

Moore Memorial Library Board Meeting Resolutions for Discussion

February 10, 2025

5:30 P.M.

- Exceed/not exceed Tax Cap
- 2025 Fiscal Year Budget Adoption
- Appointment of the Board of Trustees Treasurer
- Appointment of the Board of Trustees President
- Appointment of the Board of Trustees Vice President
- Appointment of the Board of Trustees Secretary
- Approval of library staff roster and pay rates to include
- Designation of authorized signatories for checks
- Authorization of payments between board meetings
- Authorization of the use of library credit cards
- Petty Cash Fund
- Appointment/certification of payroll
- Authorization of the mileage reimbursement rate
- Authorization of Library Director to make grant applications
- Authorization of Library Director to authorize attendance at conferences and workshops

Moore Memorial Library

Board Meeting Minutes

December 16, 2024 @ 5:30 pm

Meeting was called to order by President Mike Paino at 5:30 p.m.

Members Present: T. Brant, C. Buck, D. Fowlston, G. Hinman, M. Paino, J. Roth. Also, in attendance was Library Director H. Harvey.

Members Absent: G. Breuilly, N. Bromley, K. Raymond J. Ruth, T. Winn

Minutes of November 18, 2024, meeting were approved for filing. Motion by G. Hinman, seconded by J. Roth. Ayes all.

The Finance Report was provided by Hailley and Christine, covering the assets and a review of income and expenditures. Also, an update on YTD accounts. Approved on a motion by D. Fowlston, seconded by G. Hinman. Ayes all.

Library Director Report - H. Harvey went over several topics, highlighting some personnel info and pending raises in concurrence with the change to the NYS minimum wage increase. She shared the topics covered in her staff meeting, tweaks to scheduling personnel, and changes in personnel. She is currently interviewing for two open positions. She shared that the craft event connected to the Hometown Holiday was excellent and there were 93 visitors to the library for that event. One area of concern mentioned was the fact that the tax cap paperwork was never filed with NYS in the previous year. She is working diligently to clean this up as well as the 990 issue.

Committee Reports

- The Finance Committee and Personnel Committee met to discuss salary increases for current employees. Also discussed were the current policies in place regarding sick time and vacation time. The sick time policy will remain as-is for now, but the vacation time policy requires changes.

Old Business:

- Telephones – An upgrade or change is needed as one incoming line is not adequate, especially when that line is also used for faxing. H. Harvey will look into updates.
- Sentry Alarm has scheduled installation for March 2025. The 50% needed deposit was made.
- Circulation desk computers/printers have been ordered and the required deposit was made.

- Library's 990 – Pending with Attorney Chris Neville. H. Harvey is getting this resolved ASAP.

New Business:

- New NYS Minimum Wage/Staff Salary Increases – Based on the recommendation of the Finance and Personnel Committees, the board approved the sum of \$210,000 for salaries on a motion by T. Brant, seconded by G. Hinman. Ayes all. The increases as discussed shall be effective with the new payroll beginning on December 23, 2024.
- The workers' compensation package renewal is upcoming. H. Harvey will contact the provider for additional information. Also, John Carlin would be an excellent resource for assistance and/or recommendations.
- The annual report for our community for 2023 was prepared by H. Harvey and shared with trustees.
- The revised Whistle Blower Policy as prepped by H. Harvey was approved, effective immediately, on a motion by M. Paino, seconded by D. Fowlston. Ayes all.

Adjournment – The meeting was adjourned by President Paino at 6:58 p.m. Next meeting will be on January 20, 2025, at 5:30 p.m.

Respectfully submitted:

Terri Brant

Theresa (Terri) Brant

MOORE MEMORIAL LIBRARY BOARD OF TRUSTEES
(Informational Meeting—No Quorum)

January 20, 2025

Present: Trustees Mike Paino, Nancy Bromley, Tiffany Winn, Jim Ruth, and Christine Buck.
Also Library Director Hailley Harvey

Excused: Terri Brandt, Karen Raymond, Dave Fowlston, Joe Roth, Gary Breuilly, and Gordon Hinman

President Mike Paino called the meeting to order at 5:30 p.m. As there was no quorum present, all items requiring board approval were tabled. Minutes and financial statements will be presented at the next meeting. The meeting consisted of informational items and general discussion.

