

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, July 2, 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: *Danielle Robichaud, Vanguard*
- 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, Workshop – drafted community survey*
 - f. Policy: *n/a*
- VII Old Business
 - Joint Automation - Schenectady County Public Library Withdrawal (Central and 8 branches) – *date to leave extended to November, Transition Team will recommend a date to stop filling holds in the near future*
 - Directional Sign Package – *see updated package with notes attached*
 - SALS Annual Meeting - *5/20 in Lake George*
- VIII New Business
 - G. A. Bove Fuels – *prepay for fuel*
 - Library Open House on August 13, 3:30-6:30p
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for WCSD BOE meeting (6/10 @ 6:00p).
 - o Mary attending Thurman meeting (7/18 @ 4:30p).
 - o Need volunteer for Warrensburg meeting (8/14 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, July 16 @ 10:00 AM – *Paul Mays?*
- XII Next Board Meeting: Tuesday, August 6, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, June 4, 2024**

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

Excused: Susan Matzner and Danielle Robichaud

Meeting called to order at 10:05 AM

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

Period of Public Expression: none

Correspondence: The library received more donations in memoriam of Barbara Nissen. The family hasn't mentioned any specific use for the donations yet.

Director's Report: (see attached report for more detail)

- There was an issue with the burglar alarm, but not taken care of.
- The elevator passed its rupture test. Need to put the expense in the budget every 5 years.
- Robin continues to peck windows! Need to research deterrents.
- Received 2nd and final check from WCSD for 2024 tax levy funds.
- Community room is being used.
- Lots of programs in May and upcoming June programs on the calendar.
- Will ask SALS if we can continue OATs classes past the deadline.
- Shelby attended the Warren County Comprehensive Plan focus group of educators. Noted problems of declining student population, lack of jobs and housing, homelessness, needed more coordination between county and towns and organizations already in place, childcare needed.

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Buildings and Grounds: Board met with Paul Mays on 5/22 and Shelby sent him all the follow up items of previous studies and quotes done on the library. Shelby received an extension for the grant from SALS.
- Outreach: John reported it's the same. We will need coverage on the fourth Thursday of July since he'll unavailable.

Old Business:

- Joint Automation - numerous ad hoc committees have been formed to address the NYS Education Dept comments and to re-evaluate the JA policies in response to the withdrawal of the 9 Schenectady County libraries.
- Carpenter & Assoc. Insurance - they were contacted to report an incident in April and to ask questions about programs the library offers. Waiting to hear back.
- Directional Signage Package - no updates yet from Ed.
- WCSD Vote on Budget - library proposition passed. A thank you was posted on our website.

New Business:

- SALS Annual Meeting - Shelby and Sarah attended on 5/20. The presentation was on the holocaust exhibit that has been traveling around libraries in SALS. We'd like to try to host it this summer.

Other Business:

- Town Board meetings -
 - Sarah attended the Warrensburg Town Board meeting on 5/8. It was very short. She spoke about the library's 2023 annual report and upcoming and going programs.
 - Sarah will attend the WCSD BOE meeting on 6/10.
 - Mary will attend the Thurman Town Board meeting on 7/18.
- Sara Dallas emailed about visiting libraries. Shelby will email her out meeting schedule.

Period of Public Expression: none

Next Committee Workshop: Tuesday, June 18th at 10 AM - we will come up with LRP survey questions.

