

West Hurley Library Board Meeting

March 20th, 2024

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1 Call to order at 7:03 pm by Maria Granda

1.1 Attending

- Suzanne Downie, Maria Granda, Joseph Letendre, Ross Lonstein, Margaret Smith, Elizabeth Unterman

2 Approval of February minutes

- Motion to approve by Elizabeth, seconded by Joseph. Carried.

3 Financial Reports

3.1 Warrant List

- approval of Warrant List \$11,463.98
- motion to approve by Maria, second by Susan. Carried.

3.2 Report

- motion to approve by Margaret, second by Joseph. Carried.

4 Director's Report

4.1 Program Updates

Event	Date	Attending
Book Discussion Group	Monday, February 12 th	6 people
Book Discussion Group	Monday, March 11 th	7 people
Beginner Yoga	Tuesday, February 20 th	9 people
Beginner Yoga	Tuesday, March 5 th	3 people
Beginner Yoga	Tuesday, March 12 th	3 people
Beginner Yoga	Tuesday, March 19 th	4 people
Homeschool Science	Friday, March 8 th	10 children
Comic Workshop with Kayla Miller	Saturday, March 9 th	10 people
LEGO Club	February 12 th	15 children
LEGO Club	March 18 th	15 children

4.2 Upcoming Events

Event	Date
Library Open House	Saturday, March 23 th , 11am-2pm
LEGO Club	Monday, April 15 th , 4:30-5:30pm (Ages 4+)
Knitting Group	Wednesdays at 6pm
Home School Scientists	Friday, March 22 nd , 11:30am
Beginner Yoga	Tuesdays at 2:15pm. \$6 fee/person/class.

- Discussion of the Open House
- Town is accepting requests for Summer readings.
 - \$2500 available to libraries in recreation budget.
 - The Summer Library bus trip will not be offered.

5 Finance Committee

- No Report

6 By-Law Committee

- No Report

7 Building Committee

7.1 Paraco HVAC

- Paraco finished installing the HFAC but will not be able to test the systems until the weather is warmer (70dF).
- Final check will be held until completion.

- Paraco recommends that we wait a year before we decide to consider replacing the other units.
 - Board review service and delivery for 2025

7.2 Hot Water Heater

Hot water heater failed and was replaced.

7.3 Changing Tables

- The tables were services and now retract.

7.4 Chimney Top

- The chimney top blew off in one of the wind storms and was replaced.

7.5 Flagpole

- The flag is now up and lit.
- The bushes under the flagpole were trimmed to allow the light to reach the flag.

7.6 Outdoor Ramps

- We will need to look at replacing both ramps.
- Estimate expected next month.

7.7 Grounds Maintenance

- Soliciting estimates for 2025.
- Estimates are due April 1st 2025.

8 Election Committee

- No Report

9 Community Relations

- No Report

10 Technology

- No Report

11 Personnel

- No Report

12 By-Laws/Policies

- No Report

13 Long-Term Planning

- No Report

14 New Business & Public Comments

- Discussion of Hosting and Supporting Local Authors

15 Calendar

- Next meeting April 17th, 2024

16 Adjourned at 7:28pm

DIRECTOR'S REPORT

March 15, 2024

Programs Update –

Book Discussion Group – Monday, February 12th – 6 people

Book Discussion Group – Monday, March 11th - 7 people

Beginner Level Yoga – Tuesdays at 2:15pm – Fee of \$6 per class – Feb 20 (9 people), Mar 5 (3 people), March 12 (3 people), Mar 19 (4 people)

Homeschool Science - March 8 – 10 children

Comic Workshop with Kayla Miller – Saturday, March 9th – 18 people

LEGO Club – February 12th – 15 children

LEGO Club – March 18th – 15 children

Upcoming Events –

Library Open House – March 23rd from 11am to 2pm

LEGO Club – April 15th from 4:30-5:30pm – Ages 4 and Up
– Preregister to receive a free LEGO Lamb.

Knitting Group – Wednesdays at 6pm

Home School Scientists – March 22nd at 11:30am

BUILDING COMMITTEE

Paraco HVAC – Paraco has finished installing the HVAC but will not be able to test the systems until the weather is warmer. Paraco recommends that we wait a year before we decide to consider replacing the other units.

Hot Water Heater – The hot water heater busted and was replaced.

Changing Tables – The changing tables now retract.

Chimney Top – The chimney top blew off in one of our wind storms and has been replaced.

Flagpole – The bushes under the flagpole have been trimmed to allow the light to reach the flag.

