March 31, 2025

Library Directors,

At last week's Director's Meeting, a consensus was reached to proceed with the proposed automation fee plan for 2026-2028. The fees were calculated using the standard automation fee formula (base fee, circulation component, holdings component) and applying a 10% cap on increases and a 5% cap on decreases. The resulting fees will cover 75% of the 4CLS Automation Program. The remaining cost will be borne by the 4CLS operating budget.

A further consensus from the meeting was that the formula that has been in use (in some form) since 2001 is reaching the end of its usefulness. We will work together to find a better solution by the end of the next cycle of fees in 2028.

Enclosed is a copy of fees and an updated Automation Contract. Please return a signed copy of the contract to me at your convenience. I will return a fully executed copy for your records.

Thank you for your input through this process. If you have any questions or concerns about the meeting, the formula, the fees, or any other area, please do not hesitate to contact me.

Sincerely,

Steven J. Bachman
Executive Director

Enc: Automation Contract 2025-2028
Automation Fees 2025-2028

Agreement for Shared Online Integrated Library System Services

Four County Library System (hereinafter referred to as "the System") and
Moore Memorial Library (hereinafter referred to as "the Library") agree as follows:

1. PURPOSE

The Purpose of the agreement is to define the scope of services to be provided by the System to the Library with regard to the shared online Integrated Library System (hereinafter referred to as "ILS") as well as the responsibilities of both parties.

2. CONTRACT WITH

System has executed a contract with SirsiDynix for the support and hosting of the Integrated Library System software. The Library hereby agrees that System, as the contracting institution, shall be the sole contractee with ILS Vendor and that the Library has no direct interest in said contract.

3. FUNCTIONS OF ILS

Upon implementation of this agreement, the following functions are available to the Library through the ILS-- the System reserves the right to add to these functions or modify them with 30 days' notice to the Library.

Bibliographic record database
Circulation control
Patron record database
Online catalog
Statistical reports

4. RESPONSIBILITIES OF THE PARTIES

A. ILS responsibilities of System shall be to:

a. Provide appropriately skilled and trained staff to maintain, oversee, and develop the ILS capabilities;

b. House or outsource the ILS components including servers, storage devices and backup services;

c. Assume the costs of electric power, heating, and cooling for the above components;

d. Adequately insure all central site components;

e. Assure performance of regular maintenance tasks on the ILS components and enter into such maintenance contracts as are needed to reasonably assure reliability of ILS Catalog;

f. Provide telephone assistance during normal System office hours for problems and questions related to the ILS;

g. Put together, when appropriate, group orders, or negotiate group pricing, for Library equipment necessary for the implementation of this agreement; and rebill the Library at cost for such items;

h. Provide to the Library ongoing training and documentation as System staff deem necessary to make efficient use of ILS in circulation, catalog/holdings maintenance and statistical reporting;

i.   Hold the final authority for issuance of policies for use of the ILS, following appropriate consultation with the Governing Council;

j.   Hold the final authority for modifications to costs and fees of **ILS** participation; and

k.   Collect and disseminate policies and best practices for use of the ILS.

B. Internet & Managed Network Security Services Responsibilities of System shall be to:

a.   Negotiate contracts with cost-effective and reliable Internet service providers on an annual or multi-year basis, whichever is best, for the Library;

b.   Provide network hardware (Firewalls, Routers, Switches, …) to provide Library access to ILS system and supporting services;

c.   Coordinate network infrastructure and telecommunications access necessary to connect the Library to the ILS system and supporting services;

d.   Provide access to telephone assistance after hours for critical network problems related to accessing **ILS** services;

e.   Monitor network services, triage network problems, advise on network upgrades; and

f.   Apply for E-rate reimbursements on behalf of all online libraries and use those funds to offset **ILS** costs.

