

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, June 4, 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: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *donations in memoriam of Barbara Nissen*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *Meeting w/Paul Mays on 5/22 – follow-up items sent*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - Joint Automation - Schenectady County Public Library Withdrawal (Central and 8 branches) – *numerous Ad Hoc committees formed to address comments from NYS Education Department and re-evaluate some JA policies*
 - 2023 Report to Our Community and Report from Director – *emailed and posted*
 - Barrier Free Elevators – *CAT 5 Rupture Valve Test passed*
 - Carpenter & Associates Insuring Agency – *called to report April incident and questions about program offerings, waiting to hear back. May need to report an additional incident from May.*
 - Directional Sign Package – *no updates yet*
 - WCSD Election on Budget and Propositions – *library proposition passed, thank you posted on our website*
- VIII New Business
 - SALS Annual Meeting - *5/20 in Lake George*
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for Warrensburg meeting (5/8 @ 7:00p).
 - o Sarah attending WCSD BOE meeting (6/10 @ 6:00p).
 - o Need volunteer for Thurman meeting (7/18 @ 4:30p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, June 18 @ 10:00 AM – *review and amend policies or LRP?*
- XII Next Board Meeting: Tuesday, July 2, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, May 7, 2024**

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

Excused: Susan Matzner, Danielle Robichaud

Meeting called to order at 10:00 am

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

Period Of Public Expression: None

Correspondence:

- Donations in memorium

Director's report:

- Getting Back on Track meeting with Paul Mays May 22 (Wed.) at 11 am
- Reviewed pending signage package plans
- Sexual Harassment training for trustees and staff was completed April 16.
- Community Room has been used by Girl Scouts, In the Zone and private meetings
- April Programs were discussed
- Upcoming programs for May were discussed
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: nothing new.
- Policy: n/a

Old Business

- No new updates on Joint Automation (Sch'dy County withdrawal)
- 2023 End of Year Financial Statement and 990 tax return form were signed and submitted

New Business

- Reviewed *2023 Report to Our Community*. Motion to approve report as presented made by Mary, seconded by John and approved by board.
- Barrier free elevators - reviewed and approved quote for required test. Motion to re-designate remaining elevator door funds to elevator repair and maintenance made by John, seconded by Mary and approved by board.
- Discussed renewal of Carpenter & Associates Insuring Agency Commercial Package

Other Business:

- Town Board Meetings
 - Mary reported on the April 18 Thurman Town Meeting – shared flyers about Seed Library and *2023 Report to Our Community*.
 - Sarah will attend the Warrensburg Town Meeting on May 8.
 - Sarah will attend the WCSD BOE meeting on June 10.

Public Expression: none

Reminder WCSD Election on Budget and Propositions, Tuesday, May 21, from 12 -8 pm outside High School Gymnasium

Next committee meeting set for May 22, 2024 11:00am with Paul Mays in Comm. Room

Next Board meeting Tuesday June 4, 2024 at 10 am

A motion was made by John and seconded by Mary and approved by the board to adjourn at 11:05 am.

Respectfully submitted,
Esther McTague

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
May 2024

Accrual Basis

	May 24
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	141
NON-OPERATING RECEIPTS	502
Total Income	643
Expense	
OPERATING EXPENSES	2,359
PAYROLL, WAGES, BENEFITS & EXPE	19,511
COLLECTION & OTHER CAPITAL EXPE	489
Total Expense	22,359
Net Ordinary Income	-21,716
Net Income	-21,716