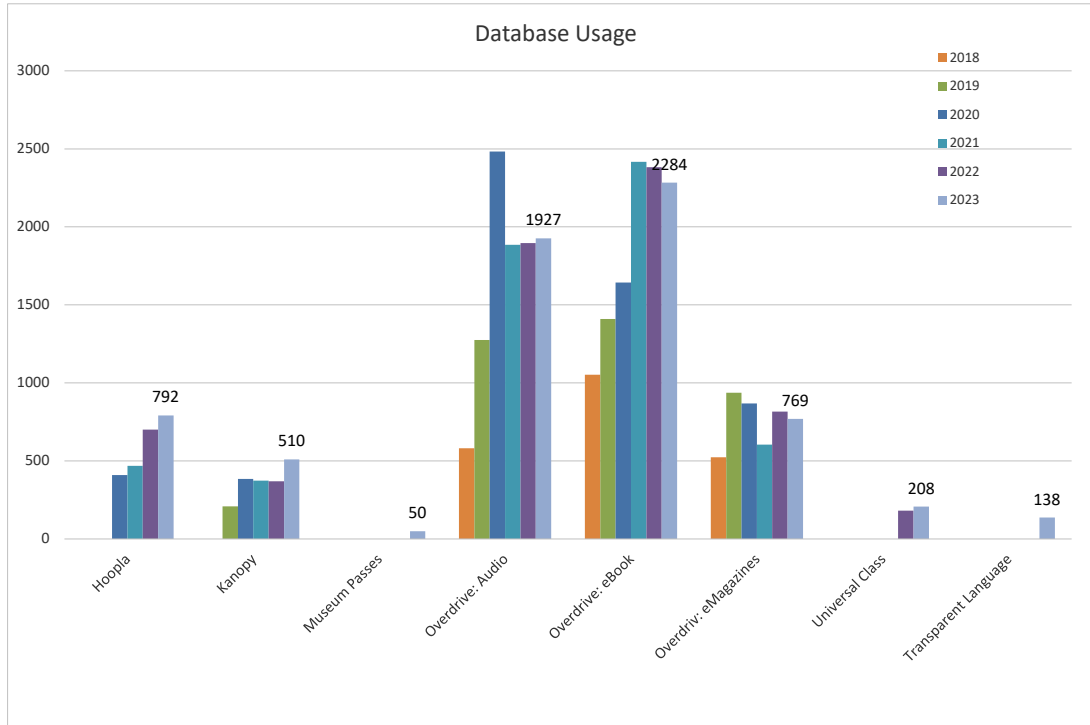
Outdoor Ramps – We will need to look at replacing both ramps.

Grounds Maintenance – I put out a call for estimates for 2025. The estimates are due in 2025.

West Hurley Public Library Database Usage

Database	2018	2019	2020	2021	2022	2023
Hoopla			409	469	701	792
Kanopy		209	385	374	370	510
Museum Passes						50
Overdrive: Audio	581	1275	2483	1885	1896	1927
Overdrive: eBook	1053	1410	1643	2417	2382	2284
Overdriv: eMagazines	523	937	868	605	816	769
Universal Class					182	208
Transparent Language						138

Total 0



West Hurley Public Library
Profit & Loss Budget Performance
 February 2024

	Feb 24	Jan - Feb 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME	253.91	336.71	1,250.00	26.94%
INTEREST INCOME	209.84	494.87	250.00	197.95%
LOCAL PUBLIC FUNDS	0.00	0.00	3,300.00	0.0%
LOCAL SOURCES	255.11	355.11	1,800.00	19.73%
REAL PROPERTY TAXES	0.00	0.00	243,654.00	0.0%
STATE AID	0.00	0.00	1,000.00	0.0%
Total Income	718.86	1,186.69	251,254.00	0.47%
Expense				
BUILDING CONTRACTUAL	2,300.93	4,020.97	29,721.00	13.53%
COLLECTION ACQUISITIONS	2,862.02	7,048.26	32,074.00	21.97%
GRANT EXPENDITURES	0.00	250.00		
LIBRARY OPERATIONS	1,828.64	4,556.23	26,040.00	17.5%
PAYROLL EXPENSES	9,428.18	20,922.89	161,019.00	12.99%
PERSONNEL-OTHER	0.00	0.00	2,400.00	0.0%
Total Expense	16,419.77	36,798.35	251,254.00	14.65%
Net Ordinary Income	-15,700.91	-35,611.66		
Other Income/Expense				
Other Income				
Other Interest Income	37.55	77.62		
Total Other Income	37.55	77.62		
Net Other Income	37.55	77.62		
Net Income	-15,663.36	-35,534.04		

