

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, December 3, 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: SALS Director – trustee vacancies
- 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: *Collection Development Policy – define “patron”*
- VII Old Business
 - Planning Services Project - *updated front steps estimate, will schedule next meeting with Paul Mays*
 - JA meeting – *discussion of member library fees for 2026 at Dec 11 meeting*
 - Vanguard – *Authorized Signers, faxed to Vanguard 11/12, change confirmed 11/19*
 - 2025/2026 Draft Budgets
- VIII New Business
 - Budget format on website
 - Vote on Board positions - *starting Jan. 1, 2025 – President, Vice President, Financial Officer, and Secretary*
 - 2025 Draft Board Meeting schedule
 - 2025 Draft Compliance Calendars – *Building and Trustee*
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for Warrensburg meeting (11/13 @ 7:00p)
 - o Sarah attending WCSD BOE meeting (12/9 @ 6:00p)
 - o Need volunteer for Thurman meeting (1/16 @ 4:30p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, January 21, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, January 7, 2025 @ 10:00 AM
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, November 12, 2024

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

Meeting called to order at 10:11am

Motion to approve the consent agenda was made by John, seconded by Susan and approved by Board.

Period Of Public Expression:

Sarah discussed the Board training in October. Discussed the need to email board meeting dates to a Public News Outlet at the start of the new year. The Board discussed subcommittee/committee vs working session requirements under the NYS Open Meeting Law. The Board agreed to continue treating the workshop meetings as subcommittee/committee meetings.

Correspondence:

- National Grid sent two letters
 - Notice of late billing for October
 - Price increase in 2025
- NYS sent letter that tax withholding will change in 2025
- SALS Director sent message regarding committee meeting notices

Director's report:

- Utz painting was fixed, returned and rehung
- Wayfinding signage was installed
- NMS cleaned furnaces and replaced the blower motor for one section
- Ordered two new public desktops
- Will test SWANK streaming Services
- The many October programs were discussed
- Upcoming programs for the month were discussed
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: A motion was made by Becky, seconded by John and approved by the Board to approve the revised 2025 budget
- Building and Grounds: Andy will be picking up pieces of fencing
- Outreach: the same as usual
- Policy:
 - Collection Development Policy
 - Need definition of Patron, need to review archive policy regarding gifts
 - Final draft will be sent to SALS for review
 - Security Camera Policy
 - A motion to approved the revised Security Camera Policy was made by Sue, seconded

by John and approved by Board

Old Business

- Planning Services Project
 - Still need updated front steps estimate. PCC Contracting completing site visit to update the estimate as board meeting is in progress. Shelby will follow up with Paul Mays.
- Joint Automation – next meeting will be Dec. 11. They will be discussing fees for 2026. Fees anticipated to increase due to Schenectady County Public Library and associated branches leaving the JA consortium at the end of December 2024.

New Business

- Vanguard
 - Sue made a motion to approve new signers, John and Gina, for the Vanguard account. Mary seconded and the motion was approved by the Board. Letter signed by Sarah and Shelby. To be faxed to Vanguard after the meeting.
- 2025/2026 Draft Budget
 - The draft 2026 budget will be discussed at the December Board meeting

Other Business:

- Town Board Meetings
 - Mary discussed the October Thurman town meeting
 - Sarah will attend the Warrensburg town meeting on 11/13
 - Sarah will attend the December Warrensburg BOE meeting

Public Expression: none

Next Board Meeting set for December 3, 2024 at 10:00am

The Board Committee workshop set for November 19,2024 has been canceled.

A motion was made by Mary, seconded by John and approved by the Board to adjourn at 11:20am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
November 2024

Accrual Basis

	<u>Nov 24</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	189
NON-OPERATING RECEIPTS	38
Total Income	227
Expense	
OPERATING EXPENSES	2,910
PAYROLL, WAGES, BENEFITS & EXPE	17,438
COLLECTION & OTHER CAPITAL EXPE	248
Total Expense	20,596
Net Ordinary Income	-20,369
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	57
Total Other Expense	57
Net Other Income	-57
Net Income	<u><u>-20,426</u></u>

