

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, August 1, 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: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Adirondack Explorer, Hometown Oil*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *funds available for capital projects*
 - c. Building & Grounds: *July 18 workshop with Mays and Rowland*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - Cyber Insurance - *update*
 - Barrier Free Elevators – *new quote, deposit sent, work started*
 - Project Planning prep – *long-range plan*
- VIII New Business
 - Prepaid heating fuel
- IX Other Business
 - Town Board Meetings
 - o Report from Esther for Thurman meeting (7/20 @ 4:30p).
 - o Susan attending Warrensburg meeting (8/9 @ 7:00p).
 - o Need volunteer for WCSD BOE meeting (9/11 @ 6:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, August 15, 2023 @ 10:00a with Paul Mays
- XII Next Board Meeting: Tuesday, September 12, 2023 @ 10:00a
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, July 11, 2023**

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

Other: Becky Lawler (by phone), Danielle Robichaud

Excused: Gina Colburn

Meeting called to order at 10:03am

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

Period Of Public Expression: None

Swearing in of Danielle Robichaud as a new board member taking the remaining term of Suzanne Glebus.

Correspondence:

- Contacted by Adirondack Explorer editor and writer. They are preparing an article on rural libraries in the Adirondacks.

Director's report:

- Fire extinguisher inspection from NY Fire and Security
- Community Room saw a lot of use for tutoring in June
- A lot of time spent on organization of spaces
- Proceeding with archiving
- Programs in June were discussed as were upcoming programs and events
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: Andy has done some work on the garden areas
- Outreach: outreach is going well despite construction.
- Policy: n/a

Old Business

- Cyber Insurance through Cowbell
 - board members still have questions regarding rates and possible alternatives to Cowbell
 - SALS is potentially looking at group coverage for member libraries
 - Board agreed to wait to hear more from SALS

New Business

- Board welcomed new board member

- Barrier Free Elevators gave a quote for elevator repair.
 - Elevator continues to have issues, waiting for a better quote
 - Will restrict access to elevator until repairs are made
- Project Planning preparation will occur on July 18, to determine immediate needs and long term planning with Butler Rowland Mays Architects.

Other Business:

- Town Board Meetings
 - Sarah attended the June WCSD BOE meeting
 - Esther will attend the July Thurman Town meeting
 - Susan will attend the Warrensburg town meeting in August

Public Expression: none

Next Board Workshop set for July 18 with Paul Mays and Steve Rowland at 9:00am

Next Board Meeting : Tuesday, August 1, 2023 at 10:00am

Meeting adjourned at 11:14 following a motion by Susan, seconded by Mary and approved by board.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
July 2023

Accrual Basis

	Jul 23
Ordinary Income/Expense	
Income	
PUBLIC GRANTS	5,393
OPERATING RECEIPTS	213
NON-OPERATING RECEIPTS	40
Total Income	5,646
Gross Profit	5,646
Expense	
OPERATING EXPENSES	3,391
PAYROLL, WAGES, BENEFITS & EX...	11,879
COLLECTION & OTHER CAPITAL EX...	954
Total Expense	16,223
Net Ordinary Income	-10,577
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	5,343
Total Other Expense	5,343
Net Other Income	-5,343
Net Income	-15,920