Richards Library

Monthly Funds Activity Report

May 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Bill Pmt -Check	05/01/2024	6795	SOUTHERN ADIRONDACK LIBRARY SYSTEM	2024 ANNUAL TRUSTEE MEETING		60.00
General Journal	05/03/2024	PAYROLL		-MULTIPLE-		6,451.70
Bill Pmt -Check	05/04/2024	ONLINE	NYSIF - WORKER'S COMP	6/1/24-6/1/25		450.79
Deposit	05/05/2024			Deposit	40.00	
Bill Pmt -Check	05/07/2024	6796	BAKER & TAYLOR	BOOKS & AUDIOBOOK		614.61
Bill Pmt -Check	05/07/2024	6797	BRALEY & NOXON			77.62
Bill Pmt -Check	05/07/2024	6798	SOUTHERN ADIRONDACK LIBRARY SYSTEM	APRIL 2024 AUTOMATION FEES		414.92
Check	05/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	4/25/24-5/24/24		96.15
Check	05/11/2024	A/W	VERIZON	4/22/24-5/21/24		34.32
Deposit	05/12/2024			Deposit	35.00	
Bill Pmt -Check	05/14/2024	6799	NATIONAL BUSINESS TECHNOLOGIES*	5/9/24-6/8/24		64.75
Check	05/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	5/4/24-6/3/24		129.98
General Journal	05/17/2024	PAYROLL		-MULTIPLE-		6,111.20
Deposit	05/19/2024			Deposit	27.26	
Bill Pmt -Check	05/21/2024	6800	ADIRONDACK KIDS PRESS, LTD			118.65
Bill Pmt -Check	05/21/2024	6801	BAKER & TAYLOR	BOOKS		116.67
Bill Pmt -Check	05/21/2024	6802	BRALEY & NOXON			131.25
Bill Pmt -Check	05/21/2024	6803	CINTAS	JANITORIAL		59.27
Bill Pmt -Check	05/21/2024	6804	COMMERCE BANK	#--1705		207.65
Deposit	05/26/2024			Deposit	39.00	
Bill Pmt -Check	05/29/2024	6805	BAKER & TAYLOR	PRINTED BOOKS		55.08
Bill Pmt -Check	05/29/2024	6806	CURTIS LUMBER	PEA GRAVEL		5.39
Bill Pmt -Check	05/29/2024	6807	AMERICAN LIBRARY ASSOCIATION	NON PROFIT ORGANIZATION BASIC DUES		157.00
General Journal	05/31/2024	PAYROLL		-MULTIPLE-		6,783.58
Total 12.39a · Operating Account - GFNB					141.26	22,140.58
DF - Elevator Repairs & Mainten						
General Journal	05/07/2024	ELEVATOR FD		PER BOARD DIRECTIVE-RECLASSIFY UNUSED ELEVATOR DOOR TO E...	995.00	
Total DF - Elevator Repairs & Mainten					995.00	0.00
DF - Elevator Door Replacement						
General Journal	05/07/2024	ELEVATOR FD		PER BOARD DIRECTIVE-RECLASSIFY UNUSED ELEVATOR DOOR TO E...		995.00
Total DF - Elevator Door Replacement					0.00	995.00
Total GFNB #--6131 -Operat & DF					1,136.26	23,135.58
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	05/12/2024			Deposit	126.50	
Total Non-Designated Funds - S/A					126.50	0.00
In Memory - Barbara Nissen						
Deposit	05/05/2024			Deposit	375.00	
Total In Memory - Barbara Nissen					375.00	0.00
Total Special Acc't #5976 - GFNB					501.50	0.00
Total TEMPORARY - RESTRICTED BY BOARD					501.50	0.00

Richards Library

Monthly Funds Activity Report

May 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total RESTRICTED FUNDS					501.50	0.00
TOTAL					1,637.76	23,135.58

THE RICHARDS LIBRARY



Director's Report

May 31, 2024

- Closed for Memorial Day
- May 6 issue with Burglar Alarm not turning off – *NY Fire & Security contacted, everything OK*
- Barrier Free Elevators completed 5 year CAT Rupture Test
- American Robin has continued pecking windows in Adult Room
- Emailed WCSD Treasurer about remaining 2024 tax levy funds
- Community Room: Girl Scouts, private meeting
- Facilitated proctoring for Realty exam
- May Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Riverkeeper presentation – *sampling the Hudson River*
 - Sewing with Sarah
 - Homeschool Meet-up
 - Origami Day – 2 *sessions*
 - Cut-up Poetry Workshop
 - Seed Library

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- See programming calendar and event flyers attached
- Reading at Small Tales on June 20

