

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, August 5, 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 – *June and July*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Warren County Health Services, That's My Brick, National Grid,*
- 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: *Workshop – reviewed/revised Privacy and Confidentiality of Library Records and Security Cameras Policies, brief discussion about animals allowed in the Library as per our Code of Conduct Policy*
- VII Old Business
 - Changing furnaces from oil to propane
 - i. *Beadnell Heating & Cooling – waiting on refrigerant parts*
 - iii. *additional info requested by CRIS about installing the tank - submitted*
 - Adirondack Rural Revitalization Program (ARRP) Grant – *status?*
 - Adirondack Foundation Lake Placid Education Foundation 2025 – *submitted Increase Archival Attention & Grow Our Young Adult Collection, August notification*
 - Another 100 Years Campaign
 - Fiscal Management Plan
 - Policies
 - i. Privacy and Confidentiality of Library Records
 - ii. Security Cameras
 - iii. Weblink Request
 - Casella Foundation Grant – *application submitted 6/9, status?*
- VIII New Business
 - Code of Conduct – *animals allowed in the Library*
- IX Other Business
 - Town Board Meetings
 - o Report from Esther for Thurman meeting (7/17 @ 4:30p)
 - o Sue attending the Warrensburg meeting (8/13 @ 7:00p)
 - o Need volunteer for the WCSD BOE meeting (9/8? @ 6:00p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, August 19, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, September 9, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, July 1, 2025**

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

Meeting called to order at 10:03am

Motion was made by John to accept the revised Fiscal Management Plan, as edited today and at the Board workshop on June 17, and seconded by Susan. The Board approved the motion.

- Board members agreed to move the CDs with Arrow Bank into higher yield short-term CDs as they come due

Motion was made by Mary to remove Suzanne Glebus as a signatory on Library accounts and to keep John Schroeter and Susan Matzner as signatories alongside Gina Colburn. Motion was seconded by Susan and approved by the Board.

Board discussed changing meeting minutes to reflect edits prior to finalization of minutes and approval by Board. Board members agreed to note any major changes to the previous month's minutes would be reflected at the beginning of the current month's minutes.

Motion to accept and approve the consent agenda and meeting minutes without June financials was made by Susan, seconded by John and approved by Board.

Period Of Public Expression: None

Correspondence:

- Vanguard sent an updated report
- G. A. Bove sent a letter to prepay for fuel. Shelby contacted G. A. Bove for the propane contract since we are switching over this year. Becky may have signed the new contract. Details not known, need an update from Becky.
- DAFgiving 360 sent \$1000 from the Southern Adirondack Fund. Motion was made by , seconded by and approved by Board members to apply this money to matching funds needed for the Chimney Cap repair – **who made motions?**
- Adirondack Community Foundation sent a newsletter
- Joint Automation (JA) sent an email
 - Need to upgrade Microsoft Office (2016/2019) products by October 14, 2025, cost per computer, need to follow up to determine if this is a one-time or annual charge, etc.

Director's report:

- Prepping Archive Room I for furnace/HVAC installation
- Pick Up Warrensburg left stickers and brochures
- WCSD 6th grade came to view Messages From Survivors
- SALS conducted final interviews for new Director
- Received 2024-2025 Yearbooks from both WCSD buildings

- Final report submitted for the Accessibility Improvement Project
 - Once approved, we'll receive the remaining funds
- Artist reception was held on 6/10 at 5pm
- WCS Student volunteer helped with signage and displays
- June programs were discussed
- Special programs planned for July were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach
 - John - Continuing as usual at Countryside
- Policy:
 - Workshop reviewed and revised the Fiscal Management Plan

Old Business

- Changing furnaces from Oil to Propane
 - A contract with excavation costs received from G. A. Bove – signed, emailed and deposit check mailed
 - Deposit given to Beadnell Heating & Cooling – waiting on refrigerant parts to start installation
 - Finalized plans submitted on CRIS
- Adirondack Rural Revitalization Program Grant
 - Library requested approximately \$15,000 – waiting to hear back
 - Received \$2500 from Stewart's to go towards our matching funds
- Draft Strategic Plan 2025-2030
 - A motion to approve was made by Samantha, seconded by John and approved by the Board
- Adirondack Foundation Lake Placid Education Foundation 2025
 - Submitted a request for \$5000 to increase archival attention, plus supplies, and add to our YA collection
 - Awaiting results – July notification
- Warren County Occupancy Tax
 - Esther reported that Thurman does have a form for requesting occupancy tax funds, need to email the town hall for it.
 - Will try to use these funds for advertising in the Sun Community News and possibly the Chronicle
- Another 100 Years Campaign
 - Discussed the need to start a capital campaign committee with community members in order to fundraise and collect on-line donations
- Master Plan from Butler, Rowland & Mays Architects
 - Email will be sent to Paul Mays that there are no questions from the Board.