C. ILS Responsibilities of the Library shall be to:

a.   Purchase, insure, and maintain at its own expense the **ILS** equipment used in the Library, including but not limited to workstations, bar code readers, and printers;

b.   Purchase at its own expense all supplies necessary for the Library's use of the ILS system, including but not limited to barcodes, paper, and printer supplies;

c.   Purchase all barcode labels through System arrangements or consult with appropriate system staff before purchasing from an outside supplier;

d.   Consult with appropriate System staff before purchasing other equipment, supplies, etc. for use in conjunction with **ILS**;

e.   Assure that only authorized, trained personnel will use or supervise the use of **ILS**; and that each is fully trained and stays up-to-date on ILS procedures;

f.   Designate at least one staff person to act as a Training Point Person who will be willing and able to

      i.   Attend formal System ILS training sessions

      ii.   Act as the Library trainer for staff who may not be able to attend formal System training

      iii.   Make sure local training questions and problems are brought to System attention

      iv.   Make sure training information from System is shared with all Library staff;

g.   Designate at least one staff person to act as a Decision Making Point Person who will be willing and able to

      i.   Attend at least 3 (of 4) ILS User's Group meetings each year

      ii.   Vote on ILS operation decisions on behalf of the Library

      iii.   Make sure Library staff is aware and trained with regards to decisions made at ILS User's Group Meetings;

h. Abide by the policies and procedures for the use of ILS as established by System and the ILS User's Group which include:

    i. keep its holdings accurately updated in the ILS catalog in a timely manner

    ii. add, delete, and maintain patron records according to established procedures

    iii. follow ILS circulation best practices

    iv. Lend materials from its collection to other Member Libraries of the System;

i. Adhere to standard ethical practices regarding the privacy and confidentiality of patron records:

    a. ALA's Freedom to Read Statement - http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

    b. ALA's Freedom to View Statement - http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview

    c. ALA's Code of Ethics - http://www.ala.org/advocacy/proethics/codeofethics/codeethics

j. Assure that ILS is used only for legitimate Library purposes;

k. Pay all bills sent by System for the use of ILS which are not in dispute within thirty days of receipt or make alternate arrangements with the 4CLS Business Office. Disputed bills shall be in writing and received at System within 30 days of billing date;

l. Provide any necessary documents necessary for e-rate purposes properly executed and promptly delivered.

D. Internet & Managed Network Security Services Responsibilities of the Library shall be to:

a. Provide for the security and maintenance of all computers on the Library's local area network:

    i. Install and regularly update Antivirus software on all computers, preferably a program provided through a System site-license with support. Locally selected alternatives may be acceptable with approval of Systems Administrator and Library commitment to keep current.

    ii. Install and regularly update critical operating system and applications software patches and updates, with support from System for obtaining and installing Windows operating system and applications (IE, Office) patches.

    iii. Install workstation security software on public computers. 4CLS will provide a list of supported software. Acceptable alternatives need to be discussed and approved by System, and should restrict the ability to install software or make permanent changes to public computer configurations.

    iv. Prevent any non-Library owned computer from connecting directly to the library's wired network;

b. Provide optional wireless access using wireless access points purchased from the System or with library configured access points with the following security measures in place:

    i. For library owned wireless computers, access should be configured using WEP or WPA (preferred) encryption

    ii. For patron owned wireless devices, access should be blocked to all internal IP addresses and devices, and, ideally, bandwidth allocations should be limited for public wireless use. [Beginning in 2016, these rules will be preconfigured in the access points purchased through the System.];

c. Remove computers and/or devices from the network and take corrective action if they are found to be the source of a network attack;

d. Consult with 4CLS Automation staff before adding additional non-4CLS equipment to the 4CLS network (solar system, wireless printer, etc)

5. ILS USER'S GROUP

The purposes of said User's Group shall be:

a. to assist in developing policies and procedures for the shared use of the computer system;

b. to participate in operational decisions which affect more than one participant;

c. to assure the mutually beneficial operation of the computer system.

All members of the User's Group shall be afforded adequate opportunity to express the needs and opinions of their respective participating institutions regarding matters under consideration. The User's Group is chaired by the 4CLS Systems Manager and comprised of representatives of the online libraries. When voting occurs, each online library shall cast one vote. Items may be placed on the agenda by contacting the 4CLS Systems Manager up to 1 week before a scheduled meeting.

To assist the User's Group, the ILS Advisory Committee, a committee made up of representatives from nine member libraries, will meet between ILS User's Group Meetings to analyze issues and develop recommendations.

6. WARRANTIES, ASSURANCES, AND DISCLAIMERS

The ILS and its related functions shall be generally available for use by the Library all day, every day. When scheduled maintenance will cause the ILS to be unavailable, the System shall notify the Library as far in advance as possible. The System shall make every reasonable effort to ensure the reliability of the ILS and its associated telecommunication networks; however, the Library agrees that the System shall not be held liable for any inconvenience of loss of service, materials, or revenues caused by failures or irregularities of the ILS, its software, or the telecommunications network, whatever the cause.

