

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda

Tuesday, September 10, 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 - *July*
  - Treasurer's Report: Financials – *July and August*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Becky Lawler, Southern Adirondack Audubon Society, Vanguard Total Bond Market Index Fund Summary Prospectus*
- V Director's Report: *see attached*
- VI Committee Reports
  - a. Personnel: *n/a*
  - b. Budget & Finance: *n/a*
  - c. Building & Grounds: *n/a*
  - d. Ad Hoc: *n/a*
  - e. Outreach: *John*
  - f. Policy: *n/a*
- VII Old Business
  - Joint Automation - Schenectady County Public Library Withdrawal (Central and 8 branches) – *Reciprocal Holds ended 8/31, out of JA after Dec. 31, 2024, need to determine if we will allow MVLS residents to be issued cards*
  - G. A. Bove Fuels – *prepay for fuel – contract sent with as agreed upon fuel purchase*
  - Library Open House on August 13, 3:30-6:30p
- VIII New Business
  - Vanguard – *account transition by December 31, 2025*
  - Construction Project Amendment Request – *approved 9/3*
  - Planning Services Project - *updated PCC invoice from Paul Mays, still need front steps*
  - Security Cameras Policy – *create time frame guidance for saving footage?*
  - WLGS – *layout attached*
- IX Other Business
  - Town Board Meetings
    - o No report for Thurman meeting (7/18 @ 4:30p).
    - o No report for Warrensburg meeting (8/14 @ 7:00p).
    - o Sue attending WCSD BOE meeting (9/9 @ 6:00p).
    - o Need volunteer for Thurman meeting (10/17 @ 4:30p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, September 17 @ 10:00 AM?
- XII Next Board Meeting: Tuesday, October 1, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library**  
**Board of Trustees Meeting Minutes**  
**Tuesday, July 2, 2024**

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

Excused: John Schroeter, Becky Lawler

Meeting called to order at 10:03am

Correction to Meeting Minutes of June Board meeting. The burglar alarm seems to be working. Consent agenda approved. Motion made by Mary seconded by Esther and approved by board.

Period Of Public Expression:

Reviewed NYS funding sources for various library projects. List of sources was sent by Paul Mays.

Correspondence:

- Letter of resignation from board submitted by Danielle Robichaud. Motion made by Mary and seconded by Susan to accept the resignation with regret. Board approved.
- Received a letter from Vanguard that they are upgrading accounts. Board discussed the possibility of talking with some financial advisors about handling this account and our other accounts.
- Received a notice from Curtis Lumber that they are moving to e-statements.

Director's report:

- Received a large donation of Bentley Seed packets for the Seed Library
- Received a donation Great Courses and various documentaries – DVD and Audio CDs
- OATS license was extended for another year. We can keep using the grant funds.
- Northern Mechanical Services cleaned the HVAC's – need to replace a motor but waiting for part.
- June Programs were discussed
- Upcoming programs for July were discussed
  - Blood Drive with Red Cross on July 24
  - Renew CPR/AED certification on July 29 – Library will be closed in the morning
- 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:
  - Lynn will assist with deliveries when John is unavailable.
  - Discussed Community survey and possibility of offering drawing for gift cards with completed surveys.
- Policy: n/a

#### Old Business

- Joint Automation – Schenectady County Public Library withdrawal extended to November
- Directions Sign Package – finalized signs and paint colors

#### New Business

- G. A. Bove - prepay for Fuel. Motion by Susan seconded by Esther and approved by board
- Library Open House set for August 13 from 3:30 – 6:30
  - Invite local officials
  - Offer refreshments
  - As many board members as possible should attend.

#### Other Business:

- Town Board Meetings
  - Sarah attended the June WCSD BOE meeting. Both school librarians reported
  - Mary will attend the July Thurman Town Meeting
  - Susan will attend the Warrensburg Town Meeting on August 14.

Public Expression: none

Next Board Meeting set for August 6, 2024 10:00am

Not sure if there will be a Board workshop in July.

A motion was made by Sarah and seconded by Susan and approved by the board adjourn at 11:37am

**Approved by The Richards Library Board of Trustees at**

**Richards Library**  
**Monthly Statement of Revenues & Expenses**  
July 2024

Accrual Basis

	Jul 24
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	5,432
PUBLIC SALS SYSTEM GRANTS	1,560
OPERATING RECEIPTS	118
NON-OPERATING RECEIPTS	352
Total Income	7,462
Expense	
OPERATING EXPENSES	2,562
PAYROLL, WAGES, BENEFITS & EXPE	13,189
COLLECTION & OTHER CAPITAL EXPE	606
Total Expense	16,358
Net Ordinary Income	-8,896
Net Income	-8,896



