The Richards Library

Board of Trustees Meeting Agenda
Tuesday, January 9, 2024 @ 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 December Financials*
III   Period of Public Expression: 15 minutes total for comments
IV   Correspondence: *Christmas cards*
V   Director's Report: *see attached*
VI   Committee Reports
        a. Personnel: n/a
        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
        - Board Meeting Schedule for 2024

VIII   New Business
        - Amend 2024 Budget
        - JA Agreement
        -

IX   Other Business
        - Town Board Meetings
                o   Report from Sarah for WCSD BOE meeting (12/11).
                o   Esther attending Thurman meeting (1/18 @ 4:30p).
                o   Need volunteer for Warrensburg meeting (2/14 @ 7:00p).
X   Period of Public Expression: 15 minutes total for comments
XI   Next Committee Workshop: January 23, 2024
XII   Next Board Meeting: Tuesday, February 6, 2024 @ 10:00 AM
XIII   Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, December 5, 2023

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

Excused Absent: Susan Matzner

Meeting called to order at 10:07am

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

Period Of Public Expression: None.
Sarah brought baked treats to thank the board for all the hard work they've done this year.

Correspondence:
● Letter from Olivia at Tesla. Shelby will respond that we are unable to accept their offer of a charger at this time, but will forward the information on to the Town of Warrensburg.
● Donation of 2 books from local author, Rachel Vogel, were accepted and she will be doing an author visit in the future.

Director's report:
● Reviewed the status of the elevator, working and inspected. Is used almost daily and running smoothly.
● Expects to hear from Paul Mays about the stakeholder meetings soon. Paul conducted 5 interviews and Shelby was able to make good connections with everyone afterwards.
● Reviewed updated job list for Andy.
● Went over programs that have occurred as well as upcoming ones. The homeschool meet-up went very well.

Committee Reports:
● Personnel Committee: n/a
● Ad Hoc: n/a
● Budget and Finance: met during the November workshop to plan for the FY 2024 and 2025 budgets
● Building and Grounds: n/a
● Outreach: John reported that only one person is participating at the moment. New people will be moving in so Shelby will send interest sheets along next time.
● Policy: n/a

Old Business
● None

New Business
● Board Meeting Schedule for 2024 - reviewed and changes made as needed.
● Draft Compliance Calendars for 2024 - reviewed
● Draft Budgets for FY 2024 and 2025 -

- o Motion made by John and seconded by Danielle to enter Executive Session to discuss employee compensation. Passed by board.
- o Motion made by John and seconded by Mary to exit Executive Session. Passed by board. No action was taken.
- o Motion made by John and seconded by Mary to exceed the 2% tax cap levy for FY 2025. Passed by board.

- ● Elect Board Officers for 2024 - Motion by John, 2nd by Danielle to accept the slate of officers as follows:
  - o Sarah Gebbie-Measeck as President
  - o Mary Beadnell as Vice President
  - o Susan Matzner as Secretary
  - o Gina Colburn as Treasurer
  - o Becky Lawler as Financial Advisor
  Passed by Board.
- ● Compliance Officer Report - Sarah reported that no reports had been made this year.

Other Business:
- ● Town Board Meetings
  - ● Sue emailed a report on the November 8th Warrensburg Town meeting.
  - ● Sarah will attend the BOE meeting on December 11th.
  - ● Esther will attend the January 18th Thurman Town meeting.

Public Expression: none

Next Board Workshop set for January 23, 2024 at 10:00am

Next Board Meeting : Tuesday, January 9, 2024 at 10:00am

A motion was made by John and 2nd by Danielle to adjourn the meeting at 11:25 AM.

Approved by The Richards Library Board of Trustees on

The Richards Library

Director's Report

January 5, 2024

- Closed for Christmas
- Donation of Jazz II sewing machine
- Meeting with Paul Mays 12/21 – *discussed Accessibility Improvements Project*
- Upstairs 'new section' furnace stopped engaging, Northern Mechanical Services contacted – *replaced "board", working again*
- Community Room: Girl Scouts
- December Programs:
  - The Richards Library Book Club
  - Christmas in Warrensburgh
  - Read at Small Tales
  - Story time & activity – *2 sessions*
  - Homeschool meet-up
  - Building Blocks – *2 sessions*
  - StoryWalk - "The Leaf Thief"
  - Film showing of *Elf*
  - Food for Fines
  - Sewing with Sarah

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 (1/18)
  - Technology Classes in Partnership with Senior Planet from AARP
  - Sewing with Sarah (1/18)
  - Homeschool meet-up (1/17)
  - Story time & activity
            Full January Events Calendar attached

Statistics for the Year
        See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