New Business

- Fiscal Management Plan
 - See above
- Policies to be reviewed
 - Privacy and Confidentiality of Library Records
 - Security Cameras
 - WebLink Policy
 - Need to review and vote at next Board meeting
- Casella Foundation Grant
 - Application submitted by Sarah June 9.

Other Business:

- Town Board Meetings
 - Esther will attend Thurman Town meeting July 17
 - Susan will attend Warrensburg Town Meeting on August 13

Public Expression: None

Next Board Meeting set for August 5, 2025 at 10:00am

Next Committee Workshop scheduled for July 15 at 10:00am

Motion made by Susan, seconded by John and approved by the Board to adjourn at 11:17am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

June 2025

	<u>Jun 25</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	69,024
OPERATING RECEIPTS	230
NON-OPERATING RECEIPTS	<u>1,343</u>
Total Income	70,597
Expense	
OPERATING EXPENSES	3,526
PAYROLL, WAGES, BENEFITS & EXPE	12,726
COLLECTION & OTHER CAPITAL EXPE	<u>301</u>
Total Expense	<u>16,553</u>
Net Ordinary Income	54,043
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>192</u>
Total Other Expense	<u>192</u>
Net Other Income	<u>-192</u>
Net Income	<u><u>53,852</u></u>

Richards Library Monthly Funds Activity Report

Accrual Basis

June 2025

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Deposit	06/01/2025			Deposit	72.00	
Bill Pmt -Check	06/03/2025	6969	BAKER & TAYLOR	BOOKS		32.56
Bill Pmt -Check	06/03/2025	6970	CRANDALL LIBRARY	BALLOON FARM		9.99
Bill Pmt -Check	06/05/2025	6971	NATIONAL BUSINESS TECHNOLOGIES*			159.75
General Journal	06/06/2025	PAYROLL		-MULTIPLE-		6,120.34
Deposit	06/08/2025			Deposit	33.00	
Deposit	06/08/2025			Deposit	69,023.76	
Bill Pmt -Check	06/10/2025	6973	NYSIF - DISABILITY	#DB-2396-88-6 (7/1/25-7/1/26)		778.36
Bill Pmt -Check	06/10/2025	6974	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MAY 2025 JA FEES		442.46
Check	06/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	05/25/25-06/24/25		95.26
Check	06/11/2025	A/W	VERIZON	05/22/25-06/21/25		48.58
Deposit	06/15/2025			Deposit	64.00	
Bill Pmt -Check	06/17/2025	6975	BAKER & TAYLOR	BOOKS		58.73
Bill Pmt -Check	06/17/2025	6976	CINTAS	JANITORIAL		50.03
Bill Pmt -Check	06/17/2025	6977	NATIONAL BUSINESS TECHNOLOGIES*	6/9/25-7/8/25 + OVERAGE		74.95
Check	06/17/2025	6978	LAWLER, BECKY	OPERATING ACCOUNT CHECK ORDER		118.00
Check	06/17/2025	6979	COMMERCE BANK	#--5609		675.44
Credit Card Ch...	06/17/2025	#--6232256	AMAZON.COM	MOVE DF TO OPERATING FOR CREDIT CARD ...	171.89	
General Journal	06/20/2025	PAYROLL		-MULTIPLE-		6,480.94
Check	06/22/2025	A/W	SPECTRUM ENTERPRISE #143161701	6/4/25-7/3/25		130.00
Deposit	06/22/2025			Deposit	61.00	
Check	06/23/2025	Applied Cr	G A BOVE & SONS, INC	2025/2026 PRE-BUY PROPANE	0.00	
Bill Pmt -Check	06/24/2025	6982	BAKER & TAYLOR	BOOK		17.14
Bill Pmt -Check	06/24/2025	6983	MODERN MARKETING	PROGRAMS		171.58
Check	06/26/2025	A/W	NATIONAL GRID	5/7/25-6/6/25		452.77
Deposit	06/29/2025			Deposit	80.00	
Total 12.39a · Operating Account - GFNB					69,505.65	15,916.88
DF - Furnace/AC						
Transfer	06/06/2025			Funds Transfer	50,000.00	
Bill Pmt -Check	06/09/2025	6972	BEADNELL HEATING & COOLING	DOWNPAYMENT - HEATING & AC REPLACEME...		30,000.00
Bill Pmt -Check	06/24/2025	6981	G A BOVE & SONS, INC	1/3 DOWN PAYMENT - PROPOSAL #5844-1-1		2,915.00
Check	06/24/2025	225	RICHARDS LIBRARY	TRANSFER TO CHECKING DF - FURNACE/AC	5,000.00	
Transfer	06/27/2025			Funds Transfer	4,875.00	
Transfer	06/27/2025			Funds Transfer	8,870.00	
Total DF - Furnace/AC					68,745.00	32,915.00