Richards Library
Monthly Funds Activity Report
November 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
General Journal	11/01/2024	PAYROLL		-MULTIPLE-		5,866.82
Deposit	11/03/2024			Deposit	50.00	
Bill Pmt -Check	11/05/2024	6872	BAKER & TAYLOR	BOOK		440.62
Bill Pmt -Check	11/05/2024	6873	CINTAS	JANITORIAL		60.75
Bill Pmt -Check	11/05/2024	6874	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OCTOBER 2024 JA FEES		414.92
Bill Pmt -Check	11/05/2024	6875	WARRENSBURG EMS	AHA HEARTSAVER CPR AND AED		235.00
Check	11/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	10/25/24-11/24/24		90.69
Check	11/12/2024	A/W	VERIZON	10/22/24-11/21/24		34.46
Deposit	11/12/2024			Deposit	38.00	
Check	11/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	11/4/24 - 12/3/24		129.98
General Journal	11/15/2024	PAYROLL		-MULTIPLE-		5,707.17
Deposit	11/17/2024			Deposit	40.00	
Bill Pmt -Check	11/19/2024	6877	BAKER & TAYLOR	BOOKS & AUDIO BOOKS		144.52
Bill Pmt -Check	11/19/2024	6878	NATIONAL BUSINESS TECHNOLOGIES*	11/9/24-12/8/24 + OVERAGE		107.38
Bill Pmt -Check	11/19/2024	6879	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MOVIE LICENSE RENEWAL 3/1/24 - 2...		218.00
Check	11/24/2024	6876	COMMERCE BANK	#--1705		339.38
Deposit	11/26/2024			Deposit	61.00	
Bill Pmt -Check	11/26/2024	6880	NORTHERN MECHANICAL SERVICES	DIAGNOSTIC, PREVAILING WAGE, B...		839.22
Bill Pmt -Check	11/26/2024	6881	ROUND LAKE LIBRARY	LOST BOOK		24.00
General Journal	11/27/2024	PAYROLL		-MULTIPLE-		5,725.57
Total 12.39a · Operating Account - GFNB					189.00	20,378.48
Total GFNB #--6131 -Operat & DF					189.00	20,378.48
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	11/03/2024			Deposit	38.00	
Total Non-Designated Funds - S/A					38.00	0.00
Total Special Acc't #5976 - GFNB					38.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					38.00	0.00
Total RESTRICTED FUNDS					38.00	0.00
TOTAL					227.00	20,378.48



Vacancies on the SALS Board

From Dallas,Sara <sdallas@sals.edu>

Date Mon 11/4/2024 2:32 PM

To

Cc

Hi All,

The SALS nominating committee is beginning to develop a slate of people interested in serving on the SALS Board of Trustees. The vacant seats are in Hamilton, Washington, and Saratoga Counties. The term is five years, beginning in June 2025.

We also have some openings for unfilled seats. With the change in the SALS bylaws, these are not country-specific. The term would end in May 2025 at the SALS Annual Meeting.

The SALS Board meeting is on the third Tuesday of the month (there are no meetings in July, August, or December) and lasts about an hour. Some committee work is involved. Mileage is reimbursed.

I am happy to answer questions about the responsibilities and time commitment. Please share

Sara

Sara Dallas
Director Southern Adirondack Library System
www.sals.edu
518-584-7300 ext. 205

American Library Association Executive Board July 2022-June 2025
Capital District Library Council Board of Trustees

THE RICHARDS LIBRARY



Director's Report

November 30, 2024

- Closed for Veterans Day and Thanksgiving
- Martha's Mittens donation box – *collecting for Veterans for Valentine's Day 2025*
- JA staff changed wireless to static IP – *need to contact Spectrum, discovered speed too low*
- Patrons trapped in elevator 11/20 – *Barrier Free Elevator came 11/21 to check, completed as second maintenance visit – all OK*
- Incident Report completed for 11/26
- Brief power outage on 11/29
- Submitted final report for Seed Library grant 11/30
- Mid-State Industries Electrician coming 12/5 to install automatic door opener
- Community Room Use – Girl Scout meeting
- November Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Craft Thursdays – *1 session*
 - Homeschool Meet-up
 - Sewing w/Sarah
 - OATS: Ipad Essentials Course started 10/31 – *5-week course, some attendance*
 - Tech help – *2 one-on-one sessions*

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
 - Extra programs scheduled for holiday break
- Reading at Small Tales on December 19 – *will be bringing English/Spanish book(s)*

