

Agenda: Board Meeting

Approval of Minutes

Financial Reports

Approval of Warrant List

April - \$ 15,982.70

Approval of Financial Reports

Director's Report

Community Relations

Technology Committee

Finance Committee

Approve Proposed Budget

Personnel Committee

By-Laws/Policies

Strategic Planning

Election Committee

Building Committee (attached)

Calendar

New Business & Public Comment

- **Board Members**
 - Vote to adopt next year's proposed budget.
 - Election Committee begins preparations for budget & candidate vote in Sept.
- **Library Staff**
 - Post proposed budget and candidates for election in library.
 - Have Rest Assured in to clean and inspect alarm system and inspect fire extinguishers.
- **Building Committee**
 - Replace furnace filters.

DIRECTOR'S REPORT

June 24, 2024

Library Tax Money – Town of Hurley mistakenly collected West Hurley Library's budget (\$251,254) instead of the library tax (\$243,654). The Town of Hurley has requested that this excess be sent back to them.

Cooling Center – Several libraries in Ulster County have included their locations on the list of cooling centers. The website does list hours and contact information. Does the board wish me to include the West Hurley Library on the list?

<https://ulstercountyny.gov/emergency-services/cooling-centers>

Senator Hinchey Grant – Senator Hinchey's office has decided to fund capital projects. They don't seem to have a deadline. Should I pursue a conversation with them about installing another heat pump or should we wait until later in the year?

Fishing Poles – Hopefully, the fishing poles will arrive from Ulster County Sportsmans' Club in the next couple of weeks. We would like to begin circulating them.

Programs Update –

Book Discussion Group – Monday, May 13th – 7 people

Book Discussion Group – Monday, June 10th – 7 people

Beginner Level Yoga – Tuesdays at 2:15pm – Fee of \$6 per class – Apr 23 (3 people), Apr 30 (3 people), May 14 (5 people), May 21 (5 people), May 28 (7 people), June 4 (7 people), June 11 (5 people), June 18 (3 people)

Homeschool Science – April 19 – 12 children

Homeschool Art – May 3 – 12 children

Homeschool Art – May 10 – 10 children

Homeschool Art – May 17 – 10 children

Homeschool Art – May 24 – 10 children

LEGO Club – April 15th – 14 children

Starting Plants from Seeds – April 27 – 1 adult

Upcoming Events –

Book Discussion Group – July 8th at 6pm

LEGO Club – July 15th from 4:30-5:30pm – Ages 4 and Up

Knitting Group – Wednesdays at 6pm

Mixed Level Yoga – July 2nd, 16th, 23rd, and 30th

Robinson's Wildlife Lectures – July 18th at 11am

Learn about Bats with Jerry Schneider – July 24th

Steve Charney, Magician – August 8th at 11am

Animal Embassy – August 16th - Preschool at 10am and Older Children at 11am

Various Make-and-Take Crafts for SRP

BUILDING COMMITTEE

Alarm System – The system was tested this year. All of the batteries for the smoke detectors were replaced.

Parking Lot Lights – The top of each pole will need an adapter with a half inch threaded hole.



The electrician recommends this light fixture to mount on top of the adapter, but any fixtures with a half inch thread will work.

RAB Lighting FFLED18 2 Pack LED Floodlight

- **REDUCE ENERGY BILLS:** Equivalent to 70W metal halide floodlights while consuming only 19W, reducing electricity bills by up to 80%. DLC Premium rate for ultra-high efficacy.
- **RESIDENTIAL AND COMMERCIAL USE:** 120 to 277V allows for use in single-family or multi-family residences as well as commercial and industrial use; 0-10V dimming
- **ENGINEERED FOR LONG LIFE:** IP66 rating protects against rain, sleet, snow, and dust; Patented Air Flow technology ensures LED lifespan of 100,000 hours
- **ADJUSTABLE AIMING, WIDE BEAM ANGLE:** Heavy duty swivel mounting arm lets you put the light where you need it; wide 7H x 6V beam spread gives you maximum coverage
- **5-YEAR WARRANTY:** Manufacturer's 5-year warranty covers light output, color stability, driver performance, paint finish, and labor
- <https://a.co/d/8jDzZ3T>



Do you want the committee to look further or are you okay with this fixture?