Richards Library
Monthly Funds Activity Report
July 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Bill Pmt -Check	07/01/2023	A/W	NYSIF - DISABILITY	DB-2396-88-6 PAYMENT IN FULL		791.95
Deposit	07/02/2023			Deposit	69.00	
Credit Card Cha...	07/02/2023	9003442	AMAZON.COM	MOVEMENT OF DESIGNATED FUNDS FOR PAYMENT OF CREDIT CARD	31.46	
Bill Pmt -Check	07/06/2023	6631	BAKER & TAYLOR	PRINTED BOOKS		81.18
Bill Pmt -Check	07/06/2023	6632	MODERN MARKETING	BE KIND LOLLIPOPS		373.13
Bill Pmt -Check	07/06/2023	6633	NEW YORK FIRE & SECURITY	ANNUAL FIRE EXTINGUISHER INSPECTION		89.70
Bill Pmt -Check	07/06/2023	6634	WARRENSBURG WATER DISTRICT	2ND QUARTER 04/01/23-06/30/23		51.44
Deposit	07/09/2023			Deposit	46.00	
Bill Pmt -Check	07/11/2023	6635	BRALEY & NOXON	GLUE AND NAILS		18.97
Bill Pmt -Check	07/11/2023	6636	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JUNE 2023 AUTOMATION FEES		383.15
Bill Pmt -Check	07/11/2023	6637	ULINE	WHITE PLANK FOAM		290.22
Credit Card Cha...	07/12/2023	0838610	AMAZON.COM	TO MOVE DESIGNATED FUNDS FOR PAYMENT OF CREDIT CARD	21.59	
General Journal	07/14/2023	PAYROLL		-MULTIPLE-		5,161.40
Check	07/15/2023	A/W	VERIZON	6/22/23-7/21/23		33.92
Check	07/15/2023	A/W	SPECTRUM ENTERPRISE #142279801	6/25/23-7/24/23		94.55
Check	07/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	07/04/2023-08/03/2023		129.98
Bill	07/15/2023	165410862	ULINE	MOVEMENT OF DESIGNATED FUNDS FOR PAYMENT TO VENDOR	290.22	
Deposit	07/16/2023			Deposit	5,428.00	
Check	07/16/2023	A/W	NATIONAL GRID	6/7/23-7/7/23		694.80
Bill Pmt -Check	07/19/2023	6640	BAKER & TAYLOR			717.95
Bill Pmt -Check	07/19/2023	6641	BRALEY & NOXON			8.31
Bill Pmt -Check	07/19/2023	6642	CINTAS	JANITORIAL		49.93
Bill Pmt -Check	07/19/2023	6643	NATIONAL BUSINESS TECHNOLOGIES*	6/9/23-7/8/23 + OVERAGE		83.57
Bill Pmt -Check	07/21/2023	6644	MODERN MARKETING	CUSTOM MAGNETS		939.96
Deposit	07/23/2023			Deposit	63.00	
Check	07/24/2023	6645	COMMERCE BANK	#--1705		616.39
General Journal	07/28/2023	PAYROLL		-MULTIPLE-		5,943.36
Check	07/28/2023	319527	FRAZIER, DARRYL	PAPER CHECK		609.51
Total Operating Account - GFNB					5,949.27	17,163.37
Director Discretionary Funds						
Credit Card Cha...	07/02/2023	9003442	AMAZON.COM	MOVEMENT OF DESIGNATED FUNDS FOR PAYMENT OF CREDIT CARD		31.46
Credit Card Cha...	07/12/2023	0838610	AMAZON.COM	TO MOVE DESIGNATED FUNDS FOR PAYMENT OF CREDIT CARD		21.59
Bill	07/15/2023	165410862	ULINE	MOVEMENT OF DESIGNATED FUNDS FOR PAYMENT TO VENDOR		290.22
Total Director Discretionary Funds					0.00	343.27
DF - Elevator Door Replacement						
Transfer	07/11/2023			Transfer Designated Funds from Designated Savings to Designated Checking	5,995.00	
Bill Pmt -Check	07/18/2023	6638	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR DOOR REPLACEMENT		2,500.00
Bill Pmt -Check	07/24/2023	6639	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR DOOR REPLACEMENT		2,500.00
Total DF - Elevator Door Replacement					5,995.00	5,000.00
Total GFNB #--6131 -Operat & DF					11,944.27	22,506.64
OPERATING SAVINGS #9012						
Non-Designated Operating Saving						
General Journal	07/11/2023	TRANSFER		FUND DESIGNATION PER 7/11/23 BOARD APPROVAL		5,995.00
Total Non-Designated Operating Saving					0.00	5,995.00
DF - Elevator Door Replacement						
General Journal	07/11/2023	TRANSFER		FUND DESIGNATION PER 7/11/23 BOARD APPROVAL	5,995.00	

Richards Library

Monthly Funds Activity Report

July 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Transfer	07/11/2023			Transfer Designated Funds from Designated Savings to Designated Checking		5,995.00
Total DF - Elevator Door Replacement					5,995.00	5,995.00
Total OPERATING SAVINGS #9012					5,995.00	11,990.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	07/02/2023			Deposit	40.00	
Total Non-Designated Funds - S/A					40.00	0.00
Total Special Acc't #5976 - GFNB					40.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					40.00	0.00
Total RESTRICTED FUNDS					40.00	0.00
TOTAL					17,979.27	34,496.64

THE RICHARDS LIBRARY



Director's Report

July 28, 2023

- Northern Mechanical Services checked air intake for HVACs
- Barrier Free Elevators came to fix door protection
- Submitted application for NYS Green Energy Study
- Received check for aid from Warren County
- Received new router from SALS – *set up soon w/JA*
- Programs:
 - The Richards Library Book Club
 - OATS: Choosing a New Computer
 - Read at Small Tales
 - Summer Story Hour - 3
 - Chess Day - 2
 - Film: *Babe*

Upcoming Events & Programs

** Events 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
- Reading at Small Tales (8/17)
- Technology Classes in Partnership with Senior Planet from AARP (see flyers attach.)
- Riverside Farmers' Market – 6 festivals June to October
- Summer Reading Program

Full August Events Calendar attached

Statistics for the Year

See attached *2023 Monthly Statistics*. Statistics available through 7/27/2023. Remaining info will be added once available on 8/1/2023.