Presented by Hailley were:

The Raymond Foundation grant check arrived. Thank you to the Raymond Foundation.

Two new employees are on the job.

Hailley will be drafting a Collection Development Policy for the board's approval.

An update was given on the use of the library's laptop for bookkeeping.

A backup for payroll reporting will be established.

An additional holiday (day after Christmas) has been added to the schedule.

Confirmation that if schools are closed for conditions such as cold weather, the library will also be closed.

Vicky House, Oxford Historian, asked permission to sell books she published that include Greene and Smithville history at MML.

There was general discussion of the board Treasurer's role.

Duplicate issues of the Greene Chenango American (in poor shape) will be sold or given to interested parties. The Greene Historical Society may assist.

Nancy Bromley will continue to write thank you notes for donations to the library.

There was discussion of posting board agendas and minutes on the library's website.

Those present signed two requested documents, Conflict of Interest and board contact information.

The next meeting will be held on February 10, 2025 at 5:30 p.m. The change in our usual schedule is due to the President's Day holiday. The meeting was adjourned at 6:25 p.m.

Christine E. Buck

Vice President

Tax Cap Form

Moore Memorial Library (084828804160)

Fiscal Year Ending: 12/31/2025

Certifier

Hailley Harvey, CFO

(607) 656-9349

gr.hailley@4cls.org

Summary

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2024	\$198,000
✓	Tax Cap Reserve Offset from FYE 2023 Used to Reduce FYE 2024 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2024	---
✓	Tax Base Growth Factor	1.0086
✓	PILOTs Receivable FYE 2024	---
✓	Tort Exclusion Amount Claimed in FYE 2024	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2025	---
✓	Available Carryover from FYE 2024	\$3,033
	Tax Levy Limit Before Adjustments/Exclusions	\$206,750

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$206,750

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0
	Your FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$206,750
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2025 Levy	---
✓	FYE 2025 Proposed Levy, Net of Reserve	\$206,000
	Difference Between Tax Levy Limit and Proposed Levy	\$750
✓	Do you plan to override the Tax Cap for FYE 2025 ?	No

History

Date and Time	Status Changed To	User
01/13/2025 9:58:27 AM	Form was submitted to OSC (Form Status set to: Submitted)	Hailley Harvey
01/06/2025 4:14:29 PM	Form was created (Form Status set to: Unsubmitted)	Hailley Harvey

Tax Cap Form

Moore Memorial Library (084828804160)

Fiscal Year Ending: 12/31/2024

Certifier

Hailley Harvey, CFO

(607) 656-9349

gr.hailley@4cls.org

Summary

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2023	\$198,000
✓	Tax Cap Reserve Offset from FYE 2022 Used to Reduce FYE 2023 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2023	---
✓	Tax Base Growth Factor	1.0078
✓	PILOTs Receivable FYE 2023	---
✓	Tort Exclusion Amount Claimed in FYE 2023	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2024	---
✓	Available Carryover from FYE 2023	---
	Tax Levy Limit Before Adjustments/Exclusions	\$203,535

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$203,535

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0
	Your FYE 2024 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$203,535
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2024 Levy	---
✓	FYE 2024 Proposed Levy, Net of Reserve	\$198,000
	Difference Between Tax Levy Limit and Proposed Levy	\$5,535
✓	Do you plan to override the Tax Cap for FYE 2024 ?	No

History

Date and Time	Status Changed To	User
01/06/2025 4:14:28 PM	Form was submitted to OSC (Form Status set to: Submitted)	Hailley Harvey
01/31/2023 11:24:33 AM	Form was created (Form Status set to: Unsubmitted)	Gary Quarella

Tax Cap Form

Moore Memorial Library (084828804160)

Fiscal Year Ending: 12/31/2023

Certifier

Gary Quarella, Director/CFO

(607) 656-9349

gr.gary@4cls.org

Summary

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2022	\$184,104
✓	Tax Cap Reserve Offset from FYE 2021 Used to Reduce FYE 2022 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2022	--
✓	Tax Base Growth Factor	1.0106
✓	PILOTs Receivable FYE 2022	--
✓	Tort Exclusion Amount Claimed in FYE 2022	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2023	--
✓	Available Carryover from FYE 2022	\$184
	Tax Levy Limit Before Adjustments/Exclusions	\$189,961

