

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

Call to Order/Attendance

Adoption of agenda*

Minutes – June 2026*

- Motion to approve the June meeting minutes

Finance Report -

- Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Strategic Planning- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget/ Finance- No Report
-

Old Business:

- Election/Budget Vote Update

New Business:

Policy review/ revisions:

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

Adjournment

Mamakating Library District | Trustee Minutes – June 10, 2026

Call to Order/Attendance

Meeting started 6:06

Present:

Patricia Andersen, Thomas DePaulo, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott & Cheryl Jones

Absent & Excused: Sam Meyer

Adoption of agenda

Motion: Jennifer Holmes

Second: Thomas DePaulo

In Favor: all

Motion: passed

Minutes – April 2026

Approve the May meeting minutes

Motion: Chelsea Roth

Second: Jennifer Holmes

In Favor: all

Motion: passed

Finance Report

Approve abstract of vouchers

Motion: Mark Tourtellott

Second: Chelsea Roth

In Favor: all

Motion: passed

Director's Report

Committee Reports

- Strategic Planning- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report

- Budget/ Finance- Employee Manual to be presented for board to review before sending to attorney (new business)

Old Business:

New Business:

RCLS Direct Access Plan

A motion to approve the 2027-2031 RCLS Direct Access Plan as presented was made by Jennifer Holmes and seconded by Thomas DePaulo.

In Favor: All

Result: Passed

RCLS Plan of Service

A motion to approve the 2027-2031 RCLS Plan of Service as presented was made by Chelsea Roth and seconded by Pamela Mann.

In Favor: All

Motion: Passed

A motion to approve budget adjustments of -\$500.00 from repairs line, and - \$2,000.00 from the accounting fee line. These will be added to legal fees line to be used for legal services regarding employee handbook.

Motion: Mark Tourtellott

Second: Jennifer Holmes

In Favor: All

Motion: Passed

Engagement Letter for Attorney to review updated Staff Manual

A motion to approve the signing of the engagement letter with Whiteman, Osterman, & Hanna as presented was made by Chelsea Roth and seconded by Thomas DePaulo.

In Favor: All

Motion: passed

Policy review/ revisions:

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

Adjournment

Motion: Jennifer Holmes

Second: Pamela Mann

In Favor: all

Motion: passed

Meeting ended: 6:45

Respectfully Submitted,

Mark Tourtellott

Secretary & Library Trustee

Mamakating Library
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 Thru June 2026

	Actual		Total 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	5,882		12,000	49.02%
Total A2499 USE OF MONEY & PROPERTY	\$ 5,882	\$	12,000	49.02%
A2649 FINES & FORFEITURES				
A4050 Fines income	337		400	84.19%
Total A2649 FINES & FORFEITURES	\$ 337	\$	400	84.19%
A2799 MISCELLANEOUS LOCAL SOURCES				
A2770 Miscellaneous income	2,788		6,000	46.46%
Total A2799 MISCELLANEOUS LOCAL SOURCES	\$ 2,788	\$	6,000	46.46%
A3099 STATE AID				
A3089.2 State Aid- Grant			3,100	0.00%
Total A3099 STATE AID	\$ 0	\$	3,100	0.00%
A4999 Assigned Fund Balance			17,800	0.00%
Total Revenue	\$ 434,006	\$	464,300	93.48%
Gross Profit	\$ 434,006	\$	464,300	93.48%
Expenditures				
A7999 CULTURE & RECREATION				
A7410.1 Library- Personal Services				
7410.11 Clerical	74,896		160,137	46.77%
7410.12 Librarian	42,746		85,963	49.73%
Total A7410.1 Library- Personal Services	\$ 117,642	\$	246,100	47.80%
A7410.2 Library- Equipment				
7410.21 Equipment expense	618		2,000	30.90%
Total A7410.2 Library- Equipment	\$ 618	\$	2,000	30.90%