Respectfully submitted,

Shelby Burkhardt

Library Director



Smartphones at a Glance

Date: Tuesday, August 8th, 2023

Time: 10:30 AM

**Location: Jeffrey M. Levine Community Room at the Richards Library
in Warrensburg, NY**

If you're curious about what smartphones can do and why they've grown so popular, come to this lecture. You'll learn about popular smartphones on the market and some of their pros and cons. We'll also compare and contrast two of the most popular operating systems: Android and Apple's iOS.

Sign Up Today!

Call: [518] 623-3011

Email: Ikeith@sals.edu



Protecting Your Personal Information Online

Date: Tuesday, August 15th, 2023

Time: 2:00 PM

Location: Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY

This presentation will cover the ins and outs of how to protect your personal information online. We'll cover tips for staying safe in cyberspace, like safe browsing, how to recognize online scams, and when it's OK — or not — to share your personal information online.

Sign Up Today!

Call: [518] 623-3011

Email: Ikeith@sals.edu



Staying Safe Online - Workshop

Date: Tuesday, August 22nd, 2023

Time: 10:30 AM

**Location: Jeffrey M. Levine Community Room at the Richards Library
in Warrensburg, NY**

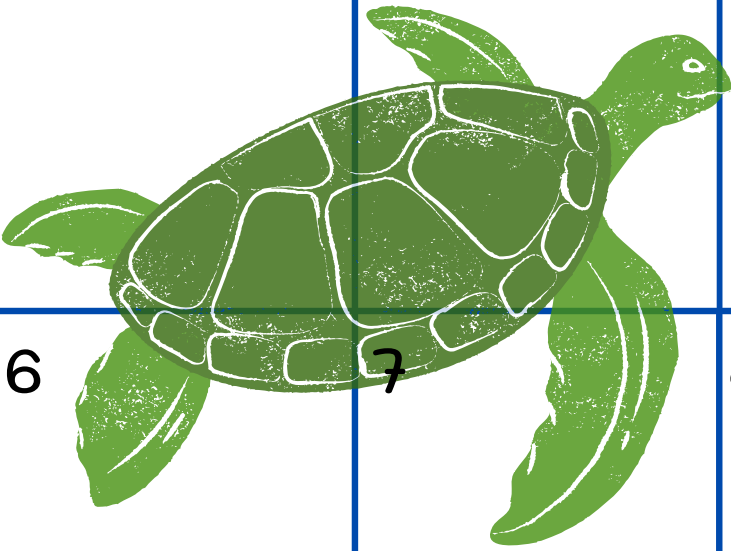
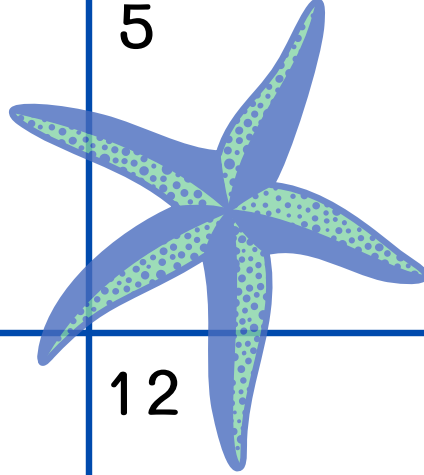
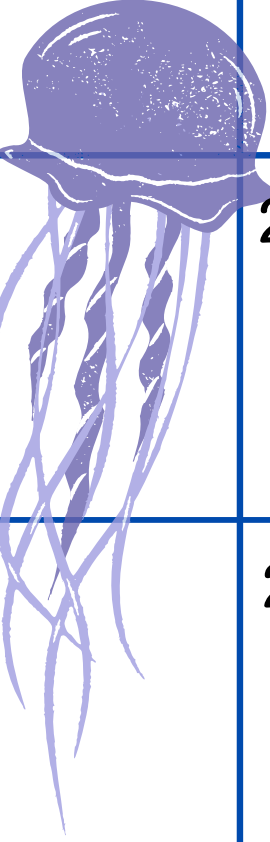
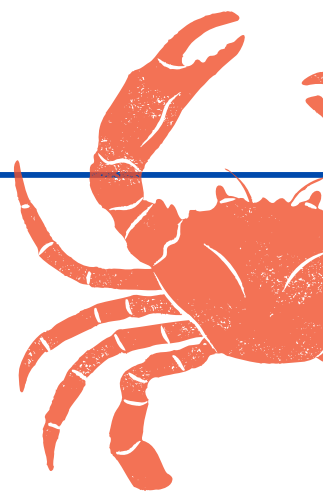
This hands-on workshop reviews important tips for keeping your personal information safe while enjoying the benefits of the internet. Learn how to recognize suspicious emails, tips for safe browsing and best practices for shopping online.