Designated Stem Kits (Stewarts)						
Bill Pmt -Check	06/03/2025	6968	THE PENWORTHY COMPANY LLC	STEM KITS		712.96
Credit Card Ch...	06/17/2025	#--6232256	AMAZON.COM	MOVE DF TO OPERATING FOR CREDIT CARD ...		171.89
Total Designated Stem Kits (Stewarts)					0.00	884.85
Total GFNB #-6131 -Operat & DF					138,250.65	49,716.73
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Deposit	06/30/2025	INTEREST		INTEREST EARNED	3.30	
Total 12.39d · Non-Designated Operating Saving					3.30	0.00
Total (12.39) · OPERATING SAVINGS #9012					3.30	0.00
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Reserve - Depreciable Expenditu						
Transfer	06/06/2025			Funds Transfer		50,000.00
Transfer	06/27/2025			Funds Transfer		4,875.00
Total Reserve - Depreciable Expenditu					0.00	54,875.00
Director's Discretionary Fund						
General Journal	06/03/2025	VANGUARD		TO RECORD TRANSFER OF REALIZED VANGU...	58.92	
General Journal	06/06/2025	CD #839684		TRANSFER RESERVE CD INTEREST TO DIREC...	1.06	
General Journal	06/09/2025	CD #839683		TRANSFER RESERVE CD INTEREST TO DIREC...	1.28	
General Journal	06/09/2025	CD #839685		TRANSFER RESERVE CD INTEREST TO DIREC...	1.28	
General Journal	06/24/2025	VANGUARD		TO RECORD TRANSFER OF REALIZED VANGU...	266.90	
General Journal	06/30/2025	RES SAV INT		RESERVE SAVINGS INTEREST	10.18	
Total Director's Discretionary Fund					339.62	0.00
Reserve Emergency Fund						
Transfer	06/27/2025			Funds Transfer		8,870.00
Total Reserve Emergency Fund					0.00	8,870.00
Total GFNB Reserve Sav #40392707					339.62	63,745.00
RESERVE FUND CD's @ GFNB						
CD #839683 (1 YEAR LADDER)						
General Journal	06/09/2025	CD #839683		RESERVE CD INTEREST EARNED	1.28	
General Journal	06/09/2025	CD #839683		TRANSFER RESERVE CD INTEREST TO DIREC...		1.28
Total CD #839683 (1 YEAR LADDER)					1.28	1.28
CD #839684 (3 YEAR LADDER)						
General Journal	06/06/2025	CD #839684		RESERVE CD INTEREST EARNED	1.06	
General Journal	06/06/2025	CD #839684		TRANSFER RESERVE CD INTEREST TO DIREC...		1.06

Richards Library Monthly Funds Activity Report

Accrual Basis

June 2025

Type	Date	Num	Name	Memo	Debit	Credit
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
CD #839685 (3 YEAR LADDER)						
General Journal	06/09/2025	CD #839685		RESERVE CD INTEREST EARNED	1.28	
General Journal	06/09/2025	CD #839685		TRANSFER RESERVE CD INTEREST TO DIREC...		1.28
Total CD #839685 (3 YEAR LADDER)					1.28	1.28
Total RESERVE FUND CD's @ GFNB					3.62	3.62
Total RESERVE FUNDS					343.24	63,748.62
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	06/22/2025			Deposit	1,000.00	
Total Non-Designated Funds - S/A					1,000.00	0.00
Building Improvements-SA						
Check	06/24/2025	225	RICHARDS LIBRARY	TRANSFER TO CHECKING DF - FURNACE/AC		5,000.00
Total Building Improvements-SA					0.00	5,000.00
Total Special Acc't #5976 - GFNB					1,000.00	5,000.00
Total TEMPORARY - RESTRICTED BY BOARD					1,000.00	5,000.00
PERMANENT RESTRICTED FUNDS						
RICHARDS LIBRARY ENDOWMENT FUND						
Vanguard Investment Account						
General Journal	06/03/2025	VANGUARD		TO RECORD REALIZED VANGUARD INCOME	58.92	
General Journal	06/03/2025	VANGUARD		TO RECORD TRANSFER OF REALIZED VANGU...		58.92
General Journal	06/24/2025	VANGUARD		TO RECORD REALIZED VANGUARD INCOME	266.90	
General Journal	06/24/2025	VANGUARD		TO RECORD TRANSFER OF REALIZED VANGU...		266.90
Total Vanguard Investment Account					325.82	325.82
Total RICHARDS LIBRARY ENDOWMENT FUND					325.82	325.82
Total PERMANENT RESTRICTED FUNDS					325.82	325.82
Total RESTRICTED FUNDS					1,325.82	5,325.82
TOTAL					139,923.01	118,791.17

