

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, November 7, 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: *In the Zone, donations in memory of Joyce Frulla*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: n/a
 - c. Building & Grounds: *workshop w/Paul Mays via Zoom*
 - d. Ad Hoc: n/a
 - e. Outreach: *John*
 - f. Policy: n/a
- VII Old Business
 - Potential Stakeholders – *meeting with Paul Mays Nov 13*
 - Green Jobs Green NY Energy Study Report – *any questions?*
 - Budget Planning – *research, Nov 21 workshop*
- VIII New Business
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Mary for Thurman meeting (10/19 @ 4:30p).
 - o Sue attending Warrensburg meeting (11/8 @ 7:00p).
 - o Need volunteer for WCSD BOE meeting (12/11 @ 6:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, November 21, 2023 @ 10:00a
- XII Next Board Meeting: Tuesday, December 5, 2023 @ 10:00a
 - *Reminder - elect board officers for 2024*
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, October 3, 2023

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

Meeting called to order at 10:05am

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

Period Of Public Expression: None
Board education on book bans and challenges

Correspondence:

- Warrensburg – Thurman Historical Society provided the library with an historical marker to be placed where it can be seen by patrons.
- Jeff Levine visited the library and made a donation for use in the Community Room. He indicated that he would assist with funding to continue to fix up the community room and would like to meet with board members in May 2024.

Director's report:

- Northern Mechanical Services cleaned the furnaces
- NYS Green Energy Study report received.
- Visit and donation from Jeffrey M. Levine
- Continued presence at Riverside Farmers' Market
- World's Largest Garage Sale
 - Vendor booths were set up and cleaned up
- Programs in September were discussed
- Upcoming events and the October Calendar were discussed
- Statistics for the year-to-date were presented and discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: Paul Mays met with board members and discussed
 - possible space utilization – internal and external
 - creation of flexible spaces
- Outreach: outreach is ongoing despite construction.
- Policy: n/a

Old Business

- Library Fines
 - Discussed new fine structures and collecting food for fines and donating to food bank at the local Presbyterian Church
 - New and popular books – keep the fines

- New videos fines decreased to \$.50
- Old videos – no fine

New Business

- Potential Stakeholders
 - Shelby shared a list of potential stakeholders. Trustees discussed and agreed to go ahead with this list as is. Further discussion with Paul Mays in case he wants to add more people
- Green Jobs NY Energy Study Report
 - Board reviewed the report. Board members can email questions to Shelby who will forward them to the report author for response.
 - Board agreed to go ahead with weather stripping as recommended. Heat and air pumps will require further research.
- Budget Planning
 - Board will work on the 2024 and begin to draft a 2025 budget at the November 21 board workshop

Other Business:

- Town Board Meetings
 - Mary volunteered to attend the October 19 Thurman Town meeting.
 - Susan will attend the Warrensburg town meeting on November 8.
- Friends Group
 - Sarah received an email from Sarah Dallas about a class in May 2024 on Launching a Friends Group. Sarah will consider attending.

Public Expression: none

Next Board Workshop set for October 17 at 10:00am with Paul Mays

Next Board Meeting : Tuesday, November 7, 2023 at 10:00am

A motion was made by Sarah and 2nd by John to go into Executive session and the motion was approved. While in Executive Session, a motion was made and approved by the board to change the wage compensation to meet NYS' recent minimum wage increases.

Meeting adjourned at 11:30 following a motion by Becky, 2nd by John and approved by board.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	358
NON-OPERATING RECEIPTS	<u>2,996</u>
Total Income	<u>3,355</u>
Gross Profit	3,355
Expense	
OPERATING EXPENSES	3,586
PAYROLL, WAGES, BENEFITS & EX...	11,651
COLLECTION & OTHER CAPITAL EX...	<u>1,310</u>
Total Expense	<u>16,547</u>
Net Ordinary Income	-13,193
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>2,235</u>
Total Other Expense	<u>2,235</u>
Net Other Income	-2,235
Net Income	<u><u>-15,428</u></u>

