

# West Hurley Library Board Meeting

April 17<sup>th</sup>, 2024

## Contents

<b>1 Call to order at 7:11 pm by Maria Granda</b>	<b>2</b>
1.1 Attending . . . . .	2
<b>2 Approval of February minutes</b>	<b>2</b>
<b>3 Financial Reports</b>	<b>2</b>
3.1 Report . . . . .	2
3.2 Warrant List . . . . .	2
<b>4 Director’s Report</b>	<b>2</b>
4.1 Library Tax Money . . . . .	2
4.2 Memo of Understanding (Action Memo #24-02) . . . . .	3
4.3 Program Updates . . . . .	3
4.4 Upcoming Events . . . . .	3
<b>5 Finance Committee</b>	<b>3</b>
<b>6 By-Law Committee</b>	<b>3</b>
<b>7 Building Committee</b>	<b>4</b>
7.1 Exit Stairs . . . . .	4
7.2 Lawn Mowing Estimates (2025/2026) . . . . .	4
<b>8 Election Committee</b>	<b>4</b>
<b>9 Community Relations</b>	<b>4</b>
<b>10 Technology</b>	<b>4</b>
<b>11 Personnel</b>	<b>5</b>
<b>12 By-Laws/Policies</b>	<b>5</b>

<b>13 Long-Term Planning</b>	<b>5</b>
<b>14 New Business &amp; Public Comments</b>	<b>5</b>
<b>15 Calendar</b>	<b>5</b>
<b>16 Adjourned at 7:37 pm.</b>	<b>5</b>

## **1 Call to order at 7:11 pm by Maria Granda**

### **1.1 Attending**

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

## **2 Approval of February minutes**

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

## **3 Financial Reports**

### **3.1 Report**

- Highlight- We received donations totaling \$600.
- Motion to approve by Maria, seconded by Joseph. Carried.

### **3.2 Warrant List**

- approval of Warrant List \$7238.45
- motion to approve by Margaret, seconded by Maria. Carried.

## **4 Director's Report**

### **4.1 Library Tax Money**

Town of Hurley mistake collected West Hurley Library's budget (\$251,254) instead of the Library Tax (\$243,654). In the past, we put the extra aside and reduced the amount that will be collected next year.

## 4.2 Memo of Understanding (Action Memo #24-02)

The memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System and Member Libraries. The system wants West Hurley to approve with a vote.

Motion to approve by Elizabeth, second by Ross. Carried.

## 4.3 Program Updates

Event	Date	Attending
Book Discussion Group	Monday, April 8 <sup>th</sup>	7 people
Beginner Yoga	Tuesday, April 9 <sup>th</sup>	3 people
Beginner Yoga	Tuesday, April 16 <sup>th</sup>	4 people
Homeschool Science	Friday, March 22 <sup>nd</sup>	14 children
Homeschool Science	Friday, April 5 <sup>th</sup>	14 children
LEGO Club	April 15 <sup>th</sup>	14 children
Open House	March 23 <sup>rd</sup>	50 people

- Beginner Yoga is Tuesdays at 2:15pm. \$6 fee per class.
- Plant Sale Saturday, May 11<sup>th</sup> 10am - 2pm.
  - Seeking volunteers

## 4.4 Upcoming Events

Event	Date
Book Discussion Group	Monday, May 13 <sup>th</sup>
LEGO Club	Monday, May 13 <sup>th</sup> , 4:30-5:30pm (Ages 4+)
Knitting Group	Wednesdays at 6pm
Home School Scientists	Friday, April 19 <sup>th</sup> , 11:30am
Home School Scientists	Friday, May 3 <sup>rd</sup> , 11:30am
Plant, Bake, & Book Sale	Saturday, May 11 <sup>th</sup> , 10am-2pm
Beginner Yoga	Tuesdays at 2:15pm. \$6 fee/person/class.

## 5 Finance Committee

- No Report

## 6 By-Law Committee

- No Report

## 7 Building Committee

### 7.1 Exit Stairs

Estimate to reedo the stairs.

Big A.H. Construction will replace both sets of stairs for \$5200. This includes pressure-treated lumber frame, Trex decking, Trex topper on stairs, all materials, labor and removal of debris. Requires \$2500 down.

Motion to accept estimate of \$5200 and release \$2500 by Maria, seconded by Joseph. Carried.

### 7.2 Lawn Mowing Estimates (2025/2026)

Company	Description	Total
MG Lawn Care	Spring Clean Up, Cut Lawn, Fall Clean Up. Includes trimming, mulch flower beds. Snow shoveling as needed \$60 per visit	\$2300
Big A.H. Construction	Spring Clean Up, Cut Lawn, Fall Clean Up. Gutter cleaning Spring and Fall. Snow shoveling as needed \$60 per visit	\$2400
Beesmer Enterprises	Spring Clean Up, Cut Lawn, Fall Clean Up. Trim hedges: \$300 extra. Mulch Garden Beds: \$300	\$2800

- MG Lawn Care has the existing contract.
- Motion to continue with MG Lawn Care by Joseph, seconded by Suzanne. Carried.