Statistics for the Year

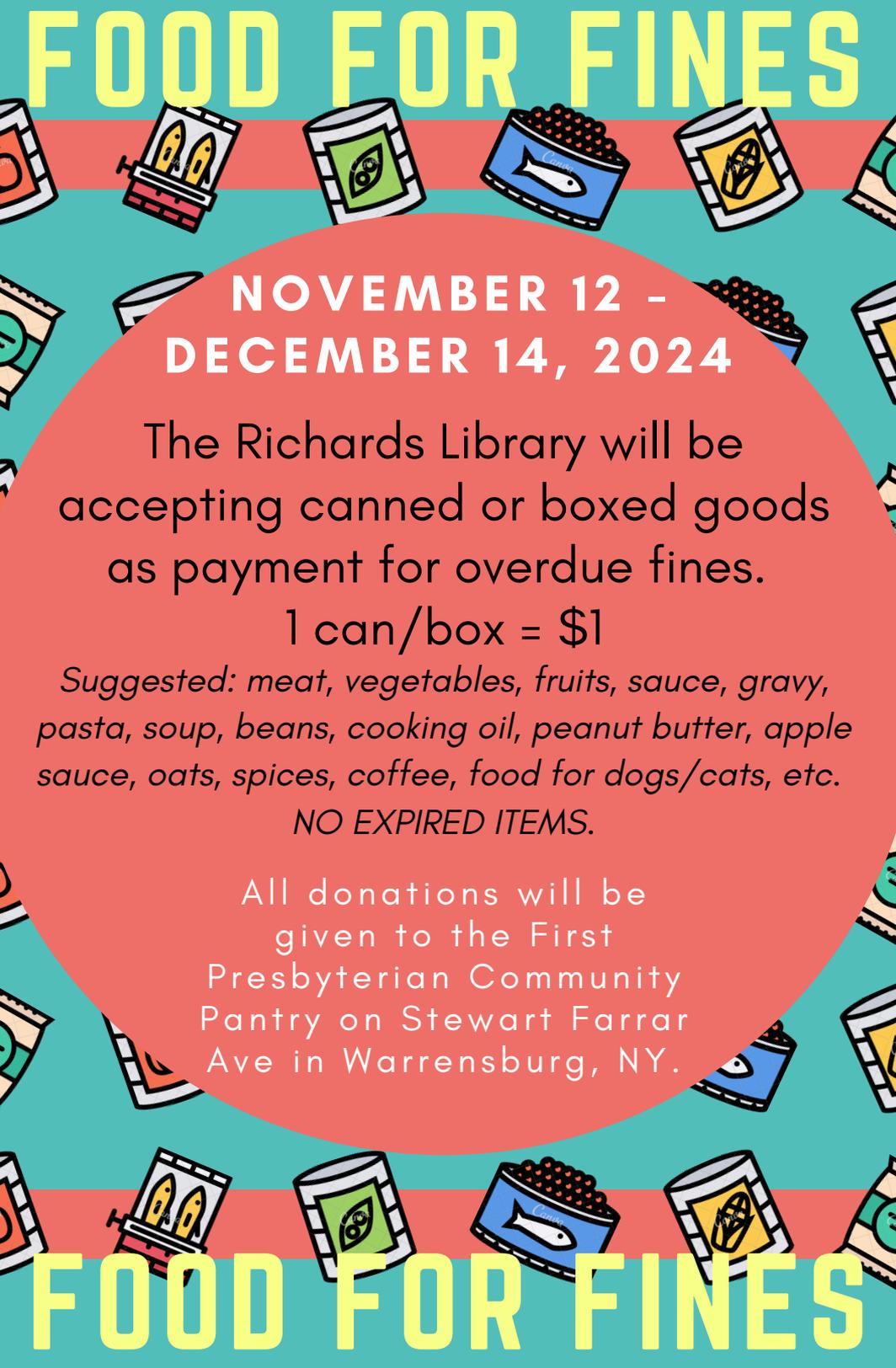
See attached *2024 Monthly Statistics*. Full statistics will be added Monday, December 2. Increased count of Reference questions after giving staff the description from NYS Annual Report.

Respectfully submitted,

Shelby Burkhardt

Library Director

FOOD FOR FINES



**NOVEMBER 12 -
DECEMBER 14, 2024**

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, spices, coffee, food for dogs/cats, 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

SEWING WITH SARAH

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

THURSDAY, NOVEMBER 7, 5:00-6:30PM
THURSDAY, DECEMBER 5, 5:00-6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine or hand sewing. 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 of your machine or sewing projects. This is not a presentation, but a drop-in time for people with questions and projects with sewing machines or hand sewing.

