MLD Trustees Meeting – February 13, 2024 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

From New Business - NYLAF- Michael Marino

Minutes – December*, January*

Executive Session

Finance Report -

>Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report -to be rescheduled
- Policy/ By-Law- See attached documents
- Building and Grounds- No Report
- Budget- No Report

Old Business:

New Business:

- NYLAF- Beginning of meeting – no documents
- Poet Laureate Voices of Recovery Project -documents attached
- Generator Service Contract- documents attached
- Annual Report Approval (if returned from the accountant) No documents yet
- Board Self Evaluation- documents sent for January meeting
- Trustee Board Officer Elections- no documents

Policy review/ revisions:

- Programming Policy Changes- documents attached
- Staff Manual Changes – documents attached

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

Adjournment

MAMAKATING LIBRARY

EMERGENCY MEETING OF THE BOARD OF TRUSTEES DUE TO SNOW CANCELLATION OF REGULAR MEETING

Held on Thursday, January 11th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

1.   **PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, and Director Cheryl Jones

   ABSENT: Mark Tourtellott

   MEMBERS OF THE PUBLIC: No members present.

   The meeting was called to order at 6:00pm

2.   AGENDA

Motion to adopt agenda made by Pamela Rice, seconded by Jennifer Holmes. All in favor, motion carried.

3.   APPROVAL OF VOUCHERS

Motion to approve December vouchers made by Jennifer Holmes, seconded by Chelsea Roth. All in favor, motion carried.

4.   PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person – no member present

Motion to adjourn made by Pamela Mann, seconded by Jennifer Holmes. All in favor, motion carried. Meeting adjourned at 6:02pm.

Respectfully submitted,

Pamela Rice

MAMAKATING LIBRARY

BOARD OF TRUSTEES MEETING

Held on Tuesday, December 12, 2023 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

1. **PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones

   ABSENT: N/A

   The meeting was called to order at 6:00pm

   MEMBERS OF THE PUBLIC:

   In person: Rich Jones

2. **AGENDA:**

   Motion to add website discussion to agenda made by John Buying. No second, motion dies.

   Motion to add Policy Manual pronoun discussion to agenda made by John Buying. No second, motion dies.

   Motion to discuss trustee Pamela Mann made by John Buying. No second, motion dies.

   Motion to adopt agenda made by Jenn Holmes, seconded by Mark Tourtellot. Nay by John Buying. Motion passes.

3. **MINUTES:**

   Motion to amend November minutes to remove approval of October minutes as, in his opinion, Pamela Mann was not present made by John Buying. No second, motion dies.

   Motion to amend November minutes item #2 to include votes of all people present made by John Buying. No second, motion dies.

   Motion to amend November minutes item #4 to amend the way results of votes are noted in minutes made by John Buying. No second, motion dies.

   Motion to amend November minutes item #7 budget adjustments to include names of people voting in favor made by John Buying. No second, motion dies.

   Motion to amend November minutes holiday closures to change the way result of vote is noted made by John Buying. No second, motion dies.

Motion to approve meeting minutes from November 2023 as written made by Jennifer Holmes, seconded by Pamela Mann. Nay vote by John Buying. Motion passed, November minutes approved.

4.   **FINANCE REPORT:**

Finance Report presented and distributed by Jennifer Holmes. See attached.

Motion to approve November vouchers made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion carried.

Item of note: overdraft transfer fee charged by Jeff Bank. Jenn will take care of that this week.

5.   **DIRECTORS REPORT:** Director Cheryl Jones's comprehensive report was distributed. See attached.

Items of Note:

· Generator project is complete.

· Adding fire extinguisher inspection to annual budget maintenance line.

· The front door has been repaired.

· PN Alarm completed our annual inspection

· Friends of the Library Wrapping event had 31 participants

· Adding water fountain filters to annual budget maintenance line

· Excellent program participation this month.

· The ILS gateway app is down. Our patrons are able to view our catalog through the website. The Aspen app is in the process of being implemented.

· We have a new digital literacy volunteer. Second session was held this past Saturday and covered safety when shopping online.

· Inventory of entire library collection is ongoing and will continue to end of February

· We got a grant from First Book for $200 in free books and 40 Build-A-Bear Teddy Bears. We will be giving these out through the later half of December and will be coordinating with EPIC to get the in the hands of kids who need them the most.

6.   **COMMITTEE REPORTS**

Long Range Plan Committee: No report. Next meeting will be held January 23rd at 6pm

Policy/By-Law Committee: No report. Next meeting will be held January 11th at 6pm

Building and Grounds Committee: No report

Budget Committee: No report

7.   OLD BUSINESS

Committee Appointments: (no documents)

Patricia Andersen removed Pamela Mann from Long Range Plan Committee, added her to the Policy/By-Law Committee, and appointed Chelsea Roth to Long Range Plan Committee.

8.   NEW BUSINESS

Meeting Nights (no documents)

Board of Trustees January meeting will be held Tuesday, January 9th. The board will revisit spring semester meeting nights at that meeting.

Minutes (no documents)

Board discussed practice of recording votes of individual trustees in every vote. Patricia Andersen presented minutes completed by NYS Committee on Open Government, which note votes as the Mamakating Library Board of Trustees. No action needed.

Multi-Factor Authentication (informal- no documents)

Beginning June 1 2024, RCLS will be requiring member libraries to utilize Multi-Factor Authentication. Director Cheryl Jones will keep the board informed regarding the process.

Harassment Training Deborah Warden from Action for Independence

Harassment Training will be held January 25th and February 15th at 6pm

9.   PRIVILEGE OF THE FLOOR

Public Comment – 3-minute limit per person

Rich Jones inquired about MFA and potential utilization of YubiKey, followed by board discussion.

10. **EXECUTIVE SESSION**

Motion to enter Executive Session for the purposes of discussing Director Cheryl Jones made by Jennifer Holmes, seconded by Chelsea Roth. All in favor, motion carried. Move into Executive Session at 7:30pm.

Motion to leave Executive Session made by Pamela Rice, seconded by Patricia Andersen. All in favor, motion passed. Left Executive Session at 8:36pm.

Motion to modify Executive Director salary to $72,360 starting January 1st 2024 made by Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

Motion to adjourn made by Pamela Mann, seconded by Chelsea Roth. All in favor, motion carried. Meeting adjourned at 8:37pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2024 Budget vs. Actuals - January = 8%
January 2024

	ACTUAL	BUDGET	% OF BUDGET
		TOTAL	
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes		372,000	
Total A1049 REAL PROPERTY TAXES		**372,000**	
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		100	
Total A2499 USE OF MONEY & PROPERTY		**100**	
A2649 FINES & FORFEITURES			
A4050 Fines income	50		
Total A2649 FINES & FORFEITURES	**50**		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	420		
Total A2799 MISCELLANEOUS LOCAL SOURCES	**420**	**4,000**	**11.00 %**
A3099 STATE AID		3,340	
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	20,049		
Total A4060 UNRESTRICTED DONATIONS	**20,049**		
Total Income	**$20,519**	**$379,440**	**5.00 %**
GROSS PROFIT	**$20,519**	**$379,440**	**5.00 %**
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	189	2,040	9.00 %
7410.11 Clerical	8,099	119,000	7.00 %
7410.12 Librarian	5,463	72,360	8.00 %
Total A7410.1 Library- Personal Services	**13,751**	**193,400**	**7.00 %**
A7410.2 Library- Equipment		1,400	
A7410.4 Library- Contractual Expenses			
7410.41 Books		16,000	
7410.405 Digital Media		10,300	
Total 7410.41 Books		**26,300**	
7410.42 Periodicals	186	500	37.00 %
7410.43 Audio/Visual		1,800	
7410.44 Accounting	104		
7410.47 Cleaning Service	675	7,810	9.00 %
7410.48 Elections		250	
7410.52 Memberships		450	
7410.53 Miscellaneous expense		600	
7410.54 Professional Fees			
101 Accounting Fees		7,500	
102 Legal Fees		300	
Total 7410.54 Professional Fees		**7,800**	

Mamakating Library

2024 Budget vs. Actuals - January = 8%
January 2024

	ACTUAL	BUDGET	% OF BUDGET
		TOTAL	
7410.55 Postage and Delivery		450	
7410.56 Program	50	2,300	2.00 %
7410.565 Program Supplies		350	
Total 7410.56 Program	**50**	**2,650**	**2.00 %**
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M			
7410.581 Repairs		8,140	
7410.582 Maintenance		2,500	
7410.583 Landscaping		3,500	
Total 7410.58 Building & Grounds R&M		**14,140**	
7410.59 Office expense		3,200	
7410.60 Telecom		4,600	
7410.61 Utilities		9,250	
7410.62 Technology		18,000	
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference		400	
7410.87 Travel & Mileage		200	
Total A7410.4 Library- Contractual Expenses	**1,015**	**126,800**	**1.00 %**
Total A7999 CULTURE & RECREATION	**14,766**	**321,600**	**5.00 %**
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		15,500	
9010.80 Taxes	1,683		
Total A9010.7 Payroll Taxes	**1,683**	**15,500**	**11.00 %**
A9030.8 Insurance			
9030.81 Disability		1,215	
9030.82 Hospitalization		15,000	
9030.83 Workers' Compensation		1,500	
9030.84 Property Liability	3,773	3,700	102.00 %
9030.85 Directors and Officers		925	
Total A9030.8 Insurance	**3,773**	**22,340**	**17.00 %**
A9040.0 Pension Expense		15,000	
Total A9199 EMPLOYEE BENEFITS	**5,456**	**52,840**	**10.00 %**
Capital Reserve		5,000	
Total Expenses	**$20,222**	**$379,440**	**5.00 %**
NET OPERATING INCOME	$296	$0	0%
NET INCOME	$296	$0	0%