Sign Up Today!

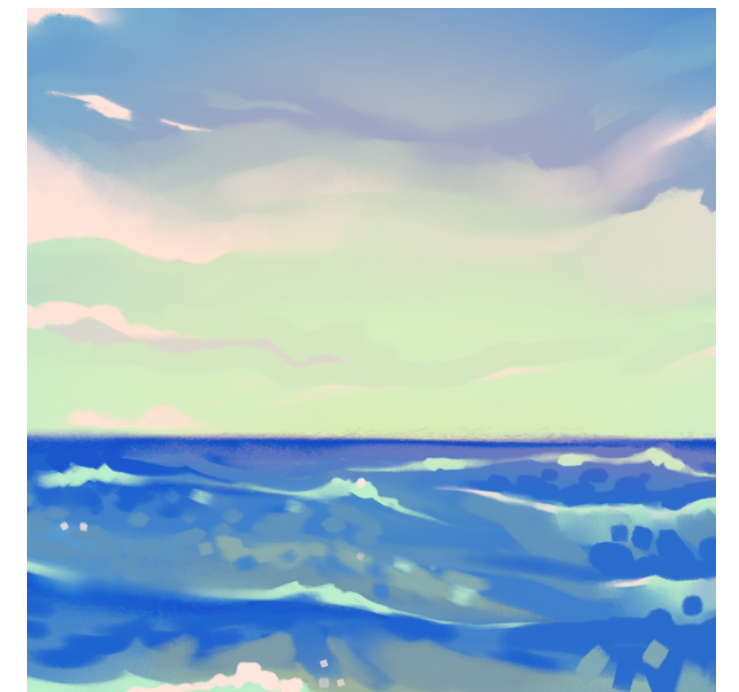
Call: [518] 623-3011

Email: Ikeith@sals.edu

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1 TRL Board Meeting @ 10:00a	2 Summer Story Hour @ 2:00p	3 TRL Book Club @ 4:00p Origami Day, 3:00- 6:30p	4	5 
	6	7	8 OATS: Smartphones at a Glance @ 10:30a	9 Summer Story Hour @ 9:30a	10 Origami Day, 3:00- 6:30p	11 Children's Craft at Riverside Farmers' Market, 3:00- 6:00p
12	13 	14	15 OATS: Protecting Your Personal Info Online @ 2.00p	16 Summer Story Hour @ 9:30a	17 Origami Day, 3:00- 6:30p	18 Children's STEM Project @ 2:15p
19	20	21	22 OATS: Staying Safe Online @ 10:30a	23 Summer Story Hour @ 9:30a	24 Origami Day, 3:00- 6:30p	25 End of Summer Reading Program
26	27	28	29	30	31 Origami Day, 3:00- 6:30p	32 

- Origami Day open to all ages. Self-guided, paper and instruction books provided.
- August 11, Gathering of Artisans Festival, at Riverside Farmers' Market in Warrensburg, NY.
- For **Summer Story Hour**, we will read 1-2 picture books and complete a craft or activity. Child supervision required. Focused on ages 4-8, other ages welcome.
- OATS: Smartphones at a Glance, Lecture, pre-registration recommended.
- OATS: Protecting Your Personal Info Online, Lecture, pre-registration recommended.
- OATS: Staying Safe Online, Workshop, **limited to 6 seats**, pre-registration required.
- Children's STEM Project: Bristle Bots, **limited to 10 seats**. Pre-registration required. Focused on ages 6-12, other ages welcome. Child supervision required.
- **August 14-19, Anniversary Scavenger Hunt and raffles in the library.**