# Richards Library

## Monthly Funds Activity Report

### July 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #--6131 -Operat &amp; DF</b>						
<b>12.39a · Operating Account - GFNB</b>						
Bill Pmt -Check	07/02/2024	6816	BAKER & TAYLOR	PRINTED BOOKS & AUDIO BOOK		33.79
Bill Pmt -Check	07/02/2024	6817	WARRENSBURG WATER DISTRICT	2ND QTR 2024		48.75
Deposit	07/07/2024			Deposit	27.00	
Check	07/07/2024	A/W	SPECTRUM ENTERPRISE #143161701	7/4/24 - 8/3/24		129.98
Check	07/07/2024	6824	G A BOVE & SONS, INC	ACCOUNT #10010793		6,306.93
Bill Pmt -Check	07/07/2024	6818	BAKER & TAYLOR	PRINTED BOOKS & AUDIO BOOK		444.56
Bill Pmt -Check	07/07/2024	6819	BRALEY & NOXON			83.13
Bill Pmt -Check	07/07/2024	6820	CURTIS LUMBER	dowels		7.38
Bill Pmt -Check	07/07/2024	6821	LJL3 INCORPORATED	TECH TALK		197.00
Bill Pmt -Check	07/07/2024	6822	NATIONAL BUSINESS TECHNOLOGIES*	7/9/24-8/8/24 + OVERAGE		70.28
Bill Pmt -Check	07/07/2024	6823	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JUNE 2024		414.92
General Journal	07/12/2024	PAYROLL		-MULTIPLE-		6,764.35
Deposit	07/14/2024			Deposit	38.13	
Deposit	07/14/2024			Deposit	5,432.00	
Bill Pmt -Check	07/16/2024	6825	BAKER & TAYLOR	BOOK		5.67
Bill Pmt -Check	07/16/2024	6826	CINTAS	JANITORIAL		51.52
Bill Pmt -Check	07/16/2024	6827	KNOW BUDDY RESOURCES	BOOKS		763.05
Check	07/17/2024	6828	COMMERCE BANK	#--1705		441.81
Check	07/21/2024	A/W	SPECTRUM ENTERPRISE #142279801	6/25/24-7/24/24		89.95
Deposit	07/21/2024			Deposit	41.00	
General Journal	07/26/2024	PAYROLL		-MULTIPLE-		6,286.44
Bill Pmt -Check	07/26/2024	6829	NEW YORK FIRE & SECURITY	ANNUAL FIRE EXTINGUISHER INSPECTION		99.70
Check	07/29/2024	A/W	NATIONAL GRID	6/6/24-7/8/24		371.68
Deposit	07/30/2024			Deposit	1,560.00	
Deposit	07/30/2024			Deposit	16.00	
Bill Pmt -Check	07/30/2024	6830	NEW YORK FIRE & SECURITY	ALARM MONITORING		359.40
Total 12.39a · Operating Account - GFNB					7,114.13	22,970.29
Total GFNB #--6131 -Operat & DF					7,114.13	22,970.29
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB</b>						
<b>Non-Designated Funds - S/A</b>						
Deposit	07/07/2024			Deposit	126.50	
Deposit	07/21/2024			Deposit	225.00	
Total Non-Designated Funds - S/A					351.50	0.00
Total Special Acc't #5976 - GFNB					351.50	0.00
Total TEMPORARY - RESTRICTED BY BOARD					351.50	0.00
Total RESTRICTED FUNDS					351.50	0.00
<b>TOTAL</b>					<b>7,465.63</b>	<b>22,970.29</b>

**Richards Library**  
**Monthly Statement of Revenues & Expenses**  
**August 2024**

Accrual Basis

	<u>Aug 24</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	254
NON-OPERATING RECEIPTS	425
	<u>679</u>
Total Income	679
Expense	
OPERATING EXPENSES	5,210
PAYROLL, WAGES, BENEFITS & EXPE	12,919
COLLECTION & OTHER CAPITAL EXPE	550
	<u>18,679</u>
Total Expense	18,679
Net Ordinary Income	-18,000
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	198
	<u>198</u>
Total Other Expense	198
Net Other Income	-198
Net Income	<u><u>-18,198</u></u>

# Richards Library

## Monthly Funds Activity Report

### August 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #--6131 -Operat &amp; DF</b>						
<b>12.39a · Operating Account - GFNB</b>						
Deposit	08/04/2024			Deposit	43.99	
Bill Pmt -Check	08/05/2024	6831	BRIGGS CARPET & UPHOLSTERY CLEANING	CARPETS CLEANED & DEODORIZED		675.00
Bill Pmt -Check	08/05/2024	6832	PATRICE JARVIS-WEBER	8/1/24 PAINT WITH PATRICE PROGRAMMING		225.00
Bill Pmt -Check	08/05/2024	6833	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JULY 2024		414.92
General Journal	08/09/2024	PAYROLL		-MULTIPLE-		6,211.41
Check	08/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	7/25/24-8/24/24		90.18
Deposit	08/11/2024			Deposit	51.00	
Check	08/12/2024	A/W	VERIZON	6/22/24-7/21/24		34.26
Bill Pmt -Check	08/12/2024	6834	CINTAS	JANITORIAL		59.27
Bill Pmt -Check	08/12/2024	6835	CURTIS LUMBER	BASE & PAINT		60.94
Bill Pmt -Check	08/12/2024	6836	NATIONAL BUSINESS TECHNOLOGIES*	8/9/24-9/8/24 + OVERAGE		64.75
Check	08/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	8/4/24 - 9/3/24		129.98
Deposit	08/18/2024			Deposit	141.78	
Bill Pmt -Check	08/19/2024	6837	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR MAINTENANCE CONTRACT		945.00
Bill Pmt -Check	08/19/2024	6838	COMMERCE BANK	#--1705		916.62
Bill Pmt -Check	08/19/2024	6839	MODERN MARKETING	LIBRARY BAGS		189.42
Bill Pmt -Check	08/19/2024	6840	NORTHERN MECHANICAL SERVICES	FURNACE #3 BAD FAN RELAY		1,039.07
General Journal	08/23/2024	PAYROLL		-MULTIPLE-		6,568.82
Deposit	08/25/2024			Deposit	17.00	
Check	08/25/2024	A/W	NATIONAL GRID	7/8/24-8/7/24		437.17
Bill Pmt -Check	08/26/2024	6841	BAKER & TAYLOR			506.26
Bill Pmt -Check	08/26/2024	6842	NEW YORK FIRE & SECURITY	9/2024 - 8/2025 ANNUAL ALARM MONITORING		252.00
Total 12.39a · Operating Account - GFNB					253.77	18,820.07
Total GFNB #--6131 -Operat & DF					253.77	18,820.07
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB</b>						
<b>Non-Designated Funds - S/A</b>						
Deposit	08/27/2024			Deposit	375.00	
Total Non-Designated Funds - S/A					375.00	0.00
Total Special Acc't #5976 - GFNB					375.00	0.00
<b>TEMPORARY - RESTRICTED BY BOARD - Other</b>						
Deposit	08/18/2024			Deposit	50.00	
Total TEMPORARY - RESTRICTED BY BOARD - Other					50.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					425.00	0.00
Total RESTRICTED FUNDS					425.00	0.00
<b>TOTAL</b>					<b>678.77</b>	<b>18,820.07</b>

## Library Native Garden Initiative

Rob Snell <birdbrane1@gmail.com>

Fri 8/2/2024 11:25 AM

To: Rob Snell <birdbrane1@gmail.com>

Cc: president@southernadirondackaudubon.org <president@southernadirondackaudubon.org>; dusty0736@gmail.com <dusty0736@gmail.com>

**Caution:** This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Southern Adirondack Audubon Society  
P.O. Box 5044  
Saratoga Springs, NY. 12866

July 29, 2024

Dear Library Director,

You may already be familiar with the Southern Adirondack Audubon Society (SAAS), a local chapter of the National Audubon Society. We have offered natural history programs at libraries throughout the Southern Adirondack Library System for several decades. Your library may be the recipient of a SAAS birding backpack, one of our newer projects.

