

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, January 7, 2025 @ 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: *Warren County Tourism Department, Commerce Bank*
- 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: *Compliance Officer Report for 2024*
 - e. Outreach: *John*
 - f. Policy: *Policies to review in 2025 – Non-Circulating Materials Disposal, Open Meeting, Privacy & Confidentiality of Library Records, and Web-link Request. Also, finish and approve Disaster Preparedness Plan.*
- VII Old Business
 - Budget format on website - *updated*
 - Vote on Board positions - *starting Jan. 1, 2025 – President, Vice President, Financial Officer, and Secretary*
 - 2025 Draft Board Meeting schedule – *schedule submitted to The Sun Community News and The Chronicle*
 - 2025 Draft Compliance Calendars – *Building and Trustee*
- VIII New Business
 - Planning Services Project – *Zoom meeting with Paul Mays 1/13 @ 11:00 AM*
 - JA fees for 2025 and proposal for 2026 - *\$343.06 monthly for 2025, JA Council and two system Boards are hoping to keep the fee budget flat for 2026*
 - CHS financial review for 2024
 - 2025 SALS Construction Challenge Grant
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for WCSD BOE meeting (12/9 @ 6:00p)
 - o Esther attending Thurman meeting (1/16 @ 4:30p)
 - o Need volunteer for Warrensburg meeting (2/12 @ 7:00p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, January 21, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, February 4, 2025 @ 10:00 AM
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, December 3, 2024

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

Meeting called to order at 10:05am

Motion to approve the consent agenda was made by John, seconded by Susan and approved by Board after responding to a question about payment for lost books.

Period Of Public Expression:

- Sarah circulated an article on native plants that included information and pictures of our rain garden
- Sarah asked if Board members know of any potential candidates to fill the Board vacancy

Correspondence:

- SALS sent a letter saying they have Trustee vacancies and are looking for potential candidates

Director's report:

- Richards Library has a donation box for Martha's Mittens to collect mittens for veterans
- Volunteer in trial period for Archive assistance
- Continuing Food for Fines to donate to the Presbyterian Church Food Pantry
- JA staff changed wireless to static IP
 - Need to contact Spectrum to improve wireless speed – it is too slow
- Patron was briefly trapped in the elevator
 - Barrier Free Elevator came and checked the elevator – all is ok
- Brief power outage
- Final report for Seed Library Grant submitted
- Incident report completed on 11/26 – disruptive teenagers
- The many November programs were discussed
- Upcoming programs for the month were discussed
 - Additional programs will be offered during school break
- 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: an additional person has signed up
- Policy:
 - Collection Development Policy
 - Sent draft policy to SALS for review
 - Board agreed that a patron is “anyone who lives in our tax district”

Old Business

- Planning Services Project
 - The updated estimate from PCC Contracting to repair the front steps (and more) is considerably higher than the 2021 estimate. Need to find funding. Shelby will schedule next meeting with Paul Mays
- Joint Automation – next meeting will be Dec. 11. They will be discussing fees for 2026. Fees anticipated to increase due to Schenectady Public Library and associated branches leaving the JA consortium at the end of December 2024.
- Vanguard – authorized signers confirmed by Vanguard
- 2025/2026 Budget
 - Motion by John, seconded by Sue and approved by Board to exceed the 2% tax cap levy FY 2026

New Business

- Budget Format on Website
 - Board agreed to follow the same format as the school in posting budget information on our website
 - Will keep 3 years of budget information posted
 - Will post preliminary 2026 budget when ready, need to have another workshop.
- Vote on Board Positions
 - All Board officers agreed to stay in their current positions for the 2025 year.
 - Sarah Gebbie-Measeck as President, Mary Beadnell as Vice President, Susan Matzner as Secretary, and Becky Lawler as Financial Officer.
 - A motion was made by John, seconded by Mary and approved by Board.
- 2025 Draft Calendars
 - Shelby distributed the 2025 draft of the Board meeting calendar
 - All Board members agreed to meeting dates as listed and asked they be sent to The Sun and The Chronicle for public notice
 - Shelby distributed the draft of the 2025 compliance calendars

Other Business:

- Town Board Meetings
 - Sarah discussed the Warrensburg town meeting on 11/13
 - Sarah will attend the December Warrensburg CSD meeting
 - Esther will attend the January Thurman town meeting

Public Expression: none

Next Board Meeting set for January 7, 2025 at 10:00am

The Board Committee workshop is set for January 21, 2025 at 10:00am

A motion was made by Becky, seconded by John and approved by the Board adjourn at 11:34am

Approved by The Richards Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

December 2024

	<u>Dec 24</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	196,452
OPERATING RECEIPTS	339
NON-OPERATING RECEIPTS	<u>1,482</u>
Total Income	198,273
Expense	
OPERATING EXPENSES	4,865
PAYROLL, WAGES, BENEFITS & EXPE	12,152
COLLECTION & OTHER CAPITAL EXPE	<u>4,165</u>
Total Expense	<u>21,182</u>
Net Ordinary Income	177,091
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>212</u>
Total Other Expense	<u>212</u>
Net Other Income	<u>-212</u>
Net Income	<u><u>176,879</u></u>

Richards Library Monthly Funds Activity Report

December 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Check	12/01/2024	A/W	NATIONAL GRID	10/4/24-11/5/24		390.01
Deposit	12/01/2024			Deposit	24.00	
Deposit	12/08/2024			Deposit	110.10	
Bill Pmt -Check	12/10/2024	6884	BAKER & TAYLOR	BOOKS & AUDIOBOOKS		415.28
Bill Pmt -Check	12/10/2024	6885	BRALEY & NOXON			12.15
Bill Pmt -Check	12/10/2024	6886	SOUTHERN ADIRONDACK LIBRARY SYSTEM	NOVEMBER 2024 JA FEES		414.92
Bill Pmt -Check	12/10/2024	6887	SOUTHERN ADIRONDACK LIBRARY SYSTEM	CLEN SLATE EDUCATIONAL 10 CPU LICENSE ...		109.60
Check	12/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	11/25/24-12/24/24		90.69
General Journal	12/13/2024	PAYROLL		-MULTIPLE-		5,819.59
Deposit	12/15/2024			Deposit	104.20	
Check	12/15/2024	6889	COMMERCE BANK	#--1697		633.48
Check	12/15/2024	CS<O>		BANK CREDITED \$104.00 FOR \$104.25 DEPOSIT		0.20
Bill Pmt -Check	12/18/2024	6888	BAKER & TAYLOR			63.10
General Journal	12/20/2024	PAYROLL		-MULTIPLE-		6,194.15
Check	12/21/2024	A/W	VERIZON	11/22/24-12/21/24		56.42
Check	12/21/2024	A/W	SPECTRUM ENTERPRISE #143161701	12/4/24-1/3/25		129.98
Check	12/26/2024	A/W	NATIONAL GRID	11/5/24-12/6/24		494.67
Bill Pmt -Check	12/31/2024	6890	SOUTHERN ADIRONDACK LIBRARY SYSTEM	2 PUBLIC COMPUTERS		2,596.00
Deposit	12/31/2024			Deposit	104.00	
Total 12.39a · Operating Account - GFNB					342.30	17,420.24
12.39b · Tax Levy \$ 4 Next Calendar Year						
Deposit	12/15/2024			Deposit	196,452.24	
Total 12.39b · Tax Levy \$ 4 Next Calendar Year					196,452.24	0.00
12.39c · OATS Grant Funds						
General Journal	12/20/2024	OATS P/R		-MULTIPLE-		212.17
Total 12.39c · OATS Grant Funds					0.00	212.17
Total GFNB #--6131 -Operat & DF					196,794.54	17,632.41
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	12/31/2024			Deposit	332.00	
Total Non-Designated Funds - S/A					332.00	0.00
Brick Donation Funds						
Deposit	12/01/2024			Deposit	50.00	
Total Brick Donation Funds					50.00	0.00
In Memory - Alice Damp						
Deposit	12/08/2024			Deposit	1,100.00	
Total In Memory - Alice Damp					1,100.00	0.00
Total Special Acc't #5976 - GFNB					1,482.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					1,482.00	0.00
Total RESTRICTED FUNDS					1,482.00	0.00
TOTAL					198,276.54	17,632.41