February 2024

Voucher #	Payee	Amt	Note
0224-01	Orange & Rockland	$ 438.65	
0224-02	Frontier	$ 318.14	
0224-03	VISA (CJ)	$ 245.83	Autopays 2/21
0224-04	Wells Fargo	$ 103.00	printer lease
0224-05	NECO Fire & Safety	$ 148.00	Fire exting. Recharge/test
0224-06	RefKo	$ 902.50	Plowing/Salting
0224-07	Alexander Prizgintas	$ 175.00	Presenter Fee
0224-08	Utica National	$ 1,122.00	Workers Comp Ins.
0224-09	RCLS	$ 6,739.37	
0224-10	Baker & Taylor	$ 671.74	
0224-11	Mirabito	$ 999.55	Propane
0224-12	J'z Cleaning	$ 855.00	Carpet Cleaning
0224-13	Patiana McMahon	$ 50.00	Art Program Fee
0224-14	Guiliana LaPiana	$ 283.50	sub
0224-15	Chris Parrow	$ 150.00	Watercolor Class 2/17
0224-16	VISA (PJ)	$ 169.99	
0224-17	Midwest Tape	$ 375.09	hoopla balance
0224-18	Robert Hrabowsky	$ 640.00	
0224-19	NYS Employee Health In	$ 25.95	Account admin fee
0224-20			
0224-21			
Total:		$ 14,413.31	

Mamakating Library
Board of Trustees Meeting
February 5th, 2024
Director's Report

Building & Grounds:
- Generator Updates:
  - Peak Power fixed the error code that was showing "Low Coolant Temp"—it was a communication error with the components that has been rectified.
- Gathering information on EV chargers after meeting with a rep from a company that installs them. We will discuss with building committee in the future.
- Water Heater was flushed on 1/14
- We are beginning to gather quotes for possible state construction grants for sound proofing baffles & security system upgrades

Closing & Service Interruptions:
- Closed at 1pm 1/6 for winter storm.
- Closed all day 1/16 & 1/19 for winter storms.
- Closed at 12:30pm 1/23 due to icy road conditions
- Generator ran for 1.5 hours on 1/14 for a power outage

Programming:
Community Partnership Programs:
- Narcan Training w/ Catholic Charities: 8 Participants
- Eric Sloane Lecture w/ D&H Canal Interpretive Center: 38 Participants
- Maternal Infant Services Network Presentation: 9 Participants
- Studio Kids with Community Design Wkshp: 20 Participants

Stand-alone programs
- Puzzle Race: 18 Participants
- Poet Laureate & Friends Reading: 10 Participants

Series programs
- Books & Tea Discussion (Iwona) – Cancelled due to weather
- Keep It Short…Stories (KISS) Group (Patiana) -7 Participants
- Storytime in the Park (Jen Holmes) – 50 Participants (5 sessions)
- Culinary Club: Cancelled due to weather
- Tech Support (Kate) –6 Participants
- Writers' Group (Alethea): 4 Participant
- Art with Miss Patiana: 8 Participants
- Malcolm's Tech Time: Cancelled due to weather
- Read to Mocha: Cancelled due to weather
- Teen Advisory Group: 4 Participants
- Patiana's Art Program: 11 Participants
- Magic/Pokemon: 18 Participants (3 Sessions)
- Classic Movie Discussion Group: 6 Participants

Program Totals:
- 8 Adult Programs serving 100 patrons
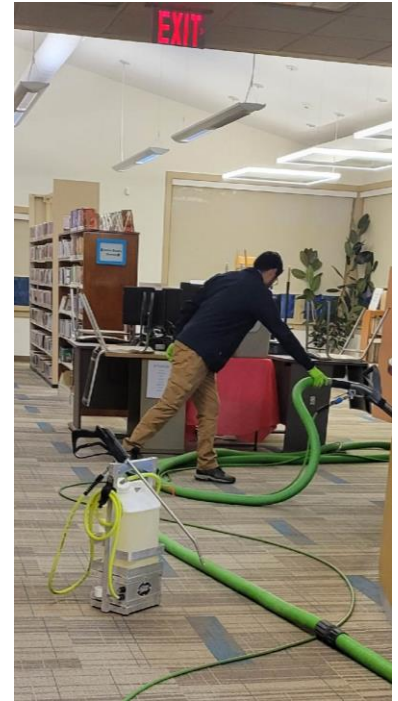
Studio Kids Cyanotype Wkshp

- 6 Patrons received dedicated Tech Help time
- 11 Youth Programs serving 103 patrons
- 3 Teen Volunteers completed 15 hours of volunteer services in January

Eric Sloane Lecture (John Pennings Presenting)

Patiana's Art Program

The Great Puzzle Race!

Multi-generational Pokemon Masters at Work

IT/ILS & Technical Services:
- Computer Users: 111 uses
- Wi-Fi Users: 1691
- RCLS attempted to replace our faulty Sonic Walls—one was successful, the other was not and caused errors making staff network unable to function properly. They returned and removed that sonic wall programming and are working with Sonic Wall to remedy the situation.
- The new Aspen App that will replace the Gateway App that was discontinued in December, will be live on 2/15. Staff have not been able to preview it, as RCLS is working to get it out for patrons as quickly as possible. Staff training on it should be available from RCLS in coming weeks.
- We will be discontinuing the Tutor.com service as of April 2023. We have had it for about 1 year and it is not getting the use we'd hoped, despite the promotion of it to all age groups. A similar service is available to MCSD students, so this could be the reason why.

Circulation/Registration:

Previous Month's Physical Circulation								
	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	
March	2414	2225	2093	1180	1929	2110	1734	
April	2331	2013	2064	--	1710	1751	1705	
May	2121	2161	2180	--	1644	1636	1667	

June	2539	2288	2292	233	1909	1836	1818	
July	3150	2640	2682	939	2225	2232	2628	
August	2941	2760	2742	948	1870	2195	2822	
September	2440	2015	2310	1224	1904	1597	2276	
October	2166	2273	2239	1323	1969	1404	2029	
November	2214	2309	1956	1496	2126	1492	1947	
December	1704	2000	1924	1600	1991	1362	1918	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	2195

Previous Month's New User Registrations								
	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	
March	12	22	9	4	15	12	12	
April	28	23	18	2	8	21	11	
May	24	16	15	3	6	21	16	
June	24	30	28	0	12	16	30	
July	34	32	32	8	34	41	42	
August	28	22	31	12	28	35	48	
September	26	14	31	9	23	21	22	
October	28	16	21	8	10	19	62	
November	28	10	11	6	12	20	21	
December	28	11	8	7	10	12	8	
TOTAL	305	228	227	98	175	251	303	17

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	
March	334	298	444	439	552	
April	293	475	338	448	564	
May	291	497	408	495	537	
June	344	409	362	559	448	
July	296	373	404	552	438	
August	284	311	474	578	522	
September	272	314	427	499	524	
October	236	323	367	510	582	
November	205	334	419	506	569	
December	209	320	405	546	537	
Total	3142	4188	4871	6018	6384	658

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	
March	33	49	
April	28	35	
May	20	36	
June	21	37	
July	31	39	
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	54

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	
March	112	137	
April	98	127	
May	63	94	
June	60	127	
July	116	90	
August	124	116	
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	178

Director's Meetings & Trainings:
- 1/5 RCLS Advocacy Training pt. 1
- 1/8 Town of Mamakating Trails Committee Meeting
- 1/10 Director's Association
- 1/11 Policy & Bylaws Committee Meeting
- 1/12 Mock Book Awards
- 1/16 SUPLA Meeting
- 1/22 D&H Canal Bi-Centennial Planning Committee
- 1/23 Long Range Plan Committee (POSTPONED DUE TO WEATHER)
- 1/25 ILS Committee Meeting
- 1/25 Advocacy Day Training pt. 2
- 1/29 Annual Report Updates Training and Workshop

Friends of the Library News:
- The first of the Friend's Book Fairy books have made their way out into the community—blessing local kids and teens with free books and giving out information about library cards and services.
- The Friends are sponsoring the creation of a new video game collection. The games are being recommended by the teen advisory board and will be purchased with FOL funding and put into circulation at the library in March.
- The Friends have sponsored the Time & Valleys Museum pass for 2024.
- The Friends have purchased 50 Slow Cooker Cookbooks for distribution to local families registered for the Community Church Food Pantry with the crockpots that the library has helped to collect.
- The Friends provided refreshments for the Tiny Art Show Reception on 2/10.

Friends of the Library posing with some of the many books that will be available via their Book Fairies Program beginning this month.

Other News:
- January Patron Count: 1,112
- Guiliana began her employment with us on 2/1.
- Director is working on getting approval from the town for a storywalk on the town owned portion of the trail that we can change out with different stories regularly and which will promote family literary and use of local trails.
- Application for a grant to cover artist teaching fee for monthly kids art programs, and half the cost of the short film festival has been submitted. We should be notified about status in early March.
- The 2nd Annual Tiny Art Show is in full swing. Stop by to take a look at the over 45 unique artworks supplied by our patrons for the show and come celebrate the artists at the reception on 2/10 at 12pm.