We would now like to present another opportunity for your library: our "Plants for Birds" native plant gardens. We are sponsoring small native gardens to educate people about the symbiotic relationship between birds, pollinators and plants, and the decline in populations in part due to habitat loss.

SAAS is offering to come to your library, look over a current garden space or possible new location on site, provide free native plants and complete the installation with our volunteers. We would only ask that you continue the ongoing minimal upkeep and to avoid using herbicides or pesticides in the future. We would also place a small sign in the garden with the SAAS logo to identify it as a native species garden. We would also provide educational materials about native species gardening to display in your library.

The Bolton Landing Free Library was our first library installation in May, 2021. They are so happy with the results they are intending to expand it themselves!

If you would like to find out more about our program, please email me. If you respond quickly, you could have one installed by this fall.

Thank you.

*Rob Snell*

Robert Snell

## THE RICHARDS LIBRARY



### Director's Report

September 6, 2024

#### *Report for July and August*

- Closed for Independence Day
  - Rescheduled CPR/AED Refresher from 7/29 to 9/23
  - Community Survey – *paper and online versions completed and available*
  - NY Fire & Security - *inspected fire extinguishers, all good, 2 will need recharge in 2025*
  - Northern Mechanical Services serviced upstairs “old section” HVAC/furnace unit due to innards freezing from motherboard breakdown, ice left to thaw, and part replaced (excessive relay wires removed from unit during part installation) – *all good now*
  - Anniversary Open House, 8/13 - 49 adults and 11 juv attended, nice follow-up article in the Sun Community News
  - Utz painting in children's room fell 8/18, damage to glass, frame, and picture (item on agenda)
  - Alarm panel issue on 8/29 due to Spectrum outage – *all good now*
  - Summer Reading Program – 33 signed up, 22 turned in reading logs, preschool through tenth graders, 730 books read, some completion packets still remaining
  - Donation of yarn and beads from Becky
  - July/August Programs:
    - The Richards Library Book Club
    - Red Cross Blood Drive
    - Read at Small Tales
    - Building Blocks – 3 sessions
    - Summer Reading – 1 session
    - STEM- Bristle Bots, Solar Bugs, Homemade Bottle Rockets
    - Seed Library
    - Sewing w/Sarah (July)
    - Painting Echinacea w/Patrice
    - Summer into Fall Gardens Workshop
    - Tech help – 2 one-on-one sessions
    - Blueberry and Artisans' Festivals
    - Children's film: *Scoob!*
    - School Supplies Drive
- \*Late August had limited program attendance\**

#### **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 September 19

#### **Statistics for the Year**

See attached 2024 *Monthly Statistics*. Increased adult attendance for July and August. Very high wifi usage in August.

Respectfully submitted,

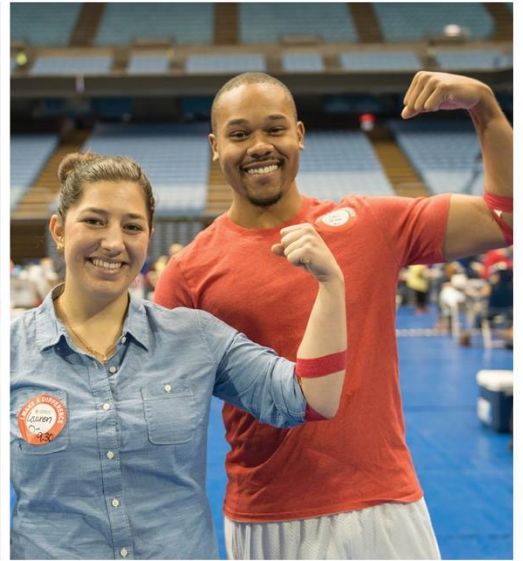
*Shelby Burkhardt*

Library Director



American  
Red Cross

*Thank you!*



## Richards Library

---

Sponsor Group

July 24, 2024

---

Date of Drive

25

Total Number of Donors

4

First Time Donors

3

Power Red Donors

**28!**

Total Units Collected

**When you made the decision to host a blood drive, you helped change lives.**

## Your Partner Signup

info=nationalvoterregistrationday.org@mg.paperform.co

<info=nationalvoterregistrationday.org@mg.paperform.co>

on behalf of

National Voter Registration Day <info@nationalvoterregistrationday.org>

Wed 8/28/2024 12:03 PM

To:war-director <war-director@sals.edu>

**Caution:** This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

## Dear Shelby,

Congratulations on completing the Community Partner form for National Voter Registration Day 2024, which will be held on September 17th!

Your commitment to democracy and voter engagement is inspiring and we're thrilled to have you join this year's nationwide civic holiday.

Want to celebrate in style? [Check our unique shirts, mugs, tote bags, and more here.](#)

## This is the mailing address we have for you.

36 Elm Street, Warrensburg, New York, 12885, United States

## You chose this size kit:

1 poster, 5 stickers (1-30 registrations)

## Getting Started:

As a National Voter Registration Day Community Partner, you're entitled to the full suite of [2024 Partner Resources](#) that our team has painstakingly built to make every step of planning, advertising, and running a truly exceptional voter registration event on September 17 as can be:

- [Communications Resources](#): Headlined by both our [Communications Strategy Guide](#) and [Social Media Toolkit](#) and featuring individual resources like [Talking Points and Sample Messages](#), [Tips For Talking to Reporters](#), a [Communications Activation Timeline](#), and more.

- [Registration Drive Resources](#): Headlined by our [Field Organizer Toolkit](#) and featuring individual resources like our [State by State Voter Registration Guides](#), a [Volunteer Training Guide](#), [Frequently Asked Voting Questions](#), and more.
- [Training and Support Resources](#): Including everything from Partner Factsheets to our [2024 Webinar Schedule](#) covering everything from countering AI-driven deepfakes and misinformation and getting the media to pay attention to your NVRD event to celebrating the rest of the Civic Holidays.
- [Swag and Event Materials](#): While we'll soon be shipping you your free posters and stickers, you can always download the files for free on our [Posters and Stickers Page](#). And if you need more voting swag in your lift, [check out our official Bonfire store](#) for shirts, hoodies, and other materials guaranteed to help set the #VoteReady mood.
- And don't forget to [head over to Canva to access our 2024 Community Partner Promo Graphic](#) so you can let the whole world know that you've stepped up to help get America registered to vote for Election 2024.