2025 Partner Email Blast Program - Agreement of Intent

Check Intent ✓	Blast Date	Payment & Graphic Due
	Jan 15	Jan 8
	Feb 12	Feb 5
	Mar 12	Mar 5
	Apr 16	Apr 9
	May 14	May 7
	June 18	June 11
	July 16	July 9
	Aug 13	Aug 6
	Sept 17	Sept 10
	Oct 15	Oct 8
	Nov 12	Nov 5
	Dec 17	Dec 10

Please remit this "Agreement of Intent" by January 8, 2025

Engage with more than 40,000 opt-in readers and prospective customers for only **\$100 per blast**. Partners can choose to participate in some or all of them by checking the dates of interest at left and returning this form. Agreements can be returned at any time, observing the due dates for the relevant months of interest.

Please provide **high resolution** graphic and web URL to Paul Tackett
tackettp@warrencountyny.gov

**Ad spec: 215 pixels wide by 280 pixels tall
 2.9" wide by 3.8" tall**

Make checks payable to Warren County Treasurer
 Return this agreement to:
 Warren County Tourism Dept, Attention: Paul Tackett
 1340 State Route 9, Lake George, NY 12845

tackettp@warrencountyny.gov

Facility _____

Name _____

Address _____

E-Mail _____

Signature _____

Telephone _____ Date _____

CANCELLATION: This contract will constitute an obligation by you to participate in this program. Cancellations will be accepted up to but no later than 30 days prior to the scheduled blast date, with a refund of payment. Beyond this date, this contract is valid.

NOTE: Advertisements are accepted subject to terms and provisions of the Warren County policy and procedures for acceptance of advertisements which include, among other things, rejection of certain advertisements and your right to appeal. A copy of the policy is available on request and will be furnished in the event that your ad is not, for any reason, accepted. Ads accepted on a first come, first served basis. Any business owing a past due balance shall not be allowed to advertise until this amount is paid.

RETURN TO:
 Warren County Tourism Dept, Attention: Paul Tackett
 1340 State Route 9, Lake George, NY 12845
tackettp@warrencountyny.gov

Fw: Important information – Charity Charge Business Credit Card updates

From Becky Lawler <blsmithlawler@yahoo.com>

Date Thu 12/5/2024 5:19 PM

To Burkhardt, Shelby <SBurkhardt@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.

----- Forwarded Message -----

From: Commerce Bank <commercial.business@email.commercebank.com>

To: "blsmithlawler@yahoo.com" <blsmithlawler@yahoo.com>

Sent: Thursday, December 5, 2024 at 04:38:37 PM EST

Subject: Important information – Charity Charge Business Credit Card updates

Important notice regarding your Commerce Bank services.

Email not displaying correctly?
[View it in your browser.](#)



This email is to inform you of a recent update to our payment processing procedures for your **Charity Charge Business Credit Card account ending in *1697**.

Effective Thursday, January 2, 2025, all payments made on your Charity Charge Business Credit Card will be subject to a verification process that places a temporary hold on the corresponding additional available credit for up to 4 business days.

The payment itself will be posted to your account when it is received, but the corresponding increase in your available credit will not be reflected until the verification is complete.

While this new process may result in a slight delay in the increase in your available credit, these steps enhance the security of your account and helps us prevent potentially fraudulent activity.

You will continue to be able to make payments in your online banking portal, by phone, by mail or by visiting a Commerce Bank retail branch.

Things to consider: To ensure seamless cash flow and avoid any disruptions, consider making payments a few days early to account for the verification

hold. If your balance is typically below the limit, the updated payment procedures should have minimal impact.

Please direct all questions to our Commercial Card Support team at commercial.cards@commercebank.com.

Challenge Accepted.®

You are receiving this email because you're enrolled in product notifications from Commerce Bank.

To update your email preferences, please visit our preference center [here](#).

For an explanation of how we manage customer information, see our [privacy policy](#).