Next Board Meeting: Tuesday, July 2 at 10 AM

Motion to adjourn made by Mary, seconded by John, approved by the board at 11:10 AM

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
June 2024

Accrual Basis

	<u>Jun 24</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	197
NON-OPERATING RECEIPTS	23
NON-CASH DONATIONS	<u>1,430</u>
Total Income	1,650
Expense	
OPERATING EXPENSES	3,196
PAYROLL, WAGES, BENEFITS & EXPE	12,379
COLLECTION & OTHER CAPITAL EXPE	<u>1,341</u>
Total Expense	<u>16,915</u>
Net Ordinary Income	<u>-15,265</u>
Net Income	<u><u>-15,265</u></u>

Richards Library
Monthly Funds Activity Report
June 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Check	06/02/2024	A/W	NATIONAL GRID	3/6/24-5/7/24		1,008.81
Deposit	06/02/2024			Deposit	38.00	
Bill Pmt -Check	06/03/2024	ONLINE PAY	NYSIF - DISABILITY	#DB-2396-88-6 (7/1/24-7/1/25)		638.23
Deposit	06/09/2024			Deposit	54.00	
Check	06/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	5/25/24-6/24/24		89.95
Bill Pmt -Check	06/11/2024	6810	BRALEY & NOXON			209.23
Bill Pmt -Check	06/11/2024	6811	NATIONAL BUSINESS TECHNOLOGIES*	6/9/24-7/8/24 + OVERAGE		66.23
Bill Pmt -Check	06/11/2024	6812	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MAY 2024		414.92
Check	06/12/2024	A/W	VERIZON	5/22/24-6/21/24		34.32
General Journal	06/14/2024	PAYROLL		-MULTIPLE-		6,270.39
Check	06/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	6/4/24 - 7/3/24		129.98
Deposit	06/16/2024			Deposit	61.10	
Check	06/18/2024	6813	COMMERCE BANK	#--1705		574.93
Bill Pmt -Check	06/18/2024	6814	CINTAS	JANITORIAL		51.52
Deposit	06/23/2024			Deposit	44.00	
Check	06/26/2024	A/W	NATIONAL GRID	5/7/24-6/6/24		329.35
Bill Pmt -Check	06/26/2024	6815	JUNIOR LIBRARY GUILD	CHILDREN'S / YOUTH BOOKS		1,340.76
General Journal	06/28/2024	PAYROLL		-MULTIPLE-		6,131.76
Total 12.39a · Operating Account - GFNB					197.10	17,290.38
12.39i · NYS Accessibility Grant						
Bill Pmt -Check	06/11/2024	6808	BUTLER ROWLAND MAYS	ACCESSIBILITY IMPROVEMENTS THROUGH 5/31/24		450.00
Total 12.39i · NYS Accessibility Grant					0.00	450.00
DF - Repair Shop Cafe Events						
Deposit	06/09/2024			Deposit	23.00	
Total DF - Repair Shop Cafe Events					23.00	0.00
DDF - Planning Services Project						
Bill Pmt -Check	06/11/2024	6809	BUTLER ROWLAND MAYS	PLANNING SERVICES THROUGH 5/31/24		368.96
Total DDF - Planning Services Project					0.00	368.96
Total GFNB #-6131 -Operat & DF					220.10	18,109.34
TOTAL					220.10	18,109.34



P.O. Box 3009
Monroe, WI 53566-8309

vanguard.com

June 7, 2024

0011013 01 MB 0.571 **AUTO T3 0 0183 12885-162536 -C01-P11024-I



THE RICHARDS LIBRARY
36 ELM ST
WARRENSBURG NY 12885-1625



It's time to upgrade your account

You're receiving this notice because your Vanguard mutual fund account remains on our legacy investment platform, which will be retired for retail investor accounts by the end of 2025. Going forward, our Vanguard Brokerage Account platform—a modern investing experience with access to additional investment products and services, such as Vanguard ETFs®, our advice offers, and our new Cash Plus Account—will be the only way retail clients can invest directly with Vanguard.

Next steps for you to consider

You can likely transition your own account to a Vanguard Brokerage Account by visiting www.vanguard.com/vbatransition. However, as a client who maintains an account that may require additional steps and documentation (for example, trust, endowment, partnership, etc.), you're welcome to contact us for additional support.

