

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda

Tuesday, October 4, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
  - Approval of Mtg. Agenda
  - Approval of Prior Mtg. Minutes
  - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: n/a
- V Director's Report: *See attached*
- VI Committee Reports
  - a. Personnel: n/a
  - b. Budget & Finance: September Workshop reviewed 2023 and drafted 2024 budgets.
  - c. Building & Grounds: n/a
  - d. Ad Hoc: n/a
  - e. Outreach: John
  - f. Policy: n/a
- VII Old Business
  - FY2022-2023 State Aid for Library Construction- *progress update*
  - Hickory Mountain Chimney and Masonry- *no update*
  - Electrical survey- *invoice received*
  - WLGS- *update*
- VIII New Business
  - 2023 and 2024 Budgets- *review and vote*
  - NY Fire & Security- *estimate for carbon monoxide detectors*
- IX Other Business
  - Report from Thurman Town Board Meeting (9/15).
  - Sarah attending Warrensburg Town Board Meeting (10/12 @ 7:00p). Need volunteer for Thurman Town Board Meeting (11/17 @ 5:00p).
  - October Workshop- *Paul Mays*
  - That's My Brick Fundraiser- *promote with holidays?*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, October 18, 2022 @ 10:00a
- XII Next Board Meeting: Tuesday, November 1, 2022 @ 10:00a
- XIII Adjournment

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, September 6, 2022 @10:00 am

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Susan Matzner, Gina Colburn, Mary Beadnell, Becky Lawler, and Shelby Burkhardt, Library Director

Special Guest: Sara Dallas

Excused Absence: Suzanne Glebus

Meeting called to order at 10:02am

Consent agenda approved. Motion made by John and seconded by Susan and approved by board.

Public Expression: None

Correspondence: None

Director's report:

- Northern Mechanical replaced condenser line sets and additional wrapping
- Smoking by HVACs is being addressed
- NYS Construction Grant is being submitted today
- Barrier Free Elevators provided maintenance
- A number of programs were held in August
- Some programs planned for September
- Monthly statistics remained stable

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: September Workshop to review 2023 and draft 2024 budget Tuesday, September 20 at 10am
- Building and Grounds: additional plants going into the native plants garden in September
- Outreach: going well, John is doing an earlier drop off
- Policy: Collection Development Policy/Binder – made change to grammar of page 4, paragraph 5 Archives. Susan made a motion to approve as edited, seconded by John and approved by board.

Old Business

- FY 2022-2023 State Aid for Library Construction
  - Will be submitted today, awaiting final quotes and matching funds verification
  - It may take up to a year to hear about funding approval
- Hickory Mountain Chimney and Masonry was sent pictures regarding chimney cap and re-pointing for estimates
- Electrical survey waiting for invoice, will reach out to NY Fire & Security for carbon monoxide alarms to be installed.

- Black fencing by wall – John made a motion to exceed the Grounds Repair and Maintenance budget by cost of fencing and necessary supplies, up to \$2,000. Seconded by Mary and approved by board.
- WLGS – 4 spots rented, 1 spot possibly rented

Other Business:

- Sue attended the August Warrensburg Town Meeting and presented information about the Library
- Esther will attend the September Thurman Town meeting 9/15
- Sarah will attend the October Warrensburg Town meeting 10/12
- Sarah will be mulching the garden; the cost of mulch is covered by a grant. Future mulch purchases will need to be added to future budgets
- Sara Dallas from SALS spoke to the board
  - Suggestions included purchasing cyber insurance and reminders that all Trustees must have 2 hrs of CE yearly starting Jan. 2023

Public Expression: none

Next Board Workshop: September 20, 2022 At 10:00am

Next Board Meeting : Tuesday, October 4, 2022 at 10:00am

Meeting adjourned at 11:09am (Motion by Mary, seconded by John).

**Approved by The Richards Library Board of Trustees on**

**Richards Library**  
**Monthly Statement of Revenues & Expenses**

Accrual Basis

September 2022

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	<u>Sep 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>OPERATING RECEIPTS</b>	366
<b>NON-OPERATING RECEIPTS</b>	141
<b>Total Income</b>	<u>507</u>
<b>Gross Profit</b>	507
<b>Expense</b>	
<b>OPERATING EXPENSES</b>	4,600
<b>PAYROLL, WAGES, BENEFITS &amp; EX...</b>	11,105
<b>COLLECTION &amp; OTHER CAPITAL EX...</b>	1,533
<b>Total Expense</b>	<u>17,238</u>
<b>Net Ordinary Income</b>	-16,731
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>DESIGNATED FUNDS EXPENDED</b>	392
<b>Total Other Expense</b>	<u>392</u>
<b>Net Other Income</b>	-392
<b>Net Income</b>	<u><u>-17,123</u></u>