West Hurley Public Library
Profit & Loss Budget Performance
February 2024

	Feb 24	Jan - Feb 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME				
Copies				
Canon	24.45	24.45	450.00	5.43%
Printer/SAM	108.86	108.86	450.00	24.19%
Remote	3.60	3.60		
Total Copies	136.91	136.91	900.00	15.21%
Fax Machine	27.00	27.00	150.00	18.0%
Fines	2.00	81.80		
Lost Books	0.00	0.00	200.00	0.0%
Misc.	86.00	86.00		
Scan	2.00	2.00		
Used Books	0.00	3.00		
Total DEPARTMENTAL INCOME	253.91	336.71	1,250.00	26.94%
INTEREST INCOME				
M&T Bank Checking	23.40	82.66	250.00	33.06%
M&T Bank Operating Fund	186.44	412.21		
Total INTEREST INCOME	209.84	494.87	250.00	197.95%
LOCAL PUBLIC FUNDS				
Onteora Central Schools	0.00	0.00	3,300.00	0.0%
Total LOCAL PUBLIC FUNDS	0.00	0.00	3,300.00	0.0%
LOCAL SOURCES				
Friends Donations	26.76	26.76		
Gifts & Donations	228.35	328.35	800.00	41.04%
Grants	0.00	0.00	1,000.00	0.0%
Total LOCAL SOURCES	255.11	355.11	1,800.00	19.73%
REAL PROPERTY TAXES				
Town of Hurley	0.00	0.00	243,654.00	0.0%
Total REAL PROPERTY TAXES	0.00	0.00	243,654.00	0.0%

West Hurley Public Library
Profit & Loss Budget Performance
 February 2024

	Feb 24	Jan - Feb 24	Annual Budget	% of Budget
STATE AID				
LLSA	0.00	0.00	1,000.00	0.0%
Total STATE AID	0.00	0.00	1,000.00	0.0%
Total Income	718.86	1,186.69	251,254.00	0.47%
Expense				
BUILDING CONTRACTUAL				
Alarm System	0.00	0.00	621.00	0.0%
Building Insurance	0.00	0.00	5,500.00	0.0%
Building Repair & Maint.	37.75	37.75	4,000.00	0.94%
Custodial Supplies	0.00	0.00	380.00	0.0%
Electric	0.00	792.56	5,300.00	14.95%
Fuel Oil	1,883.18	2,285.31	6,000.00	38.09%
Grounds Maintenance	0.00	120.00	2,600.00	4.62%
Janitorial	380.00	760.00	4,420.00	17.19%
Trash Removal	0.00	0.00	700.00	0.0%
Water Cooler	0.00	25.35	200.00	12.68%
Total BUILDING CONTRACTUAL	2,300.93	4,020.97	29,721.00	13.53%
COLLECTION ACQUISITIONS				
Audiobooks	0.00	50.00	4,000.00	1.25%
Book Binding	0.00	0.00	924.00	0.0%
Books	747.94	5,885.48	14,500.00	40.59%
Databases	0.00	0.00	1,500.00	0.0%
Magazines	91.55	91.55	900.00	10.17%
MHLS Delivery	1,808.25	806.95	6,250.00	12.91%
Video	214.28	214.28	4,000.00	5.36%
Total COLLECTION ACQUISITIONS	2,862.02	7,048.26	32,074.00	21.97%
GRANT EXPENDITURES				
Grant - Special Programs	0.00	250.00		
Total GRANT EXPENDITURES	0.00	250.00		
LIBRARY OPERATIONS				

West Hurley Public Library
Profit & Loss Budget Performance
 February 2024

	Feb 24	Jan - Feb 24	Annual Budget	% of Budget
Accounting	458.25	809.25	5,000.00	16.19%
Bank Charges				
Visa Finance Chg	-58.61	-58.61		
Bank Charges - Other	10.95	10.95		
Total Bank Charges	-47.66	-47.66		
Computer Supplies	73.12	73.12	500.00	14.62%
Computers	0.00	0.00	3,000.00	0.0%
Copier	206.15	315.15	2,000.00	15.76%
Dues	200.00	200.00	600.00	33.33%
Elections	0.00	0.00	240.00	0.0%
Electronic Access	468.78	468.78	2,600.00	18.03%
Flash Drives	34.94	34.94		
Miscellaneous	0.00	0.00	2,000.00	0.0%
Office Software	0.00	0.00	1,000.00	0.0%
Office Supplies	42.80	325.04	1,600.00	20.32%
Patron Software	0.00	0.00	700.00	0.0%
Postage & Freight	0.00	0.00	400.00	0.0%
Publicity & Printing	45.90	45.90	500.00	9.18%
Recognition	0.00	0.00	500.00	0.0%
Special Programs	243.55	533.55	1,400.00	38.11%
Square Fees	0.30	6.16		
Tech Service MHLS	0.00	1,624.00	2,200.00	73.82%
Telephone	102.51	168.00	1,800.00	9.33%
Total LIBRARY OPERATIONS	1,828.64	4,556.23	26,040.00	17.5%
PAYROLL EXPENSES				
Direct Deposit Expense	48.00	106.50	350.00	30.43%
Disability Insurance	-13.07	-38.82	300.00	-12.94%
FICA - Employer	542.87	1,092.17	7,000.00	15.6%
Medical Insurance	0.00	1,996.72	13,500.00	14.79%
Medicare - Employer	126.95	255.42	1,660.00	15.39%