If you don't complete the process yourself, we'll take care of the transition for you. Please note:

- Thirty days after receipt of this letter, your account will become *eligible* to automatically transition to a Vanguard Brokerage Account.
- You'll be notified approximately two weeks before your account is scheduled to transition.
- **If your account is automatically transitioned, restrictions preventing additional investments or contributions will be put in place and most account services—including automatic investment plans—will be interrupted.** After the transition, you can remove those restrictions and set up account services by logging in to your account.
- Aside from a brief period on the night of your account transition, you'll maintain access to your account, including the ability to withdraw funds, view balances, and access important documents, such as statements and tax forms.

Please carefully review the enclosed important notification and disclosures for additional details.

Need additional support?

If you don't have online access to your account, we recommend you visit www.vanguard.com/access before attempting to upgrade your account. If you need help registering online or have additional questions about this transition, we're here to help. Contact us at 877-614-7358 Monday through Friday from 8 a.m. to 8 p.m., Eastern time.



Important legal notification and disclosures

After December 31, 2025, retail investors will need to go through a brokerage provider (for example, a Vanguard Brokerage Account) to purchase, redeem, and trade Vanguard mutual funds.

You have options when selecting a brokerage provider

- **Transition now:** If you would like to transition your mutual fund holdings to a Vanguard Brokerage Account, visit www.vanguard.com/vbatransition to get started.
- **Automatic transition:** If you do not take any action on your account by your scheduled Transition Date, you will consent to Vanguard transitioning your mutual fund holdings to a Vanguard Brokerage Account in the same registration. We will provide an additional notification approximately two weeks before your Transition Date. *If your brokerage account is opened by this automatic transition process, it will be restricted as described below until you take necessary actions.*
- **Transfer to an alternative provider:** If you would like to select a provider other than Vanguard, you will need to contact and begin the process of opening an account with that alternative provider. They will provide instructions on what steps are required to transfer your mutual fund holdings to their investment platform, which should be completed prior to your Transition Date.
- **Request a redemption:** You can redeem your shares and withdraw the entire balance of your account. We encourage you to carefully consider any tax implications of a redemption and how it could impact your investment goals.

Clients transitioning mutual fund holdings to a Vanguard Brokerage Account will be unable to access their account from 12 a.m. to 6 a.m., Eastern time, the night of the account transition.

After the transition

If you do not take action, your mutual fund account will be upgraded to a Vanguard Brokerage Account as noted next to "Automatic transition."

At that time, your brokerage account will be restricted, preventing further purchases and exchanges. Any active account services like automatic investment plans or direct deposit will need to be reestablished, if available, and your account will default to automatically reinvest dividends. If your accounts are currently enrolled in an advice service, these restrictions would also prevent the ongoing management of your accounts enrolled in advice.

Account restrictions will be removed, and you can add or reestablish account services to your Vanguard Brokerage Account, once you furnish all information required by FINRA, the SEC, and/or other state and federal regulations and laws, as well as acknowledge and agree to the terms and conditions of relevant agreements such as the Vanguard Brokerage Account Agreement.

While your account is restricted, you can sell mutual fund shares and withdraw money from your account, but you'll be subject to the current Vanguard Brokerage Account commission and fee schedules, including, but not limited to:

- **Account service fee:** This annual \$25 fee for each brokerage account is easily avoidable. If you're the primary account owner, you can eliminate the fee on brokerage accounts by signing up for e-delivery for most Vanguard communications and account documents.¹

¹The fee will not be assessed for clients who hold at least \$5 million in qualifying Vanguard assets or brokerage accounts enrolled in a Vanguard-affiliated advisory service.

- **Broker-assisted commission:** Beginning July 1, 2024, consistent with our policy on trading stocks and other products, Vanguard Brokerage Services will charge a \$25 broker-assisted commission on trades placed over the phone of Vanguard mutual funds and Vanguard ETFs® and for closing transactions placed by Vanguard Brokerage Services to cover a margin call or satisfy an outstanding debt owed in your account.²
- **Account closure and full transfer out fee:** Beginning July 1, 2024, Vanguard Brokerage Services may charge a \$100 processing fee for each account closure or full transfer of account assets to another firm.³

You can access the most current Vanguard Broker-Dealer Client Relationship Summary (Form CRS) and Vanguard Brokerage Account Agreement, and our current Vanguard Brokerage Services commission and fee schedules online. Visit www.vanguard.com/vbatransition and look for the documents section at the bottom of the page.

