

Richards Library
Monthly Statement of Revenues & Expenses
November 2021

Accrual Basis

	<u>Nov 21</u>
Ordinary Income/Expense	
Income	
PUBLIC GRANTS (1e)	532
OPERATING RECEIPTS	252
NON-OPERATING RECEIPTS	<u>10</u>
Total Income	<u>794</u>
Gross Profit	794
Expense	
OPERATING EXPENSES	2,477
PAYROLL, WAGES, BENEFITS & EXPE	6,337
COLLECTION & OTHER CAPITAL EXPE	<u>1,216</u>
Total Expense	<u>10,030</u>
Net Ordinary Income	-9,236
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>2,639</u>
Total Other Expense	<u>2,639</u>
Net Other Income	<u>-2,639</u>
Net Income	<u><u>-11,875</u></u>

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901

36 ELM STREET

WARRENSBURG, NEW YORK 12885-1625

(518) 623-3011

(518) 623-2426 – FAX

Director’s Monthly Report November 2021

3 December 2021

November Events:

- Installation of burglar alarm from NY Fire Safety & Security.
- Three estimates for duct cleaning from Simon Heating & Cooling, J2 Plumbing & Heating, A1 Duct Cleaning.
- Andy has been given a Winter Job List.
- Library closed 11/19 for staff training day.
- Went to bank for information regarding our safety deposit box.
- Food for Fines 11/15-12/15
- Employee submitted 2-week notice. Starting search for new applicants.
- Received check for SALS Construction Challenge Grant.
- Programs:
 - Zoom Holiday Charcuterie Boards w/Gayatri
 - Yoga w/Sheryl
 - Stretching for Teens
 - Needle Felting Workshop w/Filomena
 - Story Time & Activity (used Zoom for *Small Tales* to join as well)
 - Zoom Soups & Slippers w/Gayatri (moved from 12/2 to 11/30)
 - Read at *Small Tales* 11/23

Upcoming Events & Programs:

** Program flyers can be found on the Richards Library website, our Facebook page, or at the library. **

- Yoga w/Sheryl (12/6 & 13)

- Stretching for Teens (12/1, 15, 29)
- Paintbrush Santa Ornaments (12/4)
- Reading at *Small Tales* 12/14
- Let's Get Wrapping! (12/18)
- Story Time & Activity (12/28)
- Hickory Mountain Chimney sleeve installation (12/20 & 21)

Statistics for the Year:

See attached *2021 Monthly Statistics*

Respectfully submitted,

Shelby Burkhardt

Assistant Director

2021 MONTHLY STATISTICS

	K	L
1	Items Acc	WiFi Conn
2		
3	90	114
4	67	92
5	111	138
6	87	153
7	61	185
8	131	295
9	102	375
10	124	320
11	134	225
12	107	233
13	92	197
14		
15		
16	1106	2327
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Simons Heating and Cooling, Inc.
47 Main st
Queensbury, NY 12804



PROPOSAL

Presented to:
Richards Library
36 Elm St
Warrensburg, NY 12885

Customer Contact:
H: (518) 623-3011
E: gina.colburn@yahoo.com

Job # 41674
Job Name Duct Cleaning Est.
Proposal # P-41674-1
Technician
Issue Date Nov 16 2021

Location Address:
36 Elm St
Warrensburg, NY 12885

Your Price: \$0.00

Description	Qty	Price
	Your Price	\$0.00

Recommendations	Qty	Your Price
Rotobrush Air Duct Cleaning Simons' duct cleaning consists of the hose and rotating brush being inserted from the top down and then up through the bottom of all the vents. This process will remove dust, pet dander, bugs and other debris from the duct system that has built up over time, making them look like new. We will follow up with an environmentally safe sanitation mist inside of the duct work, which prevents mold and bacteria from growing for up to 1 year. This professional cleaning will dramatically improve the quality of your indoor air and will also help your HVAC system to run more efficiently. We will work out weekday nights to get this work taken care of even if they are not consecutive nights due to there being 4 systems.	1	\$9,700.00
Reme Halo LED air purifier The Reme Halo-LED is designed to eliminate sick building syndrome risks by reducing odors, air pollutants, VOCs (Chemical Odors), smoke, mold, bacteria and viruses. The REME HALO-LED units are easily mounted in to HVAC System Supply or Return plenums where most sick building problems start.	4	\$4,400.00
Reme Halo LED Air Purifier Video Please Watch https://youtu.be/Ke54GtDaarQ	1	\$0.00