## 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**

## **15 Calendar**

- Next meeting May 15<sup>th</sup>, 2024

## **16 Adjourned at 7:37 pm.**

**DIRECTOR'S REPORT**  
**April 15, 2024**

Library Tax Money – Town of Hurley mistakenly collected West Hurley Library’s budget (\$251,254) instead of the library tax (\$243,654). In the past, we put the extra aside and reduced the amount that will be collected next year.

Memorandum of Understanding – The memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System and Member Libraries. The system wants West Hurley to approve with a vote.

**Programs Update –**

Book Discussion Group – Monday, April 8th – 7 people  
 Beginner Level Yoga – Tuesdays at 2:15pm – Fee of \$6 per class – Apr 9 (3 people), Apr 16 (4 people)  
 Homeschool Science - March 22 – 14 children  
 Homeschool Science - April 5 – 14 children  
 LEGO Club – April 15<sup>th</sup> – 14 children  
 Open House – March 23<sup>rd</sup> – 50 people

**Upcoming Events –**

Book Discussion Group – May 13<sup>th</sup> at 6pm  
 LEGO Club – May 13<sup>th</sup> from 4:30-5:30pm – Ages 4 and Up  
 Knitting Group – Wednesdays at 6pm  
 Home School Scientists – April 19<sup>th</sup>, May 3<sup>rd</sup> at 11:30am  
 Plant, Bake & Book Sale – May 11<sup>th</sup> from 10am to 2pm

**BUILDING COMMITTEE**

Exit Stairs – We have an estimate to redo the stairs. Big A.H. Construction will replace both sets of stairs for \$5200. This includes a pressure treated lumber frame, Trex decking, Trex topper on stairs, all materials, labor, and removal of debris.

Lawn Mowing Estimates for 2025/26

MG Lawn Care	Spring Clean Up, Cut Lawn, Fall Clean Up including trimming, Mulch Flower beds. Snow shoveling as needed - \$60 per visit	\$2300
Big A.H. Construction	Spring Clean Up, Cut Lawn, Fall Clean Up, Gutter Cleaning Spring and Fall Snow shoveling as needed - \$60 per visit	\$2400
Beesmer Enterprises	Spring Clean Up, Cut Lawn, Fall Clean Up Trim Hedges: \$300 extra Mulch Garden Beds: \$300	\$2800

# ESTIMATE



## Prepared For

west hurley public library  
42 clover street  
west hurley, ny 12491

## Big A.H. Construction, LLC

P. O. Box 583  
Lake Katrine, N.Y. 12449  
Phone: (845) 416-3001  
Email: bigaconstruction1118@gmail.com  
Fax: (845) 383-1588  
Web: Payments can be made by Zelle, Venmo, Apple  
Pay, or Paypal(please cover fee)

Estimate # 26  
Date 04/15/2024  
Business / Tax # TF7341886

## Description

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Deck/porch	Pressure treated frame
Tear down and replace existing decks	Trex tops on railing
New stairs and railings	and decking
Materials will be Trex decking	
Labor	
Removal of debris	

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<b>Subtotal</b>	\$5,200.00
<b>Total</b>	<b>\$5,200.00</b>

**ACTION MEMO #24-02**

To: Member Library Directors & Board Presidents  
From: Rebekkah Smith Aldrich, MHLS Executive Director  
Date: February 29, 2024  
Re: Memo of Understanding

**Background:**

The Mid-Hudson Library System (MHLS) is a cooperative public library system, chartered by the New York State Board of Regents, working in partnership with our member libraries. To define the relationship between MHLS and member libraries we have operated under two documents that outline the parameters and expectations of the relationship: the “Document of Understanding,” which is over twenty years old, and the “Automation Agreement,” which is approximately seven years old. Recognizing that both documents have elements that are out-of-date from several perspectives (e.g. terminology, contractual obligations, and state regulations), the MHLS Staff, Directors Association, and Board of Trustees collaborated in a 13-month effort to update and merge these two documents, resulting in the attached “Memorandum of Understanding (MOU).”

The basis of the MOU is not a major departure from the original two documents, it simply merges them; removes or updates out-of-date language and concepts; and clarifies issues that have become questioned in recent years.

In November 2023 the MHLS Directors Association unanimously approved this new MOU. In December 2023 the MHLS Board unanimously approved this new MOU.

**Issue:**

The MOU will need to be signed by each member library board president and director in order to re-establish clear lines of communication about the relationship between MHLS and member libraries.

**Action:**

Please sign and return the Memo of Understanding to MHLS.