Banking authorization

*If you currently have an active bank account on file with your Vanguard mutual fund account and are the authorized signer/bank owner of that bank account, **the following applies to you.*** Unless you take action to remove the bank account ahead of your automatic transition, you then authorize the following:

You authorize The Vanguard Group, Inc., and Vanguard Marketing Corporation, and any affiliates or subsidiaries of either (individually or collectively, "Vanguard"), to initiate credit or debit entries to the bank account on file if Vanguard, in good faith, believes that they have been initiated by an authorized person. You authorize the bank to accept any such credits or debits to your account made by Vanguard without responsibility for the correctness thereof. You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. You understand that you may terminate this authorization at any time by written notification to Vanguard and the bank. The termination request will be effective as to Vanguard as soon as Vanguard has had a reasonable amount of time to act upon it. You represent and warrant to Vanguard that You are the owner(s) or authorized signer(s) on the bank account on file and that no other owner or authorized signer of such bank account is required to sign in order to authorize the initiation of ACH entries to such bank account.

²Broker-assisted commissions will not be charged to brokerage accounts enrolled in a Vanguard-affiliated advisory service or to clients with \$1 million or more in Vanguard-qualifying assets.

³The fee will not be assessed for clients who hold at least \$5 million in qualifying Vanguard assets or brokerage accounts enrolled in a Vanguard-affiliated advisory service.



Connect with Vanguard®

vanguard.com

For more information about Vanguard funds, visit vanguard.com to obtain a prospectus or, if available, a summary prospectus. Investment objectives, risks, charges, expenses, and other important information about a fund are contained in the prospectus; read and consider it carefully before investing.

Vanguard's advice services are provided by Vanguard Advisers, Inc. ("VAI"), a registered investment advisor, or by Vanguard National Trust Company ("VNTC"), a federally chartered, limited-purpose trust company.

The services provided to clients will vary based upon the service selected, including management, fees, eligibility, and access to an advisor. Find VAI's Form CRS and each program's advisory brochure at www.vanguard.com/adviceforms for an overview.

VAI and VNTC are subsidiaries of the Vanguard Group Inc., and affiliates of Vanguard Marketing Corporation. Neither VAI, VNTC, nor its affiliates guarantee profits or protection from losses.

Vanguard ETF Shares are not redeemable with the issuing Fund other than in very large aggregations worth millions of dollars. Instead, investors must buy and sell Vanguard ETF Shares in the secondary market and hold those shares in a brokerage account. In doing so, the investor may incur brokerage commissions and may pay more than net asset value when buying and receive less than net asset value when selling.

The Vanguard Cash Plus Account is a brokerage account offered by Vanguard Brokerage Services ("VBS"), a division of Vanguard Marketing Corporation, member FINRA and SIPC.

All investing is subject to risk, including the possible loss of the money you invest. Consult a qualified tax advisor for more specific guidance. Vanguard funds not held in a brokerage account are held by The Vanguard Group, Inc., and are not protected by SIPC. Assets held in a Vanguard Brokerage Account are held by Vanguard Brokerage Services, a division of Vanguard Marketing Corporation, member FINRA and SIPC.

The Vanguard Group, Inc., its subsidiaries, and affiliates, adhere to all relevant privacy laws, including Regulation S-P (Privacy of Consumer Financial Information).

© 2024 The Vanguard Group, Inc., and Vanguard Marketing Corporation, Distributor of the Vanguard Funds. All rights reserved.

