

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, December 6, 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: *Director's Evaluation*
 - b. Budget & Finance: n/a
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: *John*
 - f. Policy: Outlined *Emergency Preparedness Policy*
- VII Old Business
 - FY 2022-2023 State Aid for Library Construction- *progress update*
- VIII New Business
 - Vote for 2023 Board Officers
 - SALS Construction Grant 2023
- IX Other Business
 - Report from Esther for Thurman Town Board Meeting (11/17).
 - Mary attending Warrensburg Town Board Meeting (12/14 @ 7:00p). Need volunteer for Thurman Town Board Meeting (1/19 @ 5:00p).
 - 2023 Board Meeting Schedule
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: *Cancelled for December*
- XII Next Board Meeting: Tuesday, January 3, 2022 @ 10:00a
- XIII Adjournment

The Richards Library Board of Trustees Meeting Minutes

Tuesday, November 1, 2022 @ 10 AM

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

Excused: Sue Matzner, Suzanne Glebus and Becky Lawler

The meeting called to order by Sarah, President, at 10:04 AM. Motion to approve consent agenda by John, 2nd by Sarah; approved.

Public expression- none

Correspondence: CDL Insurance Company of Lake Luzerne sent a general information mailer for consideration.

Director's report:

- NY Fire & Security installed wireless CO monitors
- WCS seniors provided Fall clean up
- Barrier Elevators still needs pressure test performed
- Programs were discussed, including WES tours for various grades
- Tech workshops for the public are scheduled

Outreach report given by John.

Old Business

- FY 2022-2023 State Aid for Library Construction – Our project was submitted, timeline for consideration unknown

New Business

- Overdrive Collection contribution to SALS from Richards Library will be \$84.55.

Other Business

- Vote for 2023 board officers will be held at the December board meeting; Director's evaluation will be discussed after December board meeting.
- Sarah reported on Warrensburg Town Board meeting on Oct. 12. Esther will attend Thurman Town Board meeting Nov. 17 at 5 pm. Mary will attend Warrensburg Town Board meeting Dec. 14 at 7 pm.

- Discussion of topics for upcoming workshops
- **Next Committee Workshop:** November 15, 2022 at 10 am- Initial discussion of content for Emergency Preparedness Policy

Public expression -none

Next Board meeting: Tuesday, December 6, 2022 at 10 am

Motion to adjourn by Sarah, seconded by John; motion passed.

Respectfully Submitted,

Esther McTague

Approved by The Richards Library Board of Trustees on

DRAFT

Richards Library
Monthly Statement of Revenues & Expenses
November 2022

Accrual Basis

	<u>Nov 22</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	<u>284</u>
Total Income	<u>284</u>
Gross Profit	284
Expense	
OPERATING EXPENSES	3,323
PAYROLL, WAGES, BENEFITS & EX...	12,080
COLLECTION & OTHER CAPITAL EX...	<u>702</u>
Total Expense	<u>16,104</u>
Net Ordinary Income	<u>-15,820</u>
Net Income	<u><u>-15,820</u></u>

Richards Library
Monthly Funds Activity Report
 November 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
General Journal	11/04/2022	PAYROLL		-MULTIPLE-		6,640.09
Deposit	11/06/2022			Deposit	75.00	
Bill Pmt -Check	11/11/2022	6508	BAKER & TAYLOR	PRINTED BOOKS		52.17
Bill Pmt -Check	11/11/2022	6509	CINTAS	JANITORIAL		40.10
Bill Pmt -Check	11/11/2022	6510	CURTIS LUMBER	PRODUCTION PAPER MEDIA		4.99
Bill Pmt -Check	11/11/2022	6511	FILOMENA RIVIELLO	11/5/22 FELT CHRISTMAS TREES		100.00
Bill Pmt -Check	11/11/2022	6512	NEW YORK FIRE & SECURITY	CARBON MOXOXIDE DETECTORS INSTALLED		850.00
Bill Pmt -Check	11/11/2022	6513	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OCTOBER AUTOMATION FEES		368.70
Check	11/12/2022	A/W	VERIZON	10/22/22-11/21/22		32.90
Deposit	11/13/2022			Deposit	76.00	
Check	11/15/2022	A/W	NATIONAL BUSINESS LEASING	10/15/22-11/14/22 CONTRACT #25538315		96.56
Check	11/15/2022	A/W	SPECTRUM ENTERPRISE #142279801	10/25/22-11/24/22		96.50
Check	11/15/2022	A/W	SPECTRUM ENTERPRISE #143161701	11/4/22-12/3/22		129.98
Bill Pmt -Check	11/17/2022	6514	BAKER & TAYLOR	BOOKS		216.06
Bill Pmt -Check	11/17/2022	6515	COMMERCE BANK	#--1705		367.64
Bill Pmt -Check	11/17/2022	6516	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OVERDRIVE 2022		84.55
General Journal	11/18/2022	PAYROLL		-MULTIPLE-		5,378.34
Deposit	11/20/2022			Deposit	101.00	
Bill	11/21/2022	MMI1487...	MODERN MARKETING	PENS	365.29	
Check	11/25/2022	A/W	NATIONAL GRID	10/5/22-11/4/22		537.81
Deposit	11/27/2022			Deposit	32.00	
Bill Pmt -Check	11/29/2022	6517	MODERN MARKETING	PENS		365.29
Bill Pmt -Check	11/29/2022	6518	NATIONAL BUSINESS TECHNOLOGIES*	9/30/22-10/30/22		55.79
Bill Pmt -Check	11/29/2022	6519	NORTHERN MECHANICAL SERVICES	CLEANING,DIAGNOSTIC CHARGE		810.04
Total Operating Account - GFNB					649.29	16,227.51
Director Discretionary Funds						
Bill	11/21/2022	MMI1487...	MODERN MARKETING	PENS		365.29
Total Director Discretionary Funds					0.00	365.29
Total GFNB #--6131 -Operat & DF					649.29	16,592.80
TOTAL					649.29	16,592.80