We also want to make sure that you're set up for success this year with your outreach. Check out this [Voter Engagement Timeline](#) to give you some ideas on what you can be doing to get your community engaged from now through November.

**Stay tuned to your inbox for regular Partner Update emails from us over the next few months to stay up to date on all things National Voter Registration Day 2024!**

**Now, let's get to work for democracy!**

The National Voter Registration Day Team

-----

Thanks to our network of star-spangled supporters, participation in National Voter Registration Day is **free** and **open to all!** If you'd like to further support our efforts ahead of this year's holiday

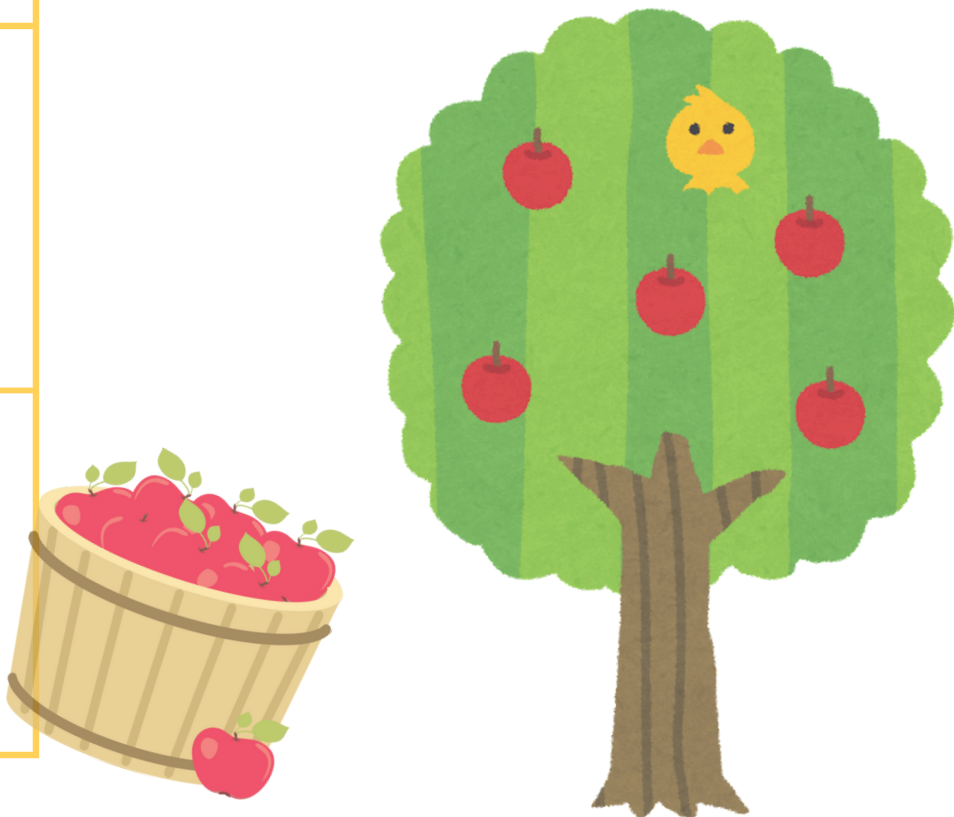


# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS SEPTEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1 	2 Closed for Labor Day	3	4	5 Chess/Checkers, Thursdays, 3:00-6:30p TRL Book Club @ 4:00p	6	7
8	9	10 TRL Board Meeting @ 10:00a	11	12 OATS: How to Choose a New Computer @ 2:00p	13 Children's craft @ Apple Festival, 3-6:00p	14
15	16	17 Voter Registration Day OATS: Smartphones at a Glance @ 2:00p	18	19 Homeschool Meet-up @ 5:00p	20	21
22	23 Library opening at 1:00p due to rescheduled Staff Training	24 Mental Health 101, 5:30-6:30p	25	26 OATS: Streaming and Smart TVs @ 2:00p Sewing with Sarah, 5:00-6:30p	27	28
29	30					

- Chess/Checkers in the YA Room, for any ages, instruction books provided.
- 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.
- Apple Festival located at the Warrensburg Recreation Field.
- Voter Registration Day, voter registration forms available at the library!
- Homeschool Meet-up resuming monthly meetings for the school year. Times will vary. Details on flyer.
- Mental Health 101, free workshop hosted by Warren County Public Health. Walk-ins encouraged. More details on flyer.
- Sewing with Sarah, hands on help with sewing projects. See flyer for more info.

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





## How to Choose a New Computer

**Date: Thursday, September 12th, 2024**

**Time: 2:00 PM**

**Location: Jeffrey M. Levine Community Room at the Richards Library  
in Warrensburg, NY**

Looking for a new computer? This informational session addresses some of the most common questions surrounding how to choose a new computer: Where to start? What's a reliable brand? How much should you budget? What technical specifications? We will also cover operating systems and compare alternatives to the traditional computer, e.g. tablets and Chromebooks.

**Sign Up Today!**

**Call: [518] 623-3011**

**Email: [Ikeith@sals.edu](mailto:Ikeith@sals.edu)**



## Smartphones at a Glance

**Date: Tuesday, September 17, 2024**

**Time: 2PM**

**Location: Jeffrey M. Levine Community Room at the Richards Library  
in Warrensburg, NY**

If you're curious about what smartphones can do and why they've grown so popular, come to this lecture. You'll learn about popular smartphones on the market and some of their pros and cons. We'll also compare and contrast two of the most popular operating systems: Android and Apple's iOS.

**Sign Up Today!**

**Call: [518] 623-3011**

**Email: [Ikeith@sals.edu](mailto:Ikeith@sals.edu)**





## Streaming and Smart TVs

**Date: Thursday, September 26, 2024**

**Time: 2:00 PM**

**Location: Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY**

Every day, more and more people are “cutting the cord” and canceling their cable subscriptions. Instead, they’re using free or low-cost streaming services like YouTube, Netflix, and Hulu to watch their favorite shows and movies online. This presentation will introduce streaming: what it is, how to use it, and the variety of content available. You’ll also learn how to watch live TV without cable and how smart TVs and streaming devices can let you watch videos from the Internet on your television.

**Sign Up Today!**

**Call: [518] 623-3011 Email: [lkeith@sals.edu](mailto:lkeith@sals.edu)**

# TAKE CARE OF YOUR MENTAL HEALTH

## MENTAL HEALTH 101

**WHEN- SEPT, 24, 2024  
FROM - 5.30PM - 6.30PM**



### FREE TRAINING

- ✓ Overview of Mental Health as an integral part of Overall Health.
- ✓ Mental Health v/s Mental Illness.
- ✓ Recognize signs and symptoms.
- ✓ Treatment and Support options.