7. OWNERSHIP AND TITLE TO ILS COMPONENTS

A. The System has full ownership or exclusive contract and title to all central site hardware components, including but not limited to the servers, storage devices and backup units.

B. The System retains full ownership and title to the bibliographic database. The Library shall have the right to acquire a machine-readable copy of its own holdings in the bibliographic database, including full bibliographic records, at its own expense. Such expense shall include, but not be limited to, the cost of supplies, computer time, and labor.

C. The Library shall retain full ownership and title to equipment purchased by the Library for use with the **ILS** system. Equipment purchased by the System for the use of the Library shall remain the property of the System unless there is specific written exception. The System shall maintain and insure these items.

8. PAYMENTS

The Library agrees to make payments to the System according to the following schedule. The Library agrees to pay all charges within thirty days of receipt of any bill; or to dispute as outlined in item 4.C.k. above or to make alternative arrangements with the 4CLS Business Office. The following fees are in effect from April 1, 2025 through March 31, 2028.

9. CHARGES

A. ILS Charges are payable annually by May 1. The Library's fees are detailed in Appendix A.

B. The automation fee budget is established by combining the following cost factors:
1. Staffing in the Automation Department
2. Training for Automation staff
3. Telecommunications charges
4. Maintenance fees to the ILS Vendor (SirsiDynix)
5. Reserve for equipment upgrades

C. See Appendix A for a full listing of Automation Fees during the contract period.
1. Holdings and circulation data were pulled from NYS Annual Reports.

10. MODIFICATIONS

This agreement may not be modified except in writing and with agreement of both parties.

11. SEVERABILITY

If any provision of this agreement is held invalid, such invalidity shall not affect any other provision of this agreement which can be given affect without the invalid provision, and, to this end, the provisions of this agreement are severable.

12. TERM OF AGREEMENT

This agreement shall be effective from April 1, 2025 through March 31, 2028. It may be terminated by either party upon 45 days written notice to the other.

13. SIGNATURE

This agreement shall become effective upon the signature of the Library Board President (see next page) and the System Executive Director.

Signature Page

By signing this document, our Library agrees to the terms of this agreement.

Executed by:

