b>	<b>\$ 309</b>	<b>\$ 2,000</b>	<b>15.45%</b>
<b>A7410.4 Library- Contractual Expenses</b>			
7410.41 Books	5,530	15,000	36.87%
7410.405 Digital Media	1,792	13,000	13.78%
<b>Total 7410.41 Books</b>	<b>\$ 7,322</b>	<b>\$ 28,000</b>	<b>26.15%</b>
7410.42 Periodicals	317	600	52.90%
7410.43 Audio/Visual	363	2,200	16.51%
7410.47 Cleaning Service	1,280	8,200	15.61%
7410.48 Elections		400	0.00%
7410.52 Memberships	1,550	2,800	55.36%
7410.53 Miscellaneous expense	89	600	14.75%
7410.54 Professional Fees			
101 Accounting Fees		7,000	0.00%

102 Legal Fees			2,000	0.00%
<b>Total 7410.54 Professional Fees</b>	<b>\$</b>	<b>0</b>	<b>\$ 9,000</b>	<b>0.00%</b>
7410.55 Postage and Delivery		14	3,700	0.37%
7410.56 Program		625	2,850	21.93%
7410.565 Program Supplies			700	0.00%
<b>Total 7410.56 Program</b>	<b>\$</b>	<b>625</b>	<b>\$ 3,550</b>	<b>17.61%</b>
7410.57 DEBT Service Principal & Interest			24,000	0.00%
7410.58 Building & Grounds R&M				
7410.581 Repairs			6,000	0.00%
7410.582 Maintenance		75	3,500	2.14%
7410.583 Landscaping		1,620	4,750	34.11%
<b>Total 7410.58 Building &amp; Grounds R&amp;M</b>	<b>\$</b>	<b>1,695</b>	<b>\$ 14,250</b>	<b>11.89%</b>
7410.59 Office expense		1,392	4,000	34.80%
7410.60 Telecom		1,184	5,000	23.67%
7410.61 Utilities		1,878	10,000	18.78%
7410.62 Technology		5,107	22,500	22.70%
7410.85 RCLS Service Fee		1,917	2,500	76.68%
7410.86 Meetings & Conference		1,835	3,850	47.66%
7410.87 Travel & Mileage		85	250	34.03%
<b>Total A7410.4 Library- Contractual Expenses</b>	<b>\$</b>	<b>26,653</b>	<b>\$ 145,400</b>	<b>18.33%</b>
<b>Total A7999 CULTURE &amp; RECREATION</b>	<b>\$</b>	<b>90,256</b>	<b>\$ 392,400</b>	<b>23.00%</b>
<b>A9199 EMPLOYEE BENEFITS</b>				
A9010.7 Payroll Taxes			19,500	0.00%
A9030.8 Insurance				
9030.81 Disability		1,488	1,400	106.28%
9030.82 Hospitalization			18,000	0.00%
9030.83 Workers' Compensation			1,600	0.00%
9030.84 Property Liability			4,000	0.00%
9030.85 Directors and Officers			1,150	0.00%
<b>Total A9030.8 Insurance</b>	<b>\$</b>	<b>1,488</b>	<b>\$ 26,150</b>	<b>5.69%</b>
A9040.0 Pension Expense			20,000	0.00%
<b>Total A9199 EMPLOYEE BENEFITS</b>	<b>\$</b>	<b>1,488</b>	<b>\$ 65,650</b>	<b>2.27%</b>
Capital Reserve			6,250	0.00%
<b>Total Expenditures</b>	<b>\$</b>	<b>91,744</b>	<b>\$ 464,300</b>	<b>19.76%</b>
<b>Net Operating Revenue</b>	<b>\$</b>	<b>334,678</b>	<b>\$ 0</b>	
<b>Net Revenue</b>	<b>\$</b>	<b>334,678</b>	<b>\$ 0</b>	