**NO  
REGISTRATION  
REQUIRED.**

**WALK- INS  
ARE  
WELCOME.**

**Call - 518-761-6580**

### Location:

**The Richards Library  
Community Room  
36 Elm Street,  
Warrensburg, NY 12885.**



**ASCEND**  
MENTAL WELLNESS



**Public Health**  
Prevent. Promote. Protect.

This event is sponsored by Warren County Health Services  
with grant funds from The Glens Falls Foundation .

Warren County Health Services  
Division of Public Health



# **HOMESCHOOL MEET-UP**

**THURSDAY, SEPT. 19  
AT 5:00PM**

**WEDNESDAY, OCT. 23  
AT 1:00PM**

**AT THE RICHARDS LIBRARY  
IN WARRENSBURG, NY**

**IN THE JEFFREY M. LEVINE COMMUNITY ROOM**

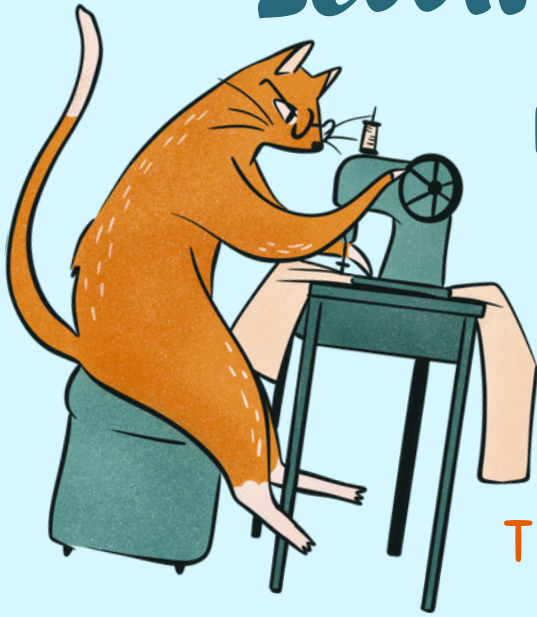
This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

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](mailto:merry.bierman@gmail.com)



# SEWING WITH SARAH



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

THURSDAY, SEPTEMBER 26, 5:00–  
6:30PM

THURSDAY, OCTOBER 10, 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!



# NEEDLE FELT PUMPKINS W/FILOMENA



**TUESDAY, OCTOBER 8, 3:30PM TO 6:30PM  
IN THE JEFFREY M. LEVINE COMMUNITY ROOM  
AT THE RICHARDS LIBRARY, WARRENSBURG, NY**

**PARTICIPANTS WILL LEARN TO NEEDLE FELT 4" PUMPKINS OR  
JACK-O-LANTERNS. A VARIETY OF MATERIALS AND TOOLS  
WILL BE USED. DESIGNS WILL VARY. ALL MATERIALS  
PROVIDED DURING WORKSHOP. RECOMMENDED FOR AGES 14  
AND UP. LIGHT SNACKS WILL BE PROVIDED FOR THIS  
WORKSHOP. PAID FOR BY THE RICHARDS LIBRARY.**

**LIMIT 8, PLEASE PRE-REGISTER WITH THE CIRCULATION DESK AT  
518-623-3011.**

**TO CONTACT FILOMENA, EMAIL, FOF058@YAHOO.COM**



# SAVE THE DATE



## Warrensburg Repair Café

Saturday, October 19<sup>th</sup>

9:30 to 11:30 AM



The Richards Library  
36 Elm St, Warrensburg, NY

Fix your Broken, but Beloved items for  
**FREE** with friendly Repair Coaches

Contact us at 518-744-7554 or  
[warrensburgrepaircafe@gmail.com](mailto:warrensburgrepaircafe@gmail.com) for more information

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	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											
October											
November											
December											
2024 TOTALS	6243	1404	908	170	12664	160	3650	3495	109	964	1989
	O/A Att 7647		O/A Comp 1078		O/A Circ. 12664						

## **Ending Reciprocal Holds**

For the purposes of this document, SCPL refers to all branches of the Schenectady County Public Library.

### **What is a reciprocal hold?**

A reciprocal hold is one where a request is placed for pickup at one library, and the request is filled by an item owned by another library.

### **Why are we ending reciprocal holds between SCPL and all other MVLS/SALS member libraries?**

Ending reciprocal holds prior to SCPL's exit from Polaris will allow for an easier transition of material back to their assigned locations. An ad hoc committee was formed by the Joint Automation Council and charged to explore what the approach shall be to ending reciprocal holds between SCPL and other MVLS/SALS libraries.

This committee was tasked with recommending a date (or date relative to SCPL's exit date) to end reciprocal holds between SCPL and all other MVLS/SALS member libraries to accomplish the following:

- Allow as many items as possible to return to their assigned locations before SCPL's exit
- Ensure that patrons who checked out MVLS/SALS library items at SCPL branches receive overdue/billing notices
- Limit the number of MVLS/SALS library items being returned to SCPL after SCPL's exit, possibly causing patrons to exceed limits, be charged fines, or limit service
- Limit the number of SCPL items being returned at other MVLS/SALS libraries after SCPL's exit to minimize the implications in SCPL's new ILS
- Minimize the number of items that will not be able to be tracked electronically while in transit after SCPL's exit
- Minimize disruption of service to patrons of all MVLS and SALS libraries, including SCPL, as much as possible during the transition

### **When will reciprocal holds between SCPL and all other MVLS/SALS libraries end?**

The ad hoc committee recommended a date of 4 months prior to SCPL's exit from JA to end reciprocal holds between SCPL and all other MVLS/SALS member libraries. Based on SCPL's recent extension of their withdrawal date from JA to December 31, 2024, reciprocal holds will end on August 31, 2024.

### **What will happen when reciprocal holds between SCPL and all other MVLS/SALS member libraries ends?**

After August 31, 2024, all holds for pickup at any SCPL branch will only be filled by items owned by SCPL. All holds for pickup at any other MVLS/SALS member library will be filled by any eligible items from all libraries except SCPL.

### **What happens to holds that were placed prior to August 31, 2024?**

Holds placed prior to August 31, 2024 will be subject to the same rules as above. This may mean that some holds will never be filled, as there may no longer be any eligible items.