2023 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	592	112	112	30	1255	27	522	452	31	129	190
February	545	101	55	18	1201	14	286	329	2	94	199
March	683	112	89	22	1415	23	399	393	63	149	202
April	638	100	91	12	1224	13	292	256	6	86	248
May	690	95	116	14	1266	19	360	349	20	91	267
June	671	138	70	18	1474	17	408	397	11	234	327
July	782	138	73	6	1521	22	391	385	4	145	367
August											
September											
October											
November											
December											
2023 TOTALS	4601	796	606	120	9356	135	2658	2561	137	928	1800
	O/A Att 5397		O/A Comp 726		O/A Circ. 9356						

Dear Hometown Oil Customer,

July 2023

Over the past years it has become increasingly clear that the volatility in the oil market has changed many of our habits and practices. It has become impossible to predict exactly how high oil prices will go or if they will even stay at these levels over the coming season. One thing is certain; we want to remain your reliable and trusted oil dealer, and provide the best quality products and services in order to survive these challenging times.

Pre-paid Option One: This program allows our customers to pay for the entire heating season up front in return of a .10 cent per gallon discount off the "Daily Posted Cash Price". Upon taking delivery of the fuel, your price will be calculated with the "Daily Posted Cash Price" less .10 cents per gallon. Pre-paid customers must be enrolled by July 30, 2023 and paid in full by August 30, 2023.

Budget Billing Option Two: This program allows customers to budget the cost of home heat over a 10 month time period. The price per gallon will be based on the "Daily Posted Cash Price" less .05 cents per gallon. Your 10 Monthly payments will be calculated and your budget payment will appear on your next statement. Budget bill customers must be enrolled by August 30, 2023.

The pricing structure for either of these programs is valid September 1, 2023 thru April 30, 2024. In the event of a balance due Hometown Oil, it is due by July 30, 2023. If a balance is in your favor it can be credited to the next season's budget plan or refunded. Please choose a plan and product. Review, sign and return the enclosed form to the office as soon as possible. **ALL PREVIOUS BALANCES MUST BE PAID IN FULL IN ORDER TO PARTICIPATE IN THIS SEASONS PROGRAM.**

Those customers that opt for automatic delivery and NOT the budget/pre-paid program must have a valid credit card number on file with our office including expiration date, v-code, mailing street number and zip code or other information that may be needed to process the credit card after each delivery is made. **IF WE ARE UNABLE TO BILL YOU ACCORDINGLY YOUR AUTOMATIC STATUS WILL CEASE IMMEDIATELY WITHOUT FURTHER NOTICE.**

To qualify, you must make your payments on time, otherwise it will cause forfeiture of the pricing advantage. There is a minimum delivery of 100 gallons. Customers are responsible for providing clear access to all tanks and fill pipes; we suggest that #2 Fuel Oil NOT be delivered to outside tanks during the extreme cold of the season. Kerosene is recommended December thru March.

Hometown Oil will not be responsible for "freeze-ups" or automatic delivery run outs caused by a fluctuation of 20% from normal usage or from inaccessible driveways. Customers that do not use the residence as a primary home must have an Alarm System installed. Any changes in your fill system must be reported to Hometown Oil so that we can properly address repairs, check for leaks and proper venting. Hometown Oil will not be responsible if the supply of oil is disrupted by War, acts of terror or natural disaster.

Bove Fuels <https://bovefuels.com/>

Becky reached out to Bove Fuels for information about prepaid heating fuel.

Here's what needs to be considered:

- They have to inspect our tanks (no cost) to insure they are up to code
- Becky completed a customer application (it does NOT hold us to using them as our supplier if decide not to switch to them)
- They will give the library an additional discount of 20 cents per gallon
- The price would be \$3.549 per gallon
- Our average usage over the last 3 heating seasons was:
 - 2020/2021 - 2184.1 gallons
 - 2021/2022 - 1974.1 gallons
 - 2022/2023 - 1809.0 gallons
- If we buy 2,000 gallons (usage is expected to be higher in 2023/2024 due to weather temps), it would be a total cost of \$7,098
- Our 2024 budget is \$6,300
- This would be a shortage of \$798
- If we have a credit balance at the end of the heating season, the monies stay on our account for future use

FYI - Here is a forecast on crude oil expectations from the US Energy Information Administration.

[EIA forecasts crude oil prices will increase through 2024 as demand rises above supply](#)