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



HOMESCHOOL MEET-UP

THURSDAY, NOV. 20
AT 1:00PM

WEDNESDAY, DEC. 18
AT 1:00PM

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



CRAFT THURSDAYS

@

**THE RICHARDS
LIBRARY**

**EVERY THURSDAY IN NOV. AND
DEC. FROM**

3:00 PM ~ 6:30 PM

**SUPPLIES PROVIDED TO WORK ON OR
TAKE HOME. WE ALSO HAVE ORIENTAL
TRADING CRAFTS.**

OPTIONS WILL VARY FROM WEEK TO WEEK

WINTER BREAK PROGRAMMING

AT

THE RICHARDS LIBRARY

December 24 @ 10:00 AM – Story Time and Activity

Holiday and winter themed story time and activity, focus on ages 3-5, other ages welcome



December 27 @ 2:30 PM – Children's Film

Ice Age, bring water and comfy blankets, popcorn provided! Any ages interested are welcome!



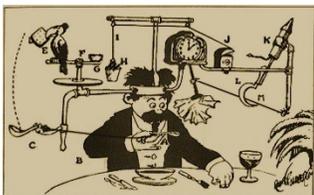
December 30 @ 2:00 PM – Children's Author visit with Rachel Vogel

Children's Author Rachel Vogel will be visiting to read from her newest *Nugget and Bandit* book! There will be treats and a craft will be provided as well. Limited seats (20), please call or stop in to pre-register.



January 3rd @ 2:30 PM – STEM Project: Rube Goldberg Machines

We will be making simple Rube Goldberg Machines, exploring the concepts of cause/effect, simple machines and physics. Children of all ages welcome, adults with kids can also participate, drop ins encouraged!



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS DECEMBER 2024

SUN

MON

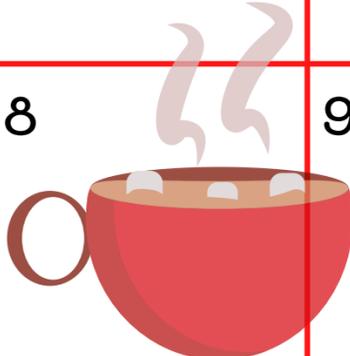
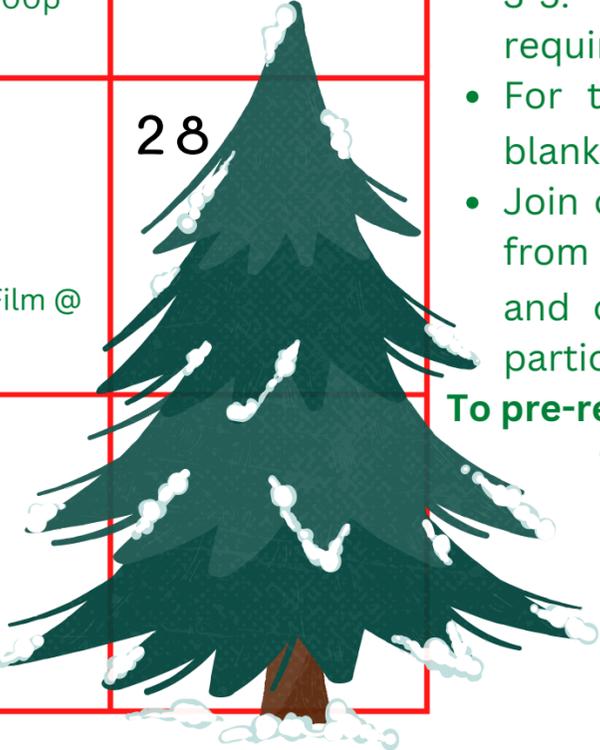
TUE

WED

THU

FRI

SAT

1	2	3 TRL Board Meeting @ 10:00a OATS: Ipad Essentials Course @ 2:00p	4	5 OATS: Ipad Essentials Course @ 2:00p TRL Book Club @ 4:00p Sewing with Sarah, 5:00-6:30p	6	7 Ornament Workshop for Christmas in Warrensburgh, 9:30-11:30a
8 	9	10	11	12 OATS: Smartphone Photography @ 2:00p Craft Thursdays, Paper Circuits Holiday Cards, 3:00- 6:30p	13	14
15	16	17	18 Homeschool Meet-up @ 1:00p	19 Craft Thursdays, Paper Circuits Holiday Cards, 3:00- 6:30p	20 OATS: Google Maps @ 3:00p	21
22	23	24 Story Time & Activity @ 10:00a Library closing at 5:00p for Christmas Eve	25 Closed for Christmas Day	26 	27 Children's Film @ 2:30p	28 
29	30 Author, Rachel Vogel, reading and craft @ 2:00p	31 Library closing at 5:00p for New Years' Eve				