**Deadline:**

Tuesday, April 30, 2024

*For an introduction to the document and an opportunity ask questions about it please sign up for the Memo of Understanding Introduction presented by Rebekkah Smith Aldrich, MHLS Executive Director, an online event which will be recorded. This will be held on Tuesday, March 5th at 5:00pm. You can register through the MHLS Calendar:*

<https://midhudson.org/events/an-introduction-to-the-new-memo-of-understanding/>



# Memorandum of Understanding Between the Mid-Hudson Library System and Member Libraries

This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System (“System”) and its member libraries (“Member Libraries”) in the cooperative provision of public library service to the residents of the Mid-Hudson Valley. To facilitate a strong cooperative approach to meeting mutual expectations for service, the following are understood by both the Member Libraries and the System.

## Definitions

*Mid-Hudson Library System:* a cooperative public library system chartered by the New York State Board of Regents to serve Columbia, Dutchess, Greene, Putnam and Ulster Counties.

*Member Library:* association and public libraries chartered by the New York State Board of Regents who have been granted membership to the Mid-Hudson Library System by its board of trustees.

*Directors Association:* The Directors Association (DA) of the System is composed of the director or manager of each Member Library as defined by §90.8 of Commissioner’s Regulations. As per the DA bylaws, the purpose of the DA shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the staff and board of MHLS on issues pertaining to the management of services provided by MHLS including, but not limited to, collective agreements and cost sharing for services.

*Membership:* A library's membership in the System grants access to all services outlined in this memorandum; a seat on the Directors Association; and one vote at the Annual Membership Meeting of the System.

*MHLS Board of Trustees:* The System board is elected by the membership to govern the System as per New York State Education Law and Education Commissioner's Regulations.

*Resource Sharing Standards:* These are the policies and procedures adopted by the DA to govern the effective sharing of resources.

*Free Direct Access Plan:* The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations §90.3 (a) through (d)(4). This document reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The document provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

### **General Roles and Responsibilities**

The mission of the System is to uphold the public's right to free and equitable access to information and library resources, to facilitate cost-effective resource sharing, and to promote professional and inclusive library services in partnership with the Member Libraries.

Member Libraries are chartered to serve the public directly and the System serves the Member Libraries.

**A. The MID-HUDSON LIBRARY SYSTEM will, as determined appropriate by the System and consistent with applicable provisions of the Education Law and the Regulations of the Commissioner of Education:**

1. Maintain and operate an integrated library system (ILS) which supports circulation; bibliographic and patron database management; metadata; a public catalog; other resource sharing functions; a physical delivery service for the purpose of sharing materials between the member libraries; shared digital collection platform(s); support for interlibrary loan services and delivery within our region and outside of the region, as appropriate. The choice of ILS vendor and scheduling of deliveries will be done with input from the member libraries.
  - This will include:
    - Assuming the primary financial and contractual responsibility for the operation of the ILS, ILS modules, digital collection platform, and related services.
    - Researching and leading contract negotiations to purchase software as service, equipment, and supplies at the request of the MHLS Directors Association when joint purchase results in savings or efficiencies.
    - Acquiring, creating, and enhancing bibliographic records for new acquisitions as well as managing quality control and updates to the existing bibliographic records on behalf of member libraries.
    - Assisting member libraries in achieving compliance with MHLS Directors Association approved Resource Sharing Standards.
    - Carrying out the implementation of the Procedures for Resource Sharing Standards Violations, as approved by the MHLS Directors Association.
    - Supporting member libraries with local ILS installation and managing the parameters and ILS configurations to meet their needs as they evolve.
    - Maintaining the ILS and modules through upgrade installations and acting on behalf of member libraries to resolve issues as they are reported.
    - Acting as an advocate with the ILS and digital collection platform vendors to develop and enhance these services and other software to meet the needs of our member libraries.

- Acting on behalf of member libraries to integrate services and support third-party vendor integrations.
  - Providing automated library services that are consistent with accepted library standards.
  - Establishing and maintaining financial records and other supporting evidence in accordance with New York State auditing practices.
2. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
  3. Arrange training and provide consulting to member libraries on: the minimum standards for registration of public and association libraries as defined in §90.2 of Commissioner's Regulations; ILS, cataloging, and digital services centrally purchased through MHLS; issues related to services, technology, management and governance as defined in the System's five-year Plan of Service. The MHLS Directors Association (DA) will provide input on the Plan of Service and related action plans prior to approval by the MHLS Board of Trustees and State Library.
  4. Provide advocacy for libraries in the region at the state, and national levels; at the local level upon the request of a member library board; and at the county level upon the request of a county directors/library association.
  5. Carry out the Free Direct Access Plan as defined in §90.3 of the Commissioner's Regulations and approved by the State Library.
  6. Administer and provide support for state aid as mandated by the Education Commissioner's Regulations as well as any grants received by the System for the benefit of members. This includes but is not limited to Coordinated Outreach Services as mandated by section §90.3; Central Library Services Program Aid as mandated in §90.4; and State Aid for Library Construction as mandated in §90.12.
  7. Invoice member libraries based on the annual member assessment adopted by the DA.