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$189,961

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0
	Your FYE 2023 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$189,961
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2023 Levy	--
✓	FYE 2023 Proposed Levy, Net of Reserve	\$198,000
	Difference Between Tax Levy Limit and Proposed Levy	(\$8,039)
✓	Do you plan to override the Tax Cap for FYE 2023 ?	Yes

History

Date and Time	Status Changed To	User
07/12/2023 12:02:32 PM	Form was closed by OSC (Form Status set to: Submitted and Closed)	Logan Egan
01/31/2023 11:24:32 AM	Form was submitted to OSC (Form Status set to: Submitted)	Gary Quarella
12/28/2021 11:39:24 AM	Form was created (Form Status set to: Unsubmitted)	Gary Quarella

Tax Cap Form

Moore Memorial Library (084828804160)

Fiscal Year Ending: 12/31/2022

Certifier

Gary Quarella, Director/CFO

(607) 656-9349

gr.gary@4cls.org

Summary

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2021	\$178,000
✓	Tax Cap Reserve Offset from FYE 2020 Used to Reduce FYE 2021 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2021	---
✓	Tax Base Growth Factor	1.0000
✓	PILOTs Receivable FYE 2021	---
✓	Tort Exclusion Amount Claimed in FYE 2021	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2022	---
✓	Available Carryover from FYE 2021	\$2,728
	Tax Levy Limit Before Adjustments/Exclusions	\$184,288

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$184,288

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0

Your FYE 2022 Tax Levy Limit, Adjusted for Transfers plus Exclusions **\$184,288**

✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2022 Levy	---
✓	FYE 2022 Proposed Levy, Net of Reserve	\$184,104
	Difference Between Tax Levy Limit and Proposed Levy	\$184
✓	Do you plan to override the Tax Cap for FYE 2022 ?	No

History

Date and Time	Status Changed To	User
07/13/2022 10:38:49 AM	Form was closed by OSC (Form Status set to: Submitted and Closed)	Logan Egan
12/28/2021 11:39:21 AM	Form was submitted to OSC (Form Status set to: Submitted)	Gary Quarella
09/15/2020 4:13:48 PM	Form was created (Form Status set to: Unsubmitted)	Gary Quarella

PROPOSED MOORE MEMORIAL LIBRARY BUDGET 2025 (Original)

Receipts

Library Fund	\$75,000.00
Building Fund	\$35,000.00
Fines	\$1,200.00
Gifts & Contributions	\$1,800.00
LLSA	\$1,875.00
Tax Levy	\$198,000.00
Book Sale	\$600.00
Copier fees	\$700.00
Printing fees	\$1,100.00
Fax fees	\$225.00
Contingency	\$5,000.00
TOTAL INCOME	\$320,500.00

Disbursements

Salaries	\$200,000.00
Benefits & payroll tax liabilities	\$23,000.00
Professional Fees	\$4,000.00
Books	\$14,000.00
Periodicals	\$1,000.00
LP & Video Circuit	\$400.00
DVD	\$600.00
Downloadable ebook & audio	\$867.00
Research Center	\$460.00
Book Processing	\$1,000.00
Fuel	\$1,500.00
Telephone	\$600.00
Electricity	\$14,000.00
Insurance	\$18,000.00
Supplies-Custodial	\$1,500.00
Supplies & Equipment Library	\$3,000.00
Maintenance Contracts	\$8,000.00
Maintenance Other	\$2,000.00
Water & Sewer	\$1,000.00
Misc	\$150.00
Postage	\$200.00
Movie license	\$395.00
Programs	\$500.00
Conferences & Cont Ed	\$250.00
Annual online fee	\$13,078.00
Computer/software/ website	\$6,000.00
Contingency	\$5,000.00
TOTAL DISBURSEMENTS	\$320,500.00

PROPOSED MOORE MEMORIAL LIBRARY BUDGET 2025 (Adjusted)