Upcoming Programs & Events:
- Mondays 1-3pm (New program series) Zen Schooling: Homeschool Group
- Wednesdays 2-5pm Magic the Gathering & Pokemon Group
- 2/3 Tech Topics with Malcom
- 2/8 Cello Performance-Alex Prizgintas (Full registration)
- 2/10 Tine Art Show Reception
- 2/15 Art with Patiana (ages 7-12)
- 2/16 KISS Short Story Book Club
- 2/17 Studio Kids at the Library
- 2/17 Watercolor Workshop (Full registration)
- 2/20 Fearless Foodies
- 2/20 Books & Tea
- 2/21 Baseball/Black History Lecture Via Zoom
- 2/22 Classic Film Discussion Group
- 2/23 Writers' Group

Upcoming Trustee Trainings:
- Trustee Trainings have resumed at RCLS with at least one per month planned in the coming months. Registration for these zoom programs is via the calendar at rcls.org
- 2/22: Trustee Training 6:30pm Via Zoom: New Trustee Handbook
- 3/7: Trustee Training 6:30pm via Zoom: Open Meeting Law

Reminders:
- The Library is closed 2/19 for Presidents' Day

Respectfully submitted,
Cheryl Jones, Library Director
February 13th, 2024

Mamakating Library

PERSONNEL MANUAL

Adopted by the Board: Nov. 4, 2015
Revisions Approved: April 5, 2017
Amended: May 3, 2017
Amended: September 9, 2017
Amended: October 3, 2018
Amended: March 6, 2019
Amended: February 5, 2020
Amended: January 6, 2021
Amended: September 8, 2021
Amended: November 29, 2021
Amended: July 12th, 2023
Draft: January 10, 2024

Mamakating Library

Personnel Manual

Table of Contents

Mamakating Library

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.

Personnel Policies

The following shall constitute this Library's statement of personnel policies and procedures to be followed in all matters relating to personnel. ==In this manual the use of the pronoun "she" is intended to refer to all employees regardless of gender.== (delete)

SECTION A. - RECRUITMENT AND EMPLOYMENT

I. EMPLOYMENT CLASSIFICATION:

Employees of the Mamakating Library become New York State Civil Service employees upon their hire. Positions are classified by the Sullivan County Department of Personnel as either Competitive or Non-Competitive.

A. Candidates for positions at the Library are hired through the Civil Service Recruitment Procedures in accordance with Sullivan County Civil Service rules and regulations.

B. The Library shall provide equal opportunity employment for all qualified persons in accordance with federal and state legislation.

II. MAMAKATING NON-DISCRIMINATION POLICY:

The Board of Trustees of Mamakating Library is committed to nondiscrimination in all of its decisions, programs and activities, including within its hiring policies as follows:
The Board of Trustees, its officers, employees and agents shall not discriminate against any person on the basis of race, color, creed, gender, national origin, religion, age, economic status, marital status or sexual orientation.

III. DEFINITION OF JOB DESIGNATIONS:

Professional: A librarian who has completed a Master of Information Science degree or its equivalent and is certified by New York State

Paraprofessional: A library employee whose job responsibilities do not require a Master of Information Science degree, but may require either a two- or four-year degree

Non-Professional: A library employee whose job responsibilities do not require an academic degree or library experience

IV. DISQUALIFICATION:

Fraud, misrepresentation, concealment or dishonesty on the part of a candidate in their application or in the course of examination shall disqualify the candidate for employment.

V. NEW EMPLOYEE PROBATIONARY PERIOD:

New employees, whether provisional or permanent, are required to serve a probationary period as stipulated by Civil Service regulations. The probationary period is 8 weeks to 6 months. The exact length of the probationary period is at the discretion of the Director or the Personnel Committee (in the case of the Director's position). This applies to all positions except subs and temporary or seasonal employees. All probationary employees shall be evaluated by the Director immediately prior to the end of probation. If the employee receives a marginal evaluation at that time, the probationary period may be extended or the employee may be dismissed without the right of appeal. All such evaluations are made by the Director in writing. The extension may bring the total probationary period up to one year. The recommendation of the Director to employ, make the employee permanent, extend probation, or dismiss is subject to the approval of the Board of Trustees. Annual leave and sick day benefits begin accruing at the end of the probationary period.

VI. NEW EMPLOYEE ORIENTATION:

During the employment process, each new employee shall be given a copy of their Job Description and a copy of this Personnel Policy. Both should be thoroughly reviewed and each employee will be required to sign the Job Description and sign a statement verifying that they have read the Personnel Policy. The Library Director will also review applicable library Policies.

VII. STATUS:

Each employee shall be designated as one of the following:

A. Regular full time salaried or hourly employees shall be those employed on a continuing full-time (35 hours per week) schedule.

B. Regular part-time employees shall be those employed on a continuing part-time schedule (no more than 29.5 hours per week) and are paid on the basis of an hourly rate.

C. Temporary employees shall be those employed for special projects, vacation relief, or emergency situations of a limited duration. Limited duration is understood not to exceed six months without approval of the Director and the Board of Trustees. The establishment of a temporary position requires action by the Board of Trustees and approval by Sullivan County Civil Service before a temporary position is approved. Its duration is limited to six months and the appointment shall specify beginning and ending dates.

VIII. PERFORMANCE EVALUATION:

The primary purpose of the Employee Performance Evaluation is to set performance and project goals, evaluate progress toward goals, and review work performance. Performance evaluations are also considered in decisions affecting salary dvancement, promotions, placement and dismissal.

A. All evaluations shall be in writing and shall become an official part of the employee's personnel file. Every employee has the right to respond to the evaluation in writing. Such response shall be attached to the evaluation and become an official part of the personnel file.

B. Each employee shall receive a written evaluation at least once a year. The evaluation is made by the Director. The Director presents an overview of employee evaluations to the Board of Trustees once a year. Evaluation results are used as a basis for recommendations concerning pay rate and position changes.

C. In the event an employee receives a marginal evaluation, the Director may institute a schedule of more frequent evaluations for such employee.

D. In the event an employee wishes to appeal an evaluation and cannot resolve concerns about the evaluation with the Director, such appeal shall be heard by the Personnel Committee of the Board of Trustees.

E. Employees may request more frequent informal evaluations from the Director. Informal evaluations are verbal, are not included in the employee's personnel file and may not be included in decision making (see introductory paragraph.)

F. The Director shall be evaluated by the Board of Trustees at least annually. The Director may be evaluated more frequently at the discretion of the Board of Trustees.

IX. EMPLOYEE PERSONNEL FILE:

An employee's personnel file is the official record of the employee's history with the employer. It is a confidential file open only to the Director and, by appointment, the employee. The Board of Trustees must determine access by motion of the Board to have an employee's personnel file brought to Executive Session for review in cases of potential promotion, dismissal, legal action, or special circumstances. The Director maintains their own personnel file, which is submitted to the Personnel Committee at the time of his evaluation. The Board may add documents (initialed and dated by the Director) to the Director's personnel file.   At no time may an individual trustee have access to an employee's file.

Typical documents in a personnel file may include, but not be limited to:
- A. Application and resume

- B. References at time of application (to be sealed after appointment, not accessible to employee)

- C. W-4, payroll documents and W-2 summaries

- D. Written requests and responses

- E. Evaluations and responses

- F. Commendations and discipline reports, provided copies have been given to employee

- G. Copies of Civil Service reports: appointments, permanent status, pay changes, etc.

Access: When an employee makes an appointment to see the contents of their personnel file with the Director, the employee is to initial and date each individual page in the file, unless it already bears the employee's initials and an earlier date. Should an employee believe that a document has been improperly placed in their file, they should make written application to the Board of Trustees for removal of said document, citing appropriate reasons. The Board will review the application and notify employee of their decision in writing.

SECTION B - CONDITIONS OF EMPLOYMENT

I.   PAY:

Pay rates shall be determined by the Board of Trustees. It shall be the goal of the Library to pay employees at pay rates comparable to the rates for positions and duties in comparable area libraries.

1.   Library employees will be paid bi-weekly on alternating Tuesdays. No individual other than the employee will be given the employee's stub unless the Director has received written authorization from the employee in advance.

2.   Full-time hourly employees will be reimbursed for hours worked in excess of a 40 hour work week by receiving time and a half pay, as required by New York State's Labor Laws.

3.   If the library closes early or opens late due to inclement weather or environmental causes, hourly staff will be paid for their normally scheduled work hours.

4.   In all cases, employees must have the prior approval of the Director to alter their scheduled hours, including early or late arrival or departure.

II. HOURS OF WORK:

The standard work week for full-time employees shall be 35 hours. Seven hours shall constitute a day's work. It is understood that professional responsibilities may require additional hours of work over and above the normal work day. Work in excess of the normal work week must be approved in advance by the Director.

1.   Time sheets shall be maintained to record the hours for both full and part-time hourly employees. Employees are required to hand in their completed time sheets on the Saturday before payday.

2.   Employees working at least a six-hour shift are permitted 30 minutes paid time for meals (per NYS Labor Law Section 162).