8. Provide a means for the mutual exchange of ideas and plans for service, such as the DA, advisory committees, and listservs.
9. Communicate directly, in a timely manner, with any Member Library or libraries wishing to discuss issues.

**B. Each MEMBER LIBRARY will:**

1. Maintain its registration with the State Library via compliance with the minimum standards detailed in §90.2 of Commissioner's Regulations.
2. Employ a paid director or interim director as per §90.2 of Commissioner's Regulations.
3. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
4. Ensure library directors are active participants in the DA which includes staying abreast of current topics of conversation, providing feedback to their county's representatives to DA advisory committees, and regular participation at DA meetings as local conditions allow.
5. Assume responsibility for its portion of the annual member assessment, including the Members Capital Fee, and for its portion of any ILS enhancement or product, based on recommendation by the DA, for MHLS to license through a cost-share agreement.
6. Adhere to the Resource Sharing Standards, including but not limited to purchasing levels.
7. Uphold that the ILS database is intended to contain all the Member Library's materials and registered borrowers, and to that end, agree to the following:
  - To enter or supply data for entry into the ILS database of patron and bibliographic information.

- To enter data only by properly trained personnel with the understanding that MHLS reserves the right to correct, add, modify, or delete bibliographic records and holdings information in keeping with professional standards and established procedures.
  - Keep patron and item records current and edit and delete holdings as necessary.
8. Provide borrowing privileges to patrons of other libraries in the System area as per New York State Education Law §272(g) and as provided for in the System's state-approved Free Direct Access Plan.
  9. Participate in the Interlibrary Loan Service within the System area.
  10. Purchase, install and maintain equipment and internet connectivity as specified by the Integrated Library System (ILS) vendor. This includes a static IP and adequate bandwidth to support the ILS given staff and patron needs.
  11. Maintain password control of access to the ILS and ensure that patron data and transactional information extracted from the ILS is securely stored, transferred and posted using currently acceptable secure methods. Extraction of personally identifiable information is limited to the patron or transactional information necessary for the operation of the library.
  12. Pay for any contractual obligations, e.g., additional user licenses and specialized services, that the Member Library chooses to add beyond MHLS's obligations as outlined above.
  13. Monitor the MHLS-Notices and MHLS-Alerts listservs for MHLS Action Memos and critical calls to action and respond by stated deadlines.
  14. Provide the various reports required by the New York State Library by stated deadlines.
  15. Ensure its trustees and staff are informed about events and services available from the System and keep the System informed of the services they desire.

**C. TITLE TO SYSTEM DATABASE:** The ILS bibliographic and patron database is understood to be the collective property of MHLS and all MHLS Member Libraries. A Member Library shall have the right to acquire, at its own expense, a machine-readable copy of its own holdings in the database, including title, item, current transactions, and patron records as they relate to the Member Library's chartered service area. Requests for machine-readable copies of parts of the database other than a Member Library's own holdings must be made in writing, explaining the intended use, to MHLS and any affected Member Library for their approval.

**D. COMPLAINT PROCESS:**

The System and Member Libraries agree to implement and adhere to the following process, to help ensure a fair and efficient resolution of any concerns by Member Libraries regarding compliance by the System or another Member Library with the agreements set forth in this Memorandum of Understanding. The following process shall be used to assist resolution of any complaint by a Member Library against the System or another Member Library, regarding any issue or issues governed by this Memorandum of Understanding; provided, however, that Member Libraries are required to follow the "Approved Procedures for Resource Sharing Standards Violation" found in the Resource Sharing Standards (incorporated herein by reference and cited below as Exhibit B), with regard to any Resource Sharing Standards Violation.

a. **Complaint Against a Member Library:**

The library director of a Member Library should first reach out to the Member Library in question to informally seek a resolution. If the complaining Member Library is not satisfied with the results of that effort, the library director may, with the approval of the Member Library's board of trustees, submit a written complaint to the MHLS Executive Director to request assistance. The written complaint should include the nature of the complaint, detailed information including evidence of the concern, and the outcome desired by the complaining Member Library. A copy of the written complaint should be provided to the Member Library that is the subject of the complaint. That Member Library should provide a written response to the MHLS Executive Director, with a copy to the complaining Member Library, within two weeks of receipt of the written complaint. The MHLS Executive Director will work with both Member Libraries, and their boards of trustees as appropriate, toward a resolution of the concern.

**b. Complaint Against MHLS:**

The director of a Member Library should first reach out to the MHLS Executive Director to informally seek a resolution. If a Member Library is not satisfied by the results of these efforts, the Member Library's board of trustees may submit a written complaint to the MHLS Executive Director, with copies to the MHLS Board President and the Chair of the DA. If the Member Library's board of trustees is not satisfied by the response from MHLS, the complaining Member Library's board of trustees may request a meeting with the MHLS Board to discuss and seek a resolution.