Receipts	
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Library Fund	\$84,000.00
Building Fund	\$35,000.00
Fines	\$1,200.00
Gifts & Contributions	\$1,800.00
LLSA	\$1,875.00
Tax Levy	\$206,000.00
Book Sale	\$600.00
Copier fees	\$700.00
Printing fees	\$1,100.00
Fax fees	\$225.00
Contingency	\$5,000.00
TOTAL INCOME	\$337,500.00

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Disbursements	
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Salaries	\$210,000.00
Benefits & payroll tax liabilities	\$28,000.00
Professional Fees	\$4,000.00
Books	\$14,000.00
Periodicals	\$1,000.00
LP & Video Circuit	\$400.00
DVD	\$600.00
Downloadable ebook & audio	\$867.00
Research Center	\$460.00
Book Processing	\$1,000.00
Fuel	\$1,500.00
Telephone	\$600.00
Electricity	\$14,000.00
Insurance	\$18,000.00
Supplies-Custodial	\$1,500.00
Supplies & Equipment Library	\$3,000.00
Maintenance Contracts	\$8,000.00
Maintenance Other	\$2,000.00
Water & Sewer	\$1,000.00
Misc	\$150.00
Postage	\$200.00
Movie license	\$395.00
Programs	\$2,500.00
Conferences & Cont Ed	\$250.00
Annual online fee	\$13,078.00
Computer/software/ website	\$6,000.00
Contingency	\$5,000.00
TOTAL DISBURSEMENTS	\$337,500.00

Moore Memorial Library Policy for Emergency and/or Weather Closing

Proposed February 10, 2025

Building Closings

Emergency closing of the library facility

The Library Staff shall inform the Library Director (or designee) of emergency conditions that exist at the library building, which may endanger public and/or staff safety or which make the operation of library services at that location impossible. The Library Director (or designee) shall determine whether to close or delay opening the library facility and will notify the Board of Trustees President of such.

Staff Pay

Emergency Closing – Library Staff already at Work

Library Staff that are unable to complete their shift as scheduled because of an emergency related library closure or delayed opening, (building related, weather related, or for any other emergency related situation), will be paid for their entire shift. Library Staff already working at the time of the closure came to the library in good faith with the intention of working their entire shift.

Emergency Closing – library closed prior to regularly scheduled library hours

Library Staff that are scheduled to work for the day but are unable to work as scheduled due to an emergency related library closure or delayed opening, (building related, weather related, or for any other emergency related situation) will be paid for their entire shift. Library Staff intended, in good faith, to work their scheduled shift but were unable to do so due to circumstances out of their control.

Moore Memorial Library

Policy for Holiday or Planned Closures

Proposed February 10, 2025

Building Closings

Planned closures and/or holiday closures

The library does not offer holiday pay to part-time employees. To ensure that Library Staff do not lose hours because the library will be observing a planned closure, any part-time employee may elect to make-up their normally scheduled hours anytime during the same pay period or within 2 weeks of when the closing occurred. Make-up time must be discussed and scheduled with the Library Director. The Library Director, which is a full-time position, receives paid holidays.

Library Collection

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Item Library Desc: Moore Memorial Library						
Item Category1	Item Category2	ADULT	JUVENILE	POLICY NOT FOUND	YA	Total
	Metrics	Number of Items	Number of Items	Number of Items	Number of Items	Number of Items
BOOKCD		15	73		34	122
BOOKF		8,387	7,745	67	1,308	17,507
BOOKLPF		496		9		505
BOOKLPNF		2	1			3
BOOKNF		10,675	4,281	19	455	15,430
CANCELLED		37	5		3	45
CD		2	9			11
CDROM		10				10
CRCT_BKCD		2				2
CRCT_DVD		7	1			8
CRCT_LP		17		1		18
CRCT_VIDEO				64		64
DVD		1,915	579	3		2,497
EDUCTOY			2			2
EPHEMERA			1			1
GRPHCNVL		1	11	1	70	83
LARGEPRINT		3				3
LITERACY		254				254
LOCALHIST		2				2
MAGAZINE		1,259	102	7		1,368
OLDIECD				1		1
PAPERBACK		116	1,523	7	193	1,839
PICTBOOK			3			3
POLICY NOT FOUND		4		4		8
REF-BOOK		797	7			804
STCORRFACF				1		1
UNKNOWN		15	6	5	1	27
VIDEO		4				4
Total		24,020	14,349	189	2,064	40,622

