

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, December 5, 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: *Olivia from Tesla – see email attached*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: *Budget planning workshop for FY 2024 and 2025*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: n/a
 - e. Outreach: *John*
 - f. Policy: n/a
- VII Old Business
 -
- VIII New Business
 - Board Meeting Schedule for 2024
 - Draft Compliance Calendars for 2024
 - Draft Budgets for FY 2024 and 2025
 - Elect Board Officers for 2024
- IX Other Business
 - Town Board Meetings
 - Report from Sue for Warrensburg meeting (11/8 @ 7:00p).
 - Sarah attending WCSD BOE meeting (12/11 @ 6:00p).
 - Need volunteer for Thurman meeting (1/18 @ 4:30p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: January 2024 – *no December workshop*
- XII Next Board Meeting: Tuesday, January 9, 2024 @ 10:00a
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, November 7, 2023

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

Meeting called to order at 10:05am

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

Period Of Public Expression: None

Discussion of new Handbook for Library Trustees to be distributed by SALS.

Correspondence:

- Thank you letter from In The Zone
- Donations in memory of Joyce Frulla have been received. All donations will go into unrestricted funds.

Director's report:

- World's Largest Garage Sale – check for our portion has been received.
- Alarm panel for Burglar has been repaired
- Community Room has been used by Girls Scouts and WTHS
- Events in October were discussed
- Upcoming events and calendar for November 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: Workshop with Paul Mays was discussed
 - possible space utilization – internal and external
 - creation of flexible spaces,
- Outreach: outreach is getting easier as renovation is almost complete.
- Policy: n/a

Old Business

- Potential Stakeholders
 - List of potential stakeholders will be sent to Paul Mays
- Green Jobs Green NY Energy Study Report
 - Asked if board members had any questions
- Budget planning
 - Nov 28 will be a workshop to discuss budgeting

New Business

- No new business

Other Business:

- Town Board Meetings
 - Mary reported on the October 19 Thurman Town meeting.
 - Susan will attend the Warrensburg town meeting on November 8
 - Sarah will attend the December WCSD BOE meeting
- 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 Nov 28 at 10:00am

Next Board Meeting: Tuesday, December 5, 2023 at 10:00am

A motion was made by John and 2nd by Mary to adjourn the meeting at 10:42.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
November 2023

Accrual Basis

	<u>Nov 23</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	189
NON-OPERATING RECEIPTS	200
Total Income	<u>389</u>
Gross Profit	389
Expense	
OPERATING EXPENSES	-10,033
PAYROLL, WAGES, BENEFITS & EX...	11,892
COLLECTION & OTHER CAPITAL EX...	3,294
Total Expense	<u>5,153</u>
Net Ordinary Income	-4,764
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	760
Total Other Expense	<u>760</u>
Net Other Income	-760
Net Income	<u><u>-5,524</u></u>

