

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, January 3, 2023 @ 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: No Financial report for December
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: Christmas cards, Warren County Volunteer, LaBella Associates
- 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: n/a
- VII Old Business
 - 2023 Board Meeting Schedule
 - SALS Construction Challenge Grant 2023 – *will have answers for Feb.*
- VIII New Business
 - 2023 Compliance Calendars - *drafts*
 - Fax and copy prices
 - Archives - *next pieces to have cleaned, storage*
- IX Other Business
 - Town Board Meetings
 - o Report from Mary for Warrensburg meeting (12/14 @ 7:00p).
 - o Esther attending Thurman meeting (1/19 @ 5:00p).
 - o Need volunteer for Warrensburg meeting (2/8 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, January 17, 2023 @ 10:00a
- XII Next Board Meeting: Tuesday, February 7, 2023 @ 10:00a
- XIII Adjournment

The Richards Library Board of Trustees Meeting Minutes

Tuesday, December 6, 2022 @ 10 AM

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

Excused: Sue Matzner, John Schroeter and Becky Lawler

The meeting called to order by Sarah, President, at 10:01 AM. Motion to approve consent agenda by Esther, seconded by Suzanne; motion approved.

Public expression: none

Correspondence: none

Director's report

- Furnaces cleaned by Northern Mechanical Services
- Final report submitted for 2021 SALS Construction Challenged Grant
- Programs hosted: read at Small Tales, Story time, Lego Day, Thanksgiving movie, Computer Basics tech class, and take and make crafts.
- Program calendar for December available.

Committee Reports

- Outreach – no report, John excused.
- Policy – November workshop created outline for Emergency Preparedness Policy.

Old Business

- FY 2022-2023 State Aid for Library Construction – NYS reached out to SALS for revisions to application.

New Business

- Vote for 2023 Board Officers: Sarah Gebbie-Measeck – President, Mary Beadnell – Vice President, Sue Matzner – Secretary, Becky Lawler- Financial Officer, and Gina Colburn – Treasurer. Motion to approve by Suzanne, seconded by Esther; motion passed.
- SALS Construction Challenged Grant 2023 – Will try to use this grant to cover fees to hire Paul Mays for long term building strategizing. Have questions for Paul Mays and SALS. Shelby will follow up.

Other Business

- Director's Evaluation moved to January.

- Esther reported on Thurman Town Board meeting for November. Mary attending Warrensburg Town Board meeting Dec. 14 at 7 pm. Esther will attend Thurman Town Board meeting Jan. 19 at 5 pm.
- 2023 Board Meeting Schedule- revisions made. July and September second Tuesday.

Next Committee Workshop: No workshop for December

Public expression: none

Next Board meeting: Tuesday, January 3, 2023 at 10 am

Motion to adjourn at 10:40 am by Sarah, seconded by Suzanne; motion passed.

Respectfully Submitted,

Mary Beadnell

Approved by The Richards Library Board of Trustees on

THE RICHARDS LIBRARY



Director's Report

December 30, 2022

- Bev Saunders - *returned 2 pieces and sent with next 4*
- Closed 12/16 due to weather conditions
- Food for Fines Donation
- Warren County Volunteer
- Updated Job List for Andy – *see attached*
- Inventory and weeding - AF
- Community Room - Girl Scouts
- Programs:
 - Christmas in Warrensburgh – Pinecone Owl Ornament (22A/20J, ~ 28 ornaments plus 12 as take home kits)
 - Read at Small Tales
 - Lego Days (4)
 - Take and Make Crafts

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 attached January and February calendars for full list of upcoming programs

Statistics for the Year

See attached *2022 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

Andy's Job List 2023

Updated 12/30/2022

Winter/Spring

- Fix dislodged fence around water spicket
- Painting storage in small archive (time worked at home should be included on time card)
- Replace lightbulbs in Adult Room (5+)
- Check and secure all bookshelves to wall
 - Shift JDVD shelf
 - Add missing shelf holes to DVD
- Move shelf from YA to Community Room and JUV to YA
- Resize 2 shelves for YA and create custom shelves in sealed doorways
- Secure counter piece by public computers
- Install or acquire variance for employee handrail
- Fire-proof book return box
- Trash run- tax documents, etc. (once accounting finishes 2022)
- Remove window covers for Emma to clean (Spring)