Commerce Bank | 1000 Walnut | Kansas City, MO | 64106

THE RICHARDS LIBRARY



Director's Report

January 3, 2025

- Closed for Christmas and New Year's Day
- Closed at 5:00 PM for Christmas Eve and New Year's Eve
- Power outage on 12/10 at 4:30p, closed a little after 5:00p
 - *Ordered lanterns and wall flashlights for Library, may need other supplies*
- Martha's Mittens donation box – *collecting for Veterans for Valentine's Day 2025*
- Spectrum made site visit to address slow internet speed – *not resolved yet*
- Mid-State Industries Electrician prepared outlet to install automatic door opener
- Infant changing stations installed in public restrooms
- NMS made visit for upstairs new section furnace
 - Submitted form inquiring about furnace replacement – *no response yet*
- Status of The Richards Library Archives – *2 reports*
- Community Room Use – Girl Scout meeting, tutoring
- December Programs:
 - The Richards Library Book Club
 - Christmas in Warrensburgh ornament making workshop
 - Craft Thursdays – *3 sessions*
 - Homeschool Meet-up
 - Sewing w/Sarah
 - OATS: Ipad Essentials Course 10/31 to 12/5 – *5-week course, some attendance*
 - Tech help – *2 one-on-one sessions*
 - Film: *Ice Age*
 - Author, Rachel Vogel, reading, treats, and craft

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 January 16 – *will be bringing English/Spanish book(s)*

Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

Status of Richards Library Archives 12/31/24

Maps - complete

All maps have been accessioned - received accession numbers, labelled, listed in spreadsheet, stored in buffered map boxes in archives room.

Posters & Prints - complete

All have been accessioned - received accession numbers, labelled, listed in spreadsheet, stored in buffered boxes in archives room. Buffered sheets have been placed between them to prevent disintegration of paper.

Non – paper materials

- Storage
 - Identified problems with mold and insects. (Fortunately, these were limited). Removed items and placed in better storage, isolated from the rest of the collection.
 - Almost all items, even those that are not yet accessioned, have been checked and placed in better storage for now.
 - Archival storage materials were purchased.
 - A dehumidifier and hygrometers were purchased.
 - I am re-arranging materials on the shelves for easier retrieval and safer storage.
 - I periodically open boxes at random and check for problems.

Displays

The displays in the upstairs cases are changed periodically. They included – ceramics, basketry, coral reef theme, rocks & minerals, international travel souvenirs.

A special display was created for the library anniversary. It featured the travels of the Richards sisters through postcards, a carpet bag and mementos.

We also created a PowerPoint slide show showing the history of the library through postcards and photos.

Needs To Be Done

- Finish accessioning non-paper items
 - Marine objects
 - Rocks & minerals
 - Other objects
- Re-arrange items on shelves for easier retrieval and update location on accession form.
- Better storage for ceramics
- Create more space with overhead shelves for map boxes.
- Deal with marine items
 - There are hundreds, and identification is difficult. Impractical to accession each item individually.
 - Could be accessioned as one collection
- Rocks & Minerals
 - Same as marine
- Post cards and photos
 - Descriptions and catalogue
 - Finish removing photos from sticky sleeves and put in sleeves
- Books
 - Identify as appropriate for archives, or should they be moved to library collection?
 - Catalogue

Archive progress report from Shelby, 12/31/2024

Marie, with some assistance from Shelby or other staff members as needed, has been reorganizing the small archive (now Archive 2) for easier access to its contents, repackaging objects in safer materials as needed, and creating an accession record for each item. Accession records include a physical description of the item, picture (if possible), and contents of any handwritten notes from previous Library staff.

We have had two volunteers work in the Archive under Marie. One in 2023 whom helped prep materials for Marie and added accession numbers to items, primarily shells (did not complete full time needed). The second (briefly) in 2024 whom started moving pictures into the archival safe albums.

Marie changed the displays for summer 2023 and 2024/Open House.