VBAATDDM 062024

THE RICHARDS LIBRARY



Director's Report

June 29, 2024

- Closed for Juneteenth
- American Robin has continued pecking windows in Adult Room – *frequency reducing*
- Replaced dehumidifier in small Archive – *bring old one to Repair Café?*
- Donation of Great Courses and various documentaries
- Large donation of Bentley seed packets – *vegetables, herbs, flowers from 2022 and 2023*
- OATS license extended for another year – *can keep using grant funds*
- Northern Mechanical Services cleaned HVACs, need to replace a motor, waiting on part
- June Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Warrensburg Repair Café – *hosting another in October*
 - Homeschool Meet-up
 - Origami Day – *2 sessions*
 - Seed Library
 - Tech help – *7 one-on-one sessions*
 - Rhubarb and Strawberry Festivals

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 July 18 – *in new building, school age kids for summer*

Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JULY 2024

SUN MON TUE WED THU FRI SAT

						
	1	2	3 Summer Reading @ 10:00a	4 Closed for Independence Day Building Blocks, Thursdays, 3:00- 6:30p	5	6
7	8	9 TRL Board Meeting @ 10:00a OATS: Iphones @ 2:00p	10 Summer Reading @ 2:00p	11 OATS: Getting to Know your Smartphone @ 2:00p TRL Book Club @ 4:00p	12	13
14	15	16 OATS: Exploring and Downloading Apps @ 2:00p STEM: Bristle Bots @ 3:30p	17 Summer Reading @ 10:00a	18 Sewing with Sarah, 5:00-6:30p	19 Children's craft @ Blueberry Festival, 3-6:00p	20
21	22	23 OATS: Gardening Tech at a Glance @ 2:00p	24 Blood Drive, 10:00a-4:00p	25 Summer into Fall Gardens/Best Planting Practices, 5:00-6:30p	26	27
28	29 Library opening at 1:00p due to Staff Training	30 OATS: Intro to Tech-Talk @ 2:00p STEM: Solar Bugs @ 3:30p	31 Summer Reading @ 2:00p			Check out the outdoor StoryWalk, The Listening Walk!

- *Building Blocks* in the YA Room, for any ages, self guided. Keva planks for July!
- *OATS Classes* are tech classes for seniors, 60+. Check out flyers on Facebook or at the library.
- During *Summer Reading* we will read a couple picture books. Focus on children ages 5-8. Other ages welcome. Start time varies. Child supervision required.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- Blueberry Festival located at the Warrensburg Recreation Field.
- *Summer into Fall Gardens/Best Planting Practices*, led by Warren Co. Master Gardener, free for all ages.
- *STEM programs* with Logan, check Facebook or call for more details.

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
Check out the outdoor StoryWalk, Frog on a Log!				1 TRL Book Club @ 4:00p Painting w/Patrice, 2:30 - 4:30p Building Blocks, Thursdays, 3:00- 6:30p	2	3
4	5	6 TRL Board Meeting @ 10:00a OATS: Protecting your Personal Information Online @ 2:00p	7 Summer Reading @ 10:00a	8 OATS: Intro to Managing your Privacy @ 2:00p STEM: Ozobots @ 3:30p	9	10
11	12	13 Library Open House, 3:30- 6:30p	14 Summer Reading @ 2:00p	15 OATS: Anti-Virus and Malware Removal Programs @ 2:00p	16 Children's craft @ Artisans' Festival, 3-6:00p	17
18	19	20 OATS: Intro to AI @ 2:00p STEM: Homemade Bottle Rockets @ 3:30p	21 Summer Reading @ 10:00a Summer Reading Program ends - turn in your reading logs!	22 OATS: Is that AI? @ 2:00p Saving Seeds: Wet and Dry Collection Methods, 5:00-6:30p	23	24
25	26	27 Film: Scooby-Doo @ 3:30p	28 Summer Reading @ 2:00p	29 STEM: Cubetto @ 3:30p Sewing with Sarah, 5:00-6:30p	30 	31 