A7410.4 Library- Contractual Expenses

7410.41 Books	8,724	15,000	58.16%
7410.405 Digital Media	5,350	13,000	41.16%
Total 7410.41 Books	\$ 14,075	\$ 28,000	50.27%
7410.42 Periodicals	317	600	52.90%
7410.43 Audio/Visual	814	2,200	37.01%
7410.47 Cleaning Service	3,440	8,200	41.95%
7410.48 Elections		400	0.00%
7410.52 Memberships	1,650	2,800	58.93%
7410.53 Miscellaneous expense	314	600	52.40%
7410.54 Professional Fees			
101 Accounting Fees		5,000	0.00%
102 Legal Fees		4,500	0.00%
Total 7410.54 Professional Fees	\$ 0	\$ 9,500	0.00%
7410.55 Postage and Delivery	4,720	3,700	127.58%
7410.56 Program	3,909	2,850	137.14%
7410.565 Program Supplies	358	700	51.20%
Total 7410.56 Program	\$ 4,267	\$ 3,550	120.20%
7410.57 DEBT Service Principal & Interest	24,000	24,000	100.00%
7410.58 Building & Grounds R&M			
7410.581 Repairs		4,900	0.00%
7410.582 Maintenance	1,539	3,500	43.97%
7410.583 Landscaping	3,520	4,750	74.11%
Total 7410.58 Building & Grounds R&M	\$ 5,059	\$ 13,150	38.47%
7410.59 Office expense	2,231	4,000	55.78%
7410.60 Telecom	2,956	5,000	59.12%
7410.61 Utilities	4,380	10,000	43.80%
7410.62 Technology	10,340	22,500	45.95%
7410.85 RCLS Service Fee	1,917	2,000	95.85%
7410.86 Meetings & Conference	1,835	3,850	47.66%
7410.87 Travel & Mileage	85	250	34.03%
Total A7410.4 Library- Contractual Expenses	\$ 82,401	\$ 144,300	57.10%
Total A7999 CULTURE & RECREATION	\$ 200,661	\$ 392,400	51.14%

A9199 EMPLOYEE BENEFITS

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	1,008	1,150	87.65%
Total A9030.8 Insurance	\$ 2,496	\$ 26,150	9.54%
A9040.0 Pension Expense		20,000	0.00%
Total A9199 EMPLOYEE BENEFITS	\$ 2,496	\$ 65,650	3.80%
Capital Reserve	6,250	6,250	100.00%
Total Expenditures	\$ 209,407	\$ 464,300	45.10%
Net Operating Revenue	\$ 224,600	\$ 0	
Net Revenue	\$ 224,600	\$ 0	

Thursday, Jul 02, 2026 10:34:32 AM GMT-7 - Accrual Basis

Mamakating Library
Board of Trustees Meeting
 July 8th, 2026
 Director's Report



Building & Grounds:

- The issue with the back door reported last month has been resolved. Decker Glass & Door took a look and it was just a loose wire that he was able to fix in a few minutes.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 91.9 hours total as of 7/2 (1.4 hours in June)

Programming:

- Report attached

Program Totals:

- 21 Adult Programs serving 236 patrons
- 9 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 126 patrons
- 6 Teen Volunteer worked 18 Hours

IT/ILS, Website, & Technical Services:

- Computer Users: 134
- Wi-Fi Users: 2193

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	2233
May	2121	2161	2180	--	1644	1636	1667	2026	2034	1842
June	2539	2288	2292	233	1909	1836	1818	1963	1932	2187
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	28199	24871	25133	13512	22435	23517	23957	25150	26195	12,541

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	29
May	24	16	15	3	6	21	16	22	17	17
June	24	30	28	0	12	16	30	17	30	33
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	108

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	644
May	291	497	408	495	537	600	627	546
June	344	409	362	559	448	547	634	626
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	3380

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	65
May	36	56	58	65
June	37	59	62	61
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	404

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	182
May	94	160	273	171
June	127	160	262	163
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	1049

Director's Meetings & Trainings:

- 6/1 ALA Sustainability Round Table Meeting
- 6/5 SLI Office Hours
- 6/5 SUPLA Meeting
- 6/9 Making Friends with Number—Director's Round Table
- 6/10 Director's Association Meeting
- 6/11 Ask the Lawyer: Social Services in the Library
- 6/13 FOL Meeting
- 6/15 System Services Committee Meeting
- 6/16 ILS Committee Meeting
- 6/29 ALA Sustainable RoundTable Meeting

Staff Development:

- All Staff have completed research and reference training from Niche Academy

Media Report:

- See Attached

Friends of the Library News:

- The Book Fairies Attended the annual Lavendar Fest at Two Farms Brewing and gave out over 50 books to local families in attendance.
- The seed library is going strong with well over 400 seed packets distributed already this spring.
- The Friends are starting to prep for Founder's Day on Saturday. If anyone would like to take a turn volunteering at the book sale or craft table that day, we would love to have the extra set of hands. The event runs from 10-5pm, but volunteers are welcome to pop in for an hour or two to cover a shift.