# Richards Library Monthly Funds Activity Report

September 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #-6131 -Operat &amp; DF</b>						
<b>Operating Account - GFNB</b>						
Credit Card Char...	09/01/2022	2783354	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT	241.99	
Bill Pmt -Check	09/03/2022	6482	NEW YORK FIRE & SECURITY	9/2/22 - 8/2023 ANNUAL ALARM MONITORING		252.00
Bill Pmt -Check	09/03/2022	6483	PATRICE JARVIS-WEBER	8/25/22 PAINTING CLASS		260.00
Bill Pmt -Check	09/03/2022	6484	SOUTHERN ADIRONDACK LIBRARY SYSTEM	LIBRARY CARDS		46.00
Deposit	09/06/2022			Deposit	132.00	
Bill Pmt -Check	09/06/2022	6485	NATIONAL BUSINESS TECHNOLOGIES*	8/30/2022-9/29/2022		52.61
General Journal	09/09/2022	PAYROLL		-MULTIPLE-		5,745.32
Deposit	09/11/2022			Deposit	27.00	
Check	09/12/2022	A/W	VERIZON	08/22/22-09/21/22		33.47
Check	09/12/2022	A/W	TIME WARNER CABLE #2501	09/04/22-10/03/22		129.98
Bill Pmt -Check	09/13/2022	6486	CINTAS			53.85
Bill Pmt -Check	09/13/2022	6487	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - AUG 2022		368.70
Check	09/15/2022	A/W	NATIONAL BUSINESS LEASING	8/15/22 - 9/14/22 INVOICE #77352293		96.56
Check	09/15/2022	A/W	SPECTRUM ENTERPRISE #142279801	08/25/22-09/24/22		96.50
Credit Card Char...	09/15/2022	166747782	ZOOM	TRANFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT	149.90	
Check	09/17/2022	6488	COMMERCE BANK	#--1705		1,430.68
Deposit	09/18/2022			Deposit	146.00	
General Journal	09/23/2022	PAYROLL		-MULTIPLE-		5,298.12
Deposit	09/25/2022			Deposit	61.00	
Check	09/28/2022	A/W	NATIONAL GRID	08/07/22-09/05/22		407.07
Bill Pmt -Check	09/28/2022	6489	BAKER & TAYLOR			1,340.44
Bill Pmt -Check	09/28/2022	6490	WARRENSBURG CHAMBER OF COMMERCE	NON PROFIT MEMBERSHIP		65.00
Total Operating Account - GFNB					757.89	15,676.30
<b>Director Discretionary Funds</b>						
Credit Card Char...	09/01/2022	2783354	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT		241.99
Credit Card Char...	09/15/2022	166747782	ZOOM	TRANSFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT		149.90
Total Director Discretionary Funds					0.00	391.89
Total GFNB #-6131 -Operat & DF					757.89	16,068.19
<b>OPERATING SAVINGS #9012</b>						
Deposit	09/18/2022			Deposit	8.96	
Total OPERATING SAVINGS #9012					8.96	0.00
<b>RESERVE FUNDS</b>						
<b>GFNB Reserve Sav #40392707</b>						
<b>Director's Discretionary Fund</b>						
General Journal	09/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	0.85	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.06	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
General Journal	09/09/2022	VANGUA...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S ...	38.28	
General Journal	09/11/2022	VANGUA...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S ...	37.32	
Total Director's Discretionary Fund					81.32	0.00
<b>GFNB Reserve Sav #40392707 - Other</b>						
Deposit	09/09/2022			Deposit	5.73	
Total GFNB Reserve Sav #40392707 - Other					5.73	0.00
Total GFNB Reserve Sav #40392707					87.05	0.00
<b>RESERVE FUND CD's @ GFNB</b>						
<b>CD #839682 (1 YEAR LADDER)</b>						
General Journal	09/07/2022	CD #839...		RESERVE CD INTEREST EARNED	0.85	
General Journal	09/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
<b>CD #839683 (1 YEAR LADDER)</b>						
General Journal	09/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
<b>CD #839684 (3 YEAR LADDER)</b>						
General Journal	09/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.06	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
<b>CD #839685 (3 YEAR LADDER)</b>						
General Journal	09/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
<b>CD #839686 (3 YEAR LADDER)</b>						
General Journal	09/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	09/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839686 (3 YEAR LADDER)					1.27	1.27
Total RESERVE FUND CD's @ GFNB					5.72	5.72
Total RESERVE FUNDS					92.77	5.72
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB</b>						
<b>Non-Designated Funds - S/A</b>						
Deposit	09/06/2022			Deposit	45.42	
Total Non-Designated Funds - S/A					45.42	0.00
Total Special Acc't #5976 - GFNB					45.42	0.00
Total TEMPORARY - RESTRICTED BY BOARD					45.42	0.00
<b>PERMANENT RESTRICTED FUNDS</b>						
<b>RICHARDS LIBRARY ENDOWMENT FUND</b>						
<b>Vanguard Investment Account</b>						
General Journal	09/09/2022	VANGUA...		TO RECORD REALIZED VANGUARD INCOME	38.28	
General Journal	09/09/2022	VANGUA...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S ...		38.28
General Journal	09/11/2022	VANGUA...		TO RECORD REALIZED VANGUARD INCOME	37.32	
General Journal	09/11/2022	VANGUA...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S ...		37.32
Total Vanguard Investment Account					75.60	75.60