- *Building Blocks* in the YA Room, for any ages, self guided. Magna-Tiles and Tegu blocks for August!
- *Painting w/Patrice, Purple Coneflower*, limited to 8 seats. Free program for adults and young adults ages 10+. Please pre-register.
- During *Summer Reading* we will read a couple picture books. Focus on children ages 5-8. Other ages welcome. Start time varies. Child supervision required.
- OATS Classes are tech classes for seniors, 60+. Check out flyers on Facebook or at the library.
- *Artisans' Festival* located at the Warrensburg Recreation Field.
- *Saving Seeds: Wet and Dry Collection Methods*, led by Warren Co. Master Gardener, free for all ages
- STEM programs with Logan, check Facebook or call for more details.
- Summer Reading Program ends August 21. Turn in reading logs by August 27.
- For the Film, bring water and comfy blankets for sitting. Popcorn provided!

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.





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:

July 9 – Iphones @2PM (Lecture)

July 11 - Getting to Know your Smartphone @2PM (Workshop)

July 16 – Exploring and Downloading Apps @2PM (Workshop)

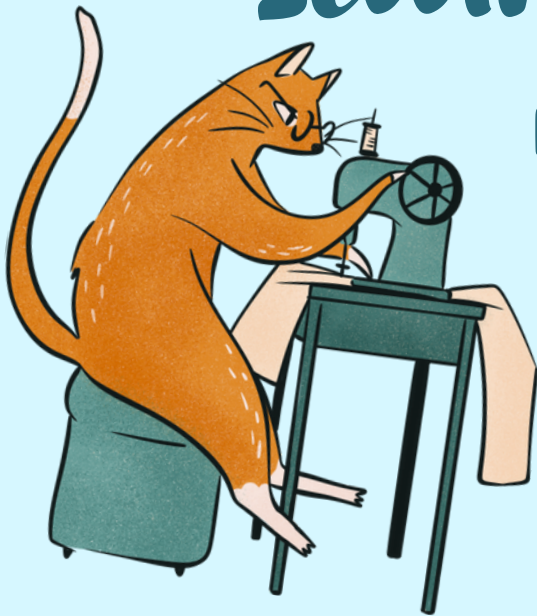
July 23 – Gardening Tech at a Glance @2PM (Lecture)

Sign Up Today!

Call: [518] 623-3011

Email: lkeith@sals.edu

SEWING WITH SARAH



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

THURSDAY, JULY 18, 5:00-6:30PM
THURSDAY, AUGUST 29, 5-6:30PM

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!





Be a part of the
lifesaving cause.



**American
Red Cross**

Community of Giving

Blood Drive **Richards Library**

36 Elms St., Warrensburg, NY 12885
Community Room

Wednesday, July 24, 2024
10:00 a.m. to 2:30 p.m.

To schedule your lifesaving appointment, visit www.redcrossblood.org and enter
sponsor code: RICHARDSLIBNY
Call 800-733-2767 for assistance with scheduling.



Scan to be directed to
RapidPass®

**Be a force for good: Come give blood in July for a
Fandango Movie Ticket by email to see TWISTERS on
us. Terms at rcblood.org/Twisters.**



Scan to schedule
an appointment.

redcrossblood.org | 1-800-RED CROSS | 1-800-733-2767 | Download the Blood Donor App

© The American National Red Cross | 161501

2024 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	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											
August											
September											
October											
November											
December											
2024 TOTALS	4443	1014	655	157	8972	116	2793	2668	66	782	1187
	O/A Att 5457		O/A Comp 812		O/A Circ. 8972						

2024 Richards Library Community Survey

1. Why do you visit the library?

2. How often do you visit the library?

3. What prevents you from utilizing the library?

4. Where are the best places for us to advertise services and programs?

5. What library services are you aware of? (Circle all that apply)

Books Audiobooks DVDs/TV Series Magazines Music CDs Great Courses

Wi-Fi Public Computers Printing/faxing/scanning Libby Tech-Talk

Drop in tech help Take home crafts Library of Things/Kits Shelf Seed Library

NYS Talking Braille Library Delivery between libraries Community Room

Summer Reading Program Free Book Shelf Elevator Bulletin Boards

Community Puzzles Corner WCSD Yearbooks Displayed artifacts and paintings

Raingarden and courtyard Comfy chairs and sofas Variety of table sizes

Toys for kids - puzzles, Legos, origami supplies, chess/checkers, etc.