Proposed Budget Page 1

2024 Budget 2025 Budget Difference

Ordinary Income/Expense

Income

Departmental Income

Copies	900	0	(900)
Fax Machine	150	0	(150)
Fines	0	0	0
Lost Books	200	200	0
Total Departmental Income	1250	200	(1050)

Local Public Funds

Onteora Central Schools	3300	3300	0
Ulster County			
Total Public Funds	3300	3300	0

Local Sources

Gifts & Donations	800	800	0
Grants	1000	1000	0
Total Local Sources	1800	1800	0

Real Property Taxes: Library Special District Tax

243654 **250844** **7190**

State Aid: MHL Other Local Aid

1000 **1200** 200

Use of Money & Property: Interest Income

250 **1000** **750**

Total Income

251254	258344	7090
---------------	---------------	-------------

Expense

Building Contractual

Alarm	621	800	179.00
Building Insurance	5500	6100	600.00
Building Repair & Maintenance	4000	4000	0.00
Custodial Supplies	380	480	100.00
Electric	5300	5300	0.00
Fuel Oil	6000	5000	(1000.00)
Grounds Maintenance	2600	2600	0.00
Janitorial	4420	4800	380.00
Trash Removal	700	850	150.00
Water Cooler	200	350	150.00

Total Building Contractual

29721	30280	559.00	7.88% of tax inc
--------------	--------------	--------	------------------

Collection Acquisitions

Audiobooks	4000	4000	0
Book Binding	924	924	0
Books	14500	14500	0
Databases	1500	1500	0
Magazines	900	900	0
MHLS Delivery/Software	6250	7142	892
Video	4000	4000	0

Total Collection Acquisitions

32074	32966	892	12.58% of tax inc
--------------	--------------	------------	-------------------

Library Operation

Accounting	5000	5000	0
Computers	3000	3500	500
Computer Supplies	500	500	0
Contingency	2000	2000	0
Copier	2000	1800	(200)
Dues	600	600	0
Elections	240	290	50
Electronic Access	2600	2800	200
Office Software	1000	1200	200
Office Supplies	1600	1200	(400)
Patron Software	700	1300	600
Postage & Freight	400	500	100
Publicity & Printing	500	500	0
Recognition	500	500	0
Special Programs	1400	1400	0
Tech Service Contract	2200	2300	0
Telephone	1800	1850	50

Total Library Operation **26040** **27240** 1200 16.93% of tax inc

Capital Expenses 0 0 0

Payroll

Direct Deposit Expense	350	350	0
Disability Insurance	300	200	-100
Federal Unemployment	0	0	0
F.I.C.A. - Employer	7000	7100	100
Medical Insurance	13500	13500	0
Medicare - Employer	1660	1877	217
Retirement	12175	12175	0
Salary - Administration	70500	72600	2100
Salary - Clerks	46332	48906	2574
Salary - Page	2700	2790	90
Salary - Storyhour	4902	5160	258
State Unemployment Insurance	0	0	0
Workers Compensation Ins.	1600	800	-800

Total Payroll **161019** **165458** 4439 62.61% of tax inc

Personnel - Other

Personnel Contractual Expend.			
Education	1800	1800	0
Travel	600	600	0

Total Personnel - Other **2400** **2400** 0 0.00% of tax inc

Total Expense **251254** **258344** 7090

West Hurley Public Library
Profit & Loss Budget Performance
 May 2024

	May 24	Jan - May 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME	32.39	1,001.01	1,250.00	80.08%
INTEREST INCOME	586.13	2,295.35	250.00	918.14%
LOCAL PUBLIC FUNDS	0.00	0.00	3,300.00	0.0%
LOCAL SOURCES	26.76	1,884.57	1,800.00	104.7%
REAL PROPERTY TAXES	0.00	251,254.00	243,654.00	103.12%
STATE AID	0.00	0.00	1,000.00	0.0%
Total Income	645.28	256,434.93	251,254.00	102.06%
Expense				
BUILDING CONTRACTUAL	5,127.64	22,269.48	29,721.00	74.93%
COLLECTION ACQUISITIONS	1,048.05	12,437.50	32,074.00	38.78%
GRANT EXPENDITURES	0.00	250.00		
LIBRARY OPERATIONS	967.58	9,149.39	26,040.00	35.14%
PAYROLL EXPENSES	14,198.16	56,327.99	161,019.00	34.98%
PERSONNEL-OTHER	0.00	62.98	2,400.00	2.62%
Reconciliation Discrepancies	-10.00	-10.00		
Total Expense	21,331.43	100,487.34	251,254.00	39.99%
Net Ordinary Income	-20,686.15	155,947.59		
Other Income/Expense				
Other Income				
Other Interest Income	40.37	197.21		
Total Other Income	40.37	197.21		
Net Other Income	40.37	197.21		
Net Income	-20,645.78	156,144.80		

