

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda Tuesday, November 1, 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: CDL Insurance Company of Lake Luzerne
- V Director's Report: *See attached*
- VI Committee Reports
  - a. Personnel: n/a
  - b. Budget & Finance: n/a
  - c. Building & Grounds: *October workshop with Paul Mays.*
  - d. Ad Hoc: n/a
  - e. Outreach: *John*
  - f. Policy: n/a
- VII Old Business
  - FY 2022-2023 State Aid for Library Construction- *progress update*
  - NY Fire & Security- *installed, monitoring questions*
- VIII New Business
  - Overdrive Collection Contribution to SALS
- IX Other Business
  - Report from Warrensburg Town Board Meeting (10/12).
  - Esther attending Thurman Town Board Meeting (11/17 @ 5:00p). Need volunteer for Warrensburg Town Board Meeting (12/14 @ 7:00p).
  - Upcoming Workshops- *draft Emergency Preparedness Policy, That's My Brick, Compliance Calendar*
  - Reminder: *December Board Meeting vote for 2023 Officers*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, November 15, 2022 @ 10:00a
- XII Next Board Meeting: Tuesday, December 6, 2022 @ 10:00a
- XIII Adjournment

## **The Richards Library**

Board of Trustees Meeting Minutes

Tuesday, October 4, 2022 @ 10 AM

**Present:** Suzanne Glebus, John Schroeter, Mary Beadnell, Becky Lawler, Esther McTague, Sarah Gebbie-Measeck, and Shelby Burkhardt, Library Director.

Excused: Sue Matzner and Gina Colburn.

The meeting was called to order at 10:07 AM. Motion to approve consent agenda by John, 2<sup>nd</sup> by Suzanne. Motion was approved.

There was no public expression and no correspondence.

**Director's report** was presented.

- Received estimate from NY Fire & Security for CO detectors, alarm inspections completed
- Update on Building and Grounds items was presented.
- Report on WLGS spaces given
- Conversation held with Sara Dallas & NYSED rep regarding questions on NYS Construction Grant
- Program information, both current and upcoming, was presented
- Statistics for month down a bit

Outreach report given by John.

### **Old Business**

- Updates given on 2022-23 State Aid for Library Construction (signage and handicap items will be submitted).
- Electrical Survey (invoice received).
- No update on Hickory Mountain Chimney and Masonry at this time.

### **New Business**

- 2022, 2023 and 2024 budgets were reviewed and voted on. John made motion to accept amended 2022 and 2023 budgets, and proposed 2024 budget- 2<sup>nd</sup> by Mary. Motion passed.
- NY Fire & Security estimate discussed. Motion made by John to exceed budgeted safety amount for carbon monoxide detectors, 2<sup>nd</sup> by Mary. Motion passed.
- Motion to exceed 2% of tax cap as shown in 2024 budget. Motion by Sarah, 2<sup>nd</sup> Esther. Motion passed.

## **Other Business**

- Esther attended Thurman Town Board (9-15).
- Sarah will attend Wrbg Town Board (10-12).
- That's My Brick fundraiser ideas discussed.
- October 18<sup>th</sup>- zoom workshop with Paul Mayes to discuss and gain information on grant funding 10 am

No public expression.

Next Board meeting Tuesday, November 1, 2022 at 10 am.

**Adjournment** – Motion by John, 2<sup>nd</sup> Sarah 11:07 AM

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

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

Accrual Basis

October 2022

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	<u>Oct 22</u>
<b>Ordinary Income/Expense</b>	
Income	
<b>OPERATING RECEIPTS</b>	243
<b>NON-OPERATING RECEIPTS</b>	580
	<hr/>
<b>Total Income</b>	823
	<hr/>
<b>Gross Profit</b>	823
Expense	
<b>OPERATING EXPENSES</b>	2,332
<b>PAYROLL, WAGES, BENEFITS &amp; EX...</b>	11,056
<b>COLLECTION &amp; OTHER CAPITAL EX...</b>	149
	<hr/>
<b>Total Expense</b>	13,537
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<b>Net Ordinary Income</b>	-12,714
	<hr/>
<b>Net Income</b>	<b>-12,714</b>
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# Richards Library Monthly Funds Activity Report