HOMESCHOOL MEET-UP

JANUARY 17
FEBRUARY 21
AT 10:00AM
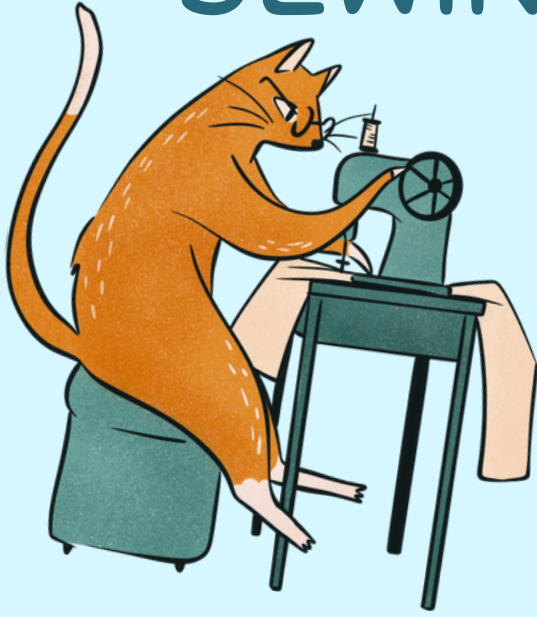
AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY

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

SEWING WITH SARAH

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

THURSDAY, JANUARY 18, 5:00–6:30PM

THURSDAY, FEBRUARY 15, 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 RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Closed for New Years Day	2	3	4 TRL Book Club @ 4:00p / Chess Day, 3:00- 6:30p	5	6
7	8	9 TRL Board Meeting @ 10:00a	10	11 Chess Day, 3:00- 6:30p	12	13
14	15 Closed for MLK Jr. Day	16 OATS: Online Health Resources @ 2:00p	17 Homeschool meet-up @ 10:00a / Story time & activity @ 2:00p	18 Chess Day, 3:00- 6:30p / Sewing with Sarah, 5:00-6:30p	19	20
21	22	23 OATS:Getting Started with Iphone Health App @ 2:00p	24 Story time & activity @ 10:00a	25 Chess Day, 3:00- 6:30p	26 Children's craft @ 2:30p	27
28	29	30	31 Story time & activity @ 10:00a			

- **Chess Day** (or checkers) open to all ages. We have 2 chess boards. If you can, bring one along! In YA Room.
- **OATS classes** teach technology skills to adults 50+ years old. See flyer for more info.
- **Story time & activity** will focus on children ages 3-5. Other ages welcome. **Start time varies.** Child supervision required. **Three for Jan.**
- **Sewing with Sarah**, hands on help with sewing projects. See flyer for more info.
- **Children's craft**, TBD. Check Facebook!

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	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	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	632	160	78	19	1161	10	364	326	211	65	167
2023 TOTALS	8110	1542	1100	199	16110	223	4553	4356	429	1400	2967

	O/A Att		O/A Comp		O/A Circ.
	9652		1299		16110

The Richards Library Board of Trustees
2024 Meeting Schedule

Meetings are typically held the first Tuesday of the month in the Jeffrey M. Levine Community Room. The public is invited to attend.

Tuesday, January 9, 2024 at 10:00 AM

Tuesday, February 6, 2024 at 10:00 AM

Tuesday, March 5, 2024 at 10:00 AM

Tuesday, April 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

Richards Library
(12/29/23)

	Approved Amended #2 2024 Budget	"Corrected" Amended #2 2024 Budget	Proposed Amended #3 2024 Budget	
OPERATING INCOME				
PUBLIC FUNDING (1e)	246,624	246,624	246,624	
Public Grants	9,500	9,500	9,500	
Operating Receipts	985	985	985	
TOTAL OPERATING INCOME	$ 257,109	$ 257,109	$ 257,109	
EXPENSES				
COLLECTION & OTHER CAPITAL EXPENDITURES				
Grant Supported Capital Improvements	$ 15,000	$ 15,000	$ 15,000	
				Blank line added to clarify formula
Equipment/Equipment Replacement				
Computer Equipment	$ 3,000	$ 3,000	5,000	
Other Equipment				**Prior "Corrected" Excel Formula**
Total Equipment/Equipment Replacement	$ ~~18,000~~	$ 3,000	$ 5,000	**Error was actually correct**
				Correct total Column 2
Collection				
Periodicals	500	500	800	
Reference Periodicals	150	150	300	
Books – Audio	800	800	1,500	
Audio/Visual – DVDs / CDs	2,250	2,250	3,500	
Books – Printed	9,500	9,500	11,000	
Total Collection	$ 13,200	$ 13,200	$ 17,100	
Total COLLECTION & OTHER CAPITAL EXPENDITURES	$ ~~46,200~~	$ 31,200	$ 37,100	**Corrected total Column 2**
OPERATING EXPENSES				
Accounting Review, Tax Prep & Services (11c)	5,300	5,300	5,300	
Archival Preservation (24e)	100	100	250	
Automation Fees (14)	4,979	4,979	4,979	
Bank & Financial Fees				
Banking Supplies (13)	90	90	90	
Building Repairs & Maint (16)	5,000	5,000	5,750	
Capital Improvements				
Continuing Ed – Board, Director & Staff	400	400	1,000	
Copier Lease (13)				
Copier Usage Contract (13)	804	804	804	
Electric (16)	9,180	9,180	9,180	
Electronic Materials & 2% Overdrive	525	525	525	
Elevator Monitoring (16)				
Elevator PMA & Inspections (16)	1,800	1,800	1,800	
Elevator Repairs & Maintenance (16)	900	900	900	
Equipment Repairs & Maintenance (16)	100	100	100	
Fire Alarm System Inspect (16)	400	400	400	
Fire Alarm System Monitor (16)	305	305	305	
Fire Extinguisher Inspections (16)	175	175	175	
Grounds Repairs & Maint (16)	1,500	1,500	1,650	
Heating Fuel (16)	7,098	7,098	7,098	
Insurance Expense (23)	8,834	8,834	8,834	
Internet Services (16)	1,560	1,560	1,600	
Janitorial Supplies & Exp(16–B)	700	700	760	