Monday, Apr 06, 2026 09:28:19 AM GMT-7 - Accrual Basis

<b>Voucher #</b>	<b>Payee</b>	<b>Amt</b>	<b>Note</b>
0426-01	Orange & Rockland	\$ 330.19	Autopays 4/26
0426-02	Frontier	\$ 591.43	autopays 4/14
0426-03	VISA (CJ)	\$ 1,794.55	autopays 4/21
0426-04	OverDrive	\$ 517.44	ebooks/audio books
0426-05	Wells Fargo	\$ 103.00	autopays 4/21
0426-06	Bookazine	\$ 279.96	Books
0426-07	Patiana McMahan	\$ 75.00	Program
0426-08	Robert Hrabowsky	\$ 720.00	Cleaning
0426-09	Mirabito	\$ 1,215.53	Propane delivery
0426-10	Demco	\$ 152.75	Processing supplies
0426-11	Peak Power Systems	\$ 804.00	Gen. maintenance
0426-12	RCLS	\$ 3,009.66	Tech, Dig. Med.
0426-13	Beth Goodman	\$ 100.00	Program
0426-14	Cengage Learning Inc.	\$ 128.36	LP books
0426-15	Midwest Tape	\$ 449.44	Hoopla
0426-16			
0426-17			
0426-18			
0426-19			
0426-20			
0426-21			
0426-22			
0426-23			
<b>Total:</b>		<b>\$ 10,271.31</b>	

# Mamakating Library Board of Trustees Meeting

April 8th, 2026  
Director's Report



## Building & Grounds:

- Pine Street Sign was pressure washed and looks great for spring
- Garden beds cleaned, edged and mulched by RefKo

## Closings/Service Interruptions & Generator Statistics:

- Generator has run for 86.6 hours total as of 4/5
  - We had a power issue on 3/17 and AARP Tax prep. Generator Ran most of the day until transformer was replaced.
- Closed 12-3pm on March 26<sup>th</sup> for Staff Training/Meeting.

## Programming:

- Report attached

## Program Totals:

- 23 Adult Programs serving 288 patrons
- 9 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 193 patrons
- 5 Teen Volunteer worked 17 Hours



We love new library card holders!

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

- Computer Users: 177
- Wi-Fi Users: 1799
- We had to update a few things with our Envisionware computer session management system this month due to sessions not resetting properly. The helpdesk was able to get it all functioning again properly.

## 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	2094
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	
<b>TOTAL</b>	<b>28,199</b>	<b>24,871</b>	<b>25,133</b>	<b>13,512</b>	<b>22,435</b>	<b>23,517</b>	<b>23,957</b>	<b>25,150</b>	<b>26,195</b>	<b>6283</b>

## 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	30
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	
<b>TOTAL</b>	<b>305</b>	<b>228</b>	<b>227</b>	<b>98</b>	<b>175</b>	<b>251</b>	<b>303</b>	<b>264</b>	<b>284</b>	<b>62</b>

## 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	761
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	<b>3142</b>	<b>4188</b>	<b>4871</b>	<b>6018</b>	<b>6384</b>	<b>7188</b>	<b>7123</b>	<b>2110</b>



AJ is well on his way to 1000 Books before Kindergarten!

Proud new Mamakating Residents and Library Card Holders!



Unique Patron Access				
Hoopla				
	2023	2024	2025	2026
January	36	54	67	69
February	42	53	61	70
March	49	55	64	74
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	213

Overall Circulations Report				
Hoopla				
	2023	2024	2025	2026
January	131	178	262	173
February	133	179	236	169
March	137	162	194	191
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	533

### Director's Meetings & Trainings:

- 3/2 Directors Meeting
- 3/3 VFW Art Contest Committee
- 3/3 Directors Panel (policies) at RCLS
- 3/6 SLI Office Hours
- 3/9 ALA Sustainability RT
- 3/10 Policy & Bylaws Committee
- 3/11 Trustees Meeting
- 3/12 Director's Association Meeting
- 3/12 Direct Access Committee Meeting
- 3/13 SUPLA Meeting
- 3/14 FOL Meeting
- 3/16 System Services Meeting
- 3/18 ILS Meeting
- 3/23 Finance Committee Meeting
- 3/24 Strategic Planning Meeting



Local Actress & Acting Coach Ashley Bloom teaches and Improv class at the library

### Staff Development:

- Megan Doyle from RCLS attended our March staff meeting in order to do a customer service & patron relations training. It went very well and staff was engaged and enjoyed the format.

### Media Report:

- See Attached

### Friends of the Library News:

- 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. It will happen May 3<sup>rd</sup> at MEEC.
- The Book Fairies will be attending the Spring Fling on May 2nd 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.