I decline the above recommendations

Customer Approval:

I accept this proposal and agree to the terms and conditions.

Contractor Warranties:



J2 Plumbing & Heating

Shelby Burkhardt
36 Elm St
Warrensburg, NY 12885

☎ (518) 623-3011
✉ war-director@sals.edu

ESTIMATE	#491
SCHEDULED DATE	Tue Nov 23, 2021 1:00pm
TOTAL	\$4,999.99

CONTACT US
70 Lake Ave
Saratoga Springs, NY 12866

☎ (518) 871-1647
✉ Services@j2plumber.com

ESTIMATE

Services	amount
Air Duct Cleaning - Rotobrush Air Duct Cleaning 8500 Sq Ft Rotobrush all supply's, return's and clean (4) furnaces. Will require 2 full days to properly clean	\$4,999.99
Subtotal	\$4,999.99
Tax (0 0%)	\$0.00
Total	\$4,999.99

Payment is due immediately upon completion of service unless otherwise stated.
For capital improvement work, please complete the attached ST-124 form and email to services@J2plumber.com

ESTIMATE / Invoice



Date	Invoice #
11/26/2021	2622

Office:	518-696-3798
Cliff's Cell:	518-223-3057
Teresa's Cell:	518-260-5178

Bill To
Hard's Library Elm Street Hrensburg, NY 12885

PO Box 157 Lake Luzerne, NY 12846 alductcleaningservice.com
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Customer Phone	P.O. No.
518.623.3001	

Item	Quantity	Description	Rate	Amount
Cleaning	22	Remove register and clean. Access each air duct through each vent opening with a mobile cleaning system reaching deep into duct work. Each duct brushed clean and debris captured in filters and discarded off site	50.00	1,100.00T
Lines	16	Clean out main lines in the basement area. 4 furnaces, 4 lines per furnace	50.00	800.00T
Microbial Fog		Disinfectant application using an environmentally safe and EPS registered disinfectant fog to kill bacteria, mold and odors	250.00	250.00T
			Subtotal	\$2,150.00
			Sales Tax (7.0%)	\$150.50
			Total	\$2,300.50

The Richards Library



Library Clerk Job Description

Library clerks are under the direct supervision of the Senior Library Clerk for employment and staffing matters, and under the direct joint supervision of the Senior Library Clerk and the Library Director for all other matters.

As a clerk for the Richards Library, you will be directly assisting patrons to fulfill their library needs and performing routine library duties. The Richards Library strives to offer polite, professional interactions, and pro-active customer service, anticipating the needs of the patron.

Examples of Circulation Desk Responsibilities:

- Checking items in and out to patrons.
- Collecting and processing of materials from the *Book Return*.
- Fulfilling hold requests from other libraries on request manager.
- Sorting of deliveries and then calling patrons when their items are available.
- Assisting patrons in finding items within the library.
- Library card registration.
- Answering the telephone, transferring calls or taking messages.
- Signing in patrons for computer use and assisting as needed.
- Making copies or sending faxes for patrons.
- Collecting payment and making change for fines, book replacement, copies, and faxes.
- Accession and processing of new materials.
- Weeding of the collection.
- Keeping track of daily attendance, events, and computer usage.

Other duties:

- Check email daily and respond as necessary.
- Daily grooming/straightening of shelves.
- Empty garbage (as needed) and take outside for pick-up (weekly).
- Assist Library Director and Senior Library Clerk with follow up phone

calls/emails for programs.