1. Shells and corals
2. Items from the Richards sisters' travels from China, Egypt, etc.

We have supplies to:

- Move pictures from sticky albums to archival safe ones – *in-progress, need to order more photo sleeves*
- Change out wooden backings in multiple photographs and prints with archival safe backings – *nails need to be removed and attachment of new backing TBD*
- Continue adding accession numbers directly to objects, as possible
- Foam sheets to create custom shelf holders for ceramics and other necessary objects – *done and as needed*

Supplies needed in near future:

- What happened to the box for the bridal skirt? Did I even order it? *TBD*

Future work:

- Have Andy build painting and map storage in Archive 2 (hoping ASAP)
- Hire someone to give the Library updated estimates for Archive contents
 - We have one from the 1970s and a less extensive update in 1998
 - Name from Sarah Farrar, to contact when ready, *Mark Lawson Antiques* in Saratoga Springs, NY
- Find and include historical information in each accession record
- Review and revise Archives Policy
- Emergency Plan for salvaging and/or relocating Archive items, if necessary
- Review items in Archive 1 in Boxes 1-16 to determine what we should save
- Review books (reference and not accessioned), newsletters, etc. on shelves in Archive 1 to determine what should be kept or removed

- Determine new place to keep microfilm and reader for access to patrons – *currently on a cart across from Archive 2, only available upon advanced request. May just need something to organize the microfilm better and a safety strap for the reader.*

Future considerations:

- Documentary Heritage Program Grants from the New York State Archives
 - Help improve access to collections or implementation
 - Archival Needs Assessment needs to be completed first, and other assessments that may be of use to us available each spring and fall
- Online access of accession records for the public



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK



PLANNING & ASSESSMENT

Documentary Heritage and Preservation Services for New York (DHPSNY) offers Planning & Assessment Services in five major areas. These services are designed to support New York organizations in improving and advancing program efforts while forming strategies for future



growth and development. DHPSNY’s Planning & Assessment Services consist of Archival Needs Assessments, Preservation Surveys, Condition Surveys, Strategic Planning Assistance, and Foundational Planning Assistance. In each instance, our services aim to improve adherence to best practices and are tailored to an organization’s unique circumstances.

Accepted applicants have the option of receiving in-person or virtual services for Strategic Planning Assistance, Archival Needs Assessments, Preservation

Surveys, and Condition Surveys. Foundational Planning Assistance is a virtual service.

[View the timelines of each service.](#)



Archival Needs Assessments

An Archival Needs Assessment will thoroughly examine your archival program, identifying and addressing specific organizational needs. Our assessments are conducted by an experienced archivist with needs assessment expertise. The assessment will pinpoint problems, recommend solutions, set priorities, and guide the development of your archival program.

[Learn more.](#)

Preservation Surveys

Preservation Surveys focus on preventive care and mitigating deterioration and damage by analyzing policies, practices, and conditions in an institution and their impact on collections. A Preservation Survey is a valuable tool in fundraising for collections care and often a prerequisite for grants and other funding opportunities.

[Learn more.](#)

Condition Surveys

A Condition Survey is a valuable tool for institutions that have previously undergone a Preservation Survey and are now interested in evaluating the conditions of collection materials on a more granular level. During the survey process, a conservator will gather data on-site on a collection the institution has identified for the survey. This includes the condition of materials, the suitability of current housing and storage, and the conservation treatment needs of the collection.

[Learn more.](#)

Strategic Planning Assistance

DHPSNY has worked closely with the New York Council of Nonprofits (NYCON) to develop a curriculum geared specifically toward assisting small- and medium-sized cultural collecting institutions with engaging in strategic planning in a thoughtful way. This curriculum consists of two webinars, data collection via an online survey, and a virtual retreat under the guidance of a designated facilitator from DHPSNY or NYCON staff. The product of Strategic Planning Assistance is a document that establishes a common vision, an outline of strategic goals and objectives, recommendations for the effective allocation of resources, and an organizational structure that will support the work of implementation.

[Learn more.](#)

Foundational Planning Assistance

Foundational Planning Assistance has been designed as an informal and accessible process that provides participating institutions with a framework for

institutional advancement, with an emphasis on strengthening the organizational components needed for optimal levels of collections stewardship. The overarching goal of Foundational Planning Assistance is to strengthen an organization's capacity and prepare them to engage in a comprehensive assessment within the next one to three years.

[Learn more.](#)



Application Process

Recipients of DHPSNY Planning & Assessment Services are selected by a competitive application process. Limited spaces are available. Applications are reviewed by an independent advisory committee of library, archives, and conservation professionals. Application materials for DHPSNY's Planning & Assessment Services are accepted year-round and reviewed three times a year.