- The Friends provided refreshments for our screening of PBS/Indie Lens Documentary “The Inquisitor”. The panel following the screening is pictured below.



### Other News:

- March Patron Count: 2709 patrons
- Our new Museum Pass—Courtesy of the FOL to the Mid-Hudson Discovery Museum is available now and has been well received by parents.
- Our first focus group session with staff and board members went well despite some snafus on my part. The Dates for the community focus group sessions are:
  - Saturday April 11<sup>th</sup> @ 11:30am (Community)
  - Tuesday April 28<sup>th</sup> @ 6pm (Community)

### Director’s Activities:

- Annual report portal was finally opened April 2<sup>nd</sup>. That will be completed and available to the board in May.
- Met with SP Committee to finalize the community survey that will go out following the focus groups, both digitally, and in our annual newsletter.
- Worked with Finance Committee to finalize the 2027 Draft Budget to be presented to the board for approval.
- Worked with the Community Church of Wurtsboro to help promote their egg hunt within the community.
- Worked with the VFW to host & Judge their 1<sup>st</sup> Illustrating America Art Competition. The reception was 4/4. We had multiple meetings for the committee, accepted artwork, and two staff members participated as judges.
- Working on grant project: Bike Safety Day (coordinating with other agencies and businesses). Will take place in June at the Chase School.

### Reminders:

#### UPCOMING RCLS TRUSTEE EDUCATION WEBINARS

*Supporting Library Sustainability (Presenter: Joanna Goldfarb)	4/14/2026
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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 & Mamakating)	4/25/2026

Respectfully submitted,  
Cheryl Jones, Library Director  
April 6th, 2026

## 2026 Program Stats: March 2026

ADULT PROGRAMS	Program Title	Intended Audience	Sync. In-person	Sync in person attendance	Sync. Virtual	Sync. Virtual attendance	Async Virt. #	Async Virt. Attendance	Tech Time	Digital Literacy Programs	Dig Lit Attendance
3/3/2026	Exercise Class	Adults	1	Cancelled due to snow							
3/10/2026	Exercise Class	Adults	1	6							
3/24/2026	Exercise Class	Adults	1	7							
3/31/2026	Exercise Class	Adults	1	4							
3/17/2026	Exercise Class	Adults	1	3							
3/4/2026	Virtual Author Visits	Adults			1	5	1				
3/12/2026	Virtual Author Visits	Adults			1	2	1				
3/24/2026	Virtual Author Visits	Adults			1	0	1				
3/4/2026	Coffee Playdate	Adults	1	24							
3/11/2026	Coffee Playdate	Adults	1	24							
3/18/2026	Coffee Playdate	Adults	1	35							
3/25/2026	Coffee Playdate	Adults	1	34							
3/11/2026	SNAP Info Table	Adults	1	16							
3/14/2026	Tech Help	Adults							3		
3/21/2026	Tech Help	Adults							4		
3/7/2026	Tech Help	Adults							2		
3/17/2026	AARP Tax Prep	Adults	1	14							
3/19/2026	AARP Tax Prep	Adults	1	12							
3/7/2026	Tech Topics with Malcolm	Adults	1	3						1	3
3/7/2026	Inquisitor Screening	Adults	1	21							
3/11/2026	BOT Meeting	Adults	1	9							
3/14/2026	FOL Meeting	Adults	1	9							
3/19/2026	Sci-Fi with Lorry	Adults	1	5							
3/20/2026	Local Writers	Adults	1	4							
3/21/2026	Women in Film	Adults	1	7							
3/24/2026	Foodies	Adults	1	15							
3/24/2026	Books & Tea	Adults	1	14							
3/26/2026	Open Mic	Adults	1	16							
3/30/2026	Non-Fiction Book Club	Adults	1	6							
<b>TOTALS</b>			<b>23</b>	<b>288</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>3</b>

Children's Programs	Program Title	Intended Audience	Sync. In-person	Ages 0-5	Ages 6-11	Adults	TOTAL Sync in person attendan	Sync. Virtual	Sync. Virtual attendance	Async Virt. #	Async Virt. Attendance
	Storytime	Preschool	1	7		7	14				
	Storytime	Preschool	1	8		9	17				
	Storytime	Preschool	1	5		5	10				
	Storytime	Preschool	1	10		12	22				
	Curiosity Club	School Age	1	Cancelled due to illness							
	Read toMocha	School Age	1	3	3	4	10				
	Art with Patiana	School Age	1		8	6	14				
	Lego Club	Families	1	2	7	6	15				
Passive	Neighborhood Trees	Families	1				91				
<b>TOTALS</b>			<b>9</b>	<b>35</b>	<b>18</b>	<b>49</b>	<b>193</b>	<b>0</b>			