**E. ARBITRATION:** In the event that informal efforts to resolve disputes pursuant to paragraph D are unsuccessful, any dispute, controversy or claim arising out of or relating to this Memorandum of Understanding shall be determined not in a court of law, but instead by a single neutral arbitrator agreed upon by the complaining Member Library or Libraries, any Member Library that is a subject of the complaint, and MHLS (collectively, the "Parties to the Arbitration"), in Dutchess County, State of New York, in binding arbitration pursuant to the arbitration rules of the American Arbitration Association then in effect. The written decision of the arbitrator shall be final and binding in all respects and may be entered and enforced in any court of competent jurisdiction. The cost of arbitration shall be shared equally by the Parties to the Arbitration. Each of the Parties to the Arbitration shall pay its own fees and expenses, unless otherwise determined by the Arbitrator.

**F. INDEMNIFICATION WAIVERS:** Liability: Each Member Library agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for the failure by MHLS to perform any of the obligations of MHLS as provided in this Agreement. The System agrees that in the absence of gross negligence on the part of a Member Library, a Member Library shall not be liable for compromising the integrity of the ILS.



**G. TERMINATION:** This Memorandum of Understanding is ongoing until superseded pursuant to paragraph I, and may be terminated with respect to a Member Library and its participation in MHLS, by the Member Library or by MHLS, only pursuant to the following conditions for termination:

1. Termination by MHLS: MHLS may terminate this agreement upon six (6) months' written notice to a Member Library if MHLS reasonably concludes that:
  - a. A Member Library is, at the time of the written notice, more than two member assessment payments in arrears on outstanding obligations owed to MHLS;
  - b. A Member Library has breached any material operation procedure(s) or rule(s) for participation in MHLS, including Resource Sharing Standards, and has failed to correct this situation after review and recommendation by the DA; or
  - c. A Member Library has ceased to function as a chartered organization.
2. Termination by a Member Library: A Member Library may terminate this agreement by providing written notice to MHLS six (6) months prior to the anniversary date of MHLS signing the ILS contract. Such termination shall not relieve a Member Library from the obligation to complete payment of all outstanding obligations to MHLS.
3. If MHLS ceases to exist, in which case property of the System will be distributed as required by Education Commissioner Regulations.

**H. APPLICABLE LAW:** The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to System services, including automated circulation.

**I. RENEWING AGREEMENT & EFFECTIVE DATE:** By signing this document a Member Library is renewing its MHLS membership, including but not limited to its agreement for automated library services provided through the MHLS. This Memorandum of Understanding, with attached exhibits, constitutes the entire agreement of the parties and supersedes and replaces any previous Memorandum or Document of Understanding an Automation Agreements between the parties This Agreement is in effect as of May 1, 2024, and remains in effect unless superseded by a subsequent written agreement approved by the MHLS Board of Trustees. Any Member Library failing to sign this document by April 30, 2024, forfeits its participation in MHLS, including but not limited to access to automated library services provided through MHLS.

**J. REVIEW OF AGREEMENT:** This Memorandum of Understanding (MOU) will be reviewed triennially, or sooner if conditions warrant, by the DA's System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the DA on the SSAC review of the MOU. Any recommended changes by the DA to the MOU will be forwarded by the DA to the MHLS Executive Director for consideration of and approval by the MHLS Board. It is recommended that library boards review this document at least every three years to ensure expectations are clear. All new directors will receive an orientation to the MOU from the MHLS Executive Director. If no changes have been instituted by the MHLS Board within a ten-year period, the document will be re-signed to confirm all directors and boards have agreed to it.

**K. SIGNATORS:** The undersigned hereby agree as stipulated above:

  
Board President Signature

*West Hurley*  
Library

*4/17/24*  
DATE

*Kara A. Keene*  
Library Director Signature

*4/17/24*  
DATE

\_\_\_\_\_  
Board President, MHLS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Executive Director, MHLS

\_\_\_\_\_  
DATE

Approved by the MHLS Directors Association: November 15, 2023

Approved by the MHLS Board of Trustees: December 6, 2023

*Memorandum of Understanding Exhibits*

Exhibit A: [Resource Sharing Standards](#)

Exhibit B: [Resource Sharing Standards Violation: Approved Procedures](#)

Exhibit C: [Free Direct Access Plan](#)