3.   Employees who work between five and six hours, but not more than six, may take a 15 minute paid break.

4.   If the employee is the only other employee on that shift, they are required to remain near the building to be available to work if needed during a break. Employees leaving the building for any reason must carry their cell phones in case of emergency. Employees opting to leave the premises during the break will be considered 'off the clock' for that period.

5.   Employees working a shift that extends from before 11:00 a.m. to 7:00 p.m. may take an additional thirty minute paid break

6.   Employees whose primary responsibility is to provide service to the public may be required to work evenings and weekends

III. WORK RULES:

In order to conduct the orderly and efficient operation of the library, it is necessary that certain work rules be established. Work rules covering personal standards of conduct as

well as standard operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service and protect the library's good will and property.

The following work rules shall be applicable to all library employees. The rules are not intended to be all-inclusive and the Board of Trustees may establish additional rules to insure effective operation of the library:

A. The Board of Trustees of the library designates the Director of the library to be responsible for the overall administration of the work rules.

B. Work hours are scheduled by the Director.

C. Employees must be on time and ready to work when scheduled.

D. Any leave of absence from work must be approved in writing by the Director in advance. Requests for time off during winter holidays and summer vacations should be submitted to the Director at least 3 months in advance. Requests submitted 3 months in advance will be sorted based on fairness so that the most desirable vacation periods are distributed fairly from year to year.

E. In an emergency situation an employee is expected to notify the Director as soon as possible, stating the reason for failure to report as scheduled.

F. Employees shall:

- agree to support the mission of the library

- help to create a welcoming environment by treating library users in a courteous and professional manner at all times, in person, on the phone, by email, chat, video conferencing software and any other means of communication

- consider themselves part of a working team for which it is important to communicate and cooperate with other employees

- maintain a neat work space at the circulation desk and in the work room and help to keep the kitchen and community room clean for use by other employees and community room users

- be responsible for and not misuse library property, records or other materials in their care, custody and control

- not neglect their duties and responsibilities or refuse to perform assigned work

- not falsify records, reports or claims of illness or injury

- call the director in case of delay on an assigned work day

- notify the Director whenever there is a change in personal data.

IV. DRESS CODE:

Employees who have contact with the public represent the library in their appearance as well as by their actions. The properly attired employee helps to create a favorable and professional image for the library. The following standards are to be maintained:

A. Employees are expected to dress in a manner that is normally acceptable in business establishments. Employees should be neatly dressed in clean clothing.

B. Hair should be clean, combed and neatly arranged.

C. If an employee reports to work improperly dressed or groomed, the Director will instruct the employee to return home to change clothes or take other appropriate action.

D. No personal, political or religious statements are to be displayed on an employee's person during working hours.

E. Repeat violations of these standards will be cause for disciplinary action.

SECTION C. - LEAVE

By definition "leave" is any authorized absence during regularly scheduled work hours that has been approved by the Director or the Board of Trustees. Leave may be authorized with or without pay. Absence without permission is considered to be unauthorized absence.

Leave shall be granted on the basis of work requirements of the library and whenever possible on the personal wishes of the employee. When planning leave the employee should notify the Director in writing as soon as plans are known and obtain written approval before finalizing plans.

In any reference, an employee's "year" shall be understood to be the anniversary of the employee's Employment Date.

I. WITH PAY:

A. VACATION:

Annual vacation with pay is earned by full-time employees and will commence at the end of the probationary period. The amount of vacation varies according to the classification of an employee's position. Vacations must normally be taken within the vacation year in which granted. For purposes of determining the vacation allowance the vacation year is computed from the Employment Date of the employee. Eligibility for vacation begins at the end of the probationary period.

Annual vacation leave for full-time personnel:

Beginning	Professional	Paraprofessional*	Non-Professional
First year	15 days	10 days	5 days
Fifth year		12 days	10 days
Tenth year	20 days	15 days	10 days
Fifteenth year	25 days	20 days	10 days

1. Vacation time may be carried forward into the following year only with approval of the Board of Trustees.
2. A maximum of 10 vacation days may be taken at one time.
3. Holidays falling in a vacation period are not counted as part of the vacation allowance.
4. The calculation of years employed is based upon full-time employment on a continuing basis.
5. Upon termination, resignation or retirement, an employee will be paid for unused vacation days.
6. For hourly workers, vacation days are based on hours (e.g. 5 days are equal to 35 hours). Annual leave time must be taken in at least four-hour increments at the beginning or end of a work day and must be scheduled at least two weeks in advance.

    *Paraprofessionals are workers who do not hold a MLS degree, but who handle tasks in support of the library director. Principal Clerk and Library Assistant titles are recognized as paraprofessional positions.

B. PERSONAL:

All full-time employees shall be granted three days annually for personal leave. Exceptions can be made in emergency situations at the discretion of the director. Personal days (with pay) are not cumulative beyond the end of the employee's year.

C. HOLIDAYS:

The following paid holidays shall be granted to employees. All employees who are scheduled to work on such holidays will be paid for their normal hours. Holiday time off will not be granted if the holiday falls on a day that the library is normally scheduled to be closed.

New Year's Day	Martin Luther King Day	Presidents' Day
Memorial Day	Juneteenth (6/19)	Independence Day
Labor Day	Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Eve (1/2 day)	Christmas Day
New Year's Eve (1/2 day)		

Additional holiday leave may be granted at the discretion of the Board of Trustees.

D. EMERGENCY CLOSINGS DUE TO NATURAL OR ENVIRONMENTAL CAUSES:

1. The decision to close the library due to emergency is at the discretion of the Director.

2. If the library closes early or opens late due to inclement weather or environmental causes, full- time staff will not be required to make up the time or take the time as personal leave.

3. Hourly competitive Civil Service employees will be paid for their normally scheduled work hours. Other employees will be given the opportunity to make up the time.

4. Time missed by a salaried employee absent from work due to weather when the library remains open will be deducted from the employee's vacation or personal leave.

5. Employees will be notified of changes of hours of operation due to environmental causes by the Director.

E. SICK LEAVE:

Sick Leave is defined as leave with pay which is made available for employees in the event of illness or medical necessity. Sick leave with pay is provided for all employees, according to the number of hours worked per week.

Full time workers are allowed (6) six working days of sick leave with pay per year, based on the anniversary of hire.
Employees who work twenty hours per week or more on the average, but less than thirty five, are allowed (3) three days of sick leave with pay per calendar year.
Employees who work less than twenty hours per week on the average are allowed (1) day of sick leave with pay per calendar year.

Eligibility for paid sick leave begins at the end of the probationary period. For hourly workers, a sick-leave day is equivalent to the average number of hours worked per day and must be taken in at least four-hour increments.

1. Unused sick leave may accumulate to 30 days for full-time workers and 10 days for part-time workers.

2. Upon termination, resignation or retirement an employee will not be paid for sick leave earned that has not been used. An employee who is a member of the New York State Retirement System will have unused sick days reported to the retirement system.

3. A doctor's certificate may be requested by the Director or the Board of Trustees during or after an illness.

4. In the event that an employee suffers an illness of such a nature that their sick leave allowance is not sufficient to cover the necessary recuperation time, additional leave can be granted at the discretion of the Board of Trustees.

F. BEREAVEMENT:

Each full-time employee may receive a three-day bereavement leave at the time of a death in the immediate family. "Immediate family" is defined as the spouse, children, parents, siblings, grandparents, in-laws or relatives residing in the employee's household.

This leave may be extended by the employee's vacation and personal leave as well as unpaid leave at the discretion of the Director.

G. JURY DUTY:

Hourly employees who are called for jury duty during regularly scheduled hours may be compensated up to 10 work days per year at their normal rate of pay. A "work day" will be determined by the number of hours normally scheduled on the given day of jury duty. An affidavit from the court may be required to verify hours and days of jury service at the discretion of the Director.

H. PAID FAMILY LEAVE

The Mamakating Library participates in New York State's Paid Family Leave Act (PFL) through payroll deductions. Go to paidfamilyleave.ny.gov for information. Employees begin contributing to PFL upon employment and are eligible to use it after 26 weeks of employment. However, employees working fewer than 20 hours a week may opt out, or if participating, will become eligible to use the benefit after 175 days of employment. Employees who average more than 20 hours of work per week are required to participate.

I. VOLUNTEER EMERGENCY RESPONSDER LEAVE

In addition to the leave provided by NY Labor Law § 202-l, the Mamakating Library provides volunteer firefighters or EMS enrolled with Town of Mamakating agencies up to 5 paid hours quarterly that may be used to respond to emergencies. These hours should apply only when there is a call for additional manpower and when the employee's leave would not cause undue hardship on the library or its remaining staff. This time is available at the discretion of the library director.

The Director may request verification from the head of the employee's volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to an emergency.

II. LEAVE WITHOUT PAY:

A. LEAVE OF ABSENCE:

A leave of absence without pay may be granted by the Board of Trustees to full and part-time employees based on the individual's and the library's needs.

B. UNAUTHORIZED ABSENCE:

An employee who is absent from duty without authorization shall receive no pay for the duration of the absence and may be subject to dismissal.   It is recognized that there may be justifiable extenuating circumstances for unauthorized absence and due consideration shall be given in each case.

C. SHORT-TERM DISABILITY/MATERNITY LEAVE:

1. A full-time employee who has a temporary disability resulting from a non-occupational illness, accident, pregnancy, childbirth or adoption is entitled to a leave without pay of 12 weeks.