Spring/Summer

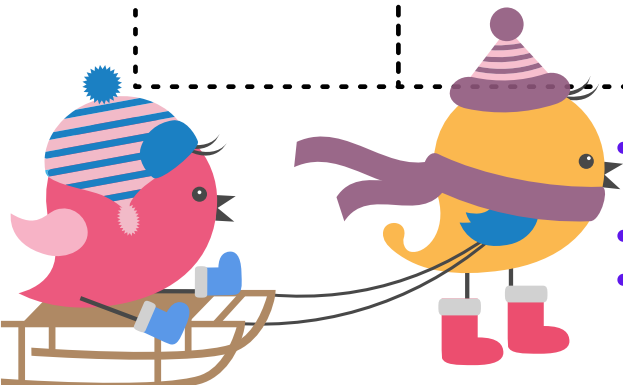
- Front façade Spring cleaning
- Install black fencing along border wall
- Measure lean of border wall and mend wall and marker
- Repair to pillars by main entrance
- Gutter repair and cleaning
- Re-do wooden slats on HVAC air intake area
- Gravel and river rock deliveries
 - Place gravel under HVAC line sets and where excess needed
 - River rocks behind rain garden

When able

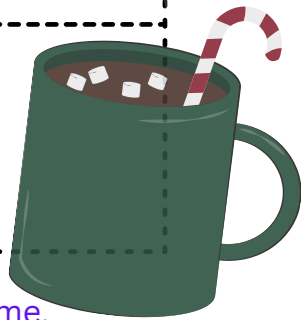
- Increase height of new and popular book display
- Paint in Archive
- Refinish front door

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 	2	3 TRL Board Meeting @ 10:00a	4 Library opens @ 10:00a	5 Story time & activity @ 2:00p Lego Day, 3:00-6:30p TRL Book Club @ 4:00p	6	7
8	9	10	11	12 Story time & activity @ 10:00a Lego Day, 3:00-6:30p	13	14 Computer Basics, 10:00-11:00a
15	16 Closed for Martin Luther King Jr. Day	17	18 Microsoft Office Basics, 3:30-4:30p	19 Story time & activity @ 2:00p Lego Day, 3:00-6:30p	20	21 Craft Workshop, 10:00-11:00a
22	23	24	25	26 Story time & activity @ 10:00a Lego Day, 3:00-6:30p	27	28 What's Inside a Computer, 10:00-11:00a
29	30	31				



- Story time & activity will focus on children ages 3-5. Other ages welcome. Child supervision required.
- Lego Day open to all ages. Free build or theme.
- Craft Workshop open to all ages. For project, see our Facebook page or example at Library.



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1 How to Use Parental Controls, 3:30-4:30p	2 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p TRL Book Club @ 4:00p	3	4
	5	6	7 TRL Board Meeting @ 10:00a	8	9 Story time & activity @ 10:00a Lego Day, 3:00- 6:30p	10 11 Microsoft Office Basics, 10:00-11:00a
	12	13	14	15 Intro to Tech Talk, 3:30-4:30p	16 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p	17 18 Craft Workshop, 10:00-11:00a
	19	20 Closed for Presidents' Day	21 Ozobot Workshop, 3:30-4:30p	22	23 Story time & activity @ 10:00a Lego Day, 3:00- 6:30p	24 25
	26 	27	28			

- Story time & activity will focus on children ages 3-5. Other ages welcome. Child supervision required.
- Lego Day open to all ages. Free build or theme.
- Craft Workshop open to all ages. For project, see our Facebook page or example at Library.
- Ozobot Workshop will focus on ages 7-13. Other ages welcome. Child supervision required.



The Richards Library in Warrensburg, NY will be offering free programs in the Jeffrey M. Levine Community Room to help people feel more confident with technology. Please reach out to the Circulation Desk with any questions at (518) 623-3011.

Some upcoming classes with Logan:

1/14 Computer Basics, 10:00-11:00a, learn to use your computer (mouse and keyboard), find your files, pictures and programs, and browse the internet.

1/18 Microsoft Office Basics, 3:30-4:30p, learn basics for Word and Excel.

1/28 What's Inside a Computer, 10:00-11:00a, see the inside of a computer as we open up the tower and examine the components.

2/1 How to Use Parental Controls, 3:30-4:30p, learn how to set up and use parental controls on Windows PC, Iphone/Ipad, and Netflix/Hulu.

2/11 Microsoft Office Basics, 10:00-11:00a, learn basics for Word and Excel.

2/15 Intro to Tech Talk, 3:30-4:30p, learn to use Tech Talk, a self-guided resource for learning technology, provided by the Library.

2/21 Ozobot Workshop 3:30-4:30 or 4:30-5:30, learn simple coding concepts through fun, engaging activities using coding robots, Ozobots! Workshop will focus on ages 7-13. Other ages welcome. Child supervision required.