# Media & Press Report

**MARCH 2026**

## Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach	9,645	8,770	6,138										
Engagement	456	520	412										
Likes	1,408	1,414	1,432										
New Likes	5	6	18										
New Follows	9	11	15										
Original Posts	47	54	39										
Total Followers	1,408	1,414	1,432										

## Facebook Notes:

- Our top post by views was a post with our mascot, Sprout telling patrons about our seed library being open for the season. It had 888 views, 22 reactions, 2 comments, and 4 total shares.
- We had an uptick in link clicks with a total of 26, which is almost double the average. Sunday, March 29 saw the most link clicks with a total of ten. The clicks were on two posts. One for a call for artists to create banned books cards for Valley Cottage Library and the other clicks were from a post calling for volunteers and sponsors for the Sullivan County Youth Book Festival.

## Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	6,682	6,921	4,428										
Engagement/ Reach	25/3 47	41/5 38	15/3 15										
Interactions	171	354	86										
Profile Visits	58	55	42										
Original Posts	30	42	31										
Total Followers	567	567	573										

## Instagram Notes:

- The most popular post on Instagram was our mascot, Sprout, telling patrons to come to our Open Mic Night. The next two posts with the most views were posts about the library being closed due to weather; which proves this is an important resource for our patrons.
- The slight decline in views, engagement, reach, and interactions may be due to there being no reels this month since those tend to bring in an increase in those metrics.

## Press:

- Two press releases for, **IndieLens Pop-up: The Tallest Dwarf** and **The Librarians, film screenings** went out to **WJFF, Sullivan County Democrat, Shawangunk Journal, River Reporter, and Delaware & Hudson Canvas on March 12 and March 17.**

Respectfully Submitted,  
Alethea Pape (4/1/26)

Mamakating Library Finance Committee  
Meeting Date: 3/23/2026 5:00pm  
Minutes

Attendance: Jennifer Holmes (Chair), Patricia Andersen, Cheryl Jones (Library Director)

New Business Items:

- Review Budget for proposed Children's Room Furniture Project
  1. We will either need to reduce the size of the project and complete over multiple years or hire an architect and go out to bid for it as it will be over 35k threshold.
    - Tabling for the time being. More pressing to create additional fund reserves for cash reserves, and personnel reserves.
- Review changes made to Operational Budget Proposed for 2027
  1. Changes made to proposed budget and committee moves to present this amended draft to the full board for approval.

Future Committee Projects:

- Review Financial Controls Policies
  
- Next Meeting Date: TBA

## Mamakating Library Strategic Planning Committee Meeting

Minutes of 3/24/26 6pm

Attendance: Chelsea Roth (Chair), Patricia Andersen, Sam Meyer, Cheryl Jones (Library Director)

- Reviewed Timeline
  - Feb-June
    - **Focus Groups**
      1. Wed. April 1<sup>st</sup> 6pm (Staff and Board Members)
        - We will order Pizza for staff/board in attendance
      2. Sat. April 11<sup>th</sup> @ 11:30am
        - Gift Card Raffle & Refreshments
      3. Tues. April 28<sup>th</sup> @ 6pm
        - Gift Card Raffle & Refreshments
    - **Focus Group Questions:**
      1. What challenges are people in our community facing today?
      2. How can the library help with those challenges?
      3. Describe an experience with an organization that was impactful to you.
      4. What services does your business need to grow?
      5. How can the library space be adapted to attract more people?
      6. The library is a great resource. How can we spread the word?
    - Questions approved by committee to be used in focus groups beginning April 1<sup>st</sup>.
      - **Create and Distribute Survey in paper and digitally.**
        1. Survey amended & approved for presentation to board at large in April.
        2. Survey will be distributed after the final Focus Group.
- Next Meeting: TBA



# MAMAKATING

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# LIBRARY

## COMMUNITY SURVEY 2026

Mamakating Library is inviting you to complete this survey. It will help us better understand the needs and priorities of the community, as well as identify areas for improvement. The results will be used to evaluate our progress and to inform future strategic plans. The strategic plan guides the work of the library for years to come.