### **What will patrons/staff see when searching the PAC/catalog?**

Patrons and staff will continue to have the same search experience. However, if an attempt is made to place a hold, depending on the eligible items and the choice of pickup location, the hold may not be able

to be placed successfully. If staff are placing the hold on behalf of the patron via the Polaris client or LEAP, staff should make it clear that, if they choose to override the warning that there are no eligible items and place the hold anyway, the hold may never be filled. If the only available items on a bib are at SCPL locations, staff could suggest the patron pick up those items at SCPL and vice versa.

**What about delivery?**

There will be no immediate changes to the delivery service.

**Can patrons from my library place a hold on an SCPL item and pick it up at SCPL?**

Yes (based on individual library policies and limits)

**Can SCPL patrons place a hold for my item and pick it up at another MVLS/SALS member library?**

Yes (based on individual library policies and limits)

**New York State Library  
Division of Library Development  
Construction Project Amendment Request  
State Aid for Library Construction**

**Library Name:** Richards Library  
**Library System Name:** Southern Adirondack Library System  
**Project Number:** 0386-23-0056  
**Project Title:** Accessibility Improvements Project

**Total Project Costs**

**Original Total Project Cost: \$22,134**

% of Funding: 75% Award Amt: \$16,601

Reduced Match ☒ Y ☐ N Match Amt: \$5,533

Required Total Project Cost: \$22,134

**\*Amended Total Project Cost: \$25,100.83**

\*The Amended Total Project Cost should be the total of the entire project once complete, **award & match funds original scope + amended scope of work.**

**Original Scope of Work**

The Richards Library is requesting funding to make accessibility improvements within our existing library building. This will be done through the addition of accessible/braille room and wayfinding signage, an entry/exit automatic door operator, and infant changing accommodations. The accessible room and wayfinding signage will incorporate two directories at both entrances, hanging signs for the Circulation Desk and Public Computers, a wall mounted sign directing to the Children's room, various room IDs with braille, vinyl lettering on doors, and stack signage in the Adult room. An entry/exit automatic door operator will be added to the main entrance, which provides access to the elevator. Patrons with physical disabilities that prevent use of stairs, can only access the Library beyond the main lobby through use of the elevator. The automatic operator will reduce the effort required for the elderly, children, and wheelchair bound to use the entrance, and the sequence of the operator will improve energy efficiency for the building by reducing the amount of open time for the door. Access points for ADA push plates were built into the main entrance of the addition completed in 2013. Infant changing accommodations will be added to the public restrooms on Levels 1 and 2, in the 2013 addition, in order to provide convenience and accessibility to those with young children.

\* Accessible room & wayfinding signage \* Entry/Exit Automatic Door Operator

\* Infant changing accommodations

**Project Activities Summary**

Signage (materials/labor) from Design Function, Inc. \$5,134

- Entrance Directories (one with a wooden stand)
- Hanging signs
- Large and small wall mounted signs
- Room IDs with braille
- Vinyl lettering on doors
- Non-fiction and fiction stack signs

Automatic door opener & infant changing stations (materials & labor) from Mid-State Industries: \$14,000

- Automatic operator with push buttons
- Bollard for push button entry
- Infant changing stations (2)
- Electrician to provide hardware & Clean up

Design and Implementation Fees from Butler Rowland Mays Architects, LLP: \$3,000

- Production of Construction Documents that meet ADA/ANSI Accessibility Standards
- Assistance with contacting bidders and purchasing equipment or acquiring permits.
- Site visits
- Etc.



## Proposed Changes to the Construction Project

### Amended Scope of Work

Include all elements of the above original scope that will be included in the completed amended project **PLUS** changes, **additions and elements withdrawn from the project**. Include a summarized list of all project elements. Please submit pre-project photos for additional amended work as a Word attachment with this form.

The Richards Library is requesting funding to make accessibility improvements within our existing library building. This will be done through the addition of accessible/braille room and wayfinding signage, an entry/exit automatic door operator, and infant changing accommodations. The accessible room and wayfinding signage will incorporate two directories at both entrances, a hanging sign for the Circulation Desk, wall mounted signs directing to the Children's room and Public Computers, various room IDs with braille, vinyl lettering on doors, and stack signage in the Adult room. Vinyl lettering "Founding Sisters" above the portraits of the Richards Sisters, including their names, and names of family members next to corresponding portraits along with their relationship to the Richards Sisters. An entry/exit automatic door operator will be added to the main entrance, which provides access to the elevator. Patrons with physical disabilities that prevent use of stairs, can only access the Library beyond the main lobby through use of the elevator. The automatic operator will reduce the effort required for the elderly, children, and wheelchair bound to use the entrance, and the sequence of the operator will improve energy efficiency for the building by reducing the amount of open time for the door. Access points for ADA push plates were built into the main entrance of the addition completed in 2013. Infant changing accommodations will be added to the public restrooms on Levels 1 and 2, in the 2013 addition, in order to provide convenience and accessibility to those with young children.

\* Accessible room & wayfinding signage \* Entry/Exit Automatic Door Operator

\* Infant changing accommodations

### Project Activities Summary

Signage (materials/labor) from Design Function, Inc: \$6,400.83

- Entrance Directories (one with a wooden stand)
- Hanging sign
- Large and small wall mounted signs
- Room IDs with braille
- Vinyl lettering on doors
- Non-fiction and fiction stack signs
- Vinyl lettering by portraits in Adult Room

Design and Implementation Fees from Butler Rowland Mays Architects, LLP: \$3,000

- Production of Construction Documents that meet ADA/ANSI Accessibility Standards
- Assistance with contacting bidders and purchasing equipment or acquiring permits
- Site visits
- Etc.

Automatic door opener & infant changing stations (materials and labor) from Mid-State Industries: \$15,700

- Automatic operator with push buttons
- Bollard for push button entry
- Infant changing stations (2)
- Electrician to provide hardware & Clean up

### Reason for Changes

Specify reasons for changes to the project activities and/or to the total project costs.