West Hurley Public Library  
**Profit & Loss Budget Performance**  
 March 2024

	Mar 24	Jan - Mar 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME	91.84	428.55	1,250.00	34.28%
INTEREST INCOME	600.54	1,095.41	250.00	438.16%
LOCAL PUBLIC FUNDS	0.00	0.00	3,300.00	0.0%
LOCAL SOURCES	600.00	955.11	1,800.00	53.06%
REAL PROPERTY TAXES	251,254.00	251,254.00	243,654.00	103.12%
STATE AID	0.00	0.00	1,000.00	0.0%
<b>Total Income</b>	<b>252,546.38</b>	<b>253,733.07</b>	<b>251,254.00</b>	<b>100.99%</b>
Expense				
BUILDING CONTRACTUAL	2,590.83	6,611.80	29,721.00	22.25%
COLLECTION ACQUISITIONS	1,020.41	8,068.67	32,074.00	25.16%
GRANT EXPENDITURES	0.00	250.00		
LIBRARY OPERATIONS	2,118.36	6,674.59	26,040.00	25.63%
PAYROLL EXPENSES	9,577.05	30,499.94	161,019.00	18.94%
PERSONNEL-OTHER	0.00	0.00	2,400.00	0.0%
<b>Total Expense</b>	<b>15,306.65</b>	<b>52,105.00</b>	<b>251,254.00</b>	<b>20.74%</b>
<b>Net Ordinary Income</b>	<b>237,239.73</b>	<b>201,628.07</b>		
Other Income/Expense				
Other Income				
Other Interest Income	40.22	117.84		
<b>Total Other Income</b>	<b>40.22</b>	<b>117.84</b>		
<b>Net Other Income</b>	<b>40.22</b>	<b>117.84</b>		
<b>Net Income</b>	<b>237,279.95</b>	<b>201,745.91</b>		

West Hurley Public Library  
**Profit & Loss Budget Performance**  
 March 2024

	Mar 24	Jan - Mar 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME				
Copies				
Canon	9.45	33.90	450.00	7.53%
Printer/SAM	0.00	108.86	450.00	24.19%
Remote	60.40	64.00		
Total Copies	69.85	206.76	900.00	22.97%
Fax Machine	0.00	27.00	150.00	18.0%
Fines	0.00	81.80		
Lost Books	6.99	6.99	200.00	3.5%
Misc.	15.00	101.00		
Scan	0.00	2.00		
Used Books	0.00	3.00		
Total DEPARTMENTAL INCOME	91.84	428.55	1,250.00	34.28%
INTEREST INCOME				
M&T Bank Checking	29.89	112.55	250.00	45.02%
M&T Bank Operating Fund	570.65	982.86		
Total INTEREST INCOME	600.54	1,095.41	250.00	438.16%
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	0.00	26.76		
Gifts & Donations	600.00	928.35	800.00	116.04%
Grants	0.00	0.00	1,000.00	0.0%
Total LOCAL SOURCES	600.00	955.11	1,800.00	53.06%
REAL PROPERTY TAXES				
Town of Hurley	251,254.00	251,254.00	243,654.00	103.12%
Total REAL PROPERTY TAXES	251,254.00	251,254.00	243,654.00	103.12%

West Hurley Public Library  
**Profit & Loss Budget Performance**  
 March 2024

	Mar 24	Jan - Mar 24	Annual Budget	% of Budget
STATE AID				
LLSA	0.00	0.00	1,000.00	0.0%
<b>Total STATE AID</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>252,546.38</b>	<b>253,733.07</b>	<b>251,254.00</b>	<b>100.99%</b>
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.	645.99	683.74	4,000.00	17.09%
Custodial Supplies	355.83	355.83	380.00	93.64%
Electric	458.17	1,250.73	5,300.00	23.6%
Fuel Oil	700.14	2,985.45	6,000.00	49.76%
Grounds Maintenance	0.00	120.00	2,600.00	4.62%
Janitorial	380.00	1,140.00	4,420.00	25.79%
Trash Removal	0.00	0.00	700.00	0.0%
Water Cooler	50.70	76.05	200.00	38.03%
<b>Total BUILDING CONTRACTUAL</b>	<b>2,590.83</b>	<b>6,611.80</b>	<b>29,721.00</b>	<b>22.25%</b>
COLLECTION ACQUISITIONS				
Audiobooks	0.00	50.00	4,000.00	1.25%
Book Binding	0.00	0.00	924.00	0.0%
Books	1,019.38	6,904.86	14,500.00	47.62%
Databases	0.00	0.00	1,500.00	0.0%
Magazines	0.00	91.55	900.00	10.17%
MHLS Delivery	0.00	806.95	6,250.00	12.91%
Video	1.03	215.31	4,000.00	5.38%
<b>Total COLLECTION ACQUISITIONS</b>	<b>1,020.41</b>	<b>8,068.67</b>	<b>32,074.00</b>	<b>25.16%</b>
GRANT EXPENDITURES				
Grant - Special Programs	0.00	250.00		
<b>Total GRANT EXPENDITURES</b>	<b>0.00</b>	<b>250.00</b>		
LIBRARY OPERATIONS				