If you do not use the Mamakating Library, why not?

- |  |  |
|--|--|
| <input type="checkbox"/> The hours aren't convenient for me            | <input type="checkbox"/> I am too busy                             |
| <input type="checkbox"/> I do not need the library's programs/services | <input type="checkbox"/> I use another library                     |
| <input type="checkbox"/> I buy my own books & resources                | <input type="checkbox"/> I do not have transportation              |
| <input type="checkbox"/> It's too hard to find what I need/want        | <input type="checkbox"/> I do not feel the library is a safe place |
| <input type="checkbox"/> I am not aware of what the library offers     | <input type="checkbox"/> Other (please specify) _____              |

### LIBRARY SERVICES/PROGRAMMING

It is important that we evaluate our services/programming on a regular basis and evolve as the needs of our community evolve. Your input will help to guide our future investment in the programs/services offered.

Rate the importance of these library services from 1-8 with 1 being most important to you and 8 being least important to you:

- |  |                               |
|--|-------------------------------|
| — Borrowing physical books, DVDs, kits, etc. | — Free Programming for Adults |
| — Borrowing E-books/audio books              | — Free Programming for Youth  |
| — Assistance from library staff              | — Public Computer Use         |
| — Availability of newspapers and magazines   | — Meeting Spaces              |

How do you learn about library events (check box—check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Flyers in the library                                     | <input type="checkbox"/> Signs outside library or in Veteran's park |
| <input type="checkbox"/> Flyers in other local businesses<br>o Specify where _____ | <input type="checkbox"/> Social Media                               |
| <input type="checkbox"/> Library website   | <input type="checkbox"/> Newspaper                                  |
| <input type="checkbox"/> Library e-Newsletter                                      | <input type="checkbox"/> Radio                                      |
| <input type="checkbox"/> Town of Mamakating Website                                | <input type="checkbox"/> Friends & Family(word of mouth)            |

Which library services were you unaware were offered by the library: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> A summer reading program for kids & teens                                   | <input type="checkbox"/> 2 monthly books clubs  |
| <input type="checkbox"/> Weekly Story Times  | <input type="checkbox"/> Meeting space with zoom capabilities                             |
| <input type="checkbox"/> An online catalog you can search from anywhere                              | <input type="checkbox"/> Museum passes that provide free access to local attractions      |
| <input type="checkbox"/> Digital download/streaming services available via apps like hoopla & Libby. | <input type="checkbox"/> Seasonal activity kits for kids                                  |
| <input type="checkbox"/> Movies and TV series on DVD   | <input type="checkbox"/> Outreach services to our local schools/daycares/community events |
| <input type="checkbox"/> Access to items from 46 other system libraries                              | <input type="checkbox"/> Free Language Learning App                                       |
| <input type="checkbox"/> Adult programs covering a wide range of topics                              | <input type="checkbox"/> A Seed Library   |
|  | <input type="checkbox"/> A Used Book Store  |

Please rate your interest in attending programs on the following topics on a 1-5 scale with 1 being the highest interest and 5 being the lowest:

- Performing Arts (Music/Dance/Comedy/Theater)
- Life Skills (Money Management, Self-Care, Career)
- Social engagement (Interactive, Trivia Nights, Escape Rooms)
- Cultural awareness (Black History Month, Ethnic Cooking Class, Language Learning)
- Artistic Events (Art Classes, Author Visits, Poetry Readings, Art Exhibitions)

## LIBRARY SPACES

**We are evaluating our physical space to ensure it offers equitable access and comfort for everyone. Your input will help to guide future investments.**

How important are the following attributes to you? (Rate from 1-4 with 1 being the most important and 4 being the least)

- Designated quiet areas
- Available meeting spaces
- Comfortable seating & workspace areas outdoors
- Up-to-date technology

## CUSTOMER SERVICE

Thinking about the last time you used the library, please select the statement(s) that best describes the service you received:

- |  |  |
|--|--|
| <input type="checkbox"/> Staff was welcoming & pleasant      | <input type="checkbox"/> Staff was too busy to help              |
| <input type="checkbox"/> Staff was knowledgeable and helpful | <input type="checkbox"/> Staff was discourteous or uncooperative |
| <input type="checkbox"/> Staff communicates clearly          | <input type="checkbox"/> I did not ask for help                  |