**Richards Library**  
**Monthly Funds Activity Report**  
 September 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total RICHARDS LIBRARY ENDOWMENT FUND					75.60	75.60
Total PERMANENT RESTRICTED FUNDS					75.60	75.60
Total RESTRICTED FUNDS					121.02	75.60
<b>TOTAL</b>					<b>980.64</b>	<b>16,149.51</b>

# THE RICHARDS LIBRARY



## Director's Report

September 30, 2022

- NY Fire & Security- *performed alarm inspections and supplied CO detector estimate*
- Rain garden- *plants and mulch done*
- Water leaked into furnace room- *from heavy rain*
- Conversation with Sara Dallas and representative from NYSED- *NYS Construction Grant questions*
- WLGS- *10 spaces rented, reduced price space request*
- Programs:
  - Read at Small Tales
  - Apple Festival at the Riverside Farmers' Market
  - Brochures at Back to School Carnival
  - Take and Make Crafts
  - Tech Help

## Upcoming Events & Programs

\*\* Program flyers can be found on The Richards Library website, our Facebook page, or at the Library. \*\*

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Story Time & Activity
  - 10:00-10:45a, 10/13, 27
  - 2:00- 2:45p, 10/6, 20
- Elementary School tours on Fridays
- Lego Day (10/6, 3:30-6:30p)
- Reading at Small Tales (10/20)
- Painting *Fall Birch* w/Patrice (10/20, 4:30-6:30p) **PRE-REGISTER**
- Movie Night: *Hotel Transylvania: Transformania* (10/28, 3:30-5p)
- Felt Tree Ornaments w/Filomena (11/5, 9:45-11:45a) **PRE-REGISTER**

## Statistics for the Year

See attached *2022 Monthly Statistics*. Decrease in overall usage with Summer residents and visitors leaving and school re-starting.

Respectfully submitted,

*Shelby Burkhardt*

Library Director

## 2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holdes Placed	Holdes Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April	561	85	92	2	1267	12	431	447	2	101	242
May	530	110	89	1	1209	6	351	334	16	67	243
June	611	121	109	0	1362	8	420	387	6	113	317
July	780	189	83	0	1792	11	427	395	12	66	368
August	766	173	91	2	1675	14	428	426	3	133	373
September	647	115	96	0	1276	10	302	322	5	170	265
October											
November											
December											
<b>2022 TOTALS</b>	<b>5402</b>	<b>977</b>	<b>814</b>	<b>10</b>	<b>12134</b>	<b>119</b>	<b>3570</b>	<b>3456</b>	<b>93</b>	<b>970</b>	<b>2327</b>
	<b>O/A Att</b> <b>6379</b>		<b>O/A Comp</b> <b>824</b>		<b>O/A Circ.</b> <b>12134</b>						



**\*\*\* FOR BOARD APPROVAL USE \*\*\***

**Richards Library**  
**(9/20/2022)**

	<i>PROPOSED</i> Amended #2 2022 Budget	<i>PROPOSED</i> Amended 2023 Budget	<i>PROPOSED</i> 2024 Budget (Tax Levy Increase)
<b>OPERATING INCOME</b>			
PUBLIC FUNDING (1e)	\$ 214,030	\$ 214,030	247,574
Public Grants	12,300	9,500	9,500
Operating Receipts	3,000	2,900	2,900
<b>TOTAL OPERATING INCOME</b>	<b>\$ 229,330</b>	<b>\$ 226,430</b>	<b>\$ 259,974</b>
<b>EXPENSES</b>			
<b>COLLECTION &amp; OTHER CAPITAL EXPENDITURES</b>			
Grant Supported Capital Improvements	\$ 15,000		
Compute Computer Equipment	5,000	\$ 5,000	\$ 5,000
Collection	21,600	21,600	21,600
Total COLLECTION & OTHER CAPITAL EXPENDITURES	\$ 41,600	\$ 26,600	\$ 26,600
<b>OPERATING EXPENSES</b>			
WAGES, BENEFITS & PAYROLL EXPENSES	\$ 149,426	\$ 155,966	\$ 162,739
<b>TOTAL EXPENSES</b>	<b>\$ 247,266</b>	<b>\$ 239,851</b>	<b>\$ 246,624</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>\$ (17,936)</b>	<b>\$ (13,421)</b>	<b>\$ 13,350</b>
<b>LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER</b>	<b>13,350</b>	<b>13,350</b>	<b>13,350</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(31,286)</b>	<b>(26,771)</b>	<b>-</b>
<b>TRANSFERS FROM OPERATING SAVINGS</b>	<b>32,000</b>	<b>26,891</b>	<b>-</b>
<b>NET SURPLUS (DEFICIT) AFTER TRANSFERS</b>	<b>714</b>	<b>120</b>	<b>-</b>