Richards Library
Monthly Funds Activity Report
November 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Bill Pmt -Check	11/01/2023	6700	BAKER & TAYLOR	PRINTED BOOKS		51.97
Bill Pmt -Check	11/01/2023	6701	BRALEY & NOXON	NUTS,MASONRY,BITS		17.45
Bill Pmt -Check	11/01/2023	6702	CURTIS LUMBER			186.35
General Journal	11/03/2023	PAYROLL		-MULTIPLE-		5,648.70
Deposit	11/05/2023			Deposit	64.00	
Bill Pmt -Check	11/07/2023	6704	CINTAS	JANITORIAL		49.93
Bill Pmt -Check	11/07/2023	6705	CURTIS LUMBER			41.09
Bill Pmt -Check	11/07/2023	6706	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OCT 2023 AUTOMATION FEES		383.15
Check	11/11/2023	A/W	SPECTRUM ENTERPRISE #142279801	10/25/23-11/24/23		96.75
Deposit	11/12/2023			Deposit	32.00	
Credit Card Cha...	11/12/2023	122728	GRAND UNION	STAKEHOLDER MEETING	28.69	
Bill Pmt -Check	11/13/2023	6707	BRALEY & NOXON			24.37
Bill Pmt -Check	11/13/2023	6708	NATIONAL BUSINESS TECHNOLOGIES*	11/9/23-12/8/23 + OVERAGE		59.69
Bill Pmt -Check	11/13/2023	6709	SOUTHERN ADIRONDACK LIBRARY SYSTEM	1 HP PROBOOK 440 G10 NOTEBOOK, HP CARE PACK,OFFICE PRO PL...		2,929.62
Check	11/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	11/04/2023-12/03/2023		129.98
Check	11/15/2023	A/W	NATIONAL GRID	10/6/23-11/6/23		953.77
Check	11/16/2023	A/W	VERIZON	10/22/23-11/21/23		34.51
General Journal	11/17/2023	PAYROLL		-MULTIPLE-		6,078.98
Deposit	11/19/2023			Deposit	21.00	
Bill Pmt -Check	11/20/2023	6710	BAKER & TAYLOR			344.46
Bill Pmt -Check	11/20/2023	6711	BRALEY & NOXON	TROWELS		31.57
Bill Pmt -Check	11/20/2023	6712	COMMERCE BANK	#--1705		579.48
Bill Pmt -Check	11/20/2023	6713	MEAD LOCK SHOP	ENTRY DOOR LOCK CAM & COLLAR ADJUSTED		117.70
Bill Pmt -Check	11/20/2023	6714	MODERN MARKETING	KIDS LIBRARY CHALLENGE		625.00
Bill Pmt -Check	11/20/2023	6715	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR MAINTENANCE REPAIR		578.00
Bill Pmt -Check	11/20/2023	6716	DAVIS-ULMER	1052-F0232910 ANNUAL SPRINKLER SYSTEM CHECK FOR WET,DRY & ...		760.00
Deposit	11/26/2023			Deposit	159.50	
Total Operating Account - GFNB					305.19	19,722.52
DDF - Planning Services Project						
Credit Card Cha...	11/12/2023	122728	GRAND UNION	STATEHOLDER MEETING		28.69
Total DDF - Planning Services Project					0.00	28.69
NYS Grants Dept Funds						
Deposit	11/05/2023			NYS GRANTS DEPARTMENT	14,940.00	
Total NYS Grants Dept Funds					14,940.00	0.00
SALS Construction Grant						
Bill Pmt -Check	11/07/2023	6703	BUTLER ROWLAND MAYS	PRELIMINARY EVALUATION		930.00
Total SALS Construction Grant					0.00	930.00
Total GFNB #--6131 -Operat & DF					15,245.19	20,681.21
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
In Memory - Joyce Frulla						
Deposit	11/05/2023			Deposit	200.00	
Total In Memory - Joyce Frulla					200.00	0.00

Richards Library
Monthly Funds Activity Report
 November 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Special Acc't #5976 - GFNB					200.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					200.00	0.00
Total RESTRICTED FUNDS					200.00	0.00
TOTAL					15,445.19	20,681.21

EV Charger Donation Program

Olivia Richert [I] <orichert@tesla.com>

Tue 11/14/2023 5:17 PM

To:war-director <war-director@sals.edu>

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Hi,

My name is Olivia and I'm a member of the charging team at Tesla. Great to meet you!

I'm reaching out to introduce a new initiative we have with our social impact team to expand EV charging access in underserved communities. Our Wall Connector Donation Program will donate Level-2 chargers to organizations that have a direct presence in their communities, with the goal of expanding access to charging infrastructure. For example, we have donated chargers to schools, churches, parks, the YMCA, the Boys and Girls Club, and other nonprofits in areas with little to no access to EV charging.

This program does not cover installation or energy costs associated with the chargers; however, we can recommend electricians for you to work with. There are also local or utility incentives available for charger installation. For example, Central Hudson commercial customers are eligible to receive one-time incentives up to 90% of the costs for electrical infrastructure required to install the chargers. The number of chargers an entity can receive is based on identified partner organization needs.