Share any additional thoughts about Customer Service here:

### LIBRARY COLLECTIONS

Rate the following physical collections that you have experience with:

Collection	Excellent	Good	Okay	Unacceptable
Fiction Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Fiction Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Adult Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rate the following digital resources areas:

Collection	Excellent	Good	Okay	Unacceptable
Online Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streaming Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any interest in expansion/acquisition of materials in the following areas (Check all that apply):

- Caregiver Materials (elderly, disabled, chronic illness)
- Dedicated Homeschooling Materials
- Increase in DEI&B (Diversity, Equity, Inclusion & Belonging) materials including diverse authors
- Small business Resources
- Video Games

Share any additional thoughts on collections:

## FUTURE PLANNING

In the future I would like to see the library focus on: (check boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> Adult Literacy                        | <input type="checkbox"/> Government information                |
| <input type="checkbox"/> Business & Career Information         | <input type="checkbox"/> Job & workforce support               |
| <input type="checkbox"/> Children's Services                   | <input type="checkbox"/> Local history/genealogy               |
| <input type="checkbox"/> Community Information and Involvement | <input type="checkbox"/> Personal growth opportunities         |
| <input type="checkbox"/> Computer and technology skills        | <input type="checkbox"/> Serving as a community meeting center |
| <input type="checkbox"/> Consumer information                  | <input type="checkbox"/> Research & resource evaluation skills |
| <input type="checkbox"/> Cultural awareness                    | <input type="checkbox"/> Other: _____                          |

Given all you know about the library, what do you believe should be out priority to improve in the next 5 years (choose your top 3)

- |  |   |
|--|---|
| <input type="checkbox"/> Add more books/physical materials                 | <input type="checkbox"/> Renovate the building                                    |
| <input type="checkbox"/> Offer more programs & events                      | <input type="checkbox"/> Build an outdoor function area<br>(Pavillion/Stage area) |
| <input type="checkbox"/> Expand digital services (download/streaming)      | <input type="checkbox"/> Add more hours   |
| <input type="checkbox"/> Replace/upgrade<br>furniture/technology/equipment | <input type="checkbox"/> Add a children's librarian                               |
| <input type="checkbox"/> Add on to the building                            |   |

Providing your name and email address is optional, however if you would like to be entered into the drawing for a gift card to a local business, please leave your name and contact information.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mamakating Operational Budget	2025 Budgeted	2025 Final	2026 Approved	2027 Proposed	% change	Notes
<b>Income</b>						
<b>A1049 REAL PROPERTY TAXES</b>						
A1001 Real Estate Taxes	\$390,300	\$390,263	\$425,000	\$453,000	6.59%	28k total inc.
<b>Total A1049 REAL PROPERTY TAXES</b>						
<b>A2499 USE OF MONEY &amp; PROPERTY</b>						
A2401 Interest & Earnings	\$12,000	\$11,114	\$12,000	\$13,500	12.50%	NYLAF Dividends
A2401.1 CD Interest- Capital Fund						
<b>Total A2401 Interest &amp; Earnings</b>						
<b>Total A2499 USE OF MONEY &amp; PROPERTY</b>						
<b>A2649 FINES &amp; FORFEITURES</b>						
A4050 Fines income						
<b>Total A2649 FINES &amp; FORFEITURES</b>	\$400	\$485	\$400	\$400	0.00%	
A2771 Refund of Prior Years' Expense						
<b>A2799 MISCELLANEOUS LOCAL SOURCES</b>						
A2770 Miscellaneous income	\$4,500	\$5,529	\$6,000	\$5,500	-8.33%	
A3089.6 Restricted Grants & Donations	\$0	\$8,210	\$0	\$0		
A3099 STATE AID	\$3,100	\$3,934	\$3,100	\$3,100	0.00%	
A4061 Donations - Unrestricted	\$0	\$20,747	\$0	\$0		
<b>Fund Balance</b>	\$15,000	\$0	\$17,800	\$18,000	1.12%	inc. due to price of ins. If needed
Refund						
<b>Total Income</b>	<b>\$425,300</b>	<b>\$440,282</b>	<b>\$464,300</b>	<b>\$493,500</b>	6.29%	