<b>\$33,544 INCREASE IN TAX LEVY</b>	
Increased P/R Expenses &	
NIS Mandatory Employment Law	\$ 6,773
2023 Budgeted Operating Deficit	\$ 26,771
	<b>\$ 33,544</b>

Estimate: Install CO Detectors  
Date: September 28, 2022  
Contact: Shelby Burkhardt  
Email:  
sburkhardt@sals.edu

• SECURITY ALARMS  
• FIRE ALARMS  
• WATER DETECTION  
• CCTV SYSTEMS  
• CARD ACCESS SYSTEMS  
• ALARM MONITORING  
• INTERCOM SYSTEMS  
• TEMPERATURE ALARMS  
• SPRINKLER MONITORING

# NEW YORK FIRE & SECURITY

4 GLENS FALLS TECHNICAL PARK, GLENS FALLS, NEWYORK 12801-3802  
LICENSED BY THE NYS DEPT. OF STATE - NYS LIC.# 12000076894  
PHONE (518) 798-9551 FAX (518) 792-5199

• FIRE EXTINGUISHERS  
• CLEAN AGENT SYSTEMS  
• CO2 SYSTEMS  
• RESTAURANT HOOD & DUCT  
PRE-ENGINEERED SYSTEMS  
• EXTINGUISHER CABINETS  
• FIRE HOSE & FITTINGS  
• SAFETY EQUIPMENT  
• FIRE TRAINING

Customer:  
Richards Library  
36 Elm St.  
Warrensburg, NY  
12885  
Phone 518-623-3011

## PROPOSAL TO ADD NEW WIRELESS CARBON MONOXIDE DETECTORS TO EXSISTING ALARM SYSTEM

### SCOPE OF WORK:

- New York Fire & Security will install new wireless carbon monoxide detectors to the current alarm system. New York Fire and Security will program the alarm panel and test the system to ensure it is functioning properly. Upon completion of testing New York Fire and Security will provide an inspection report.

### NEW EQUIPMENT INCLUDES:

- Three (3) 5800CO Wireless CO Detectors
- Wire, Connectors, and labor

**TOTAL: \$ 850.00 +Tax**

Above information is not an invoice and only a quote of services described above. This quote is contractual.

### NOTES:

- Price does not include sales tax. Sales tax will be added unless a tax-exempt certificate is provided.
- TERMS: Net 30 days with Progress Billing.
- This quote is based on work being performed during normal business hours.
- Our technicians do their best to conceal wires but on occasion wire molding is required.
- Painting and patching by others.
- This quote is not based on prevailing wage.
- If you have any questions concerning this quote, contact [timb@nyfire.biz](mailto:timb@nyfire.biz) or calling at (518) 798-9551.

Thank you for your business!

### CONTRACTOR'S GUARANTEE:

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. New York Fire and Signal Corp. does not warrant that the system may not be compromised or circumvented. In the event that a loss should occur through failure of the system or through negligence on behalf of New York Fire and Signal Corp., its employees or agents, the liquidated damages shall be held to no more than Two Hundred Fifty Dollars (\$250.00). Agreements made with our workmen are not recognized.

**SIGNED:** Timothy Brockway, Sales Consultant      **DATE:** September 28, 2022

### ACCEPTANCE OF BID:

If any account open under this proposal is not paid in accordance with payment terms, the account will be past due and in default. If any said account becomes past due, a finance charge will be assessed in the amount of 2% calculated on the billing date of each month on the balance as of the last day of the previous month (less payments and credits applied to said balance) until payment of said account has been made in full. Two percent (2%) per month is an annual rate of twenty-four percent (24%). If any said account becomes past due, and is referred for collection purposes, I and/or We agree to pay all costs of collection, including reasonable attorney's fees (minimum of \$200.00), and disbursements and court costs incurred in connection therewith.

The above specifications, terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work. It is understood and agreed by the parties hereto that New York Fire and Signal Corp. is not an insurer. Insurance, if any, will be purchased and paid for by the owner of the system.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

THIS PROPOSAL IS VOID IN 30 DAYS UNLESS A COPY IS SIGNED AND RETURNED

ALL PRICING IS SUBJECT TO CHANGE IN 365 DAYS. THIS INFORMATION IS PROPRIETARY IN NATURE AND ANY DISCLOSURE TO A THIRD PARTY IS PROHIBITED.