Edits were made to the Signage package for greater consistency and ease of access by patrons. The Public Computers sign will have better visibility for the location if mounted to the wall instead of hanging from the ceiling. Level 1 and Level 2 signs added so all signs will be green instead of a mix of new signs and current gray ones. Adding "Family" to the public restroom signs to acknowledge the infant changing stations for patrons. Changing some "Fiction" signs to mounted and adding two more to alert patrons of the adult fiction section without blocking view of the refurbished paintings hung along the gallery rail above the fiction stacks in the adult room. Adding vinyl lettering above and below the portraits of our library's founders so all visitors are aware. Adding vinyl lettering around portraits of the sisters' parents, grandfather, and aunt and uncle so all visitors are aware of the connection and significance of the portraits left to the library. Since submitting this grant in August of 2022, our Board has had numerous portraits and paintings left by the Richards Family to the library refurbished and then hung utilizing the room's gallery rail, which has transformed the space and prompted the additional vinyl lettering. Increased costs of materials also increased the overall estimate.

Mid-State Industries gave architect, Paul Mays, an updated work estimate in July 2024 of \$15,700 due to inflation of material costs.

### Changes to the Project Timeline

Note that all work must be completed within the statutory deadline.

The signage work by Design Function will be completed once the amendment to scope form is approved. Mid-State Industries work may be pushed from fall (as stated in a previous progress update) to winter, due to the difficulty the architect, Paul Mays, is having scheduling with them.

**Submit this form, photos and copies of contractor quotes/bids and/or invoices for the proposed changes electronically to: [ldconstruction@nysed.gov](mailto:ldconstruction@nysed.gov)**

### Authorization

This Construction Project Amendment Request is authorized by the library representative listed below.

Shelby Burkhardt

Name of Library Director or Board President (print/type)

Library Director

Title/Position (print/type)

[Signature]

Director or Board President Signature (sign)

September 3, 2024

Date

### The following sections will be completed by the New York State Library

The requested changes to the original project as described in the above Amended Scope of Work is:

☒ **Approved**

☐ **Denied**

☐ **Pending Final Decision**

Comments

Lauren Cardinal

Name of NYSL Staff member

9/3/24

Date





**Design Function, Inc.**

639 County Line Road  
Queensbury, NY 12804  
518-798-2811

# Estimate

DATE	ESTIMATE #
8/1/2024	1415

NAME / ADDRESS
The Richards Library 36 Elm Street Warrensburg, NY 12885

TERMS
75% Dep - Balance at Completion

ITEM	DESCRIPTION	QTY	COST	TOTAL
ADA Sign	WP23 Room ID with braille	6	77.91	467.46
ADA Sign	WP26 Restroom ID with braille	3	97.64	292.92
ADA Sign	WP18 Stair and Level ID with braille	4	72.49	289.96
ADA Sign	WP41 Staff Only	1	83.83	83.83
ADA Sign	WL27 Children's Room, Public Computers	2	82.41	164.82
ADA Sign	SUSP15 Circulation Desk, 2 sided, hanging hardware	1	243.95	243.95
ADA Sign	WL35 Stack Labels (8.5"x14")	7	75.78	530.46
ADA Sign	WL26 Stack Labels (8"x8")	4	49.64	198.56
ADA Sign	DK9 Stack Label with legs	1	96.43	96.43
ADA Sign	DK8 Stack Label with legs	2	90.25	180.50
ADA Sign	DIRP13 Directory with header and 10 slats	2	548.52	1,097.04
Fabrication	Oak frame for one directory	1	590.00	590.00
Vinyl	Cut vinyl copy for doors and portrait IDs		314.90	314.90
Shipping	Inbound freight costs for components (Estimated)		200.00	200.00
Design	Layouts, digital proofs, AAs, production files (hourly rate)	14	75.00	1,050.00
Install Trip	Delivery and Installation (estimate one day)		600.00	600.00
			<b>TOTAL</b>	<b>\$6,400.83</b>





---

Roofing ▪ Sheet Metal ▪ Exterior/Interior Restoration Specialists

## PROPOSAL

July 23, 2024

The Richards Library  
Attn: Shelby Burkhardt  
36 Elm Street  
Warrensburg, NY 12885

RE: Automatic Door Operator & Baby Changing Stations

Dear Ms. Burkhardt:

Per your request and direction, we propose to provide all the necessary labor, material, equipment, and insurances to perform the following work at the above referenced location:

1. Installation of new automatic operator with radio frequency push buttons
2. Installation of bollard for push button entry
3. Installation of baby changing stations at two locations
4. Electrician to provide hardwire of operator for automatic operator
5. Upon completion of all work, we will clean up and remove all construction debris from the site.

### TOTAL FOR ABOVE

**(\$15,700.00)**

**Plus, sales tax where applicable**

### Notes:

1. Attached are the products that will be installed per this proposal
2. Conduit will be exposed and surface mounted. No painting will be included.
3. Electric includes bringing electric up to only +/- 45' from a power source. No new circuits from panel.
4. This quote does not include any permits that may be required.
5. Any latent conditions would be performed on a time and materials cost-plus basis and the value would be added to the base quote.
6. This price will be in effect for thirty (30) days.

Thank you for the opportunity to be of service to you. If you have any questions, do not hesitate to contact our office.

Sincerely,

**Ryan Lucey**

Ryan Lucey  
Project Manager

Accepted By:

Signature \_\_\_\_\_

Date \_\_\_\_\_



Monday, July 22, 2024

Re: **Exterior Masonry Repair Budget**  
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 **\$ 19,980.00(Nineteen Thousand Nine Hundred Eighty Dollars)**

**Scope of Work:**

**1. Chimney Restoration**

- a. Remove existing precast chimney cap.*
- b. Reset chimney cap support stones.*
- c. Set new precast chimney cap.*
  - i. New precast chimney cap will match in size, profile and color.*
- d. Remove and repoint mortar joints on chimney.*
- e. Install new sealant on chimney flashings.*

**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.

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)441-5982 with any questions.

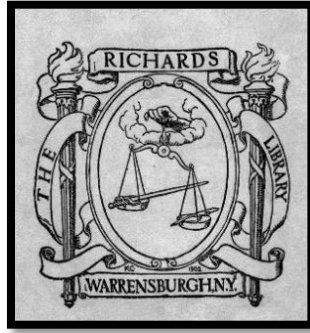
Sincerely,

**PCC Contracting, Inc.**

*Michael K. Lock, Pres.*

Michael K. Lock  
President

# The Richards Library Policies



## Security Cameras

In order to provide a safe and secure environment for patrons, Staff and the Library collection, the Board of Trustees of The Richards Library has established the following policy in regard to the use of security cameras within and without The Richards Library.