- *Craft Thursdays* in the YA Room, for any ages, supplies provided to work on take home or Oriental Trading crafts. Options will vary week to week.
 - *OATS Classes* are tech classes geared towards seniors, 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan!
 - *Ornament Workshop for Christmas in Warrensburgh*. Free program for children and adults. Walk ins encouraged. Details on flyer.
 - *TRL Book Club* is discussing, *The House of Mirth*.
 - *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
 - *Homeschool Meet-up* meets monthly for the school year. Times will vary. Details on flyer.
 - *Story Time & Activity*, 1 session for Dec, Winter/holidays themed, will focus on children ages 3-5. Other ages welcome. Child supervision required.
 - For the *Children's Film*, bring water and comfy blankets for sitting. Popcorn provided!
 - Join children's author, Rachel Vogel, for a reading from her newest *Nugget and Bandit* book, treats, and crafts! Please pre-registration, limited to 20 participants. Details on flyer.
- To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.**

2024 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holdings Placed	Holdings 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	781	172	126	26	1479	25	456	422	31	119	207
July	900	212	137	7	1956	18	404	410	10	82	373
August	900	178	116	6	1736	26	453	417	33	100	429
September	695	126	99	7	1278	18	442	421	35	48	312
October	712	188	95	19	1183	5	369	377	154	101	457
November	613	106	90	10	1153	49	349	333	165	77	319
December											
2024 TOTALS	8263	1824	1192	206	16278	232	4810	4626	463	1190	3077
	O/A Att 10087		O/A Comp 1398		O/A Circ. 16278						



Thursday, November 21, 2024

Re: **Exterior Masonry Restoration**
The Richards Library
39 Elm Street
Warrensburg, NY 12885

PCC Contracting, Inc. proposes the following for supply of all supervision, labor, material, and equipment necessary to perform the below detailed work for the lump sum of **\$107,750.00 (One Hundred Seven Thousand Seven Hundred Fifty Dollars)**.
If the project is not New York sales tax exempt add \$7,542.50.

Scope of Work:

- 1) ***Repair Stone Steps.***
 - a. *Remove 2 stones treads and landing.*
 - b. *Patch concrete footing.*
 - c. *Reinstall stone treads and landing.*
 - i. *Install joint sealants.*
 - d. *Fabricate and install period correct railings.*
 - i. *3 Railings Right, Left and Middle.*
 - ii. *Design to be determined.*
- 2) ***Re-point compromised exterior mortar joints.***
 - a. *Remove and repoint with color matched mortar.*
- 3) ***Install new sealants at all soft joints.***
 - a. *Hazardous material testing may be necessary.*
 - i. *Abatement if needed is not included.*
- 4) ***Patch Cracked Wall Stone.***
 - a. *10 locations.*

Qualifications:

Excludes, sales tax, permits, bond fees, MEP relocation/removals, hazardous material, engineering, identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, grass and pavement restoration, DBE requirements and anything not specifically included.

The proposal is subject to acceptance within 30 days at the above quoted prices and execution of a mutually acceptable contract. Thank you for the opportunity to present this proposal. Please call me at (518)441-4436 with any questions.

Sincerely,

PCC Contracting, Inc.

Monty Montgomery

Monty Montgomery
Project Manager / Estimator

***** FOR INTERNAL USE ONLY *****

Richards Library
(11/8/24)

OPERATING INCOME

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
PUBLIC FUNDING (1e)	<u>246,624</u>	<u>246,624</u>	<u>246,624</u>	246,624	265,476	New Levy Amount	265,476
Public Grants	<u>6,992</u>	<u>6,992</u>	<u>9,500</u>	9,500	7,000	More realistic	7,000
Operating Receipts	<u>2,463</u>	<u>1,654</u>	<u>985</u>	985	2,160	Currently about \$180 per month	2,160
TOTAL OPERATING INCOME	\$ 256,079	\$ 255,270	\$ 257,109	257,109	274,636		274,636