Richards Library Monthly Funds Activity Report

October 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
Operating Account - GFNB						
Deposit	10/01/2023			Deposit	48.00	
Bill Pmt -Check	10/03/2023	6684	NATIONAL BUSINESS TECHNOLOGIES*	9/9/23-10/8/23 + OVERAGE		94.22
General Journal	10/06/2023	PAYROLL		-MULTIPLE-		5,576.92
Deposit	10/08/2023			Deposit	32.00	
Bill Pmt -Check	10/10/2023	6685	BAKER & TAYLOR	PRINTED BOOKS		104.77
Bill Pmt -Check	10/10/2023	6686	CINTAS	JANITORIAL		43.97
Bill Pmt -Check	10/10/2023	6687	MICHAEL FREDERICK			50.00
Bill Pmt -Check	10/10/2023	6688	SOUTHERN ADIRONDACK LIBRARY SYSTEM	SEPT 2023 AUTOMATION FEES		383.15
Bill Pmt -Check	10/10/2023	6689	WARRENSBURG WATER DISTRICT	3RD QUARTER 07/01/23-09/30/23		65.19
Bill Pmt -Check	10/10/2023	6690	SOUTHERN ADIRONDACK LIBRARY SYSTEM	Materials Barcode Labels		24.38
Check	10/11/2023	A/W	SPECTRUM ENTERPRISE #142279801	9/25/23-10/24/23		95.05
Check	10/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	10/04/2023-11/03/2023		129.98
Deposit	10/15/2023			Deposit	703.80	
Check	10/15/2023	A/W	NATIONAL GRID	9/7/23-10/7/23		733.45
Check	10/16/2023	A/W	VERIZON	9/22/23-10/21/23		33.94
General Journal	10/20/2023	PAYROLL		-MULTIPLE-		5,295.94
General Journal	10/20/2023	PAYROLL #2		-MULTIPLE-		613.74
General Journal	10/20/2023	PAYROLL #2		PAYMENT OF PROCESSING FEES	0.00	
Credit Card Char...	10/20/2023	904711490	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	260.00	
Deposit	10/22/2023			Deposit	85.00	
Bill Pmt -Check	10/24/2023	6696	FILOMENA RIVIELLO	MONSTERS 10-19-23		135.00
Bill Pmt -Check	10/24/2023	6697	MODERN MARKETING	BOOKSHELF BOOKMARK		663.45
Bill Pmt -Check	10/24/2023	6698	SOUTHERN ADIRONDACK LIBRARY SYSTEM	CPU LICENSE AND MAINT		170.88
Check	10/24/2023	319528		VOID:	0.00	
Deposit	10/29/2023			Deposit	47.00	
Total Operating Account - GFNB					1,175.80	14,214.03
ALA Grant Funds (2022)						
Credit Card Char...	10/20/2023	904711490	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		260.00
Total ALA Grant Funds (2022)					0.00	260.00
SALS Construction Grant						
Check	10/12/2023	6691	BUTLER ROWLAND MAYS	30% COMPLETION PRELIMINARY PLANNING		1,975.28
Total SALS Construction Grant					0.00	1,975.28
Total GFNB #-6131 -Operat & DF					1,175.80	16,449.31
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	10/15/2023			Deposit	1.20	
Deposit	10/29/2023			Deposit	50.00	
Total Non-Designated Funds - S/A					51.20	0.00
Levine Trust Funds						
Deposit	10/01/2023			Deposit	1,500.00	
Total Levine Trust Funds					1,500.00	0.00
Brick Donation Funds						
Deposit	10/29/2023			Deposit	50.00	
Total Brick Donation Funds					50.00	0.00
In Memory - Joyce Frulla						
Deposit	10/08/2023			Deposit	250.00	
Deposit	10/15/2023			Deposit	100.00	
Deposit	10/22/2023			Deposit	200.00	
Deposit	10/29/2023			Deposit	100.00	
Total In Memory - Joyce Frulla					650.00	0.00
In Memory - Kathy Damp Wright						
Deposit	10/08/2023			Deposit	100.00	
Total In Memory - Kathy Damp Wright					100.00	0.00
Total Special Acc't #5976 - GFNB					2,351.20	0.00
Total TEMPORARY - RESTRICTED BY BOARD					2,351.20	0.00
Total RESTRICTED FUNDS					2,351.20	0.00
TOTAL					3,527.00	16,449.31

THE RICHARDS LIBRARY



Director's Report

November 3, 2023

- World's Largest Garage Sale – *received check for our portion*
- Alarm panel had error due to failure in system update - *fixed*
- Community Room: Warrensburg-Thurman Historical Society, Girl Scouts
- Programs:
 - The Richards Library Book Club
 - OATS: Chrome Essentials, 5-week course
 - Read at Small Tales
 - Building Blocks – *3 sessions*
 - Garlic Festival – *hands on craft, and take home crafts*
 - In the Zone – *stories and craft*
 - StoryWalks - “The Moose and the Goose”, and then “The Gruffalo”
 - Monster Balls Needle Felting w/Filomena
 - Film: *Happy Halloween, Scooby Doo!*
 - Film: The History of Plastic – *after library hours*