Statistics for the Year

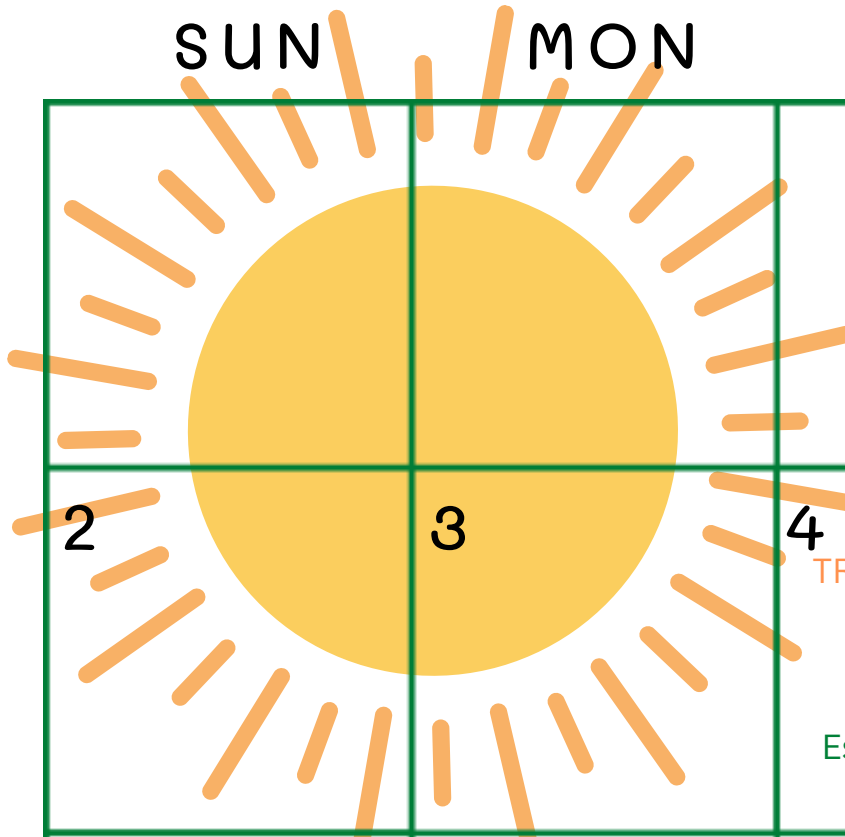
See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				Origami Days, Thursdays, 3:00- 6:30p		1
	2	3	4 TRL Board Meeting @ 10:00a OATS: Chrome Essentials Course @ 2:00p	5 Story time & activity @ 10:00a	6 OATS: Chrome Essentials Course @ 2:00p TRL Book Club @ 4:00p	7 Children's craft @ Rhubarb Festival, 3-6:00p
9	10	11 OATS: Chrome Essentials Course @ 2:00p	12 Story time & activity @ 2:00p	13 OATS: Chrome Essentials Course @ 2:00p Container Gardening & How to Use What You Harvest, 5:00-6:30p	14	15
16	17	18 OATS: Chrome Essentials Course @ 2:00p	19 Closed for Juneteenth	20 Homeschool meet-up @ 10:00a OATS: Chrome Essentials Course @ 2:00p	21 Children's craft @ Strawberry Festival, 3-6:00p	22
23	24	25 OATS: Chrome Essentials Course @ 2:00p	26 Story time & activity @ 10:00a Summer Reading Registration Begins!	27 OATS: Chrome Essentials Course @ 2:00p	28	29
30						

- *Origami Days* in the YA Room, for any ages, self guided.
 - *Story time & activity* will focus on children ages 3-5. Other ages welcome. Start time varies. Child supervision required. Three for June.
 - *OATS: Chrome Essentials*, 5 week Course, meets twice a week, 5/28 - 6/27.
 - *Rhubarb and Strawberry Festivals* located at Warrensburg Recreation Field.
 - *Warrensburg Repair Café*, bring up to 2 items to repair under guidance of volunteer repair coaches, see flyer for more details.
 - *Container Gardening & How to Use What You Harvest*, led by Warren Co. Master Gardener & Nutrition Coordinator, free for all ages.
 - Summer Reading Program registration starts June 26, either in person or online with READsquared.
- To pre-register for programs, contact the Circulation Desk at 518-623-3011.**





THE RICHARDS LIBRARY SEED LIBRARY

A seed library is a collection of seeds meant to be lent or shared with others. Are you interested in gardening, but don't know where to start? We have partnered with Cornell Cooperative Extension Master Gardeners to run free workshops that will guide a novice or experienced gardener through the growing season. A repurposed card catalogue contains the seed varieties we have this season. People may choose up to five seed varieties a month. You do not need to be a library card holder to take seeds or attend workshops.

All ages are welcome and multi-generational learning is encouraged!

2024 WORKSHOPS LED BY MASTER GARDENERS

1. March 21, 5-6:30PM, Starting Seeds Indoors
2. April 18, 5-6:30PM, Planning and Starting Your Garden
3. April 24, 1-2:00PM, Native Plants & Pollinators and General Growing Q&A
4. June 13, 5-6:30PM, Container Gardening and How to Use What You Harvest
5. July TBD, Summer into Fall Gardens/Best Planting Practices
6. August TBD, Saving Seeds: Wet and Dry Collection Methods
7. September TBD, How to Use What You Harvest and Seed Recollection Q&A
8. October TBD, Return Seeds to Library and Community Seed Swap

****Details for returning seeds to the library will be shared later in the season!**



SEED LIBRARY HOURS

April 1 to June 7

Monday & Friday 10am-noon,

Thursday 4pm-6pm,

And by appointment.