EXPENSES

COLLECTION & OTHER CAPITAL EXPENDITURES

Grant Supported Capital Improvements

\$ 15,000

Equipment/Equipment Replacement

Computer Equipment

\$ 2,930

5,000

3,000



5,000

Have \$2,975 of Designated Funds

5,000

Other Equipment

Total Equipment/Equipment Replacement

\$ 2,930

\$ -

\$ 5,000

3,000

5,000

5,000

Collection

Periodicals

506

90

800

500

500

500

Reference Periodicals

300

150

150

150

Books - Audio

419

125

1,500

800

800

800

Audio/Visual - DVDs / CDs

1,728

966

3,500

2,250

2,250

2,250

Books - Printed

9,846

8,169

11,000

9,500



10,000

9,500

Total Collection

\$ 12,499

\$ 9,350

\$ 17,100

13,200

\$ 13,700

\$ 13,200

Total COLLECTION & OTHER CAPITAL EXPENDITURES

\$ 15,429

\$ 9,350

\$ 37,100

16,200

18,700

18,200

OPERATING EXPENSES

Accounting Review, Tax Prep & Services (11c)

5,495

5,495

5,300

5,300

5,690

Increased \$195

5,885

Archival Preservation (24e)

250

100

100

100

Automation Fees (14)

4,469

3,319

4,979

4,979

5,310

Per Shelby - 2025 amount

5,310

Banking Supplies (13)

117

117

90

90

90

90

Building Repairs & Maint (16)

8,023

5,866

5,750

5,000

5,750

Per Shelby preference

5,750

Capital Improvements

Continuing Ed - Board, Director & Staff

29

1,000

400

400

400

Copier Usage Contract (13)

782

634

804

804

900

\$71 average per month

900

Electric (16)

9,790

5,511

9,180

9,180

7,500

Now using NG as supplier

8,000

Electronic Materials & 2% Overdrive

352

352

525

525

525

525

Elevator Monitoring (16)

*****FOR INTERNAL USE ONLY*****

Richards Library

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
Elevator FMA & Inspections (16)	2,713	2,713	1,800	1,800	1,900	Per Shelby - 2 @ \$945	2,000
Elevator Repairs & Maintenance (16)	1,184	606	900	900	900		900
Equipment Repairs & Maintenance (16)			100	100	100		100
Fire Alarm System Inspect (16)			400	400	400		400
Fire Alarm System Monitor (16)	252	252	305	305	305		305
Fire Extinguisher Inspections (16)	100	100	175	175	175		175
Grounds Repairs & Maint (16)	1,089	577	1,650	1,500	1,500		1,500
Heating Fuel (16)	4,532	2,627	7,098	7,098	6,500	24/25 Prepaid \$8,872.50 w/credit	8,000
Insurance Expense (23)	8,189	6,192	8,834	8,834	9,000	Increased costs	9,000
Internet Services (16)	1,560	1,287	1,600	1,560	1,600	\$130 per month	1,600
Janitorial Supplies & Exp (16-B)	1,039	687	760	700	1,050	Increased costs	1,050
Library Operating Supplies (24a)	466	212	1,400	1,100	1,100		1,100
Library Programs (24b)	4,518	3,672	4,000	3,800	★ 5,000		4,000
Memberships & Dues (24c)	232	157	500	250	250		250
Mileage Reimbursement			1,500	1,500	1,500	Contractual - must budget for	1,500
Miscellaneous							
Advertising / Promotional	192	192	192				
Amazon Prime	192	144	165	192	180	Per Shelby - paying October - 1 year	200
Payroll Supplies	155	121		165	175	Time cards, etc. - increased costs	175
Personnel Search Expenses							
Landfill & Miscellaneous			60	60	60		60
Movie License Renewal (14)			207	207	★ 220	Per Shelby	★ 230
Office & Computer Supplies Expenses (13)	843	688	1,600	1,500	1,500	OK per Shelby	1,500
Payroll Processing (11c)	2,110	1,392	1,820	1,820	2,200	Increased pricing	2,200
Postage (13)	228	224	200	200	225	Increased postal costs	225
Security Alarm Monitoring, Etc (16)	359	359	200	200	400	More realistic	400
Sewer District Tax	451	451	451	451	451		451
Sprinkler Inspection (16)			760	760	760	Per Shelby - 2025 Contract signed	800
Telephone Expense (16-B)	1,546	1,121	1,600	1,600	1,600		1,600
Water (16)	211	98	200	200	216	Town increasing H2O rates by 2.45%	350
Total OPERATING EXPENSES	\$ 61,218	\$ 45,166	\$ 66,355	63,755	65,532		67,031