Circulation Report

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Metrics	Number of Statistical Transactions	Number of Statistical Transactions	Number of Statistical Transactions	Number of Statistical Transactions	Number of Statistical Transactions
Trans Stat lcat1	ADULT	JUVENILE	YA		Total
AV		1			1
AVKIT		4			4
BLU-RAY	11	1	1		13
BOOKCASS		2			2
BOOKCD	29	8	2		39
BOOKCDAB	1				1
BOOKCDUN	20				20
BOOKF	6,422	5,010	373	94	11,899
BOOKLPF	462	2	1	14	479
BOOKLPNF	13				13
BOOKNF	2,440	1,715	43	9	4,207
BRDBOOK		5			5
CBA	23				23
CD	4	1			5
CRCT_DVD	157	3			160
CRCT_LP	84				84
CRCT_VIDEO				5	5
DVD	1,262	313	3	6	1,584
E		4			4
EDUCTOY	1	14			15
EPHEMERA	2			4	6
GRPHCNVL	7	44	16	3	70
HOLIDAY	2	18			20
LARGEPRINT	66				66
MAGAZINE	127	44		1	172
NEW-BOOK	115			7	122
NEW-BOOKNF	46				46
PAPERBACK	83	502	3		588
PICTBOOK		185		1	186
REF-BOOK	1				1
UNKNOWN	3	13	5	17	38
XMAS	1	1			2
	1			2	3
Total	11,383	7,890	447	163	19,883

Items Received	5923
Items Sent	3710

Additions to Holdings

Item Category1	Metrics	
BOOKF	Number of Items	413
BOOKLPF	Number of Items	23
BOOKNF	Number of Items	95
DVD	Number of Items	15
GRPHCNVL	Number of Items	12
LARGEPRINT	Number of Items	3
MAGAZINE	Number of Items	205
PAPERBACK	Number of Items	17
REF-BOOK	Number of Items	1
Total	Number of Items	784

Adult Monthly Circ Statistics IC2 by IC1 2024

	June	July	August	September	October	November	December	TOTAL
Book F	445	652	562	459	453	438	397	3406
Book LPF	45	48	42	29	47	25	5	241
Book NF	157	179	161	161	172	107	145	1082
Book CD						3	3	
CRCT DVD	11	43	19	14	21	13	0	121
CRCT LP	4	12	9	12	0	2	0	39
DVD	92	136	128	117	103	30	41	647
Graphic Novel	3	1	0	0	0	1	0	5
Magazine	23	5	0	3	8	1	8	48
TOTAL	780	1076	921	795	804	620	599	5589

Young Adult Monthly Circ Statistics IC2 by IC1 2024

	June	July	August	September	October	November	December	TOTAL
Book F	32	49	16	38	23	19	17	194
Book LPF	1	0	0	0	0	0	0	1
Book NF	4	1	2	4	4	0	2	17
CRCT DVD	0	0	0	0	0	0	0	0
CRCT LP	0	0	0	0	0	0	0	0
DVD	0	0	0	1	0	2	0	3
Graphic Novel	4	3	1	0	1	0	0	9
Magazine	5	0	0	0	0	0	0	5
TOTAL	46	53	19	43	28	21	19	229

Juvenile Monthly Circ Statistics IC2 by IC1 2024

	June	July	August	September	October	November	December	TOTAL
Book F	352	572	430	487	431	393	368	3033
Book LPF	0	0	0	0	0	0	0	0
Book NF	129	132	80	173	116	104	118	852
CRCT DVD	0	0	0	1	1	1	0	3
CRCT LP	0	0	0	0	0	0	0	0
DVD	26	45	29	25	16	21	19	181
Graphic Novel	1	8	3	3	0	7	0	22
Magazine	5	0	5	0	1	0	1	12
TOTAL	513	757	547	689	565	526	506	4103