- In inclement weather, check that walkways are clear of snow and ice, putting out ice melt as needed.
- Attend scheduled meetings and staff trainings.
- Other duties as deemed appropriate by the Senior Library Clerk or the Library Director.

Knowledge, Skills and Abilities: Ability to have appropriate communication with patrons and staff members. Ability to work in a team environment. Ability to learn library methods, techniques, and tasks. Ability to pay attention to detail. Ability to work under pressure and coordinate multiple responsibilities simultaneously. Ability to work independently. Ability to complete tasks in a timely and professional manner. Ability to use logic, accepted practices, and sound judgment to resolve problems. Ability to adjust to a variety of situations and display proper amount of flexibility to resolve said situations. Ability to be counted on to work as needed to achieve results and/or meet targets within reasonable time limits.

Computer Skills: Must demonstrate competency in computer use including internet, email, and Microsoft Office programs. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties. Must adhere to information security policies.

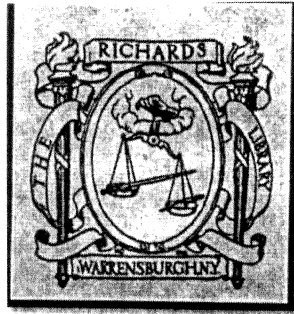
Physical Demands: The physical demands described below are typical and necessary to perform essential, daily functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals may need to sit or stand for extended periods.
- Manual dexterity to manipulate library materials required.
- Ability to communicate orally and in writing effectively.
- Work extended periods at the computer screen.
- Reaching above shoulder heights, below the waist or lifting as required to shelve books, file documents, and store materials throughout the work day.
- Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Portions of Job Description were derived from and with the permission of the Caldwell-Lake George Library, the Crandall Library and the Greenwich Free Library established Job Descriptions.

The Richards Library



Senior Library Clerk Job Description

The Senior Library Clerk is under the direct supervision of the Library Director, whose duty it is to manage matters of employment and staffing, as well as assisting the Library Director in carrying out the operations of the Library.

Duties of the Senior Library Clerk in managing matters of employment and staffing include, but are not limited to:

- Work Scheduling
- Approval of requested scheduling changes.
- Obtaining coverage of non-availability of employees' shifts.
- Maintain a congenial atmosphere among the co-working staff, and address any conflicts that may arise.
- Initiate employment searches when staffing shortages arise or are anticipated, including the following:
 - Placement of help wanted ads
 - Review of resumes
 - Scheduling of interviews for perspective candidates with yourself and the Library Director
 - The Library Director will be responsible for the final employment recommendations to the board
- Give feedback to Library Director for annual evaluations of Library Clerks.

The Senior Library Clerk is responsible for the weekly cash-out for the library, following the established procedures for this duty. Upon completion, the cash-out should be forwarded to the Library Director for ultimate delivery to the Treasurer. In the absence of the Senior Library Clerk, the Library Director will perform this duty.

In the absence of the Library Director, the Senior Library Clerk will be responsible for the performing and carryout the duties and responsibilities of the Library Director on a temporary basis, working closely with the President of the Board of Trustees.

Additionally, the duties of the Senior Library Clerk include all the responsibilities and duties prescribed to the Library Clerk position to be carried out in conjunction with the Library clerk staff, as outlined below:

As **the Senior Library Clerk** for the Richards Library, you will be, **along with your staff**, directly assisting patrons to fulfill their library needs and performing routine library duties. The Richards Library

strives to offer polite, professional interactions, and pro-active customer service, anticipating the needs of the patron.

Examples of Circulation Desk Responsibilities:

- Checking items in and out to patrons.
- Collecting and processing of materials from the *Book Return*.
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- Accession and processing of new materials.
- Weeding of the collection.
- Keeping track of daily attendance, events, and computer usage.
- Send out notifications for over-due fines and replacement costs.

Other duties:

- Check email daily and respond as necessary.
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- Assist Library Director with follow up phone calls/emails for programs.
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- Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma. Minimum of 2 years' experience working in a library.

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