October 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #-6131 -Operat &amp; DF</b>						
<b>Operating Account - GFNB</b>						
Deposit	10/02/2022			Deposit	86.00	
Bill Pmt -Check	10/04/2022	6492	WARRENSBURG WATER DISTRICT	4TH QUARTER 7/1/22-9/30/22		42.11
General Journal	10/07/2022	PAYROLL		-MULTIPLE-		5,281.72
Deposit	10/09/2022			Deposit	41.54	
Check	10/12/2022	A/W	VERIZON	8/22/22-9/21/22		33.29
Check	10/15/2022	A/W	NATIONAL BUSINESS LEASING	9/15/22-10/14/22 CONTRACT #25538315		96.56
Check	10/15/2022	A/W	SPECTRUM ENTERPRISE #142279801	9/25/22-10/24/22		96.50
Bill Pmt -Check	10/15/2022	6493	BAKER & TAYLOR	BOOKS		76.49
Bill Pmt -Check	10/15/2022	6494	BRALEY & NOXON			61.92
Bill Pmt -Check	10/15/2022	6495	CINTAS	JANITORIAL		47.82
Bill Pmt -Check	10/15/2022	6496	MICHAEL FREDERICK	BOOKS		48.00
Bill Pmt -Check	10/15/2022	6497	NATIONAL BUSINESS TECHNOLOGIES*	8/31/22-9/29/22		57.50
Bill Pmt -Check	10/15/2022	6498	NEW YORK FIRE & SECURITY	FIRE ALARM SYSTEM INSPECTION		280.00
Bill Pmt -Check	10/15/2022	6499	SOUTHERN ADIRONDACK LIBRARY SYSTEM			392.04
Deposit	10/16/2022			Deposit	589.00	
Check	10/18/2022	6501	COMMERCE BANK	#--1705		3,416.42
Bill Pmt -Check	10/18/2022	6502	BAKER & TAYLOR	BOOKS		24.43
Bill Pmt -Check	10/18/2022	6503	CURTIS LUMBER			110.91
Check	10/19/2022	A/W	SPECTRUM ENTERPRISE #1701	10/4/22-11/3/22		129.98
Deposit	10/20/2022			Deposit	2.00	
General Journal	10/21/2022	PAYROLL		-MULTIPLE-		5,712.98
Deposit	10/23/2022			Deposit	85.00	
Check	10/25/2022	A/W	NATIONAL GRID	9/7/22-10/5/22		360.28
Bill Pmt -Check	10/27/2022	6504	CURTIS LUMBER	PINE BOARDS		21.85
Bill Pmt -Check	10/27/2022	6505	PATRICE JARVIS-WEBER	8/25/22 PAINTING CLASS		160.00
Total Operating Account - GFNB					803.54	16,450.80
<b>SALS Construction Grant</b>						
Bill Pmt -Check	10/04/2022	6491	BUTLER ROWLAND MAYS	PRELIMINARY EVALUATION		2,800.00
Total SALS Construction Grant					0.00	2,800.00
Total GFNB #-6131 -Operat & DF					803.54	19,250.80
<b>OPERATING SAVINGS #9012</b>						
<b>Non-Designated Operating Saving</b>						
General Journal	10/02/2022	INTEREST		INTEREST EARNED	1.34	
General Journal	10/04/2022	BOARD ...		DESIGNATION OF DESIGNATED FUNDS PER BOARD APPROVED AMENDED B...		24,891.00
Total Non-Designated Operating Saving					1.34	24,891.00
<b>2022 Grant Sponsored CapEx Desi</b>						
General Journal	10/04/2022	BOARD ...		DESIGNATION OF DESIGNATED FUNDS PER BOARD APPROVED AMENDED B...	15,000.00	
Total 2022 Grant Sponsored CapEx Desi					15,000.00	0.00
<b>2023 Operating Budgeted Needs</b>						
General Journal	10/04/2022	BOARD ...		DESIGNATION OF DESIGNATED FUNDS PER BOARD APPROVED AMENDED B...	9,891.00	
Total 2023 Operating Budgeted Needs					9,891.00	0.00
Total OPERATING SAVINGS #9012					24,892.34	24,891.00
<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	10/02/2022			Deposit	33.34	
Total Non-Designated Funds - S/A					33.34	0.00
Total Special Acc't #5976 - GFNB					33.34	0.00
Total TEMPORARY - RESTRICTED BY BOARD					33.34	0.00
Total RESTRICTED FUNDS					33.34	0.00
<b>TOTAL</b>					<b>25,729.22</b>	<b>44,141.80</b>