West Hurley Public Library
Profit & Loss Budget Performance
 February 2024

	Feb 24	Jan - Feb 24	Annual Budget	% of Budget
NYS Retirement	0.00	0.00	12,175.00	0.0%
Paid Family Leave	-32.65	-104.76		
Salary-Administration	5,423.08	10,846.16	70,500.00	15.38%
Salary-Clerk	3,105.00	6,313.50	46,332.00	13.63%
Salary-Page	0.00	0.00	2,700.00	0.0%
Salary-Storyhour Clerk	228.00	456.00	4,902.00	9.3%
State Unemployment Insurance	0.00	0.00		
Workers Compensation Ins.	0.00	0.00	1,600.00	0.0%
Total PAYROLL EXPENSES	9,428.18	20,922.89	161,019.00	12.99%
PERSONNEL-OTHER				
Personnel Contractual Expend				
Education	0.00	0.00	1,800.00	0.0%
Travel	0.00	0.00	600.00	0.0%
Total Personnel Contractual Expend	0.00	0.00	2,400.00	0.0%
Total PERSONNEL-OTHER	0.00	0.00	2,400.00	0.0%
Total Expense	16,419.77	36,798.35	251,254.00	14.65%
Net Ordinary Income	-15,700.91	-35,611.66		
Other Income/Expense				
Other Income				
Other Interest Income				
M & T Bank - Capital Fund	37.55	77.62		
Total Other Interest Income	37.55	77.62		
Total Other Income	37.55	77.62		
Net Other Income	37.55	77.62		
Net Income	-15,663.36	-35,534.04		

West Hurley Public Library
Balance Sheet
 As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
CASH	
M&T Bank	
M&T Bank - Checking 7168	1,020.00
Gates Reserve - 2010	21,237.96
M&T Bank - Checking 7168 - Other	21,237.96
Total M&T Bank - Checking 7168	22,257.96
M&T Bank - Other	29.63
Total M&T Bank	22,287.59
M&T Bank - Operating Fund 8589	
HVOEC	2,500.00
M&T Bank - Operating Fund 8589 - Other	83,623.41
Total M&T Bank - Operating Fund 8589	86,123.41
Petty Cash	200.00
Total CASH	108,611.00
CASH CAPITAL FUNDS ACCOUNTS	
M&T Bank - Capital Funds 8597	21,027.77
Total CASH CAPITAL FUNDS ACCOUNTS	21,027.77
Total Checking/Savings	129,638.77
Total Current Assets	129,638.77
Fixed Assets	
Buildings	92,475.66
Equipment	3,562.82
Total Fixed Assets	96,038.48
TOTAL ASSETS	225,677.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,462.98
Accounts Payable	1,462.98
Total Accounts Payable	1,462.98
Other Current Liabilities	
Liability-Payroll	3,215.08
Total Other Current Liabilities	3,215.08
Total Current Liabilities	4,678.06
Total Liabilities	4,678.06
Equity	
Equity	147,885.07
Opening Bal Equity	23,040.12
Retained Earnings	85,608.04
Net Income	-35,534.04
Total Equity	220,999.19
TOTAL LIABILITIES & EQUITY	225,677.25