2. An employee must have been employed by the library for one year before becoming eligible for this type of leave; the employee must have returned to work for a full twelve months after the first leave to qualify for a second use of this type of leave.

3. All vacation and personal leave time must be used before this leave of absence is approved.

D. MILITARY TRAINING AND SERVICE:

1. A full-time salaried employee who is required to make annual training tours of duty in connection with military reserve activities is entitled to serve this duty as leave without pay and shall be entitled to the same or similar position upon returning from duty.

2. In the event an employee is called to active duty from reserve status, they will be entitled to take a leave of absence from the library to fulfill their obligation to the United States.

3. All stipulations as provided above for a leave of absence shall apply to this type of leave of absence.

E. VOLUNTEER EMERGENCY RESPONDER LEAVE

1. N.Y. Labor Law § 202-l   Allows for eligible employees to take unpaid leave time to perform services as an enrolled member of a volunteer fire company or ambulance corps in the event that a state of emergency is declared.
2. Employer is not required to grant such leave if the employee's absence would impose an undue hardship on the conduct of the employer's business. This leave is granted at the discretion of the Director.
3. An employee must provide the employer with written notice from the head of the employee's volunteer fire department or volunteer ambulance service notifying the employer of the employee's status as a volunteer firefighter or member of a volunteer ambulance service.
4. An employer may, upon the employee's return to work, request a notarized statement from the head of the employee's volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to an emergency.

5. Employees may elect to apply any paid leave to which they are entitled to their time away from work serving as an emergency responder.

SECTION D - CONFERENCES, WORKSHOPS, MEETINGS

1. It is the policy of the Board of Trustees to encourage staff members to participate in meetings, workshops and conferences, time and funding permitting.

2. With the approval of the Director, the Library will pay for staff attendance at job-related meetings, workshops and conferences.

3. Days spent attending meetings that require an overnight stay are considered eight hour workdays.

4. See Mamakating Library Travel Reimbursement Policy concerning mileage and other travel-related expenses.

SECTION E - OTHER BENEFITS

I. HEALTH INSURANCE:

Full-time employees are eligible to participate in the library's health insurance plan. Terms of said coverage for the Director shall be determined as part of pre-employment negotiations. Health insurance will be paid to full time hourly employees and their dependents based on the current minimum required by NYSHIP. Eligible employees who do not wish to participate in the library's health insurance plan are required to sign a statement of declination of insurance. If at any time such employees find it necessary to reconsider and make use of the library's health insurance provision, health insurance coverage will begin as soon as possible following notification of such need to the Director.

II. NEW YORK STATE RETIREMENT:

Participation in the New York State Retirement System is mandatory for full-time employees and optional for part-time employees according to provisions of the Retirement Fund Guidelines. The employee contribution is determined by the New York State Retirement System and is subject to change accordingly. Such contributions are made for employees automatically by the library's accountant. Part-time employees who elect not to participate will be asked to sign a non-acceptance form.

III. DISABILITY INSURANCE:

The library provides disability insurance for employees with employee contribution from the start of employment at the rate determined by the insurer. Employees are entitled to use disability insurance after four weeks of employment.

SECTION F. - DRUG AND ALCOHOL ABUSE

It is the policy of the library to prohibit the use, sale or dispensing of drugs and narcotics on its premises. This policy covers all controlled substances, alcohol and any legal drugs which impair an employee's ability to perform their job. The Board of Trustees recognizes the harmful effects of drugs and narcotics and will not tolerate the employment of drug addicts or users.

1. An employee reporting to work appearing to be under the influence of drugs or alcohol will not be permitted to enter the library's premises. If an employee is discovered to be under the influence while on the job they will be required to leave the premises.

2. An employee bringing controlled substances to work, using them on library premises or dispensing or selling any controlled substances on the library premises will be subject to disciplinary action including dismissal.

3. Said employee will not be permitted to return to work until a release from a proper authority is presented to the Director certifying the employee's rehabilitation.

SECTION G. – ANTI-DISCRIMINATION AND ANTI-HARASSMENT
See pages 16 – 22

All members of the Library staff, the Director and all Trustees are required by NYS law to attend Anti-Sexual Harassment training once a year.

SECTION H. – TERMINATION

I. RESIGNATION

A. It is expected that an employee who plans to resign will notify the Director as far in advance as possible, but no less than fourteen (14) calendar days prior to the last day of work.

B. A full-time employee who resigns after completing more than a year of employment shall receive, if they have already not done so, all paid vacation earned to the date of resignation.

II. RETIREMENT

All employees are entitled to retirement benefits in accordance with the New York State Retirement System.

III. TERMINATION

Procedures for disciplinary and termination actions are in accordance with the Sullivan County Civil Service Rules & Regulations.

SECTION I. – GRIEVANCE PROCEDURES

The Board of Trustees recognizes that an effective means of resolving difficulties which may arise reduces potential areas of serious grievance, and maintenance of open channels of communication requires a reasonable and effective Grievance Procedure.

GRIEVANCE PROCEDURE:

Step 1: The aggrieved party shall present their grievance verbally to the Director within thirty (30) days of the alleged infraction; concurrently, a written summary of the nature of the grievance(s) shall be signed, dated and submitted to the Director. For grievances concerning the Director, the same policy shall be followed, unless the complaint is in reference to harassment (see Section H) or has not been resolved after already following procedures outlined here, in which case the aggrieved party shall report the complaint to the Personnel Committee of the Board of Trustees.

Step 2: The Director shall meet with the aggrieved party within five (5) working days of the receipt of the grievance. The Director shall have ten (10) working days following the meeting to render a written determination of their findings to the aggrieved party. If the grievance is not satisfactorily resolved at this step, the aggrieved party may within five (5) working days following receipt of the Director's determination, request that the Grievance be submitted to the Personnel Committee of the Board of Trustees.

Step 3: The Director will, within five (5) working days of the receipt of any such request submit to the Personnel Committee a report setting forth the Grievance, the nature of the alleged violation and the decision they have rendered. The Personnel Committee will review the case within two (2) calendar weeks of the receipt of the appeal. The aggrieved party may be invited to attend the Committee meeting; however, they may make written comment regarding the Director's report. The decision of the Personnel Committee will be rendered to the aggrieved party in writing within ten (10) working days of the meeting.

Step 4: In the event that the aggrieved party is not satisfied with the determination of the Personnel Committee, they may within five (5) working days after the receipt of the Personnel Committee's determination, request that the Grievance be presented to the Board of Trustees as a whole. The Chairperson of the Personnel Committee will within five (5) working days of the receipt of such request, submit a report to the President of the Board of Trustees setting forth the Grievance, the nature of the alleged violation, and the decision that was rendered. The Board of Trustees will investigate the Grievance at an Executive Session of a Special Board Meeting within thirty (30) days of the receipt of said report. The decision of the Board of Trustees will be rendered in writing to the aggrieved party within ten (10) working days of the meeting. The decision made by the Board of Trustees is final and not subject to appeal.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Introduction

The Mamakating Library (the "Library") is committed to maintaining a workplace free from illegal discrimination or harassment. This policy is one component of the Library's commitment to a discrimination-free work environment. All employees have a legal right to a workplace free from unlawful discrimination and harassment, and employees are urged to report unlawful discrimination and harassment by filing a complaint internally with the Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), and certain other non-employee personnel conducting business, regardless of immigration status, with the Library, and all must follow and uphold this policy. This policy will be provided to employees upon hiring and will be posted prominently in the workplace.

Unlawful Discrimination and Harassment Prohibited

The Library prohibits all forms of unlawful discrimination by anyone in the workplace (including supervisors, coworkers, consultants, vendors, patrons, and other non-employees) based on any protected classification, including: race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state, and local law. Any employee or individual covered by this policy who engages in unlawful discrimination, harassment (including sexual harassment), or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

What Is Harassment Generally?

Unlawful harassment is a form of unlawful discrimination. Unlawful harassment includes, but is not limited to, unwelcome or inappropriate verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion to an individual and/or group and:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with the individual's work performance.

Unlawful harassment may include, but is not limited to: jokes, epithets, slurs, negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material including email that denigrates or shows hostility or aversion toward an individual or group on the basis of a protected characteristic.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual

orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment is offensive, a violation of the Library's policies, and unlawful; it may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Sexual harassment includes unwelcome conduct that is either of a sexual nature or directed at an individual because of that individual's sex when:

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any employee, applicant for employment, intern, or non-employee working in the workplace who feels harassed should report the concern so that any violation of this Policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body or poking another individual's body;
  - Rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name calling.

Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between individuals regardless of their sex or gender. New York law prohibiting sexual harassment protects all employees, applicants for employment, interns (whether paid or unpaid), contractors, and other non-employee personnel[1] conducting business, regardless of immigration status, with the Library. Harassers can be a superior, a subordinate, a coworker, or anyone in the workplace including an independent contractor, contract worker, vendor, patron, trustee, or visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Retaliation Prohibited

No person covered by this policy shall be subject to adverse action because they report an incident of discrimination or harassment, provides information, or otherwise assists in any investigation or a discrimination or harassment complaint. The Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected discrimination or harassment. Any employee of the Library who retaliates against anyone involved in a discrimination or harassment investigation will be subjected to disciplinary action, up to and including termination. All employees or others who are covered by this policy who believe they have been subjected to such retaliation should

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[1] A non-employee is someone who is (or is employed by) a contractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

inform the Library director or Personnel Committee, and may also seek relief in other forums, as explained below.