# THE RICHARDS LIBRARY



## Director's Report

October 29, 2022

- NY Fire & Security- *installed wireless CO monoxide detectors*
- Community Room- Girl Scouts, WC Head Start
- Barrier Free Elevators performed initial inspections. Need pressure test still.
- Fall Clean-up by high school seniors (10/28)
- Programs:
  - Read at Small Tales
  - Garlic Festival at the Riverside Farmers' Market
  - Story Time & Activity (10/6, 20, 27)
  - Elementary School tours on Fridays (10 tours, 173J/31A. All K-1<sup>st</sup>- 2<sup>nd</sup>-6<sup>th</sup>, one 4<sup>th</sup>.)
  - Painting w/Patrice- *Fall Birch*
  - Lego Days (10/6, 13, 27)
  - Movie (10/28)
  - 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
  - 10:00a, 11/10, 25
  - 2:00p, 11/3, 17
- Lego Day (Thursdays, 3:00-6:30p)
- Reading at Small Tales (11/17)
- Movie: Thanksgiving short films from Charlie Brown and Looney Tunes (11/23, 3:00p)
- Felt Tree Ornaments w/Filomena (11/5, 9:45-11:45a) **PRE-REGISTER**

### Statistics for the Year

See attached *2022 Monthly Statistics*. Statistics only through 10/28/22. Will be updated when rest of October statistics are available.

Respectfully submitted,

*Shelby Burkhardt*

Library Director

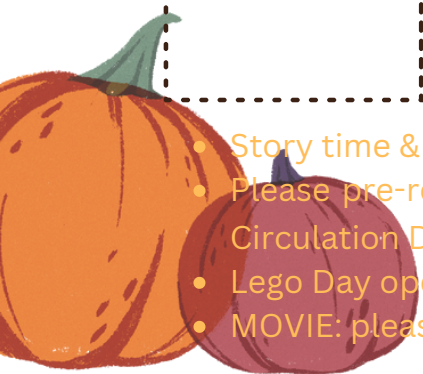
## 2022 Monthly Statistics

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	717	299	82	2	1233	23	345	325	1	178	251
November											
December											
<b>2022 TOTALS</b>	<b>6119</b>	<b>1276</b>	<b>896</b>	<b>12</b>	<b>13367</b>	<b>142</b>	<b>3915</b>	<b>3781</b>	<b>94</b>	<b>1148</b>	<b>2578</b>
	<b>O/A Att 7395</b>		<b>O/A Comp 908</b>		<b>O/A Circ. 13367</b>						

# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS NOVEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1 TRL Board Meeting @ 10:00a	2	3 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p TRL Book Club @ 4:00p	4	5 Felt Tree Ornament Workshop w/Filomena, 9:45- 11:45a
6	7	8	9	10 Story time & activity @ 10:00a Lego Day, 3:00- 6:30p	11 Closed for Veteran's Day	12 How to Use Parental Controls, 10:00-11:00a
13	14	15	16 Computer Basics, 3:30-4:30p	17 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p	18	19
20	21	22	23 MOVIE: Thanksgiving short films of Charlie Brown, Looney Tunes & more, 3:00-4:30p	24 Closed for Thanksgiving	25 Story time & activity @ 10:00a *moved for holiday*	26
27	28	29	30 What's Inside a Computer, 3:30- 4:30p			

- Story time & activity will be focused for children ages 3-5. Other ages welcome. Child supervision required.
- Please pre-register for *Felt Tree Ornaments Workshop w/Filomena*. Limited to 10 participants. Ages 14+. Call Circulation Desk at (518) 623-3011.
- Lego Day open to all ages. Free build or theme.
- MOVIE: please bring a comfy blanket and water. Popcorn provided.





# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Story time & activity @ 2p Lego Day, 3:00-6:30p TRL Book Club @ 4:00p	2	3 Christmas in Warrensburg, Tree Ornament Workshop 9:30-11:30a
4	5	6 TRL Board Meeting @ 10:00a	7	8 Story time & activity @ 10:00a  Lego Day, 3:00-6:30p	9	10 Intro to Tech Talk, 10:00-11:00a
11	12	13	14 Microsoft Office Basics, 3:30-4:30p	15 Story time & activity @ 2:00p Lego Day, 3:00-6:30p	16	17
18	19	20	21	22 Story time & activity @ 10:00a  Lego Day, 3:00-6:30p	23 MOVIE: Holiday themed, 3:00-4:30p	24 Closed for Christmas
25	26 Closed for Christmas	27	28 What's Inside a Computer, 3:30-4:30p	29 Lego Day, 3:00-6:30p	30	31 Closed for New Year's

- Story time & activity will be focused for children ages 3-5. Other ages welcome. Child supervision required.
- Lego Day open to all ages. Free build or theme.
- MOVIE: please bring a comfy blanket and water. Popcorn provided.