Restricted Funds - West Hurley Public Library
Balance Sheet
As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Dumond - Child Bks Bal (\$20000)	
0719 - \$10,000.00 - 01/07/19	11,343.01
1049 - \$10,000.00 - 2/05/18	10,856.35
	<hr/>
Total Dumond - Child Bks Bal (\$200...	22,199.36
Krembs - AdTech Bal (\$25000.00)	
0557 - \$9500.00 - 12/5/17	11,369.78
1030 - \$15,500.00 - 2/05/18	19,818.02
	<hr/>
Total Krembs - AdTech Bal (\$25000...	31,187.80
Krembs - Audio Bal (\$27000.00)	
0514 - \$10,000.00 - 03/28/18	10,961.39
0700 - \$17,000.00 - 01/07/19	19,283.14
	<hr/>
Total Krembs - Audio Bal (\$27000.00)	30,244.53
Total Checking/Savings	<hr/> 83,631.69
Total Current Assets	<hr/> 83,631.69
TOTAL ASSETS	<hr/> <hr/> 83,631.69
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	76,094.39
Unrestricted Net Assets	7,079.38
Net Income	457.92
	<hr/>
Total Equity	83,631.69
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 83,631.69

WEST HURLEY PUBLIC LIBRARY
 4802 6300 0303 **9654**
 February 05, 2024 - March 04, 2024

Business Card

Company Statement

Account Information:
 www.bankofamerica.com

Mail Billing Inquiries to:
 BANK OF AMERICA
 PO BOX 660441
 DALLAS, TX 75266-0441

Mail Payments to:
 BUSINESS CARD
 PO BOX 15796
 WILMINGTON, DE 19886-5796

Customer Service:
 1.800.673.1044, 24 Hours

Outside the U.S.:
 1.509.353.6656, 24 Hours

For Lost or Stolen Card:
 1.800.673.1044, 24 Hours

Business Offers:
 www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$3,381.47
 Past Due Amount \$25.00
Minimum Payment Due \$120.45
Payment Due Date 03/31/24

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
 \$0.00 for balance less than \$100.01
 \$29.00 for balance less than \$1,000.01
 \$39.00 for balance less than \$5,000.01
 \$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$2,259.86
 Payments and Other Credits -\$4.96
 Balance Transfer Activity \$0.00
 Cash Advance Activity \$0.00
 Purchases and Other Charges \$1,064.71
Fees Charged \$39.00
Finance Charge \$22.86

 New Balance Total \$3,381.47

Credit Limit \$10,000
 Credit Available \$6,618.53
 Statement Closing Date 03/04/24
 Days in Billing Cycle 29

Cardholder Activity Summary

Account Number	Credit Limit	Total Activity	Payments and Other Credits	Balance Transfer Activity	Cash Advance Activity	Purchases and Other Charges	Fees Charged
KEENE, KARA 4802 6318 9000 1237	10,000	1,059.75	-4.96	0.00	0.00	1,064.71	0.00

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		WEST HURLEY PUBLIC LIBRARY		
		Account Number: 9654		
		Fees Charged		

11:17 AM
03/20/24

West Hurley Public Library
A/P Aging Summary
As of April 1, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
American Printing & Office Suppl...	0.00	381.97	42.80	0.00	0.00	424.77
Big A.H. Construction, LLC	0.00	255.00	0.00	0.00	0.00	255.00
Brodart Co.	0.00	0.00	144.73	0.00	0.00	144.73
Canon Financial Service, Inc	109.00	0.00	0.00	0.00	0.00	109.00
Central Hudson	0.00	0.00	396.23	0.00	0.00	396.23
Culligan of Newburgh	0.00	50.70	0.00	0.00	0.00	50.70
Kara Keene	0.00	87.34	0.00	0.00	0.00	87.34
Kathryn Carey-Ackerman	0.00	270.00	0.00	0.00	0.00	270.00
KoscoHeritage	0.00	287.56	0.00	0.00	0.00	287.56
Linda Lee Schultz	0.00	0.00	120.00	0.00	0.00	120.00
Lorelei Voelker	0.00	0.00	458.25	0.00	0.00	458.25
Midwest Tape, LLC	0.00	0.00	28.94	0.00	0.00	28.94
My Benefit Advisor	998.36	0.00	0.00	0.00	0.00	998.36
Paraco Gas Corporation	6,135.50	0.00	0.00	0.00	0.00	6,135.50
The Green Janitor, Inc	0.00	0.00	380.00	0.00	0.00	380.00
Ulster County Library Association	108.47	0.00	0.00	0.00	0.00	108.47
Verizon	0.00	0.00	32.76	0.00	0.00	32.76
Verizon Wireless	0.00	54.76	0.00	0.00	0.00	54.76
VISA	0.00	1,121.61	0.00	0.00	0.00	1,121.61
TOTAL	7,351.33	2,508.94	1,603.71	0.00	0.00	11,463.98

3/20/24 - Mac
3/20/24 JPL
3/20/2024 HPS
3/20/2024 W
3/20/2024 SP
3/20/24 EM