Other News:

- June Patron Count: 3411 patrons
- Focus Groups have been completed and notes from RCLS facilitators have been received. They will be reviewed by the Strategic Planning Committee.
- Petitions for open board seats are available now at the circulation desk. June Fisher distributed the notices around town on June 29th.

- Summer reading is off to a great start with over 100 children signed up before July 4th! They are again, loving the jibbits as prizes, and are all getting a kick out of adopting a dinosaur to read to this summer. Giuliana has done a wonderful job planning it this summer.
- Our library page's summer hours begin this week, she will be working additional two full days a week. And our children's clerk, Giuliana will be working an additional day each week to facilitate enhanced summer programming and increased patron count in the summer.

Director's Activities:

- Still working on a new phone solution to increase our capacity and productivity while reducing our monthly bill with Frontier—talking to other RCLS Directors to learn about options.
- Bike Safety Day was small, but mighty. Grant paperwork has been submitted to the Youth Bureau
- Attorney update: insurance did not cover travel. Robert will be using our leftover retainer from last year to cover and bill us for the remainder.

Reminders:

UPCOMING RCLS TRUSTEE EDUCATION SESSIONS

Board Documents & Meetings - How to Tame Them (online)	7/29 @ 6:30
Deconstructing Trustee Education - How to make it work for you! (online)	8/4 @ 6:30pm

Respectfully submitted,
Cheryl Jones, Library Director
July 2nd, 2026

2026 Program Stats			Green=Non-Library Programs			1-on-1	ZOOM				
June			Purple = Lib. Service/Non-Lib. Program								
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 Program	Dig Lit Attendance
6/2/2026	Walking Group	Adults	1	16							
6/6/2026	Tech w/ Kate	Adults							3		
6/9/2026	Walking Group	Adults	1	12							
6/13/2026	Tech w/ Kate	Adults							3		
6/16/2026	Foodies	Adults	1	13							
6/16/2026	Book Club	Adults	1	12							
6/16/2026	Walking Group	Adults	1	12							
6/20/2026	Tech w/ Kate	Adults							3		
6/25/2026	Open Mic	Adults	1	3							
6/26/2026	Local Writers	Adults	1	12							
6/29/2026	Non Fiction	Adults	1	6							
6/6/2026	Malcolm Help	Adults	1	2						1	2
6/13/2026	FOL Meeting	Adults	1	9							
6/3/2026	LSC: Smithsonian	Adults			1	0	1				
6/11/2026	LSC Matt Dinniman	Adults			1	1	1				
6/18/2026	LSC Ted Page	Adults			1	0	1				
6/23/2026	LSC: Sana Javeri	Adults			1	0	1				
6/2/2026	Coffee & Play	Families	1	22							
6/9/2026	Coffee & Play	Families	1	26							
6/10/2026	Coffee & Play	Families	1	20							
6/17/2026	Coffee & Play	Families	1	29							
6/24/2026	Coffee & Play	Families	1	19							
6/30/2026	Walking Group	All	1	10							
6/23/2026	Walking Group	All	1	12							
TOTALS			17	235	4	1	4	0	9	1	2

Children's Programs	Program Title	Intended Audience	Sync. In-person	Ages 0-5	Ages 6-11	Adults	TOTAL Sync in person attendance
6/27/2026	Builder's Brigade	Children	1	1	8	6	15
6/24/2026	Flower Children	Families	1	3	2	6	11
6/27/2026	Lego Club	Children	1	0	8	3	11
6/11/2026	Ms. Patti's Art Class	Ages 7+	1	0	4	4	8
6/23/2026	Flower Children	Children/Parents	1	2	7	5	14
6/10/2026	Flower Children	Families	1	3	1	8	12
6/18/2026	Flower Children	Families	1	0	2	4	6
6/3/2026	Storytime	Preschool	1	13	0	12	25
6/10/2026	Storytime	Preschool	1	11	0	13	24
TOTALS			9	33	32	61	126