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 – *people are calling and asking for Logan*
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (11/16)
- Technology Classes in Partnership with Senior Planet from AARP
- Sewing with Sarah (11/14)
- Homeschool meet-up (11/15)
- Story time & activity
- Food For Fines

Full November Events Calendar attached

Statistics for the Year

See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

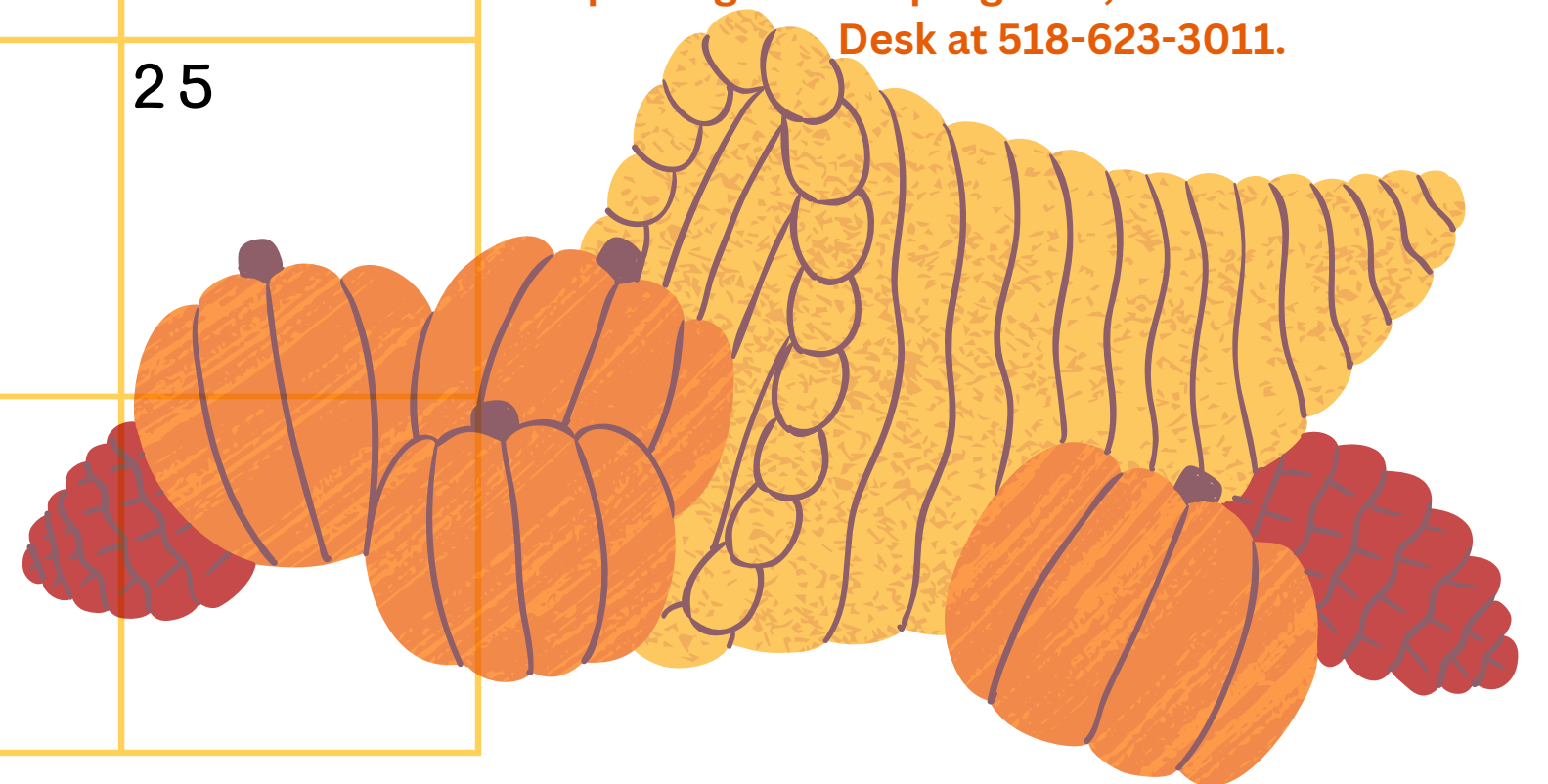
THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS NOVEMBER 2023