****Classes will be offered on rotation with new ones added. Stay tuned for March and April!****

2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds 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	549	89	68	2	1186	9	426	398	279	142	213
2022 TOTALS	7181	1458	1041	26	15681	158	4692	4514	440	1456	2967
	O/A Att 8639		O/A Comp 1067		O/A Circ. 15681						

The Richards Library Board of Trustees

2023 Meeting Schedule

Tuesday, January 3, 2023 at 10:00 AM

Tuesday, February 7, 2023 at 10:00 AM

Tuesday, March 7, 2023 at 10:00 AM

Tuesday, April 4, 2023 at 10:00 AM

Tuesday, May 2, 2023 at 10:00 AM

Tuesday, June 6, 2023 at 10:00 AM

Tuesday, July 11, 2023 at 10:00 AM

Tuesday, August 1, 2023 at 10:00 AM

Tuesday, September 12, 2023 at 10:00 AM

Tuesday, October 3, 2023 at 10:00 AM

Tuesday, November 7, 2023 at 10:00 AM

Tuesday, December 5, 2023 at 10:00 AM

Second Tuesday

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)

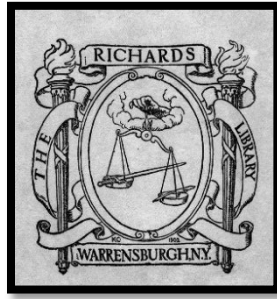
Complete the online application and submit all documents as PDFs through the online application portal by April 3, 2023:

<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 Largeau prior to submitting.



The Richards Library Board of Trustees 2023 Compliance Calendar

January

- NYS Annual Library Report portal opens
- Draft Board of Trustees Letter to School District Re: Budget Referendum w/copy of Meeting Minutes
- Review and Update Orientation Package for New Board of Trustees Member
- Attend Monthly Thurman Town Board Meeting

February

- NYS Annual Library Report Due
- Attend Warrensburg Monthly Town Meeting-State of the Library Report and Library Initiatives
- Budget Referendum presented to Warrensburg Board of Education (IF REQUIRED)
- Review and Amend necessary policies

March

- Create presentation for the public regarding the Tax Levy (IF REQUIRED)
- Request calendar of and Attendance of School District Public Information Sessions (IF REQUIRED)
- Attend Thurman Monthly Town Meeting-State of Library Report and Library Initiatives
- Set Date for Annual Sexual Harassment Training

April

- Attend Warrensburg Monthly Town Meeting
- SALS Construction Grant due

May

- Budget Vote
- Attend Thurman Monthly Town Meeting
- WCS Business Office - Remainder of Tax Levy funds FY 2023
- Attend SALS Annual Meeting

June

- Attend Warrensburg Monthly Town Meeting
- NYS Construction Grant portal opens
- Review and Amend necessary policies

July

- Attend Thurman Monthly Town Meeting

August

- NYS Construction Grant due to SALS
- Attend Warrensburg Monthly Town Meeting
- Begin WLGS promotion

September

- Begin Budget Process for May 2024 Tax Levy Vote for FY 2025 Budget
- Attend Thurman Monthly Town Meeting

October

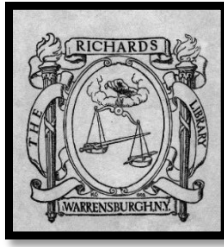
- Board sets Final Budget for FY 2024
- Attend Warrensburg Monthly Town Meeting

November

- Board Approves Tax Levy Budget for FY 2025
- Begin SALS Seed Grant (If available)
- Attend Thurman Monthly Town Meeting

December

- SALS Seed Grant Due (If available)
- WCS Business Office for Initial Tax Levy Check for FY 2024?
- Board decision to exceed 2% Tax Cap and pursue May referendum-Decision MUST be in Board Minutes
- Board nominations and election of Officers-Term begins January 1, 2024
- Attend Warrensburg Monthly Town Meeting



The Richards Library Building 2023 Compliance Calendar

January

- NYS Annual Library Report portal opens
- Staff Evaluations

February

- NYS Annual Library Report Due to SALS

March

- Annual Sexual Harassment Training

April

- Annual HVAC cleaning by Northern Mechanical Services
- Carpet cleaning by Briggs
- SALS Construction Challenged Grant due

May

- WCS Business Office - Remainder of Tax Levy funds FY 2023

June

- NYS Construction Grant portal opens

July

-

August

- NYS Construction Grant due to SALS
- Begin WLGS promotion

September

- Annual furnace cleaning by Northern Mechanical Services

October

- Carpet cleaning as needed by Briggs

November

- Begin SALS Seed Grant (If available)

December

- SALS Seed Grant Due (If available)
- WCS Business Office - Initial Tax Levy Check for FY 2024?

Fax and Copy Prices

We currently charge:

- \$0.15 for B&W single sided copies, \$0.25 for double.
- \$0.25 for color single sided copies, \$0.50 for double.
- \$1.00 per page for faxes, no charge for our cover sheet.

Recommendation:

- B&W Copies \$0.10, double sided?
- Fax (our cover sheet is free)

First page \$1.00

2-5 pages \$2.00

6-10 pages \$3.00

11-15 pages \$4.00

16-20 pages \$5.00

21-25 pages \$6.00

Etc.