We're interested in donating chargers to libraries in communities without existing charging infrastructure. If you're interested in this program, please fill out this [outreach form](#) and I will get back to you. I look forward to hearing from you!

Best,

Olivia

THE RICHARDS LIBRARY



Director's Report

December 1, 2023

- Closed for Thanksgiving and Veterans Day
- New Trustee Handbooks (2023 version) distributed
- Elevator stopped engaging, Barrier Free Elevators contacted – *error overload, reset and working*
- Upstairs 'old section' furnace stopped engaging, Northern Mechanical Services contacted – *working again*
- Elevator inspected – *Barrier Free Elevators & outside Inspector*
- Annual Sprinkler Inspection – *Davis Ulmer*
- Stakeholder meetings with Paul Mays (11/13)
- Updated job list for Andy – *see attached*
- Community Room: Girl Scouts
- Programs:
 - The Richards Library Book Club
 - OATS: Chrome Essentials, 5-week course
 - Read at Small Tales
 - Homeschool meet-up
 - Building Blocks – *2 sessions*
 - StoryWalks - “The Gruffalo” and then “The Leaf Thief”

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 (12/21)
- Technology Classes in Partnership with Senior Planet from AARP
- Sewing with Sarah (12/14)
- Homeschool meet-up (12/13)
- Story time & activity
- Food For Fines – *collecting through Sat., Dec. 16*
- Film showing of *Elf* (12/22)

Full December Events Calendar attached

Statistics for the Year

See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

Andy's Job List

Updated 12/01/2023

In-progress

- Installation of fencing by upper border wall (work will continue in Spring)
- Winter prep – move hoses to shed

Winter

- Replace necessary lightbulbs in Adult room and by main entrance
- Painting storage in small archive
- Repair top step by main entrance
- New screws for inner front door
- Secure bulletin board to wall
- Increase height of new and popular book display (~ 6-8")

Spring

- Re-do wooden slats on HVAC air intake area
- Gutter cleaning as needed
- Repair as needed to pillars by main entrance
- Remove window covers for Emma to clean behind
- Front façade Spring cleaning – cobwebs, etc., repaint “THE RICHARDS LIBRARY”?
- Refinish outer front door – stain
- Gravel and river rock deliveries
 - Place gravel under HVAC line sets and where excess is needed
 - River rocks behind rain garden

When able

- Do we need to contact Hill Electric about light fixtures?
- Install or acquire variance for employee handrail**
- Fire-proof book return box**
- Secure Adult Room short bookshelves to wall
- Measure lean of border wall, mend boarder marker and wall as needed
- Install picture molding in Adult room display case
- Paint around Archive door

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Christmas in Warrensburgh, Tree Ornament Workshop 9:30-11:30a
3	4	5 TRL Board Meeting @ 10:00a	6	7 TRL Book Club @ 4:00p Building Blocks, 3:00- 6:30p	8	9
10	11	12 OATS: Google Maps @ 2:00p	13 Homeschool meet-up @ 10:00a Story time & activity @ 2:00p	14 Building Blocks, 3:00- 6:30p Sewing with Sarah, 5:00-6:30p	15	16
17	18	19	20 Story time & activity @ 10:00a	21 Building Blocks, 3:00- 6:30p	22 Children's Film, <i>Elf</i> @ 2:30p	23
24	25 Closed for Christmas Day	26	27 Story time & activity @ 10:00a	28 Program w/Logan @ 2:30p Building Blocks, 3:00- 6:30p	29	30
31						

- **Tree Ornament Workshop**, see flyer for details.
- **Building Blocks** free build for any ages. Using Keva planks or Tegu magnetic blocks, to build solo or with others. In YA Room.
- **Story time & activity** will focus on children ages 3-5. Other ages welcome. Start time varies. Child supervision required. Three for Dec.
- **Homeschool meet-up** is for families that homeschool to meet others in the area.
- **Sewing with Sarah**, hands on help with sewing machine projects. See flyer for more info.
- **Children's Film, *Elf***. Bring water and comfy blankets for sitting. Popcorn provided.
- **Program w/Logan**, TBD, focused on ages 6-12, other ages welcome.
- **Outdoor StoryWalks** at the library, *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.