Under New York State law, an individual is protected from retaliation if that individual engages in "protected activity." Protected activity occurs when a person has:

- Made a report of discrimination or harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving discrimination or harassment under the Human Rights Law or other anti-discrimination law;
- Opposed discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Reported that another employee has been the target of discrimination or harassment; or
- Encouraged a fellow employee to report discrimination or harassment.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a claim of unlawful discrimination or harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful harassment (e.g., threats of physical violence outside of work hours).

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination, including harassment. Individuals who knowingly bring false charges of discrimination, including any form of harassment, against another Library employee or other individual in the workplace shall be subjected to disciplinary action, up to and including termination.

Reporting Discrimination and Harassment

Preventing discrimination, including harassment, is everyone's responsibility. The Library cannot prevent or remedy discrimination or harassment unless it is aware of it. Any employee or other individual covered by this policy who has been subjected to behavior that may constitute discrimination or harassment is encouraged to report such behavior to the Library Director or Personnel Committee (as described below). Anyone who witnesses or becomes aware of potential instances of discrimination or harassment has a responsibility to promptly report such behavior to the Library Director or Personnel Committee.

Reports made under this Policy may be made formally or informally and can be made orally or in writing. Employees are not required to report within their chain of command. Individuals are *encouraged* to report incidents of discrimination and harassment, including sexual harassment, using the Complaint Form provided at the end of this policy.

All employees, including supervisors and managers, who receive a complaint or information about suspected discrimination or harassment, observe what may be discriminatory or harassing behavior, or for any reason suspect that discrimination or harassment is occurring, **are required** to immediately report all formal and informal complaints to the Library Director or Personnel Committee.

In addition to being subject to discipline if ==they engage== in discriminatory or harassing behavior, the Library Director will be subject to discipline for knowingly allowing discrimination or harassment to continue as well as for engaging in any retaliation.

Investigation Procedure

All reports or information about discrimination or harassment will be investigated, whether that information was reported in oral or written form.

The investigation of any report, information, or knowledge of any discrimination or harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including those making a report, witnesses, and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination and/or harassment. The Library will not tolerate retaliation against employees or others who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations of discrimination and harassment will generally be conducted by the Library in accordance with the following steps:

- Upon receipt of the report, the Library Director (or Personnel Committee if the allegation involves the Director) will conduct an immediate review of the allegations and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the report is oral, an individual may be asked to complete the Complaint Form in writing. If ==they refuse==, a Complaint Form will be prepared based on the oral report.
- If documents, emails, or phone records are relevant to the investigation, steps to obtain and preserve them will be taken.
- All relevant documents, including all electronic communications, will be requested and reviewed.
- All parties involved, including any relevant witnesses, will be interviewed.
- A written documentation of the investigation will be created and may contain the following:
    - A list of all documents reviewed, along with a detailed summary of relevant documents;
    - A list of names of those interviewed, along with a detailed summary of their statements;
    - A timeline of events;
    - A summary of prior relevant incidents, reported or unreported; and
    - The basis for the decision and final resolution of the report, together with any corrective action.
- The written documentation and associated documents will be kept in a secure and confidential location.
- The individual who reported and the individual(s) against whom the report was made will be notified of the final determination, and any corrective actions identified in the written document will be implemented.

- The individual who reported will be informed of the right to file a complaint or charge externally as outlined below.

Any individual determined to have engaged in unlawful discrimination, harassment (including sexual harassment), or retaliation will be subject to discipline, up to and including termination.

Legal Protections and External Remedies

Discrimination and harassment is not only prohibited by the Library, but is also prohibited by federal, state, and where applicable, local law.

Aside from the internal process at the Library, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and certain non-employees, regardless of immigration status. The HRL's prohibitions against discrimination and harassment based on other protected classes apply to employers in New York with four or more employees. A complaint alleging violation of the Human Rights Law may be filed either with the Sullivan County Human Rights Commission (SCHRC) or in New York State Supreme Court.

Complaints with SCHRC may be filed any time **within one year** of the alleged discrimination or harassment. If an individual did not file at SCHRC, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination or harassment. An individual may not file with SCHRC if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with SCHRC or in court. The one year or three years is counted from the date of the most recent incident of discrimination or harassment. You do not need an attorney to file a complaint with SCHRC, and there is no cost to file.

SCHRC will investigate your complaint and determine whether there is probable cause to believe that discrimination or harassment, including sexual harassment, has occurred. Probable cause cases are forwarded to NYS Division of Human Rights (DHR), resulting in a public hearing before an administrative law judge. If discrimination or harassment, including sexual harassment, is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

Contact the SCHRC at the Sullivan County Government Center, 100 North Street, PO Box 5012, Monticello, NY 12701. You may call (845) 807-0189 or visit: http://sullivanny.us/Departments/Humanrights. The website has a complaint form that can be downloaded, completed, and returned to the SCHRC.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to the Library Director in person or by email. If the described actions involve the Library Director, submit the completed form to the Personnel Committee. You will not be retaliated against for filing a complaint. (If the described actions involve a Trustee, submit the completed form to the President of the Board of Trustees.)

If you are more comfortable reporting verbally or in another manner, the Library Director will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination/Anti-Harassment Policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Job Title: Email:

Select Preferred Communication Method: ☐Email ☐Phone ☐In person

COMPLAINT INFORMATION

1. Your complaint of Discrimination and/or Harassment is made about:

   Name: Title:

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) discrimination or harassment occurred:

   Is the discrimination or harassment continuing? ☐Yes ☐No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that the Mamakating Library investigate this complaint of discrimination and/or harassment in a timely and confidential manner as outlined above and advise me of the results of the investigation.

Signature: _____   Date: _____

APPENDIX

To be signed and dated by the employee and placed in <mark>their</mark> Personnel File.

PERSONNEL POLICY CONFIRMATION

**I confirm that I have read and understand the Personnel Policy
of the Mamakating Library, I agree to support the mission of the library and
to abide by the rules herein.**

_____
Employee Signature

_____
Date

Current Wording:

C. HOLIDAYS:
The following paid holidays shall be granted to employees. All employees who are scheduled to work on such holidays will be paid for their normal hours. Holiday time off will not be granted if the holiday falls on a day that the library is normally scheduled to be closed.

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth (6/19)
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Eve (½ day)
Christmas Day
New Year's Eve (1/2 day)
Additional holiday leave may be granted at the discretion of the Board of Trustees.

Proposed Changes to Mamakating Library Holiday section of Personnel Manual

C. Holidays

1. Full-time employees receive 13.5 paid holidays per year:

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Jr. Day	Labor Day	Christmas Eve Day
Presidents' Day	Indigenous Peoples' Day	Christmas Day
Memorial Day	Veterans' Day	New Year's Eve (1/2 day).
Juneteenth	Thanksgiving Day	

*2. For full-time employees, if a holiday falls on a day that the Library is normally closed or on a day an employee is not normally scheduled to work, it will be designated as a floating holiday to be used within 30 days of that holiday, unless an alternate day of observation is scheduled; use of floating holidays is subject to director approval.

*3. Alternate days of observation may be scheduled by the director when a holiday falls on a day that the library is ordinarily closed.

*4. All employees are paid for the hours they would have worked on holidays that fall on days the employee is normally scheduled to work.

MAMAKATING LIBRARY

PROGRAMMING POLICY

Programming supports the library's mission to fulfill educational, informational, cultural and recreational needs of the community by offering opportunities for exploration, lifelong education, community engagement and access to technology.

Director and staff are encouraged and expected to be creative and innovative to meet community needs. Programs incorporate a variety of interactions, such as one-on-one engagement, small group discussion, hands-on activities and large programs and events. Programs may be staff-led, presenter-led, or participant-led (i.e. self-directed) and either in-person or remote.

Programs should stimulate use of the library resources by new as well as established library users. They provide a unique opportunity to market and promote library services. The purpose of individual programs is determined as part of the planning process, i.e., the audience (age, demographics and size), community needs, content, learning objectives and outcomes.

Mamakating Library is committed to being a sustainable community center. As such, we consider environmental stewardship, economic feasibility, and social equity in all of our programming decisions.

Criteria

The following criteria are used in planning library-sponsored programs:

- Alignment with library mission and Long-Range Plan
- Promotion of library collections and resources
- Timeliness and relevance of topic to community needs and interests
- Availability of funding
- Availability of adequate space
- Promotional opportunities and constraints
- Presenter background/qualification in content area
- Treatment of content for the intended audience
- Connection to other community activities

Location

In-person programs may be held at the library or off-site, either indoors or outdoors. Remote programs may be live (e.g. using Zoom or Facebook Live) or recorded and presented via a platform such as the library's website or social media.

Presenter Agreement

Agreement to lead the program or perform the event should be received in writing from the leader/performer by the director either by email or on a Presenter Agreement form, with agreed upon payment for services when applicable.

Registration

Participant registration for programs is required for planning purposes to determine space and materials required. Staff are expected to contact registrants approximately one day prior to event to remind them of the date and time and provide any other required information. The reminder call is not required for very large events (fifty or more participants).

A minimum of three registrants or remote links (e.g., Zoom windows) are required for a program to be carried out. If there are fewer registrants, the program may be rescheduled for another date or cancelled due to lack of interest.