THE RICHARDS LIBRARY



Director's Report

December 2, 2022

- Northern Mechanical Services cleaned furnaces
- Lost power 11/7, able to stay open
- Opened at 11:00a on 11/16 due to road conditions
- Black Friday, open, used by 18A/3J.
- Final report submitted for SALS Construction Grant 2021
- Community Room- Girl Scouts
- Programs:
 - Read at Small Tales
 - Story Time & Activity (2)
 - Lego Days (2)
 - Movie (11/23)
 - Take and Make Crafts
 - Computer Basics tech class

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

See December Calendar attached for full list of upcoming programs

Statistics for the Year

See attached *2022 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

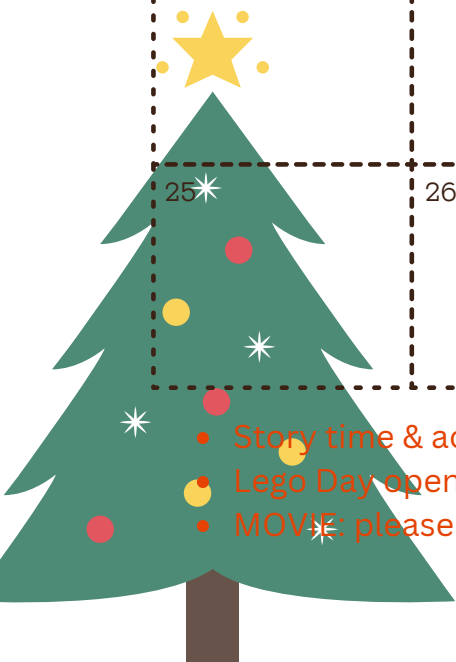
2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holdings Placed	Holdings 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	513	93	77	12	1128	7	351	335	67	166	176
December											
2022 TOTALS	6632	1369	973	24	14495	149	4266	4116	161	1314	2754
	O/A Att 8001		O/A Comp 997		O/A Circ. 14495						

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.



2023 Construction Challenge Grant
Southern Adirondack Library System
Deadline: April 3, 2023

SALS will offer Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. All SALS member libraries are encouraged to apply. These funds can be used to work with architects, engineers or other professionals to develop plans, or to perform repairs, renovations or touch ups to improve the libraries' physical space.

The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

GRANT REQUIREMENTS:

- *WALK-THROUGH:* You must conduct a walk-through of your building with someone from your community. This should be someone who makes use of the library regularly, or who would like to make use of it but a building element prevents them from doing so. A one- page narrative with the community member's name and observations while participating in the walk-through must be attached to the application, and should be used to help you determine what construction project you will undertake. We have provided a guide you may use for the walk-through.
- *APPLICATION:* The application must state a clear goal and objectives. Grant funds may be used to purchase equipment, materials, supplies, labor, professional services (for example, design services needed in order to apply for NYS Construction Grants later in the calendar year or the following year).
 - Examples:
 - Wiring (JA must be looped into these projects)
 - Lighting
 - Accessibility
 - Furniture
 - Shelving
 - Roof or masonry repair
 - Hiring a professional (architect, engineer, etc.) for plan development
 - Project may take place in building, parking lot or property owned by the library
 - The funds cannot be used to pay for library staff.
 - The proposed project can be in conjunction with a larger building project.
 - Projects cannot have started prior to this application being made available, and must be completed prior to the Final Report deadline of April 1, 2024.
 - The project must fit into the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or attached to the application.
- *BUDGET:* Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.

- **PHOTO DOCUMENTATION:** Provide photographs of the proposed project area.
- **FINAL REPORT:**
 - A final report, including receipts, a written narrative and photos of the completed project area, is required and due by April 1, 2024. The goal and objectives identified in the project application must be referenced in this report.
 - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

APPLICATION QUESTIONS:

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- What are the goals and objectives of your project?
- How will this project change the library building?
- How will this project benefit your patrons?
- What is the timeline for the project?
- What tools will you use to evaluate the program quantitatively (i.e. Statistics)?
- What tools will you use to measure the program’s success qualitatively?

APPLICATION CHECKLIST:

- WALK-THROUGH NARRATIVE
- COMPLETED APPLICATION
- PROJECT BUDGET
- PHOTO DOCUMENTATION
- LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

Complete the online application and submit all documents as PDFs through the online application portal by April 3, 2023:

<https://www.surveymonkey.com/r/Y96C93S>

The SALS Board of Trustees meets April 18, 2023. Libraries with approved projects can expect to receive grant funds the last week of April or the beginning of May 2023.

Hand-written applications will not be accepted.

Please direct any questions regarding the application or process to Sara Dallas (sdallas@sals.edu) or Pamela DelSignore (pdelsignore@sals.edu). If you plan on including wiring or cabling and/or technology upgrades in your project, make sure you discuss the project with Michele Largeteau prior to submitting.

2023 The Richards Library Board of Trustees Meeting Schedule

Tuesday, January 3, 2023 at 10AM*

Tuesday, February 7, 2023 at 10AM

Tuesday, March 7, 2023 at 10AM

Tuesday, April 4, 2023 at 10AM

Tuesday, May 2, 2023 at 10AM

Tuesday, June 6, 2023 at 10AM

Tuesday, July , 2023 at 10AM*

Tuesday, August 1, 2023 at 10AM

Tuesday, September 5, 2023 at 10AM*

Tuesday, October 3, 2023 at 10AM

Tuesday, November 7, 2023 at 10AM

Tuesday, December 5, 2023 at 10AM