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	621	107	86	19	1148	26	316	333	36	85	181
December											
2023 TOTALS	7478	1382	1022	180	14949	213	4189	4030	218	1335	2800
	O/A Att 8860		O/A Comp 1202		O/A Circ. 14949						

The Richards Library Board of Trustees

2024 Meeting Schedule

Tuesday, January 2 (or 9?), 2024 at 10:00 AM

Tuesday, February 6, 2024 at 10:00 AM

Tuesday, March 5, 2024 at 10:00 AM

Tuesday, April 2 (or 9?), 2024 at 10:00 AM

Tuesday, May 7, 2024 at 10:00 AM

Tuesday, June 4, 2024 at 10:00 AM

Tuesday, July 2, 2024 at 10:00 AM

Tuesday, August 6, 2024 at 10:00 AM

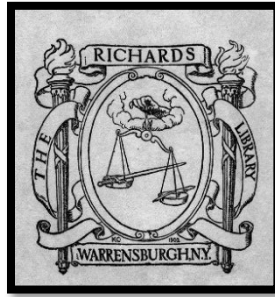
Tuesday, September 10?, 2024 at 10:00 AM

Tuesday, October 1, 2024 at 10:00 AM

Tuesday, November 5, 2024 at 10:00 AM

Tuesday, December 3, 2024 at 10:00 AM

Second Tuesday



The Richards Library Board of Trustees 2024 Compliance Calendar

January

- NYS Annual Library Report portal opens
- Staff Evaluations
- 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 – **Keep here?**
- Attend Monthly Thurman Town Board Meeting - **Mix up months/locations?**
- Workshop: Long term planning/evaluation of current strategic plan?

February

- NYS Annual Library Report Due to SALS
- Attend Warrensburg Monthly Town Meeting-State of the Library Report and Library Initiatives
- Review and Amend necessary policies – **and/or Summer?**
- Workshop:

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 WCSD BOE Meeting - Budget Referendum presented to Warrensburg Board of Education (IF REQUIRED)
- Set Date for Annual Sexual Harassment Training
- Workshop:

April

- Attend Thurman Monthly Town Meeting-State of Library Report and Library Initiatives
- SALS Construction Grant due
- Workshop:

May

- Budget Vote
- Attend Warrensburg Monthly Town Meeting
- WCS Business Office - Remainder of Tax Levy funds FY 2024 ***MAY NEED TO CALL/REMIND***
- Attend SALS Annual Meeting
- Workshop:

June

- Attend WCSD BOE Meeting
- NYS Construction Grant portal opens
- Review and Amend necessary policies
- Workshop:

July

- Attend Thurman Monthly Town Meeting
- Workshop:

August

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

September

- Begin Budget Process for May 2024 Tax Levy Vote for FY 2025 Budget
- Attend WCSD BOE Meeting
- Workshop:

October

- Board sets Final Budget for FY 2024
- Attend Thurman Monthly Town Meeting
- Workshop:

November

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

December

- WCS Business Office for Initial Tax Levy Check for FY 2025 ***MAY NEED TO CALL/REMIND***
- 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, 2025
- Attend WCSD BOE Meeting
- Workshop: no workshop?

The Richards Library Building 2024 Compliance Calendar

January

- NYS Annual Library Report portal opens at end of month
- Staff Evaluations

February

- NYS Annual Library Report Due to SALS

March

- SALS submits finalized Annual Library Report to NYS
- Annual Sexual Harassment Training (or April)

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 2024 ***MAY NEED TO CALL/REMIND***

June

- NYS Construction Grant portal opens

July

-

August

- NYS Construction Grant due to SALS
- Begin WLGS promotion

September

- SALS submits finalized Construction Grants to NYS
- Annual furnace cleaning by Northern Mechanical Services