Richards Library (12/29/23)	Approved Amended #2 2024 Budget	"Corrected" Amended #2 2024 Budget	Proposed Amended #3 2024 Budget
Library Operating Supplies(24a)	1,100	1,100	1,400
Library Programs (24b)	3,800	3,800	4,000
Memberships & Dues (24c)	250	250	500
Mileage Reimbursement	1,500	1,500	1,500
Miscellaneous			
Amazon Prime	192	192	192
Payroll Supplies	165	165	165
Personnel Search Expenses	-	-	-
PPP/Covid Safety	-	-	-
Landfill & Miscellaneous	60	60	60
Background Checks	-	-	-
Movie License Renewal (14)	207	207	207
Office & Computer Supplies Expenses (13)	1,500	1,500	1,600
Payroll Processing (11c)	1,820	1,820	1,820
Postage (13)	200	200	200
Safety & Security (16)	200	200	200
Sewer District Tax	451	451	451
Sprinkler Inspection (16)	760	760	760
Telephone Expense (16–B)	1,600	1,600	1,600
Water (16)	200	200	200
Total OPERATING EXPENSES	$ 63,755	$ 63,755	$ 66,355
WAGES & BENEFITS			
Wages (5/7)	153,760	153,760	153,760
Employer's SS/Medicare Expense (10)	11,763	11,763	11,763
Workers' Comp,Disability, PFL (9)	3,000	3,000	3,000
Total WAGES & BENEFITS	$ 168,523	$ 168,523	$ 168,523
TOTAL EXPENSES	$ 278,478	$ 263,478	$ 271,978
NET OPERATING SURPLUS (DEFICIT)	$ (21,369)	$ (6,369)	$ (14,869)
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	-	-	$ 6,500
NET SURPLUS (DEFICIT)	(21,369)	(6,369)	(21,369)
TRANSFERS FROM OPERATING SAVINGS	21,367	21,367	$ 21,367
NET SURPLUS (DEFICIT) AFTER TRANSFERS	(2)	14,998	(2)

SOUTHERN ADIRONDACK
LIBRARY SYSTEM
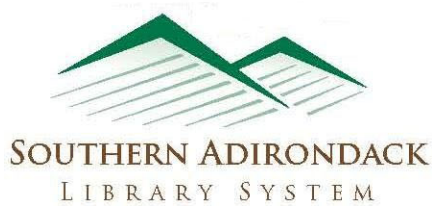
January 4, 2024

richardslibrarysarah@gmail.com

Sarah Gebbie-Maeseck
Richards Library
36 Elm Street
Warrensburg, NY 12885

Dear Ms. Gebbie-Maeseck,

Attached is the agreement between Richards Library and the MVLS/SALS Joint Automation Project. The document clarifies the responsibilities of both the library and the Joint Automation Project, and provides an explanation of how the project works. With the exception of the library name, all libraries in both Mohawk Valley and Southern Adirondack Library Systems are receiving the same document.

Please have your board review the agreement and indicate your approval by signing the agreement as Board President, and **returning the signature page only** to the Southern Adirondack Library System, Attn: Pamela DelSignore (scanned copies can be emailed to pdelsignore@sals.edu). A countersigned copy of the signature page will be returned to your library. **Please return the signed copy by March 29, 2024.**

Please do not hesitate to contact me if you have any questions, concerns, or comments.

Thank you,

Pamela DelSignore
System Services Support Coordinator

Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project and the
Richards Library

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in the library and informational services in the eight counties communities through technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to "initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding".

The Joint Automation Council is a group of representatives from the member libraries and two systems and an 'unaffiliated' party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members' involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The **Richards Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change.   Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:
- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.

- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the **Richards Library**

_____   Date:_____
Board of Trustee President

_____   Date:_____
MVLS Board President
   (   )

_____   Date:_____
SALS Board President
   (   )

Revised March 2, 2021