**Expenses**

**A7999 CULTURE & RECREATION**

<b>A7410.1 Library- Personal Services</b>						
7410.11 Clerical	\$140,220	\$138,490	\$157,800	\$169,500	7.41%	This reps 57.7% of budget
7410.12 Librarian	\$78,200	\$77,990	\$85,986	91,980	7.00%	
<b>Total A7410.1 Library- Personal Services</b>						<b>\$261,480</b>
<b>A7410.2 Library- Equipment</b>						
7410.21 Equipment expense	\$2,000	\$2,592	\$2,000	\$3,000	50.00%	Scanners need replacing in 2027
<b>Total A7410.2 Library- Equipment</b>						
7410.41 Books	\$15,000	\$12,774	\$15,000	\$16,000	6.67%	
7410.46 Digital Media	\$11,500	\$11,728	\$13,000	\$14,000	7.69%	
<b>Total 7410.41 Books</b>						
7410.42 Periodicals	\$500	\$475	\$600	\$600	0.00%	
7410.43 Audio/Visual	\$2,200	\$2,959	\$2,200	\$2,500	13.64%	
7410.47 Cleaning Service	\$8,200	\$8,000	\$8,200	\$8,500	3.66%	
7410.48 Elections	\$200	\$512	\$400	\$500	25.00%	
7410.52 Memberships	\$500	\$1,237	\$2,800	\$3,500	25.00%	

7410.53 Miscellaneous expense	\$600	\$1,143	\$600	\$1,200	100.00%
Reimbursed payments to other libraries		\$19			
7410.54 Professional Fees					
101 Accounting Fees	\$7,500	\$5,750	\$7,000	\$7,000	0.00%
102 Legal fees	\$2,000	\$1,500	\$2,000	\$2,000	0.00%
7410.55 Postage and Delivery	\$4,670	\$4,395	\$3,700	\$4,500	21.62%
7410.56 Programs	\$2,500	\$6,526	\$2,850	\$4,000	40.35%
Program supplies	\$510	\$1,823	\$700	\$1,700	142.86%
7410.57 DEBT Service Principal & Int	\$25,000	\$25,000	\$24,000	\$24,000	0.00%
Repairs	\$6,000	\$2,583	\$6,000	\$6,000	0.00%
Maintenance	\$3,500	\$2,342	\$3,500	\$3,500	0.00%
Landscaping	\$4,500	\$4,005	\$4,750	\$5,000	5.26%
7410.59 Office expense	\$4,000	\$5,021	\$4,000	\$4,500	12.50%
7410.46 Bank Service Charges					
7410.60 Telecom	\$6,750	\$5,886	\$5,000	\$6,000	20.00%
7410.61 Utilities	\$10,000	\$8,063	\$10,000	\$10,000	0.00%
7410.62 Technology	\$19,900	\$21,687	\$22,500	\$22,500	0.00%
7410.85 RCLS Service Fee	\$2,200	\$1,914	\$2,500	\$2,500	0.00%
Meetings & Conference	\$3,850	\$3,795	\$3,850	\$1,000	-74.03%
Travel & Mileage	\$250	\$162	\$250	\$320	28.00%
A9199 EMPLOYEE BENEFITS					
9010.80 Payroll Taxes	\$17,300	\$17,414	\$19,500	\$20,000	2.56%
A9030.8 Insurance					
9030.81 Disability	\$1,400		\$1,400	\$1,500	7.14%
9030.82 Hospitalization	\$15,000		\$18,000	\$18,000	0.00%
9030.83 Workers' Compensation	\$1,600	\$2,360	\$1,600	\$2,800	75.00%
9030.84 Property Liability	\$4,000	\$4,099	\$4,000	\$4,500	12.50%
9030.85 Directors and Officers	\$1,150	\$1,008	\$1,150	\$1,150	0.00%
Total A9030.8 Insurance					
A9040.0 Pension Expense	\$18,000	\$22,469	\$20,000	\$23,000	15.00%
Total A9199 EMPLOYEE BENEFITS					
Capital Reserve	\$6,000	\$6,000	\$6,250	\$6,750	8.00%
Total Expenses	\$426,700	\$411,721	\$463,086	\$493,500	

Director class over  
IRS Mileage rate up to  
.725 /mile in 2026