October

- Carpet cleaning as needed by Briggs

November

- Annual Sprinkler Inspection by Davis-Ulmer

December

- WCS Business Office - Initial Tax Levy Check for FY 2025 ***MAY NEED TO CALL/REMIND***

Richards Library
(11/29/23)

Proposed Amended 2024 Budget	Proposed 2025 Budget
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OPERATING INCOME

PUBLIC FUNDING (1e)	246,624	246,624
Public Grants	9,500	9,500
Operating Receipts	985	985
TOTAL OPERATING INCOME	\$ 257,109	\$ 257,109

EXPENSES

COLLECTION & OTHER CAPITAL EXPENDITURES

Grant Supported Capital Improvements	\$ 15,000	
Equipment/Equipment Replacement		
Computer Equipment	3,000	3,000
Total Equipment/Equipment Replacement	\$ 18,000	\$ 3,000
Collection		
Periodicals	500	500
Reference Periodicals	150	150
Books - Audio	800	800
Audio/Visual - DVDs/CDs	2,250	2,250
Books - Printed	9,500	9,500
Total Collection	\$ 13,200	\$ 13,200

Total COLLECTION & OTHER CAPITAL EXPENDITURES

\$ 46,200	\$ 16,200
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OPERATING EXPENSES

Accounting Review, Tax Prep & Services (11c)	5,300	5,300
Archival Preservation (24e)	100	100
Automation Fees (14)	4,979	4,979
Bank & Financial Fees		
Banking Supplies (13)	90	90
Building Repairs & Maint (16)	5,000	5,000
Capital Improvements		
Continuing Ed - Board, Director & Staff	400	400
Copier Lease (13)		
Copier Usage Contract (13)	804	804
Electric (16)	9,180	9,180
Electronic Materials & 2% Overdrive	525	525
Elevator Monitoring (16)		
Elevator PMA & Inspections (16)	1,800	1,800
Elevator Repairs & Maintenance (16)	900	900
Equipment Repairs & Maintenance (16)	100	100
Fire Alarm System Inspect (16)	400	400
Fire Alarm System Monitor (16)	305	305
Fire Extinguisher Inspections (16)	175	175
Grounds Repairs & Maint (16)	1,500	1,500
Heating Fuel (16)	7,098	7,098
Insurance Expense (23)	8,834	8,834
Internet Services (16)	1,560	1,560
Janitorial Supplies & Exp (16-B)	700	700
Library Operating Supplies (24a)	1,100	1,100
Library Programs (24b)	3,800	3,800

Richards Library

(11/29/23)

	Proposed Amended 2024 Budget	Proposed 2025 Budget
Memberships & Dues (24c)	250	250
Mileage Reimbursement	1,500	1,500
Miscellaneous		
Amazon Prime	192	192
Payroll Supplies	165	165
Personnel Search Expenses	-	-
PPP/Covid Safety	-	-
Landfill & Miscellaneous	60	60
Background Checks	-	-
Movie License Renewal (14)	207	207
Office & Computer Supplies Expenses (13)	1,500	1,500
Payroll Processing (11c)	1,820	1,820
Postage (13)	200	200
Safety & Security (16)	200	200
Sewer District Tax	451	451
Sprinkler Inspection (16)	760	760
Telephone Expense (16-B)	1,600	1,600
Water (16)	200	200
Total OPERATING EXPENSES	\$ 63,755	\$ 63,755
WAGES & BENEFITS		
Wages (5/7)	153,760	165,960
Employer's SS/Medicare Expense (10)	11,763	12,696
Workers' Comp, Disability, PFL (9)	3,000	3,000
Total WAGES & BENEFITS	\$ 168,523	\$ 181,656
TOTAL EXPENSES	\$ 278,478	\$ 261,611
NET OPERATING SURPLUS (DEFICIT)	\$ (21,369)	\$ (4,502)
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	-	\$ 13,350
NET SURPLUS (DEFICIT)	(21,369)	(17,852)
TRANSFERS FROM OPERATING SAVINGS	21,367	
NET SURPLUS (DEFICIT) AFTER TRANSFERS	(2)	(17,852)