West Hurley Public Library
Profit & Loss Budget Performance
 May 2024

	May 24	Jan - May 24	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
DEPARTMENTAL INCOME				
Copies				
Canon	3.45	113.90	450.00	25.31%
Printer/SAM	1.95	251.12	450.00	55.8%
Remote	0.00	67.55		
Total Copies	5.40	432.57	900.00	48.06%
Fax Machine	0.00	31.50	150.00	21.0%
Fines	17.99	183.73		
Lost Books	0.00	30.96	200.00	15.48%
Misc.	0.00	101.00		
Program Events	0.00	132.00		
Scan	0.00	2.00		
Used Books	9.00	87.25		
Total DEPARTMENTAL INCOME	32.39	1,001.01	1,250.00	80.08%
INTEREST INCOME				
M&T Bank Checking	26.43	162.31	250.00	64.92%
M&T Bank Operating Fund	559.70	2,133.04		
Total INTEREST INCOME	586.13	2,295.35	250.00	918.14%
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	26.76	1,857.81	800.00	232.23%
Grants	0.00	0.00	1,000.00	0.0%
Total LOCAL SOURCES	26.76	1,884.57	1,800.00	104.7%
REAL PROPERTY TAXES				
Town of Hurley	0.00	251,254.00	243,654.00	103.12%

West Hurley Public Library
Profit & Loss Budget Performance
May 2024

	May 24	Jan - May 24	Annual Budget	% of Budget
Total REAL PROPERTY TAXES	0.00	251,254.00	243,654.00	103.12%
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	645.28	256,434.93	251,254.00	102.06%
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.	3,600.84	12,978.12	4,000.00	324.45%
Custodial Supplies	0.00	355.83	380.00	93.64%
Electric	399.84	2,065.33	5,300.00	38.97%
Fuel Oil	370.71	3,888.67	6,000.00	64.81%
Grounds Maintenance	281.25	682.50	2,600.00	26.25%
Janitorial	475.00	1,995.00	4,420.00	45.14%
Trash Removal	0.00	211.08	700.00	30.15%
Water Cooler	0.00	92.95	200.00	46.48%
Total BUILDING CONTRACTUAL	5,127.64	22,269.48	29,721.00	74.93%
COLLECTION ACQUISITIONS				
Audiobooks	384.96	434.96	4,000.00	10.87%
Book Binding	0.00	0.00	924.00	0.0%
Books	496.02	7,686.28	14,500.00	53.01%
Databases	0.00	0.00	1,500.00	0.0%
Magazines	99.00	190.55	900.00	21.17%
MHLS Delivery	0.00	2,291.20	6,250.00	36.66%
Video	68.07	1,834.51	4,000.00	45.86%
Total COLLECTION ACQUISITIONS	1,048.05	12,437.50	32,074.00	38.78%
GRANT EXPENDITURES				
Grant - Special Programs	0.00	250.00		
Total GRANT EXPENDITURES	0.00	250.00		

West Hurley Public Library
Profit & Loss Budget Performance
May 2024

	May 24	Jan - May 24	Annual Budget	% of Budget
LIBRARY OPERATIONS				
Accounting	292.74	1,433.48	5,000.00	28.67%
Bank Charges				
Visa Finance Chg	0.00	3.25		
Bank Charges - Other	0.00	10.95		
Total Bank Charges	0.00	14.20		
Computer Supplies	0.00	73.12	500.00	14.62%
Computers	0.00	0.00	3,000.00	0.0%
Copier	252.37	785.52	2,000.00	39.28%
Dues	0.00	710.00	600.00	118.33%
Elections	0.00	0.00	240.00	0.0%
Electronic Access	87.48	773.03	2,600.00	29.73%
Flash Drives	0.00	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	77.92	835.89	1,600.00	52.24%
Patron Software	0.00	8.63	700.00	1.23%
Postage & Freight	0.00	272.00	400.00	68.0%
Publicity & Printing	73.90	220.24	500.00	44.05%
Recognition	50.00	50.00	500.00	10.0%
Special Programs	9.89	1,739.89	1,400.00	124.28%
Square Fees	1.38	12.84		
Tech Service MHLS	0.00	1,624.00	2,200.00	73.82%
Telephone	121.90	566.61	1,800.00	31.48%
Total LIBRARY OPERATIONS	967.58	9,149.39	26,040.00	35.14%
PAYROLL EXPENSES				
Direct Deposit Expense	48.00	250.50	350.00	71.57%
Disability Insurance	-18.62	-28.31	300.00	-9.44%
FICA - Employer	818.89	3,002.11	7,000.00	42.89%
Medical Insurance	0.00	4,101.91	13,500.00	30.38%