[Learn more about DHPSNY's application review process.](#)

The next application **review deadline is Friday, March 14, 2025**. Applicants will be notified of their application status by May 2025 and should be prepared to begin the assessment process by summer 2025.

DHPSNY's application forms are powered by **Submittable**. The online platform allows you to save your work and return if you are unable to complete in one sitting, as well as upload a variety of supporting materials directly within the form.

Questions?

DHPSNY staff is available to assist you in completing the application forms. Please contact Amanda Murray, DHPSNY Program Manager, for assistance, questions about eligibility, or additional information at (215) 545-0613 ext. 337 or info@dhpsny.org.



Big Read Letter of Intent 2025

December 13, 2024

Hey Folks,

We're delighted you're interested in potentially taking part in The Big Read organized by the Southern Adirondack Library System (SALS). We are currently in the process of gathering information for the grant, and preparing to submit it to Arts Midwest. The grant will run from September 1, 2025, to June 30, 2026.

This letter outlines the expectations and responsibilities of participation in The Big Read, should we obtain the grant.

SALS will:

- Apply for the grant
- Coordinate implementation for the grant
- Report on the grant
- Purchase multiple copies of *Fuzz: When Nature Breaks the Law* by Mary Roach for each participating library
- Contact Mary Roach about an in-person or virtual author event (and will schedule if possible)

In return, SALS asks participating libraries to:

- Designate a contact person for their library
- Respond to requests for information (e.g., number of programs, what programs were held, attendance at programs, etc.) to SALS in a timely fashion
- Partner with community stakeholders & local artists on The Big Read programming
- Promote The Big Read to your community
- Host at least one of the following:
 - One public kick-off event to launch the program
 - Book discussion
 - Presentation inspired by the book (e.g., Q&A with the author, panel discussion, lecture, film screening, etc.)
 - One artistic project or activity that responds creatively to The Big Read theme: *Our Nature – How Our Physical Environment Can Lead Us to Seek Hope, Courage & Connection*.
 - One creative writing workshop
 - One activity that shares community voices publicly (e.g., public reading or anthology of pieces from creative writing workshops, website of archived community stories)
- Welcome participation from a wide range of audiences

Thanks again for being a part of this initiative. We're looking forward to having an incredible community experience!

Please sign and return this if your library is interested in being a part of The Big Read.

Library Director _____

Date: _____

Board President _____

Date: _____

HOMESCHOOL MEET-UP

**WEDNESDAY, JAN. 8
AT 10:00 AM**

**WEDNESDAY, FEB. 5
AT 10:00 AM**

**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

SEWING WITH SARAH

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

THURSDAY, JANUARY 9, 5:00-6:30PM
THURSDAY, FEBRUARY 13, 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!



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JANUARY 2025

SUN MON TUE WED THU FRI SAT

			1 Closed for New Year's Day	2 Lego Thursdays, 3:00- 6:30p for Jan/Feb TRL Book Club @ 4:00p	3 STEM: Rube Goldberg Machines @ 2:30p	4
5	6	7 TRL Board Meeting @ 10:00a	8 Homeschool Meet-up @ 10:00a	9 Sewing with Sarah, 5:00-6:30p	10	11
12	13	14	15	16	17	18
19	20 Closed for MLK JR. Day	21	22	23 OATS: Getting to Know Your Smartphone @ 2:00p	24	25
26	27	28 OATS: Cloud Storage @ 2:00p	29 Story Time & Activity @ 10:30a	30 Paper Circuits Holiday Cards, 3:00- 6:30p	31	

- *Lego Thursdays* in the YA Room, for any ages, self-guided. Paper Circuits Holiday Cards will also be offered the three Thursdays before Valentine's Day.
- *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.
- *TRL Book Club* is discussing, *When Breath Becomes Air*.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- STEM projects are open to all youths interested.
- *Homeschool Meet-up* meets monthly for the school year. Times may vary. Details on flyer.
- *Story Time & Activity*, 1 session for Jan., will focus on children ages 3-5. Other ages welcome. Child supervision required. Start time is a littler later!