Evaluation

Surveys are distributed to participants after programs when there is a need for evaluation of program content, leader and/or promotion.

Reconsideration

To suggest reconsideration of a program offering, a patron must submit a Request for Reconsideration form to the Library Director. The Library Director will then respond in writing to the patron making the objection. Any remaining objections will be addressed by the Board of Library Trustees. Program offerings, like library materials are judged on their adherence to this policy.

Approved by the Mamakating Library Board of Trustees, February 10, 2021
Amended 12/13/2022

DRAFT 1/10/23

Request for Reconsideration of Library Materials or Programming

If you wish to request reconsideration of library materials, please return this completed form to the Library Director. In accordance with the Mamakating Library's Collection Development and Programming Policies, the Library Director will provide a response in writing and any remaining objections will be addressed by the Board of Trustees. Please keep in mind that materials are judged on the basis of the work as a whole.

Date _____
Name _____
Address _____
City _____State/Zip _____
Phone _____ Email _____

Do you represent self? _____ An organization? _____ Name of Organization _____

1. Resource on which you are commenting:

    ___ Book (please circle one: print book, ebook, book on CD, digital audiobook)
    ___ Movie
    ___ Magazine
    ___ Program
    ___Other_____

Title _____

Author/Producer/Presenter: _____

2. What brought this resource to your attention?
_____

3. Have you examined the entire resource? If not, what sections did you review?
_____

4. What concerns you about the resource/program?
_____

5. Materials/programs you suggest to provide additional information and/or other viewpoints on this topic:
_____

6. What action are you suggesting for consideration?
_____

Sign here:_____

Poet Laureate Project 2024
Voices of Recovery: Amplifying the Voices of the Unheard

Mamakating Poem:

Back Talk to the Mirror

Who is this? And taking *my* place?
Confused, worn hag , she's terribly pale, unspeakably frail
Covered in oozing sores

Ah, those once euphoric pathways, speedball thrills,
Now dark railroad scars, outreached Amtrack arms
Going nowhere, everywhere.

Dead eyes, no longer sparkly blue like storybook Mary Lou's
Her hands, cut, dirty, swollen,
Flap and lap-fall like clipped-wing birds,

Imposter!
That delusional fool must be schooled.

But wait
Could it be?

No prayer comes to mind

But what if I utter . . .?
What if I say the Name above all names,
The Name that always forgives,
who loves everyone evenly

Even

The lost,
The leftover me?

                              ---Heather Williams

<div align="center">

Catskilled Poetry for Healing:
An Academy of American Poets Project Empowering Sullivan County
Residents

</div>

Re: MOU with the Mamakating Library, Wurtsboro, NY 12790

The poem that has been selected for permanent installation on the grounds of the Mamakating Library is "Back Talk to the Mirror" by Heather Williams.

The plaque would also feature the following attribution: This poem is part of the "Catskilled Poetry for Healing" project which aims to address the county's mental illness and opioid crisis through creative expression by those in recovery. It was created by the 2022-2024 Sullivan County Poet Laureate Sharon Kennedy-Nolle through a 2023 Academy of American Poets Laureate Fellowship.

In signing this MOU, you acknowledge that you are authorized to accept this plaque on behalf of the Mamakating Library

and agree to display it where it can be seen and read by your library patrons.

Library Representative _____
<div align="center">PLEASE PRINT</div>

Title or Position _____

_____ Signature   Date _____

PEAK POWER SYSTEMS

99 Sprague Avenue, Middletown, NY 10940 Phone: (845) 344-1975 Fax: (845) 344-1979
Generator Sales, Service, Rentals & Parts

GENERATOR SERVICE MAINTENANCE AGREEMENT

Address: **Site Location:**
Mamakating Library   **Mamakating Library**
P.O. Box 806   **128 Sullivan St.**
Wurtsboro, NY 12790   **Wurtsboro, NY 12790**

Make	Model #	Serial #	kW
Generac	G4.5	3013870683	035

Agreement Term: February 1, 2024 – January 31, 2025

Cost:

○ **Annual Agreement: One Annual Service, per year with start-up and calibration. (One year contract with 1 visit per year)**   **$641.00**

OR

○ **A Bi-annual Agreement: One Service followed by one inspection, with start-up and calibration. (One year contract with 2 visits per year)**   **$1,091.00**

(NOTE: Tax and discounted rates are applied)

Peak Power Systems shall provide the following generator services:
APPENDIX I:

- Change lube oil and standard filters (Once a Year)
- Check air cleaner, replace if needed
- Check battery (terminations, connections and water level) battery charging system, cables, belts, hoses, oil level/conditions, coolant level/conditions, safety circuit alarms and lights, automatic transfer switch, switchgear power connection temperature and automatic exercise system. (Maintenance free batteries cannot be checked for fluid)
- Check for exhaust leaks and corrosion
- Check piping and hose connections
- Observe and record oil pressure, coolant temperature, voltage at no load and load, HZ and amperage reading at no load (and load when possible) Adjust if needed
- Test run engine
- Observe and report condition of generator

NOTES:
- Generator Maintenance visits will be performed Monday through Friday during normal business hours. Peak Power is not responsible for shutting utility service to perform power failure test, we will simulate a Utility Failure on ATS to verify unit is working as designed.
- **Equipment or parts in need of replacement or repairs will be brought to the customers' attention and billed separately on a time and material basis.**
- **Additional billing for NiCad battery service.**
- **Please have snow removed prior to service or additional charges may apply.**

Accepted by Customer:_____ **Date:**_____
Peak Power Systems, Inc: *Dana Conklin*_____ **Date:** 1/9/2024

Agreement Term: February 1, 2024 – January 31, 2025

Mamakating Library	Generac 035kW Generator
128 Sullivan St.	M# G4.5
Wurtsboro, NY 12790	3013870683

APPOINTMENT UPDATE

All appointment will be made by Peak Power's service department and customers will be notified by telephone prior to technician accessing their property. Please include phone number & email.

E-Mail_____

Home: (_____)_____-_____ Mobil: (_____)_____-_____Other: (_____)_____-_____

Please choose from appointment options:
( )   I would like to be present during my service and/or inspection.
( )   I do not have to be present during my service and/or inspection.

NOTES:_____

AUTOMATIC RENEWAL OPTION*

Date: _____

( ) I would like to update to automatic renewal to a: Annual   or   Bi-Annual
                                                      (Please circle one)
Please update credit card information below or indicate that you would like to pay Auto Renewal by Check.

CREDIT CARD PAYMENT AUTHORIZATION UPDATE

Peak Power Systems, Inc accepts all major credit cards. Please note that a credit card processing fee of 2.9% will be applied to all sale charged of $3500 or more.

Payment Option: ____Visa ____Master Card ____Discover ___American Express ___

_____
Credit Card #   Exp Date   Security #

_____
Name on Card   Signature   Date

PLEASE SIGN AND SEND BACK THIS COPY WITH PAYMENT, THANK YOU.
Return by mail or email to contracts@peakpowersystems.com
KEEP ONE COPY FOR YOUR RECORDS.

Mamakating Library Board Evaluation

January 2, 2024

1. How well has the Board done it's job?
   - Have we supported the Director?
   - Have we been financially responsible?
   - Do we develop policies and procedures that support the mission and goals of our library?

A. What have we done well?

B. In what areas can we improve?

C. What goals can we set as a Board for the upcoming year?

2. Individual Trustee Self Evaluation
   - Do you understand and support the mission of the library?
   - What positive contributions have you made to the library in the last year?
   - How do you think your strengths best support our mission and goals?
   - What do you think you can do better as a Trustee this year?
   - What are your goals as a Trustee?

Mamakating Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.
Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200590720
1.2	Library Name	MAMAKATING LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Wurtsboro
1.6	Beginning Fiscal Reporting Year	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	01/01/2023
1.12	Ending Local Fiscal Year	12/31/2023
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	128 SULLIVAN STREET
1.15	City	WURTSBORO
1.16	Zip Code	12790
1.17	Mailing Address	P.O. BOX 806
1.18	City	WURTSBORO
1.19	Zip Code	12790

1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 888-8004
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 888-8008
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	mam@rcls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	mamakatinglibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	10,718
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	03/09/2010
1.30	Date the library was last registered	10/30/2009
1.31	Federal Employer Identification Number	141566200
1.32	County	SULLIVAN
1.33	School District	Monticello Central School Dist.
1.34	Town/City	Mamakating
1.35	Library System	Ramapo Catskill Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Cheryl
1.38	Last Name of Library Director/Manager	Jones
1.39	NYS Public Librarian Certification Number	Y92R4FE

1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A
1.43	E-mail Address of the Director/Manager	cjones@rcls.org
1.44	Fax Number of the Director/Manager	(845) 888-8008
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Mamakating Library District
2.	Indicate the type of municipality or district holding the public vote	Special Legislative District
3.	Date the vote was held (mm/dd/2023)	08/29/2023
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	budget vote (special legislative district public library only)
6a.	Most recent prior year approved appropriation from a public vote:	$349,000
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$23,000
6c.	Total proposed appropriation (manually sum of 6a and 6b):	$372,000

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	Other
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	Other
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.	N

Unusual Circumstances

1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A

| 1.49 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. | N |

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.
It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS
Cataloged Books

2.1	Adult Fiction Books	5,800
2.2	Adult Non-fiction Books	2,661
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,461
2.4	Children's Fiction Books	4,488
2.5	Children's Non-fiction Books	1,872
2.6	Total Children's Books (Total questions 2.4 & 2.5)	6,360
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	14,821