Library Name: _Moore Memorial Library_

Name _____

Title:_____

Date: _____

Four County Library System

Name:_____

Title: Executive Director

Date: _____

4CLS Automation Fees 2025-2028

	2025 Fee	2026 Fee	% Change	2027 Fee	2028 Fee
Afton Free Library	$ 4,593	$ 5,052	10.0%	$ 5,204	$ 5,360
Andes Public Library	$ 4,481	$ 4,745	5.9%	$ 4,887	$ 5,034
Bainbridge Free Library	$ 3,755	$ 4,131	10.0%	$ 4,254	$ 4,382
Bovina Public Library	$ 3,207	$ 3,528	10.0%	$ 3,634	$ 3,743
Broome County Public Library	$ 84,866	$ 80,623	-5.0%	$ 80,623	$ 80,623
Cannon Free Library	$ 7,131	$ 7,844	10.0%	$ 8,079	$ 8,322
Cherry Valley Memorial Library	$ 3,645	$ 4,010	10.0%	$ 4,130	$ 4,254
Deposit Free Library	$ 7,386	$ 7,122	-3.6%	$ 7,122	$ 7,122
Edmeston Free Library	$ 2,730	$ 3,003	10.0%	$ 3,093	$ 3,186
Fairview Public Library	$ 5,261	$ 5,787	10.0%	$ 5,961	$ 6,140
Fenton Free Library	$ 9,472	$ 10,419	10.0%	$ 10,732	$ 11,054
Franklin Free Library	$ 3,848	$ 4,217	9.6%	$ 4,344	$ 4,474
George F. Johnson Memorial Library	$ 43,725	$ 41,539	-5.0%	$ 41,539	$ 41,539
Gilbertsville Free Library	$ 3,174	$ 3,491	10.0%	$ 3,596	$ 3,704
Guernsey Memorial Library of Norwich	$ 30,323	$ 31,569	4.1%	$ 32,516	$ 33,492
Harris Memorial Library	$ 3,031	$ 3,334	10.0%	$ 3,434	$ 3,537
Huntington Memorial Library	$ 32,070	$ 30,467	-5.0%	$ 30,467	$ 30,467
Kinney Memorial Library	$ 8,658	$ 9,524	10.0%	$ 9,810	$ 10,104
Lisle Free Library	$ 3,919	$ 4,311	10.0%	$ 4,440	$ 4,573
Louise Adelia Read Memorial Library	$ 7,684	$ 7,300	-5.0%	$ 7,300	$ 7,300
Mary Wilcox Memorial Library	$ 8,116	$ 8,928	10.0%	$ 9,195	$ 9,471
Milford Free Library	$ 4,319	$ 4,103	-5.0%	$ 4,103	$ 4,103
Moore Memorial Library	$ 13,078	$ 12,424	-5.0%	$ 12,424	$ 12,424
Morris Library	$ 4,097	$ 4,187	2.2%	$ 4,313	$ 4,442
New Berlin Library	$ 7,831	$ 8,162	4.2%	$ 8,407	$ 8,659
Nineveh Pub Lib Of Colesville Township	$ 3,362	$ 3,698	10.0%	$ 3,809	$ 3,923
Oxford Memorial Library	$ 8,328	$ 9,161	10.0%	$ 9,436	$ 9,719
Richfield Springs Public Library	$ 5,180	$ 5,698	10.0%	$ 5,869	$ 6,045
Roxbury Library Association	$ 5,311	$ 5,045	-5.0%	$ 5,045	$ 5,045
Sherburne Public Library	$ 8,814	$ 9,585	8.7%	$ 9,873	$ 10,169
Sidney Memorial Public Library	$ 23,722	$ 22,536	-5.0%	$ 22,536	$ 22,536
Masonville	$ 500	$ 500	0.0%	$ 500	$ 500
Skene Memorial Library	$ 3,956	$ 3,758	-5.0%	$ 3,758	$ 3,758
Smyrna Public Library	$ 2,773	$ 3,050	10.0%	$ 3,142	$ 3,236
South New Berlin Free Library	$ 3,535	$ 3,889	10.0%	$ 4,005	$ 4,125
Springfield Library	$ 4,615	$ 5,077	10.0%	$ 5,229	$ 5,386
Stamford Village Library	$ 7,260	$ 7,728	6.4%	$ 7,960	$ 8,199
Unadilla Public Library	$ 3,284	$ 3,612	10.0%	$ 3,721	$ 3,832
Vestal Public Library	$ 41,204	$ 45,324	10.0%	$ 46,684	$ 48,085
Village Library Of Cooperstown	$ 10,345	$ 11,380	10.0%	$ 11,721	$ 12,073
William B. Ogden Free Library	$ 6,204	$ 6,824	10.0%	$ 7,029	$ 7,240
Worcester Free Library	$ 3,993	$ 4,392	10.0%	$ 4,524	$ 4,660
Your Home Public Library	$ 18,167	$ 17,838	-1.8%	$ 17,838	$ 17,838
Otselic Valley Public Library		$ 3,500		$ 3,605	$ 3,713
Totals	$ 470,953	$ 482,414		$ 489,889	$ 497,588

Sentry Alarms
40 Chenango St
Binghamton, NY 13901-2902
Tel : (607)723-2934   Fax: (607)724-3858

Honeywell

Authorized Security Dealer

Greene Public (Moore Memorial) Library
Hailley Harvey
59 Genesee Street
Greene, NY 13778

RETAIL INSTALLATION AGREEMENT   Date: Apr 11th, 0225   Job # _____

Customer's Name: **Greene Public (Moore Memorial) Library**

Billing Address: **59 Genesee Street, Greene NY 13778**

Address of Installation: **59 Genesee Street, Greene NY 13778**

Premise Phone No: **(607) 656-9349**

Sale Contact: **Hailley Harvey**   Phone No: **(607) 656-9349**   Email: **gr.hailley@4cls.org**

SENTRY ALARMS (herein referred to as SENTRY), agrees to sell and install at Customer's premise, and Customer agrees to buy a security system consisting of the following equipment and services:

PRICE AND PAYMENT BY CUSTOMER

Customer agrees to pay the purchase price of such security system in the amount of **$ 13,825.00** plus tax in the amount of **Exempt** for a total of **$ 13,825.00** as follows **$ 7,000.00** Due upon signing agreement **$ 6,825.00** Due upon completion of installation.