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



2024 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	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	900	212	137	7	1956	18	404	410	10	82	373
August	900	178	116	6	1736	26	453	417	33	100	429
September	695	126	99	7	1278	18	442	421	35	48	312
October	712	188	95	19	1183	5	369	377	154	101	457
November	613	106	90	10	1153	49	349	333	165	77	319
December	641	126	89	11	1198	40	296	273	93	77	255
2024 TOTALS	8904	1950	1281	217	17476	272	5106	4899	556	1267	3332
	O/A Att 10854		O/A Comp 1498		O/A Circ. 17476						

Overdrive for WAR 2024	Checkouts	ebooks	audio	Magazines	New Users
January	192	53	112	27	3
February	215	51	113	51	1
March	198	49	126	23	2
April	192	58	115	19	5
May	208	64	127	17	8
June	205	64	116	25	4
July	163	52	92	19	2
August	221	64	145	12	7
September	183	56	118	9	1
October	166	51	104	11	3
November	210	57	137	16	3
December	186	60	105	21	0
Total Sum	2339	679	1410	250	39
Average	194.9166667	56.58333333	117.5	20.83333333	3.25



Smart Financial Planning for Tax Efficiency

December 15, 2024

Board of Trustees
The Richards Library
36 Elm Street
Warrensburg, NY 12885

We are pleased to confirm our understanding of the services we are to provide for **The Richards Library as of and for the year ended December 31, 2024.**

You have requested that we prepare the annual financial statements of your Organization (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the period then ended and the related notes to the financial statements, and perform a review engagement with respect to those financial statements.

Our Responsibilities

The objective of our engagement is to:

- 1) assist you in the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you, and
- 2) obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

LOCATIONS:

NY: 63 Putnam Street, Suite 204, Saratoga Springs, NY 12866
VT: 463 Mountain View Drive, Suite 205, Colchester, VT 05446
NH: 6 Ames Plaza Lane, Walpole, NH 03608

WEBSITE: www.chswealthmgt.com

Office: (866) 247-6800 / Fax: (603) 904-4554
Office: (802) 878-6155 / Fax: (802) 878-6818
Office: (603) 904-4200 / Fax: (603) 904-4554

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection of fraud.
- 5) To ensure that the entity complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with:
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.
- 8) To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

Our review of the financial statements does not relieve you of your responsibilities.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our [tax services and] preparation

of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

We will issue a written report upon completion of our review of your Organizations financial statements. Our report will be addressed to the Board of Trustees of your Organization. We cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from accounting principles generally accepted in the United States of America, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's review report in any document containing financial statements that indicates such financial statements have been reviewed by us and, prior to inclusion of the report, to obtain our permission to do so.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Other Services

We will prepare the Organization's federal and state information returns, specifically **Federal IRS Form 990 information returns for the year ended December 31, 2024**, based on information provided by you. **A separate Engagement letter will be completed and signed prior to the completion and e-filing of these information returns.**

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

Engagement Administration and Fees

We understand that your employees will prepare all cash, accounts receivable, and other documents we request.

Catherine Harris, CPA, is the individual responsible for supervising the engagement and signing the report.

We estimate that our fees for the review and the preparation of the information returns will be as follows:

REVIEW OF FINANCIAL STATEMENTS	\$4,900
PREPARATION OF FEDERAL (FORM 990) INFORMATION FILINGS	<u>\$1,200</u>
TOTAL FEES	<u>\$6,100</u>

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Our fees are determined in accordance with the anticipated work involved in your engagement and are reviewed annually with consideration of new regulatory requirements and current economic circumstances. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees

will be adjusted accordingly. Our invoices for these fees will be rendered at time of presentation of the report and are payable on presentation. Late fees of 1.5% per month may apply if our invoices are not paid timely, and future work may be halted or terminated if your Organization fails to pay our fees in a timely fashion. If services are terminated for nonpayment, the engagement will be deemed to have been completed upon written notification of termination, even if a report is not completed. You will be obligated for payment for services for all time expended through the date of termination.

In the event that we receive a subpoena or summons requesting that we produce documents from this engagement or testify about the engagement, we will notify you prior to responding to it. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we may construe that inaction or failure as consent to comply with the request. Any time we spend responding to, addressing, or objecting to any subpoena will be billed to you at CHS's standard hourly rates.