***** FOR INTERNAL USE ONLY *****

Richards Library

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
WAGES & BENEFITS							
Wages (5/7)	<u>146,150</u>	<u>105,261</u>	<u>153,760</u>	165,960	★ 165,960	Increase of \$0.50 /hr	★ 170,000
Employer's SS/Medicare Expense (10)	<u>11,181</u>	<u>8,052</u>	<u>11,763</u>	12,696	★ 12,696	7.65% of gross	★ 13,388
Workers' Comp, Disability, PFL (9)	<u>1,442</u>	<u>1,149</u>	<u>3,000</u>	3,000	2,000	Reduce by \$1K	2,000
Total WAGES & BENEFITS	<u>\$ 158,973</u>	<u>\$ 114,462</u>	<u>\$ 168,523</u>	<u>\$ 181,656</u>	<u>\$ 180,656</u>		<u>\$ 185,388</u>
TOTAL EXPENSES	<u>\$ 235,620</u>	<u>\$ 168,978</u>	<u>\$ 271,978</u>	<u>\$ 261,611</u>	<u>\$ 264,888</u>		<u>\$ 270,619</u>
NET OPERATING SURPLUS (DEFICIT)	\$ 20,459	\$ 86,292	\$ (14,869)	\$ (4,502)	\$ 9,748		\$ 4,018
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	<u>6,500</u>	<u>6,500</u>	<u>\$ 6,500</u>	<u>13,350</u>	<u>13,350</u>		<u>13,350</u>
NET SURPLUS (DEFICIT)	13,959	79,792	(21,369)	(17,852)	(3,602)		(9,333)
TRANSFERS FROM OPERATING SAVINGS	<u>6,367</u>	<u>6,367</u>	<u>\$ 21,367</u>		3,666	Designated funds for 2025 Budget	
NET SURPLUS (DEFICIT) AFTER TRANSFERS	<u>20,326</u>	<u>86,159</u>	<u>(2)</u>	<u>(17,852)</u>	<u>64</u>		<u>(9,333)</u>

2026 BUDGET

Need to review again in 2025 in order to determine if amounts are realistic, and then decide whether to cut expenses or go for another tax levy increase. A 2% cap would only be \$5,309.

Richards Library
2025 Budget (Amended 11/12/24)
 January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	265,476.00
PUBLIC SALS SYSTEM GRANTS	7,000.00
OPERATING RECEIPTS	2,160.00
Total Income	274,636.00
Expense	
OPERATING EXPENSES	63,332.00
PAYROLL, WAGES, BENEFITS & EXPE	182,856.00
COLLECTION & OTHER CAPITAL EXPE	18,700.00
12.36a · Transfers Reserve CapEx	13,350.00
Total Expense	278,238.00
Net Ordinary Income	-3,602.00
Other Income/Expense	
Other Income	
TRANSFERS	3,666.00
Total Other Income	3,666.00
Net Other Income	3,666.00
Net Income	64.00

Richards Library 2024 Budget

	<u>Jan - Dec 24</u>
Ordinary Income/Expense	
Income	
PUBLIC FUNDING	246,624
PUBLIC GRANTS	9,500
OPERATING RECEIPTS	985
	<hr/>
Total Income	257,109
	<hr/>
Gross Profit	257,109
Expense	
OPERATING EXPENSES	64,535
PAYROLL, WAGES, BENEFITS & EXPE	170,343
COLLECTION & OTHER CAPITAL EX...	37,100
Transfers Reserve CapEx	6,500
	<hr/>
Total Expense	278,478
	<hr/>
Net Ordinary Income	-21,369
Other Income/Expense	
Other Income	
TRANSFERS	21,367
	<hr/>
Total Other Income	21,367
	<hr/>
Net Other Income	21,367
	<hr/>
Net Income	<u><u>-2</u></u>

Richards Library 2023 Budget

Accrual Basis

	Jan - Dec 23
Ordinary Income/Expense	
Income	
PUBLIC FUNDING	214,030
PUBLIC GRANTS	9,500
OPERATING RECEIPTS	2,900
	226,430
Total Income	226,430
Gross Profit	226,430
Expense	
OPERATING EXPENSES	
Accounting & Tax Prep	5,000
Amazon Prime	200
Archival Preservation	100
Automation Fees	5,665
Banking Supplies	90
Building Repairs & Maintenance	5,750
Copier Lease	1,175
Electric	3,700
Electronic Materials & % Overdr	500
Elevator Monitoring	275
Elevator PMA & Inspections	1,500
Elevator Repairs & Maintenance	1,200
Equipment Repairs & Maintenance	100
Fire Alarm System Inspections	485
Fire Alarm System Monitor	275
Fire Extinguisher Inspections	175
Grounds Repairs & Maintenance	1,650
Heating Fuel	6,300
Insurance Expense	5,700
Internet Services	1,560
Janitorial Supplies & Expense	725
Landfill & Disposal Fees	65
Library Operating Supplies	1,200
Library Programs	4,000
Memberships & Dues	500
Mileage Reimbursements	1,500
Movie License Renewal	250
Office & Computer Supplies & Ex	1,600
Payroll Supplies	100
Postage	200
Safety & Security	400
Seminar/Training/Continuing Ed	2,290
Telephone Expense	1,600
Water	50
	50