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	102
2.10	All Other Print Materials	3
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	105
2.12	Total Print Materials (Total questions 2.7 and 2.11)	14,926

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	67,588
2.14	Local Electronic Collections	10
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25
2.17	Audio - Downloadable Units	28,770
2.18	Video - Downloadable Units	158
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	238,106
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	334,647

Non-Electronic Materials

2.21	Audio - Physical Units	634
2.22	Video - Physical Units	2,357
2.23	Other Circulating Physical Items	33
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,024

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	352,597

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	1,095
2.27	All Other Print Materials	1
2.28	Electronic Materials	24,199
2.29	All Other Materials	99
2.30	Total Additions (Total questions 2.26 through 2.29)	25,394

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	15,548
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	2,737
3.3	Registered non-resident borrowers	7

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have? If no, go to next question

	screen reader, such as JAWS, Windoweyes or NVDA	No
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	63
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	796
3.18a	Number of Sessions Targeted at Children Ages 6-11	62
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	826
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	17
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	127
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	128
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,077
3.21a	Number of General Interest Program Sessions	18
3.21b	Attendance at General Interest Program Sessions	257

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	288
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	3,083

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	260
3.24b	Total Live Onsite Program Attendance	2,876
3.25a	Total Live Offsite Program Sessions	10
3.25b	Total Live Offsite Program Attendance	94
3.26a	Total Live Virtual Program Sessions	18
3.26b	Total Live Virtual Program Attendance	113
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	288
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	3,083

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	82
3.32	Attendance at One-on-One Program Sessions	82

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y

| 3.34 | Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? | Yes |

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	158
3.38	Young adults registered for the library's summer reading program	38
3.39	Adults registered for the library's summer reading program	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	196
3.41a	Children's program sessions - Summer 2023	47
3.41b	Children's program attendance - Summer 2023	610
3.42a	Young adult program sessions - Summer 2023	8
3.42b	Young adult program attendance - Summer 2023	62
3.43a	Adult program sessions - Summer 2023	0
3.43b	Adult program attendance - Summer 2023	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	55
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	672
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	
3.50	Childcare center(s)	1
3.51	Summer camp(s)	
3.52	Municipality/Municipalities	1
3.53	Literacy provider(s)	1
3.54	Other (describe using the State note)	2
3.55	Total Collaborators (total 3.48 through 3.54)	6

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	63
3.57b	Focus on birth - school entry (kindergarten) attendance	796
3.58a	Focus on parents & caregivers sessions	4
3.58b	Focus on parents & caregivers attendance	20
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	67
3.61	Total Attendance	816

3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N

3.64a	Total group program sessions	
3.64b	Total group program attendance	
3.65a	Total one-on-one program sessions	
3.65b	Total one-on-one program attendance	

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N

3.68a	Children's program sessions	
3.68b	Children's program attendance	
3.69a	Young adult program sessions	
3.69b	Young adult program attendance	
3.70a	Adult program sessions	
3.70b	Adult program attendance	
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	

3.73b   One-on-one program attendance

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	3
3.76b	Total group program attendance	12
3.77a	Total one-on-one program sessions	82
3.77b	Total one-on-one program attendance	82

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is _not_ considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	6,648
4.2	Adult Non-fiction Books	3,092
4.3	Total Adult Books (Total questions 4.1 & 4.2)	9,740
4.4	Children's Fiction Books	7,717
4.5	Children's Non-fiction Books	2,066
4.6	Total Children's Books (Total questions 4.4 & 4.5)	9,783
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	19,523

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,489
4.9	Circulation of Children's Other Materials	942
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,431
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	23,954

ELECTRONIC USE

4.12	Use of Electronic Material	8,110
4.13	Successful Retrieval of Electronic Information	6,660
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	14,770
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	32,064
4.16	Total Collection Use (Total questions 4.13 & 4.15)	38,724
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	10,725
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	13,710
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	N

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	7,161

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	5,482

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.
SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	39,346

5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Cheryl Jones
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 888-8010
5.12	IT contact's email address	Mam@rcls.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	0
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	3.3
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.30

| 6.13 | VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) | 0.00 |

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$67,000
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	$0
6.18	FTE - Librarian	0
6.19	Salary - Librarian	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.   Y

7. Is open the minimum standard number of public service hours for population served. (see instructions)   Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.   Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs   Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.   Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.   Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.   Y

| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.
PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	45.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	45.00
8.10	Annual Total Hours - Main Library	2,340.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,340.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.
Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.
NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.
If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Mamakating Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	128 Sullivan Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Wurtsboro
6.	Zip Code	12790
7.	Phone (enter 10 digits only)	(845) 888-8004
8.	Fax Number (enter 10 digits only)	(845) 888-8008
9.	E-mail Address	Mam@rcls.org
10.	Outlet URL	Mamakatinglibrary.org
11.	County	Sullivan
12.	School District	Monticello Central School District
13.	Library System	Ramapo Catskill Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,340
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	16
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	2014

24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2014
25.	Square footage of the outlet	4,893
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	2,031
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	DSL
29.	Maximum download speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps
31.	Internet Provider	Frontier Communications
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	22,220
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	N
37.	*LIBID*	7200590720
38.	*FSCSID*	NY0599
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.
BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	12

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-15
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	7
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A
10.5	What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.	4 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Jennifer
3.	Last Name of Board Member	Holmes
4.	Mailing Address	PO Box 703
5.	City	Wurtsboro
6.	Zip Code (5 digits only)	12790
7.	E-mail address	jholmes.trustee@rcls.org
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2022
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2026

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/16/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/16/2023
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	John
3.	Last Name of Board Member	Buying
4.	Mailing Address	64 Witte Drive
5.	City	Middletown
6.	Zip Code (5 digits only)	10940
7.	E-mail address	jbuying.trustee@rcls.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2022
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/06/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/06/2022
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Chelsea

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/05/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/05/2021
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Pamela
3.	Last Name of Board Member	Rice-Woytowick
4.	Mailing Address	PO Box 57
5.	City	Wurtsboro
6.	Zip Code (5 digits only)	12790
7.	E-mail address	prwoytowick.trustee@rcls.org
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2023
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/01/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/01/2023
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Mark

3.	Last Name of Board Member	Tourtellott
4.	Mailing Address	846 Winterton Rd
5.	City	Middltown
6.	Zip Code (5 digits only)	10940
7.	E-mail address	mtourtellott.trustee@rcls.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2020
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	11/06/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/06/2020
16.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Mamakating
3.	Amount	$349,000

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$349,000

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$3,176
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,176

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$22,379

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$7,081
11.15	Fund Raising	$0
11.16	Income from Investments	$206
11.17	Library Charges	$5,429
11.18	Other	$539
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$13,255

11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$387,810
11.21	**BUDGET LOANS**	$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	$133,114
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$520,924

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$67,000
12.2	Other Staff	$106,890
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$173,890
12.4	**Employee Benefits Expenditures**	$35,044
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$208,934

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$17,904
12.7	Electronic Materials Expenditures	$8,641
12.8	Other Materials Expenditures	$2,712

| 12.9 | **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) | $29,257 |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$35,898
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$35,898

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$3,968
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$3,968
12.16	Other Disbursements for Operation & Maintenance of Buildings	$27,474
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$31,442

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$9,032
12.19	Telecommunications	$3,405
12.21	Professional & Consultant Fees	$9,313
12.22	Equipment	$2,757
12.23	Other Miscellaneous	$2,295
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$26,802

Contracts / Debt Service / Transfers / Grand Total

| 12.25 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $19,132 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$26,200
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$26,200

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$26,200

| 12.32 | **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) | $377,665 |

TRANSFERS
Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$5,242
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$5,242
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$5,242
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$382,907
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$138,017
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$520,924

ASSURANCE

| 12.41 | The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). | 02/12/2024 |

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yy)	12/01/2004
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2003-12/31/2003
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

| 12.45 | Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. | Y |

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.
REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$5,242
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$5,242
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$5,242
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$16,577
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$21,819

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0

14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$6,548
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$6,548
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2023	$15,271
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$21,819

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.88
16.2	Total Librarians	0.88
16.3	All Other Paid Staff	2.89
16.4	Total Paid Employees	3.77
16.5	State Government Revenue	$25,555
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$13,255
16.8	Total Operating Revenue	$387,810
16.9	Other Operating Expenditures	$77,376
16.10	Total Operating Expenditures	$315,567
16.11	Total Capital Expenditures	$42,446
16.12	Print Materials	14,923
16.12a	Total Physical Items in Collection	17,947
16.13	Total Registered Borrowers	2,744
16.14	Other Capital Revenue and Receipts	$5,242
16.15	Number of Internet Computers Used by General Public	5
16.16	Total Uses (sessions) of Public Internet Computers Per Year	2,031
16.17	Wireless Sessions	22,220
16.18	Total Capital Revenue	$5,242

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	7200590720
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	CD2
17.7	*FSCS ID*	NY0599
17.8	*SED CODE*	800000070815
17.9	*INSTITUTION ID*	800000070815

SUGGESTED IMPROVEMENTS

Library Name:	MAMAKATING LIBRARY
Library System:	Ramapo Catskill Library System
Name of Person Completing Form:	Cheryl Jones
Phone Number:	(845) 888-8010
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	