Seed library hours may
change after June 7, TBD.



SEED VARIETIES

Marketmore '76 Cucumber, Black Beauty Zucchini, Bloomsdale Spinach, Sugarann Peas, Dwarf Siberian Kale, Green Sprouting Broccoli, Maxibel Green Beans, Black Seeded Simpson Lettuce, Lettuce Mixes, Genovese Basil, Gigante d'Italia Parsley, Mammoth Long Island Dill, Lemon Balm, and Northeast Wildflower Mix.

****Staff or Master Gardeners will assist people during Seed Library hours with getting seeds and informational handouts.**



SENIOR PLANET

FROM AARP



FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Topics:

Chrome Essentials Course – Every Tuesday and Thursday at 2:00 PM, Weekly from 5/28 – 6/27

This 5-week course will cover the essentials of how to use a Chromebook, which is a type of laptop that is great for beginners who just want to use the internet. Chromebooks are fast, secure, and cost-effective computers that run the Google Chrome operating system. By the end of the course, you'll have a foundation for using the device to navigate the internet. You'll also learn to send and receive email.

Chromebooks will be provided for use in class.

Dates – 5/28, 5/30, 6/4, 6/6, 6/11, 6/13, 6/18, 6/20, 6/25, 6/27

Sign Up Today!

Call: [518] 623-3011

Email: Ikeith@sals.edu



Warrensburgh Riverfront Farmers' Market

Since 1998... "Bringing the Farm to You"

-Twenty-Sixth Season-

every Friday from 3-6 p.m., June 7 thru October 11th

in the heart of the Warrensburgh Mills Historic District

on the banks of the scenic Schroon River. Festival Location: Recreation Field Pavilion

*Producer Only... Organically Grown, Raised and Prepared Foods...
Gluten Free Foods... Master Gardener Station... Farm Fresh Recipes...
Picnic Area... Bathroom... Community/Regional Event Information...
Non-Profit and Local Business Information Table*

LIVE MUSIC THROUGHOUT THE SEASON

*In addition... Food Sampling; Wine, Beer and Spirits Tasting; Educational Exhibits,
Crafter Demonstrations, Children's Activities and much more ...*

2024 Festival Schedule (Recreation Field Pavilion)

- Rhubarb - June 7th
- Strawberry - June 21st
- Blueberry - July 19th
- A Gathering of Artisans-August - 16th
- Apple - September 13th
- Garlic - October 11th



Sponsored by Warrensburgh Beautification Inc.

FURTHER INFO: Teresa Whalen, Market Manager, 518-466-5497
taawhalen@yahoo.com



Follow us on Facebook!



Warrensburg Repair Café

Saturday, June 8, 9:30-11:30 AM

The Richards Library, 36 Elm St, Warrensburg

Bring your Broken but Beloved items

Fix your items for FREE with friendly volunteer
Repair Coaches

Bikes, Jewelry, Wooden Items, Clothing,
Stuffed Toys, Textiles, Computers, Knitting,
General Tinkering, Refinishing Furniture

Limit TWO Items Per Person!

Questions? Contact us at
warrensburgrepaircafe@gmail.com or 518-744-7554



HOMESCHOOL MEET-UP

**WEDNESDAY, MAY 15
THURSDAY, JUNE 20
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

Need some tech help???

**Come see Logan at
The Richards Library
Tuesdays and Thursdays
from 3:15-6:30PM**

Walk-in Service

**First come, first served
20-30 minute sessions**

Questions? Call us at (518) 623-3011.

Get help with:

- Sending Emails and Attachments
- Printing Documents and Pictures
- Microsoft Office (Word, Excel, Powerpoint, etc.)
- Basic Internet Searching/Browsing
- Navigating the Desktop (Folders, Files and Programs)
- Device updates
- USB Devices (Flash drives, External Drives, Phones)
- Apps and Programs (Libby, Zoom, etc.)
- And much more! Just come ask!



2024 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	645	126	83	28	1504	9	494	500	10	93	133
February	739	178	106	26	1621	16	441	363	6	113	167
March	759	156	113	23	1470	14	435	442	13	106	237
April	797	212	112	28	1471	32	500	462	4	137	245
May	722	170	115	26	1427	20	467	479	2	214	198
June											
July											
August											
September											
October											
November											
December											
2024 TOTALS	3662	842	529	131	7493	91	2337	2246	35	663	980
	O/A Att 4504		O/A Comp 660		O/A Circ. 7493						