West Hurley Public Library  
**Profit & Loss Budget Performance**  
 March 2024

	Mar 24	Jan - Mar 24	Annual Budget	% of Budget
Accounting	224.24	1,033.49	5,000.00	20.67%
Bank Charges				
Visa Finance Chg	61.86	3.25		
Bank Charges - Other	0.00	10.95		
<b>Total Bank Charges</b>	<b>61.86</b>	<b>14.20</b>		
Computer Supplies	0.00	73.12	500.00	14.62%
Computers	0.00	0.00	3,000.00	0.0%
Copier	109.00	424.15	2,000.00	21.21%
Dues	510.00	710.00	600.00	118.33%
Elections	0.00	0.00	240.00	0.0%
Electronic Access	32.50	501.28	2,600.00	19.28%
Flash Drives	-5.00	29.94		
Miscellaneous	0.00	0.00	2,000.00	0.0%
Office Software	0.00	0.00	1,000.00	0.0%
Office Supplies	112.68	437.72	1,600.00	27.36%
Patron Software	8.63	8.63	700.00	1.23%
Postage & Freight	136.00	136.00	400.00	34.0%
Publicity & Printing	54.54	100.44	500.00	20.09%
Recognition	0.00	0.00	500.00	0.0%
Special Programs	717.64	1,251.19	1,400.00	89.37%
Square Fees	1.46	7.62		
Tech Service MHLS	0.00	1,624.00	2,200.00	73.82%
Telephone	154.81	322.81	1,800.00	17.93%
<b>Total LIBRARY OPERATIONS</b>	<b>2,118.36</b>	<b>6,674.59</b>	<b>26,040.00</b>	<b>25.63%</b>
<b>PAYROLL EXPENSES</b>				
Direct Deposit Expense	48.00	154.50	350.00	44.14%
Disability Insurance	42.24	3.42	300.00	1.14%
FICA - Employer	542.60	1,634.77	7,000.00	23.35%
Medical Insurance	0.00	1,996.72	13,500.00	14.79%
Medicare - Employer	126.90	382.32	1,660.00	23.03%

West Hurley Public Library  
**Profit & Loss Budget Performance**  
 March 2024

	Mar 24	Jan - Mar 24	Annual Budget	% of Budget
NYS Retirement	0.00	0.00	12,175.00	0.0%
Paid Family Leave	65.73	-39.03		
Salary-Administration	5,423.08	16,269.24	70,500.00	23.08%
Salary-Clerk	3,100.50	9,414.00	46,332.00	20.32%
Salary-Page	0.00	0.00	2,700.00	0.0%
Salary-Storyhour Clerk	228.00	684.00	4,902.00	13.95%
State Unemployment Insurance	0.00	0.00		
Workers Compensation Ins.	0.00	0.00	1,600.00	0.0%
<b>Total PAYROLL EXPENSES</b>	<b>9,577.05</b>	<b>30,499.94</b>	<b>161,019.00</b>	<b>18.94%</b>
<b>PERSONNEL-OTHER</b>				
Personnel Contractual Expend				
Education	0.00	0.00	1,800.00	0.0%
Travel	0.00	0.00	600.00	0.0%
<b>Total Personnel Contractual Expend</b>	<b>0.00</b>	<b>0.00</b>	<b>2,400.00</b>	<b>0.0%</b>
<b>Total PERSONNEL-OTHER</b>	<b>0.00</b>	<b>0.00</b>	<b>2,400.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>15,306.65</b>	<b>52,105.00</b>	<b>251,254.00</b>	<b>20.74%</b>
Net Ordinary Income	237,239.73	201,628.07		
Other Income/Expense				
Other Income				
Other Interest Income				
M & T Bank - Capital Fund	40.22	117.84		
<b>Total Other Interest Income</b>	<b>40.22</b>	<b>117.84</b>		
<b>Total Other Income</b>	<b>40.22</b>	<b>117.84</b>		
Net Other Income	40.22	117.84		
<b>Net Income</b>	<b>237,279.95</b>	<b>201,745.91</b>		



## West Hurley Public Library

## Balance Sheet

As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
CASH	
M&T Bank	
M&T Bank - Checking 7168	
Gates Reserve - 2010	1,020.00
M&T Bank - Checking 7168 - Other	19,970.65
Total M&T Bank - Checking 7168	20,990.65
M&T Bank - Other	29.63
Total M&T Bank	21,020.28
M&T Bank - Operating Fund 8589	
HVOEC	2,500.00
M&T Bank - Operating Fund 8589 - Other	316,083.04
Total M&T Bank - Operating Fund 8589	318,583.04
Petty Cash	200.00
Total CASH	339,803.32
CASH CAPITAL FUNDS ACCOUNTS	
M&T Bank - Capital Funds 8597	21,067.99
Total CASH CAPITAL FUNDS ACCOUNTS	21,067.99
Total Checking/Savings	360,871.31
Total Current Assets	360,871.31
Fixed Assets	
Buildings	92,475.66
Equipment	3,562.82
Total Fixed Assets	96,038.48
TOTAL ASSETS	456,909.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-4,114.16
Total Accounts Payable	-4,114.16
Other Current Liabilities	
Liability-Payroll	2,744.81
Total Other Current Liabilities	2,744.81
Total Current Liabilities	-1,369.35
Total Liabilities	-1,369.35
Equity	
Equity	147,885.07
Opening Bal Equity	23,040.12
Retained Earnings	85,608.04
Net Income	201,745.91
Total Equity	458,279.14
TOTAL LIABILITIES & EQUITY	456,909.79