Job Description: New Install ___   **Upgrade** _xx_   Add-on ___   Takeover ___   Prewire ___   Other ___

Approximate date work is to begin: 10-12 Weeks Approximate date work is to be substantially completed: 2 Weeks

NYS Lic. # 12000007148   Pennsylvania Home Improvement Contractor # PA046462 (1-888-520-6680)

Qty	Description

1 Project Scope of Work

Upgrade existing Camera system, replacing Video Recorder, and Cameras utilizing existing cabling where possible. Relocate Children's Area Camera to capture seating area. Set up DSS+ Video software for Director and Circulation Desk computers.

1 16 Channel Hybrid Video Recorder (Part# VD-X82B3A)

Located in Basement Server Closet

1 8TB WD Surveillance Hard Drive (Part# ST8000VNA04)

Provided for local video storage

1 27" LED Monitor 1080P BNC/VGA/HDMI (Part# OE-27LED2)

Located at DVR in basement

9 Analog 5MP Night Color 2.8mm Turret Camera (Part# VD-A52CJ62)

1.) Center Walkway
2.) Amphitheater (Inside)
3.) Teen Room

Qty   Description

Analog 5MP Night Color 2.8mm Turret Camera - Continued
4.) Side Ramp
5.) Computer Lab
6.) Elevator Entrance
7.) Circulation Desk
8.) Children's Section
9.) Cynthia Raymond Area

2   Analog 8MP Starlight 3.6-11mm Bullet Camera (Part# A82AF5V)

1.) Front Exterior
2.) Amphitheater

11   VD-PFA130E Surface Mount Back Box

1   AX-SAV18D 18 Ch 12VDC 5A Power Supply

1   Misc Hardware and Fittings

1   Coax Cable Black 500' Part# WG-50015508)

1   Metal Beige Wire Mold Metal (Per Foot)

1   Labor to install, program, & test

1   40' Scizzor Lift / Rough Terrain Electric Lift (p/day)

$13,825.00

MOORE MEMORIAL LIBRARY

LIBRARY HOURS

- MONDAY 9:30 AM – 8:00 PM
- TUESDAY 9:30 AM – 8:00 PM
- WEDNESDAY 9:30 AM–8:00 PM
- THURSDAY 9:30 AM–8:00 PM
- FRIDAY 9:30 AM–5:00 PM
- SATURDAY 9:00 AM–1:00 PM
- SUNDAY CLOSED

VISIT US

**MOORE MEMORIAL LIBRARY
59 GENESEE STREET
GREENE, NY 13778
(607) 656-9349
GREENELIBRARY.ORG**

THE PARKING LOT ENTRANCE IS ON SOUTH CANAL STREET OR YOU MAY PARK IN FRONT OF THE LIBRARY ON GENESEE STREET

Scan the QR code to visit the library's website and/or search the 4CLS catalog.

WHO WE ARE

▶ HISTORY

In 1901, Rachel Beckwith Moore, wife of Nathaniel Moore, bought land in the Village of Greene and announced that her sons, William Henry Moore and James Hobart Moore, had offered to donate money for a library in their boyhood hometown. William and James gave $65,000 for the construction of the building. They gave an additional $65,000 for books and an endowment fund. In 1955, William Henry Moore's widow, Ada Small Moore, left an additional $150,000 to be added to the library's endowment fund.

Construction of the library began in 1901 and was completed in 1903. Moore Memorial Library opened on January 28, 1904. The exterior is Indiana sandstone with white marble columns and stairs at the entrance. The interior is finished in dark antique oak with mosaic floor tiles.

The Cynthia Raymond Room was dedicated in 1990. The room serves as a community meeting place and educational center. The Cynthia Raymond room was made possible by donations to the library from friends of Cynthia Raymond, the Raymond Corporation, and the Raymond Foundation.
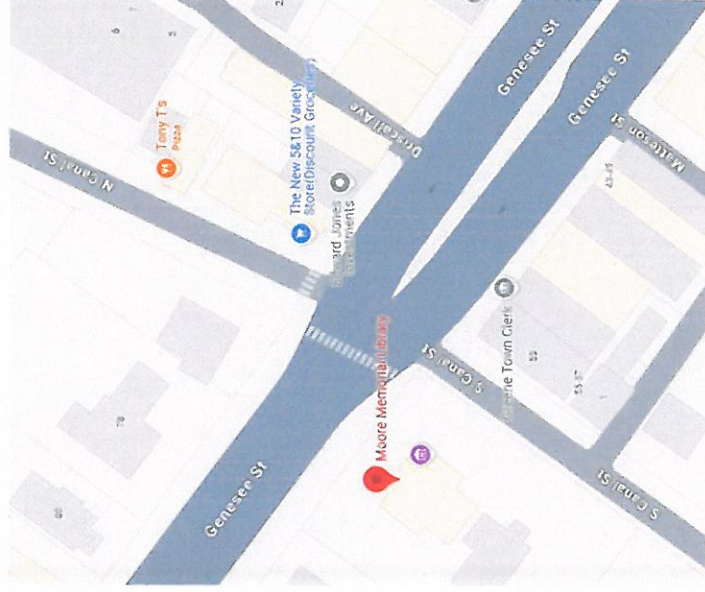
In 2007, an addition was added to the library. This added a new Youth Services area, a computer lab, an amphitheater, and a reading garden. The first elected library trustees chose the name, "Moore Memorial Library," to honor the family's generous gift to the Village of Greene.