Reoccurring programs – Sewing with Sarah, Homeschool Meet-up, story times, STEM, film screenings

6. What services would you like to see at the library?

7. What kind of community do you want to live in?

8. Why is that important to you?

Signs to mount on stack ends

WL35

Front End

Back End

Non-Fiction 001 - 363.xxxx Periodicals Music CDs	Non-Fiction 364 - 640.xxxx	Non-Fiction 364 - 640.xxxx	Non-Fiction 001 - 363.xxxx Periodicals Music CDs
Non-Fiction 641 - 799.xxxx	Non-Fiction 800 - 921 I	Non-Fiction 800 - 921 I	Non-Fiction 641 - 799.xxxx
Non-Fiction 921 J - 927.xxxx	Non-Fiction 973 - 999.xxxx	Non-Fiction 973 - 999.xxxx Reference Local History	Non-Fiction 921 J - 972.xxxx
Large Text Non-Fiction 001 - 999.xxxx Fiction A - L	Large Text Fiction M - Z AF Holiday / Xmas Adult Graphic Novels	Large Text Non-Fiction 001 - 999.xxxx Fiction A - L	Large Text Fiction M - Z AF Holiday / Xmas Adult Graphic Novels

decrease?
increase font size

Please use
~~Nonfiction~~
instead.
make closer together

WP37

Fiction	Fiction
----------------	----------------

8.5"

8.5"

14"

11"

This sign is the sign w/ legs.

Did we need 3?

Signs with legs to stand on top of stacks

DK9 ~~TEXT~~ ~~TEXT~~

DK8

Large Print	Large Print	Fiction	Fiction
Graphic Novels			

8.5"

8.5"

14"

11"

Circulation Desk 5.75 Hanging Sign
 33 SUSP15

Wall Mounted Sign

26
Public Computers 5.75
Children's Room
 WL27

8.5"
 WP41
Staff Only
 11"

Utility Room A
 Fire Suppression / Furnace
Utility Room B
 Furnace
Utility Room C
 Electrical / Elevator

Storage Janitor A
Janitor B
Staff Only
Stairs

Archive Room 1

Mary Richards Kellogg
 Clara Richards
 Mary Burhans Richards
 Mother
 Samuel Richards
 Father
 Pelatiah Richards
 Paternal Grandfather

Vinyl lettering applied to doors and walls

Room IDs
 with braille copy
 WP23

4"

Community Room COMMUNITY ROOM	Children's Room CHILDREN'S ROOM
Community Room COMMUNITY ROOM	Young Adult Room YOUNG ADULT ROOM
Archive Room 2 ARCHIVE ROOM 2	Young Adult Room YOUNG ADULT ROOM

 8"

WP26

FAMILY RESTROOM FAMILY RESTROOM	FAMILY RESTROOM FAMILY RESTROOM
---	---

 8"

8"

RESTROOM STAFF ONLY RESTROOM STAFF ONLY

 8"

WP18

STAIRS STAIRS	STAIRS STAIRS
LEVEL 1 LEVEL 1	LEVEL 2 LEVEL 2

 6"

DIRP Series Portrait Directory

Welcome to The Richards Library
 17"
 ◀ Circulation Desk
 ◀ Public Computers
 ◀ Children's Room
 ◀ Young Adult Room
 ▶ Adult Room
 ▶ Community Room
 ▶ Restroom

Entrance Lobby Directory
 Make two.

One mounts on wall
 left of elevator

One will mount on
 custom oak frame/stand
 for front entrance.