West Hurley Public Library
Profit & Loss Budget Performance
 May 2024

	May 24	Jan - May 24	Annual Budget	% of Budget
Medicare - Employer	191.52	702.11	1,660.00	42.3%
NYS Retirement	0.00	0.00	12,175.00	0.0%
Paid Family Leave	-49.25	-121.27		
Salary-Administration	8,134.62	29,826.94	70,500.00	42.31%
Salary-Clerk	4,617.00	17,226.00	46,332.00	37.18%
Salary-Page	0.00	0.00	2,700.00	0.0%
Salary-Storyhour Clerk	456.00	1,368.00	4,902.00	27.91%
State Unemployment Insurance	0.00	0.00		
Workers Compensation Ins.	0.00	0.00	1,600.00	0.0%
Total PAYROLL EXPENSES	14,198.16	56,327.99	161,019.00	34.98%
PERSONNEL-OTHER				
Personnel Contractual Expend				
Education	0.00	0.00	1,800.00	0.0%
Travel	0.00	62.98	600.00	10.5%
Total Personnel Contractual Expend	0.00	62.98	2,400.00	2.62%
Total PERSONNEL-OTHER	0.00	62.98	2,400.00	2.62%
Reconciliation Discrepancies	-10.00	-10.00		
Total Expense	21,331.43	100,487.34	251,254.00	39.99%
Net Ordinary Income	-20,686.15	155,947.59		
Other Income/Expense				
Other Income				
Other Interest Income				
M & T Bank - Capital Fund	40.37	197.21		
Total Other Interest Income	40.37	197.21		
Total Other Income	40.37	197.21		
Net Other Income	40.37	197.21		
Net Income	-20,645.78	156,144.80		

West Hurley Public Library

Balance Sheet

As of May 31, 2024

	May 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	11,684.61
Total M&T Bank - Checking 7168	12,704.61
M&T Bank - Other	29.63
Total M&T Bank	12,734.24
M&T Bank - Operating Fund 8589	
HVOEC	2,500.00
M&T Bank - Operating Fund 8589 - Other	288,755.91
Total M&T Bank - Operating Fund 8589	291,255.91
Petty Cash	200.00
Total CASH	304,190.15
CASH CAPITAL FUNDS ACCOUNTS	
M&T Bank - Capital Funds 8597	21,147.36
Total CASH CAPITAL FUNDS ACCOUNTS	21,147.36
Total Checking/Savings	325,337.51
Total Current Assets	325,337.51
Fixed Assets	
Buildings	92,475.66
Equipment	3,562.82
Total Fixed Assets	96,038.48
TOTAL ASSETS	421,375.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,619.37
Total Accounts Payable	1,619.37
Other Current Liabilities	
Due To/From Director	3,307.39
Liability-Payroll	3,771.20
Total Other Current Liabilities	7,078.59
Total Current Liabilities	8,697.96
Total Liabilities	8,697.96
Equity	
Equity	147,885.07
Opening Bal Equity	23,040.12
Retained Earnings	85,608.04
Net Income	156,144.80
Total Equity	412,678.03
TOTAL LIABILITIES & EQUITY	421,375.99

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

	<u>May 31, 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	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
TOTAL ASSETS	<hr/> <hr/> 84,082.76
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	76,094.39
Unrestricted Net Assets	7,079.38
Net Income	908.99
	<hr/>
Total Equity	84,082.76
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 84,082.76

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
05/20	05/20	PAYMENT - THANK YOU	14115300000000506428157	- 701.86
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$701.86

KEENE, KARA
Account Number: 1237

Payments and Other Credits				
05/09	05/08	AMZN Mktp US Amzn.com/bill WA	74692164129100937954143	- 19.96 ✓
05/31	05/29	AMAZON RET* 112-102125 WWW.AMAZON.CO WA	24011344151000053461501	- 12.00 ✓
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$31.96