Board Meetings are typically held on the 3rd Monday of each month in the Cynthia Raymond Room

SERVICES

LIBRARY SERVICES

- **Free Wi-Fi** – sign into **moore-public-g**
- **Photocopier** – $0.25 per page (black & white only)
- **Faxing** – $2 for the cover sheet and first page; $1 for each additional page
- **Public access computers** – available from opening until 15 minutes before closing. Internet and Microsoft Office Suite available.
- **Printing** – $0.25 per page. Public access computers print at the circulation desk.
- **Scanning** – patrons may scan to a USB at no cost. They may print from a USB for $0.25 per page (black and white only).

LIBBY FOR EBOOKS, AUDIOBOOKS, AND MAGAZINES

Libby is a free app from OverDrive that allows users to borrow digital content from their public library's collection. Download the Libby app at the Apple Store or Google Play and follow the prompts to find your library and sign in using your library card barcode number and library card PIN number.

OTHER SERVICES

- **Cynthia Raymond Meeting Room** – available for non-profit community groups or individuals when the library is open
- **Peg Ross Room Computer Lab** – available for non-profit community groups or individuals when the library is open.
- **Library Programming** – the library holds regular and special programming throughout the year. Visit the library or follow us on Facebook to see what we are offering.

BORROWER INFORMATION

LIBRARY CARDS

Moore Memorial Library is a member of the Four County Library System which serves 43 libraries throughout Broome, Chenango, Delaware, and Otsego Counties. With a library card, patrons have access to library materials from all 43 libraries.

Library cards are free and can be used at any of the libraries that participate with the Four County Library System. To obtain a card, adults 18+ are asked to fill out a library card application at the library where it can be approved onsite. Children may also get a library card of their own at three years of age. A parent or guardian will need to sign the library card application on the child's behalf.

DUE DATES

- **Books and audiobooks** – are due 3 weeks after they are borrowed. As long as there are no holds, items will be curtesy renewed once. Patrons may also renew materials on their own in-person, online, or over the phone.
- **DVDs** – are due 1 week after they are borrowed. Patrons may borrow up to 5 DVDs at a time on their card. At this time, DVDs cannot be renewed.

LIBRARY FINES

- **Books and audiobooks** – $0.10 per day
- DVDs – $1.00
- **There are no fines on juvenile materials**

RETURNING ITEMS TO THE LIBRARY

Materials from all Four County Libraries may be returned to Moore Memorial Library. During hours of operation, materials may be returned in person to the circulation desk. After hours, patrons are able to place materials in a drop box for returns. There is a drop box located on the front porch of the Genesee Street entrance to the library. There is also an accessible drop box located on the ramp on the South Canal Street entrance.

SEARCHING THE CATALOG

You can browse the catalog, renew items, pay fines, and check your account at www.greenelibrary.org

REQUESTING ITEMS FROM OTHER FOUR COUNTY LIBRARIES

Interlibrary loan service is available. Patrons may request items from any of the 43 Four County Libraries and have them delivered to Moore Memorial Library. Requests can be made in person at the circulation desk or over the phone. Patrons may also make requests by logging into their online accounts. When logging in, use the numbers under the barcode on your library card as your USER ID. The last four digits of your phone number serve as your PIN.

LOST OR DAMAGE ITEMS

Patrons are responsible for any items that are lost or damaged and will be charged a replacement fee.

ACCESSIBILITY

Please call (607) 656-9349 for assistance using the ramp or accessing the elevator located on the South Canal Street side of the building.