If any dispute arises among the parties hereto in relation to this Engagement Agreement, all actions, disputes, claims and controversies under common law, statutory law or in equity of any type or nature whatsoever, whether arising before or after the date of this Engagement Agreement, and whether directly or indirectly relating to: this Engagement Agreement and/or any amendments and addenda hereto, or the breach, invalidity or termination hereof; any previous or subsequent Agreement between the parties; and/or any other relationship, transaction or dealing between the parties (collectively the "Disputes"), will be subject to and resolved by binding arbitration pursuant to the Arbitration Rules of U.S. Arbitration & Mediation, Rules for Professional Accounting and Related Services Disputes. Any award or order rendered by the arbitrator may be confirmed as a judgment or order in any state or federal court of competent jurisdiction, which includes within the federal judicial district of the residence of the party against whom such award or order was entered. The parties agree that costs related to arbitration should be shared equally between both parties regardless of the outcome.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this engagement letter below and return a copy to us.

Sincerely,



Catherine Harris
CPA, CFP[®], MBA, MSA, EA
CHS Wealth Management & CPAs, PLLC

ACCEPTANCE:

This letter correctly sets forth the understanding of **The Richards Library**.

Governance Signature: _____

Printed Name: _____

Title: _____

2025 Construction Challenge Grant
Southern Adirondack Library System
Deadline: March 31, 2025

SALS will offer Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. All SALS member libraries are encouraged to apply. These funds can be used to work with architects, engineers, or other professionals to develop plans, or to perform repairs, renovations, or touch ups to improve the libraries' physical space.

The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

GRANT REQUIREMENTS:

- **WALK-THROUGH:** You must conduct a walk-through of your building with someone from your community. This should be someone who makes use of the library regularly, or who would like to make use of it but a building element prevents them from doing so. A one-page narrative with the community member's name and observations while participating in the walk-through must be attached to the application, and should be used to help you determine what construction project you will undertake. We have provided a guide you may use for the walk-through.
- **APPLICATION:** The application must state a clear goal and objectives. Grant funds may be used to purchase equipment, materials, supplies, labor, professional services (for example, design services needed in order to apply for NYS Construction Grants later in the calendar year or the following year).
 - Examples:
 - Wiring (JA must be looped into these projects)
 - Lighting
 - Accessibility
 - Furniture
 - Shelving
 - Roof or masonry repair
 - Hiring a professional (architect, engineer, etc.) for plan development
 - Project may take place in building, parking lot or property owned by the library
 - The funds cannot be used to pay for library staff.
 - The proposed project can be in conjunction with a larger building project.
 - Projects cannot have started prior to this application being made available, and must be completed prior to the Final Report deadline of April 3, 2026.
 - The project must fit into the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or attached to the application.
- **BUDGET:** Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.

- **PHOTO DOCUMENTATION:** Provide photographs of the proposed project area.
- **FINAL REPORT:**
 - A final report, including receipts, a written narrative, and photos of the completed project area, is required and due by April 3, 2026. The goal and objectives identified in the project application must be referenced in this report.
 - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

APPLICATION QUESTIONS:

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- What are the goals and objectives of your project?
- How will this project change the library building?
- How will this project benefit your patrons?
- What is the timeline for the project?
- What tools will you use to evaluate the program quantitatively (i.e. Statistics)?
- What tools will you use to measure the program’s success qualitatively?

APPLICATION CHECKLIST:

- WALK-THROUGH NARRATIVE
- COMPLETED APPLICATION
- PROJECT BUDGET
- PHOTO DOCUMENTATION
- LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

Complete the online application and submit all documents as PDFs through the online application portal by March 31, 2025:

<https://www.surveymonkey.com/r/JCGN9MW>

The SALS Board of Trustees meets April 15, 2025. Libraries with approved projects can expect to receive grant funds the last week of April or the beginning of May 2025.

Hand-written applications will not be accepted.

Please direct any questions regarding the application or process to Sara Dallas (sdallas@sals.edu) or Pamela DelSignore (pdelsignore@sals.edu). If you plan on including wiring or cabling and/or technology upgrades in your project, make sure you discuss the project with Michele Largeteau prior to submitting.