Richards Library 2 0 2 3 Budget

Accrual Basis

	Jan - Dec 23
Total OPERATING EXPENSES	55,880
PAYROLL, WAGES, BENEFITS & EXPE	
Wages	142,694
Employer's SS Med Expense	10,916
Workers' Comp, Dis & PFL	5,708
Payroll Processing Fees	1,525
Total PAYROLL, WAGES, BENEFITS & EX...	160,843
COLLECTION & OTHER CAPITAL EXPE	
Collection	
Audio/Visual - DVD's / CD's	5,000
Books - Audio	3,500
Books - Printed	12,000
Periodicals	800
Reference Periodicals	300
Total Collection	21,600
Equipment & Equip Replacements	
Computer Equipmen < \$1,000	5,000
Total Equipment & Equip Replacements	5,000
Total COLLECTION & OTHER CAPITAL E...	26,600
Transfers Reserve Deprec Expend	13,350
Total Expense	256,673
Net Ordinary Income	-30,243
Other Income/Expense	
Other Income	
TRANSFERS	
Op Savings => Op Checking	30,558
Total TRANSFERS	30,558
Total Other Income	30,558
Net Other Income	30,558
Net Income	315

The Richards Library Board of Trustees

2025 Meeting Schedule

Tuesday, January 7, 2025 at 10:00 AM

Tuesday, February 4, 2025 at 10:00 AM

Tuesday, March 4, 2025 at 10:00 AM

Tuesday, April 1, 2025 at 10:00 AM

Tuesday, May 6, 2025 at 10:00 AM

Tuesday, June 3, 2025 at 10:00 AM

Tuesday, July 1, 2025 at 10:00 AM

Tuesday, August 5, 2025 at 10:00 AM

Tuesday, September 9, 2025 at 10:00 AM

Tuesday, October 7, 2025 at 10:00 AM

Tuesday, November 4, 2025 at 10:00 AM

Tuesday, December 2, 2025 at 10:00 AM

Second Tuesday

The Richards Library Building 2025 Compliance Calendar

January

- NYS Annual Library Report portal opens at end of month
- Staff Evaluations (or December of previous year)
- Annual Sprinkler Inspection by Davis-Ulmer (schedule maintained by Davis-Ulmer)
-

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
- SALS Construction Challenged Grant due?
-

May

- WCS Business Office - Remainder of Tax Levy funds FY 2025 ***MAY NEED TO CALL/REMIND***
- Carpet cleaning by Briggs (or June)
-

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

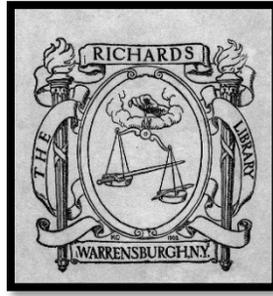
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November

-

December

- WCS Business Office - Initial Tax Levy Check for FY 2026 ***MAY NEED TO CALL/REMIND***
-



The Richards Library Board of Trustees 2025 Compliance Calendar

January

- Send approved 2025 Board meeting dates to The Sun Community News
- NYS Annual Library Report portal opens
- Director's Evaluation
- 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 – *did we move in 2024?*
- Attend Monthly Thurman Town Board Meeting - *Mix up months/locations?*
- Workshop:

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 – *also in June, do we like these months, do we need another?*
- 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 2025 ***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 2026 Tax Levy Vote for FY 2027 Budget – *keep here?*
- Attend WCSD BOE Meeting
- Workshop:

October

- Board sets Final Budget for FY 2026 – *keep here?*
- Attend Thurman Monthly Town Meeting
- Workshop:

November

- Board Approves Tax Levy Budget for FY 2027 – *keep here?*
- Begin SALS Seed Grant (If available)
- Attend Warrensburg Monthly Town Meeting
- Workshop:

December

- WCS Business Office for Initial Tax Levy Check for FY 2026 ***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, 2026
- Attend WCSD BOE Meeting
- Workshop: no workshop?