Purchases and Other Charges				
05/06	05/04	AMZN Mktp US*9U84D7FE3 Amzn.com/bill WA	24692164125107111331377	14.99 ✗
05/06	05/04	AMZN Mktp US*YE09P8LA3 Amzn.com/bill WA	24692164125107227160728	81.24 ✗
05/06	05/05	AMZN Mktp US*R632R78F3 Amzn.com/bill WA	24692164126108416307897	18.54 ✗
05/07	05/06	AMZN Mktp US*LN3NX5Z83 Amzn.com/bill WA	24692164127109249331251	19.41 ✗
05/09	05/08	BLACKSTONELIBRARY.COM 8006210182 OR	24493984129286594100018	221.78 ✗
05/10	05/09	IONOS Inc. 8774612631 PA	24906414130199818185945	12.00 ✗
05/17	05/16	AMAZON RET* 112-102125 WWW.AMAZON.CO WA	24011344137000059148564	12.00 ✗
05/23	05/22	IN *LIQUID MERCURY SOLUTI 410-6335959 MD	24692164143102798449145	156.00 ✗
05/23	05/22	MAILCHIMP *MISC MAILCHIMP.COM GA	24692164143102817044307	45.90 ✗
05/24	05/24	Amazon.com*6R70441K3 Amzn.com/bill WA	24692164145100810250556	17.18 ✗
05/24	05/23	BLACKSTONELIBRARY.COM 8006210182 OR	24493984144286594400013	150.00 ✗
05/27	05/25	21CM NY NEWSPAPERS ADV 888-664-5860 NY	24493984146886326000029	18.30 ✗
05/30	05/28	OTC BRANDS INC 800-2280475 NE	24789304150704901536522	97.50 ✗
05/30	05/29	LOWES #00524* KINGSTON NY	24692164150105492108792	72.44 ✗
06/03	05/31	FACEBK *TV6875CS32 650-5434800 CA	24204294152000417528022	14.00 ✗
06/03	06/01	RINGCENTRAL INC. 888-898-4591 CA	24692164153108288090502	67.14 ✗
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,018.42

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%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

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

West Hurley Public Library
A/P Aging Summary
As of June 23, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Animal Embassy	0.00	750.00	0.00	0.00	0.00	750.00
Brian Robinson	0.00	500.00	0.00	0.00	0.00	500.00
Brodart Co.	0.00	150.60	28.51	0.00	0.00	179.11
Canon Financial Service, ...	109.00	252.37	0.00	0.00	0.00	361.37
Central Hudson	0.00	399.84	0.00	0.00	0.00	399.84
Culligan of Newburgh	0.00	22.40	0.00	0.00	0.00	22.40
Door Control, Inc	0.00	795.00	0.00	0.00	0.00	795.00
Jerry Schneider	0.00	500.00	0.00	0.00	0.00	500.00
Kara Keene	0.00	70.72	9.38	44.22	9.38	133.70
KoscoHeritage	0.00	370.71	0.00	0.00	0.00	370.71
Lorelei Cleroux	0.00	204.75	0.00	0.00	0.00	204.75
MG Lawn Care, LLC	0.00	281.25	0.00	0.00	0.00	281.25
Midwest Tape, LLC	0.00	51.13	42.88	0.00	0.00	94.01
My Benefit Advisor	0.00	998.36	0.00	0.00	0.00	998.36
Paraco Gas Corporation	135.50	0.00	0.00	0.00	0.00	135.50
Spectrum	159.98	0.00	0.00	0.00	0.00	159.98
Steve Charney	0.00	275.00	0.00	0.00	0.00	275.00
The Green Janitor, Inc	0.00	475.00	0.00	0.00	0.00	475.00
Verizon Wireless	0.00	54.76	0.00	0.00	0.00	54.76
VISA	0.00	986.46	-99.50	0.00	0.00	886.96
TOTAL	<u>404.48</u>	<u>7,138.35</u>	<u>-18.73</u>	<u>44.22</u>	<u>9.38</u>	<u>7,577.70</u>

Mid-Hudson Library System (SAM Management System) - \$535
Kathy Carey - \$270

Refund Overpayment from Town of Hurley - \$7600

New Total - \$15,982.70