Restricted Funds - West Hurley Public Library  
**Balance Sheet**  
As of March 31, 2024

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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	11,412.46
0700 - \$17,000.00 - 01/07/19	19,283.14
	<hr/>
Total Krembs - Audio Bal (\$27000.00)	30,695.60
Total Checking/Savings	<hr/> 84,082.76
Total Current Assets	<hr/> 84,082.76
<b>TOTAL ASSETS</b>	<hr/> <hr/> 84,082.76
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	76,094.39
Unrestricted Net Assets	7,079.38
Net Income	908.99
	<hr/>
Total Equity	84,082.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<hr/> <hr/> 84,082.76

March 05, 2024 - April 04, 2024

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
03/05	03/04	PAYMENT - THANK YOU	0651530000000595116566	- 2,259.86
03/05	03/05	FINANCE CHARGE ADJUSTMENT		- 0.62
03/25	03/24	PAYMENT - THANK YOU	0851530000000524452138	- 1,121.61
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>-\$3,382.09</b>
<b>Finance Charge</b>				
04/04	04/04	PURCHASE *FINANCE CHARGE*		0.30
<b>TOTAL FINANCE CHARGE FOR THIS PERIOD</b>				<b>\$0.30</b>

**KEENE, KARA**  
Account Number: 1237

<b>Purchases and Other Charges</b>				
Posting Date	Transaction Date	Description	Reference Number	Amount
03/07	03/06	AMERAPRODUC 8006086568 TX	24492154066852868950887	58.04
03/08	03/07	AMZN Mktp US*RN0697VG2 Amzn.com/bill WA	24692164067102858829782	63.67
03/08	03/07	BENSONS FISH ROOM BALLSTON SPA NY	24801974068091949000041	128.40
03/11	03/09	IONOS Inc. 8774612631 PA	24906414069195398521140	32.17
03/14	03/13	USPS PO 3592000324 WEST HURLEY NY	24137464074001629677496	136.00
03/22	03/21	HANNAFORD #8348 KINGSTON NY	24692164082104410402950	8.68
03/22	03/21	SAMS CLUB #6201 KINGSTON NY	24445004082400206023853	46.46
03/25	03/22	MAILCHIMP *MISC MAILCHIMP.COM GA	24692164082105060930240	45.90
03/26	03/25	EDDWP.COM - FL HTTPSEASYDIGI FL	24011344085000049048827	99.50
04/01	03/30	WOO-5109440955 HTTPSWOOCOMME CA	24011344090000044398642	52.92
04/02	04/01	RINGCENTRAL INC. 888-898-4591 CA	24692164092100239631470	67.14
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$738.88</b>

**Finance Charge Calculation**

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	9.99%	\$34.69	\$0.30
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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SSM-11-23-0442 | 6143874

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Baker & Taylor	0.00	0.00	22.92	0.00	0.00	22.92
Brodart Co.	0.00	114.02	386.54	0.00	0.00	500.56
Central Hudson	0.00	458.17	0.00	0.00	0.00	458.17
County Waste	0.00	211.08	0.00	0.00	0.00	211.08
Kara Keene	0.00	0.00	100.30	0.00	0.00	100.30
KoscoHeritage	0.00	0.00	412.58	0.00	0.00	412.58
Lorelei Cleroux	0.00	0.00	224.24	0.00	0.00	224.24
Mid-Hudson Library Syst...	0.00	1,484.25	0.00	0.00	0.00	1,484.25
Morton Memorial Library	0.00	0.00	24.95	0.00	0.00	24.95
My Benefit Advisor	0.00	998.36	0.00	0.00	0.00	998.36
Sebco Books	0.00	0.00	422.00	0.00	0.00	422.00
SENYLRC	0.00	0.00	510.00	0.00	0.00	510.00
The Green Janitor, Inc	0.00	0.00	380.00	0.00	0.00	380.00
The Hartford	0.00	0.00	153.70	0.00	0.00	153.70
Verizon	0.00	0.00	32.77	0.00	0.00	32.77
Verizon Wireless	0.00	54.76	0.00	0.00	0.00	54.76
VISA	0.00	738.56	0.00	0.00	0.00	738.56
<b>TOTAL</b>	<b>0.00</b>	<b>4,059.20</b>	<b>2,670.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,729.20</b>

New Total: 7238.45

- Lisa Polack - \$200 X
- Pleasant Valley Library - \$28.00 X
- MG Lawn Care - \$281.25 X

X Big AH Construction - 2500

sch 4/17/24  
 PPS 4/17/24  
 JAP 4/17/24  
 MWA 4/17/2024  
 Sulew 4/17/2024  
 MO 4/17/24  
 PA 4/17/24