31"
 Welcome to The Richards Library
 ▶ Circulation Desk
 ▶ Public Computers
 ▶ Children's Room
 ▶ Young Adult Room
 ▶ Adult Room
 ▶ Community Room
 ▶ Restroom

**Adel*

*"FOUNDING SISTERS"
 (in larger text)*

G.A. BOVE FUELS

76 Railroad Street Mechanicville, NY 12118 * 40 Derby Street Hudson Falls, NY 12839 * 1537 Route 30 Wells, NY 12190
(518) 664-5111 (518) 747-7761 (518) 924-2052

2024-2025 SEASON FUEL OIL PRE-PAY PURCHASE CONTRACT

PLEASE REVIEW THIS AGREEMENT CAREFULLY

PRICING PER MIKE SULLIVAN

If this offer meets with your approval, please initial, sign and return with payment for the amount of product you are pre-buying for and/or any outstanding balance if applicable. Contracts will not be accepted without initial, signature and payment.

Pre-pay Purchase Agreements **MUST BE RECEIVED BEFORE JULY 31, 2024** after this date pricing may be subject to a higher rate and/or applicable fees may apply.

The following option allows you to pre-purchase your gallons at a fixed price for the 2024-2025 heating season. The pre-paid pricing for the season is as follows:

Fixed Pricing Prepay

I agree to purchase _____ gallons at a **fixed rate** of \$ 3.549 per gallon. For a Total of \$ _____

Credit on account if applicable of \$ 2565.57 for a *Total Payment due of \$ _____

*If you have been a customer in the past, below you will find the number of gallons that you consumed in prior years. Must purchase a minimum requirement of 400 gallons for the prepay plan.

2023-2024: 1278 2022-2023: X 2021-2022: X

SEE REVERSE SIDE OF THIS CONTRACT:

Contracts will not be accepted without initial, signature and payment.

Terms & Conditions

PREPAY GALLONS MUST BE DELIVERED BY MAY 31st 2025

Customer Initial you have read & understand the below Automatic Delivery Terms.

* Customer will be on an automatic delivery schedule. Automatic deliveries will continue regardless of contract end date of May 31, 2025 or gallons exceeded under this contract. Those gallons that go over the contract end date or exceed the number of gallons you have purchased; they will be priced at G.A. Bove Regular Market pricing for the delivery that day. Please contact our office if you have any questions.

Customer Initial you have read & understand the below Termination Fee.

*Customer may terminate this agreement at any time. Any agreements terminated anytime during the season before May 31st 2025 will incur a termination fee of \$2.00 (Two Dollars) for every unused prepaid gallon. *(For Example: If you chose to prepay for 900 gallons and you cancel your contract with 400 gallons still left fee would be \$800 to terminate.)*

Any credit balance left on your account after May 31st 2025 will remain on your account to be used toward future deliveries and/or services. The customer agrees that, at no time shall any cash refunds be issued to the customer. All credit balances will revert to dollar credit not gallon credit after May 31st 2025.

I have carefully read each and every word, sentence, paragraph, and provision of this Agreement and agree to be bound by its terms, without limitation or exception. I understand this contract is binding on all of the parties and the agreement is fair and reasonable in all respects. This is a limited time offer and G.A. Bove Fuels reserves the right to end this offer at any time, without exception or limitation.

You are agreeing to purchase the number of gallons on this contract in advance from our supplier and are therefore obligated to purchase said gallons. By signing below, you agree and understand that no refunds will be issued.

Contracts will not be accepted without initial, signature and payment.

RICHARD'S LIBRARY

10010793

Customer Name (Please Print)

Your Acct#

Customer Signature

Today's Date

Agreed to and accepted by:

Authorized Official, G.A. Bove & Sons, Inc.

Mail: GA BOVE FUELS 76 RAILROAD STREET MECHANICVILLE NY 12118

Email: Customerservice@bovefuels.com

Fax: 518-664-6463