SUN MON TUE WED THU FRI SAT

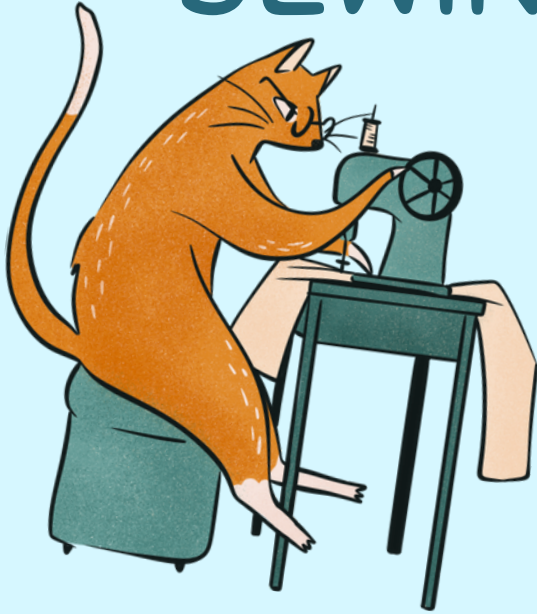
			1	2 OATS: Chrome Essentials @ 2:00p TRL Book Club @ 4:00p Building Blocks, 3:00- 6:30p	3	4
5	6	7 TRL Board Meeting @ 10:00a OATS: Chrome Essentials @ 2:00p	8	9 OATS: Chrome Essentials @ 2:00p Building Blocks, 3:00- 6:30p	10	11 Closed for Veterans Day
12	13	14 Sewing with Sarah, 5:00-6:30p	15 Homeschool meet-up @ 10:00a Story time & activity @ 2:00p	16 Building Blocks, 3:00- 6:30p	17	18
19	20	21	22 Story time & activity @ 10:00a	23 Closed for Thanksgiving	24	25
26	27	28 OATS: Smartphone Photography @ 2:00p	29 Story time & activity @ 10:00a	30 OATS: Smartphone Camera Uses Beyond Photography @ 2:00p Building Blocks, 3:00- 6:30p		

- **Building Blocks** free build for any ages. Using Keva planks or Tegu magnetic blocks, to build solo or with others. In YA Room.
- **OATS: Chrome Essentials**, 5 week Course, meets twice a week, 10/10 - 11/9. **Limited to 6 participants, pre-registration required.**
- **Story time & activity** will focus on children ages 3-5. Other ages welcome. Start time varies. Child supervision required. Three for Nov.
- **Sewing with Sarah**, hands on help with sewing machine projects. See flyer for more info.
- **Homeschool meet-up** is for families that homeschool to meet others in the area.
- **Two outdoor StoryWalks** at the library, *The Gruffalo* by Julia Donaldson, and then, *The Leaf Thief* by Alice Hemming. Self-guided.
- **Food For Fines**, Nov 13 to Dec 16. See flyer for details.

To pre-register for programs, contact the Circulation Desk at 518-623-3011.



SEWING WITH SARAH



IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY

SATURDAY, OCTOBER 14, 10:00-11:30AM

TUESDAY, OCTOBER 24, 5:00-6:30PM

TUESDAY, NOVEMBER 14, 5:00-6:30PM

THURSDAY, DECEMBER 14, 5:00-6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting. This is not a presentation, but a drop-in time for people with questions about projects with sewing machines.

Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!



The background is white with scattered illustrations of red apples with green leaves and yellow pencils with pink erasers and blue bands. Small yellow circles are also scattered throughout.

HOMESCHOOL MEET-UP

**NOVEMBER 15
DECEMBER 13
AT 10:00AM**

**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

Have questions? Contact the Library at 518-623-3011 or Jennifer at merry.bierman@gmail.com

FOOD FOR FINES



**NOVEMBER 13 -
DECEMBER 16, 2023**

The Richards Library will be accepting canned or boxed goods as payment for overdue fines.

1 can/box = \$1

Suggested: meat, vegetables, fruits, sauce, gravy, pasta, soup, beans, cooking oil, peanut butter, apple sauce, oats, etc.

NO EXPIRED ITEMS.

All donations will be given to the First Presbyterian Community Pantry on Stewart Farrar Ave in Warrensburg, NY.

FOOD FOR FINES

2023 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	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	817	165	119	7	1757	17	398	391	10	127	306
September	668	108	96	12	1322	13	416	395	12	97	276
October	771	206	115	22	1366	22	401	350	23	98	237
November											
December											
2023 TOTALS	6857	1275	936	161	13801	187	3873	3697	182	1250	2619
	O/A Att 8132		O/A Comp 1097		O/A Circ. 13801						