Media & Press Report

JUNE 2026

Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach/Viewers	9,645	8,770	6,138	8,385	4,154	4,829							
Engagement	456	520	412	640	1,675	1,458							
Likes	1,408	1,414	1,432	1,440	1,450	1.4k*							
New Likes	5	6	18	8	10	*							
New Follows	9	11	15	13	11	13							
Original Posts	47	54	39	54	36	43							
Total Followers	1,408	1,414	1,432	1,440	1,450	1,468							

Facebook Notes:

- June 10 was a big day for viewers, while June 8 was big for interactions. Our audience was very receptive to our two separate posts: Mamakating Pool Pass and Summer Reading. Combined these posts garnered 5,935 views and seven new follows! June 8 was a post about Wild Turtle Week, and motivated our audience into participating; 19 comments sharing pictures of turtles seen locally!
 - Facebook has recognized our page as a positive influence on our community and thus is now recommending our page to users. This should drive more traffic to our page and bring more patrons to our doors.
 - Something to consider is that Facebook also says our page is available for monetization. Is this something we would like to look into? Through a brief internet search, it appears this is acceptable for a no-profit and akin to fundraising.
- *no exact number was available on this metric at the time of compiling the data. We can assume it is close to similar number of new follows?

Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	6,682	6,921	4,428	7,009	5,692	5,109							
Engagement/ Reach viewers	25/ 347	41/ 538	15/ 315	27/ 106	24/ 450	23/ 327							
Interactions	171	354	86	188	286	260							
Profile Visits	58	55	42	47	30	62							
Original Posts	30	42	31	34	30	29							
Total Followers	567	567	573	577	575	589							

Instagram Notes:

- We have added a longform description to better define ourselves to our newer audience. Check it out when you get a second and express what you think.
- Our engagement in terms of content effectiveness (total interactions divided by reach/viewers) is 42%. In comparison, as shown in the graph, our engagement in terms of audience health (total interactions divided by total followers) is 23%. This shows our content is effective in reaching viewers, but we haven't found what motivates our audience to interact with us on Instagram.

Respectfully Submitted,
Alethea Pape (7/4/26)

NOTICE

MAMAKATING LIBRARY TRUSTEE ELECTION 2026

Petitions for the office of member of the Board of Trustees of the Mamakating Library are currently available at the Library.

The election is for the Board of Trustee seats currently held by Samuel Meyer, Thomas DePaulo & Jennifer Holmes, who are all standing for re-election.

The seats held by Thomas DePaulo and Jennifer Holmes are up for election to fill the 4 year terms beginning in Sept. 2026. The election for the seat currently held by Samuel Meyer is to fill a vacancy for the remainder of a term ending August 2027. The election will take place on Tuesday, August 18th, 2026.

Instructions to candidates for election to the office of member of the Board of Trustees of the Mamakating Library:

1. The election to the office of member of the Board of Trustees of the Mamakating Library will be held on Tuesday, August 18th, 2026.

Polls will be open from 3:00pm to 8:00pm, on that day, in the Community Room of the Library at 128 Sullivan Street.

2. Candidates for the office of member of the Board of Trustees of the Mamakating Library must be nominated by formal petition. Petitions are available at the Mamakating Library beginning Monday, June 29th. Petitions must be filed with the Election Chairperson at the Mamakating Library not later than 4:00pm, Friday, July 24th, 2026.
3. The nominating petition must be signed by at least 25 qualified voters of the Town of Mamakating residing within the Monticello, Minisink Valley or Pine Bush School Districts. (election districts = Mamakating 1-7)
4. Candidates will run for 1 (one) seat on the Board of Trustees of the Mamakating Library. Three (3) seats are available this election year. Two seats are for 4 year terms, and one is to fill a vacancy until August 2027. Petitions must specify for which seat the candidate is running.
5. Position on the ballot is alphabetical by last name. The Election Secretary will prepare the ballot to be approved by the current Board of Trustees at its August 4th meeting. Information on absentee ballots will be announced with candidate list on August 5th, 2026

Barbara Semonite, Election Chairperson
June Fisher, Election Secretary
6/29/2026