### **Purpose:**

Since Library Staff are unable to provide direct supervision over all areas within the Library and its grounds, the security cameras are placed at selected locations in order to observe and record visible activities of persons within the Library and its property. Observation of activity, whether in real time or from digital records storage, shall be limited to activities that are specific to Library operations and those that may affect the safety and security of Library patrons, Staff and Library assets. A real-time monitor will be placed at the Circulation Desk for use by the Director and Staff.

### **Privacy and Confidentiality:**

Camera placement will be determined by the Director or his/her designee. The placement of cameras is for the safety of the Staff and patrons, which is the first priority; protection of Library property is of secondary importance. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as interpreted by NYS Civil Practice Law and Rules, CVP§4509-Library Records, and as accepted by NYLA, and reads as:

***“Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”***

Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library Staff under the Library's confidentiality policy.

### **Public Notice:**

Signage shall be conspicuously displayed within the Library advising of the recording of video images. Conversations or other audible communications shall not be monitored or recorded by the security cameras.

### **Data Storage and Access:**

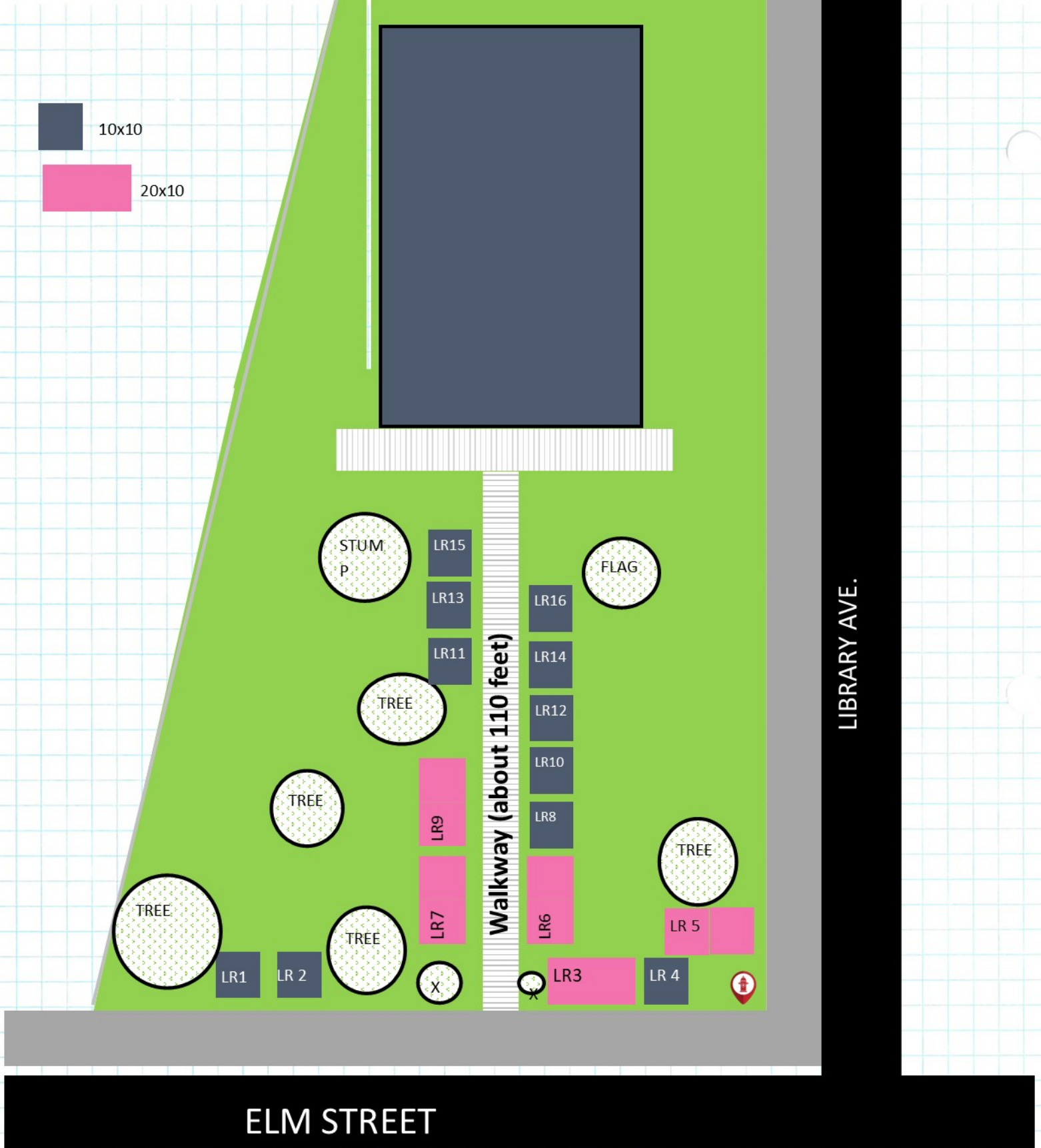
Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for a period of 16 days. Current software deletes images automatically as the capacity of the hard drive is reached. The Library is not obligated to store images past the 16-day limit. Cameras will not be monitored continuously by Library Staff.

Access to the archived footage in pursuit of documented injuries or criminal activity is restricted to designated Staff: Library Director and Staff. Those designated members may view archived footage only as needed to see if the system is functioning properly.

When dealing with Law Enforcement officials, access will only be allowed when pursuant to a subpoena, court order or when otherwise required by law. In such cases, the Board President and Vice-President will be notified so that they may acquire legal advice related to the previously stated allowances. However, Law Enforcement officials may be given copies of recorded material if the Library is initiating criminal proceedings against person/persons who have committed damage to Library property, assaulted a Staff member or other serious, related offenses. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users or footage that is archived and to be used in a criminal case commenced by the library. If the Library receives a request from a member of the general public to inspect security camera footage, they will be advised to file a police complaint.

**Approved and adopted by The Richards Library Board of Trustees April 19, 2018**

*Permission was obtained from the Aurora Public Library, Aurora, IL, The Warren County Library, Belvidere, NJ and the Elizabeth Public Library, Elizabeth, NJ, to use, alter and/or adapt excerpts from each of their library policies to formulate this current policy, on 17 April 2018.*



Location Name: Richards Library  
Setup Time: 8:00 AM Friday  
Physical Location: 36 Elm Street, Warrensburg, NY  
Diagram is for visual representation only. Not to scale.

**WORLD'S LARGEST**  
**GARAGE**  
**SALE**  
**WARRENSBURG, NY**