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

July 2025

	<u>Jul 25</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	269
NON-OPERATING RECEIPTS	<u>133</u>
Total Income	402
Expense	
OPERATING EXPENSES	4,250
PAYROLL, WAGES, BENEFITS & EXPE	12,200
COLLECTION & OTHER CAPITAL EXPE	<u>673</u>
Total Expense	<u>17,122</u>
Net Ordinary Income	-16,720
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>205</u>
Total Other Expense	<u>205</u>
Net Other Income	<u>-205</u>
Net Income	<u><u>-16,925</u></u>

Richards Library Monthly Funds Activity Report

Accrual Basis

July 2025

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Bill Pmt -Check	07/01/2025	EFILE	BARRIER FREE ELEVATOR SALES & SERVI...	MAINT CONTRACT 6 MONTH		945.00
Bill Pmt -Check	07/01/2025	6985	CRANDALL LIBRARY	MAJIC TREE HOUSE		19.99
General Journal	07/03/2025	PAYROLL		-MULTIPLE-		5,825.83
Bill Pmt -Check	07/04/2025	6986	NYSIF - WORKER'S COMP	6/1/24-6/1/25 AUDIT PREMIUM ADJUSTMENT		45.12
Deposit	07/06/2025			Deposit	58.00	
Bill Pmt -Check	07/08/2025	6987	SHARED RESULTS INTERNATIONAL	AUGUST 2025 - JULY 2026		197.00
Bill Pmt -Check	07/08/2025	6988	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JUNE 2025 JA FEES		442.46
Bill Pmt -Check	07/08/2025	6989	WARRENSBURG WATER DISTRICT	#W0020		53.75
Check	07/11/2025	A/W	VERIZON	05/22/25-06/21/25		50.39
Check	07/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	06/25/25-07/24/25		95.26
Deposit	07/13/2025			Deposit	49.00	
Check	07/15/2025	AUTO PAY	SPECTRUM ENTERPRISE #143161701	7/4/25-8/3/25		130.00
Bill Pmt -Check	07/15/2025	6990	CINTAS	JANITORIAL		55.70
Check	07/17/2025	6991	COMMERCE BANK	#-5609		372.71
General Journal	07/18/2025	PAYROLL		-MULTIPLE-		6,195.22
Deposit	07/20/2025			Deposit	39.00	
Check	07/21/2025	A/W	VERIZON	7/22/25-8/21/25		50.31
Check	07/21/2025	A/W	SPECTRUM ENTERPRISE #142279801	7/25/25-8/24/25		95.18
Bill Pmt -Check	07/22/2025	6992	BAKER & TAYLOR			672.71
Bill Pmt -Check	07/22/2025	6993	NATIONAL BUSINESS TECHNOLOGIES*	7/9/25 - 8/8/25 + OVERAGE		67.63
Bill Pmt -Check	07/22/2025	6994	NATIONAL GEOGRAPHIC	1 YEAR SUBSCRIPTION - JULY 2025		79.00
Deposit	07/27/2025			Deposit	43.00	
Check	07/29/2025	A/W	NATIONAL GRID	6/6/25-7/8/25		571.12
Bill Pmt -Check	07/29/2025	6995	LUZERNE MUSIC CENTER	7/8/25 FACULTY STRING QUARTET		400.00
Bill Pmt -Check	07/29/2025	6996	NEW YORK FIRE & SECURITY	ALARM MONITORING 8/25 - 7/26		359.40
Total 12.39a · Operating Account - GFNB					189.00	16,723.78
12.39c · OATS Grant Funds						
General Journal	07/03/2025	OATS P/R		-MULTIPLE-		205.05
Total 12.39c · OATS Grant Funds					0.00	205.05
Director Discretionary Funds						
Bill Pmt -Check	07/01/2025	6985	MODERN MARKETING	PROGRAMS		504.12
Total Director Discretionary Funds					0.00	504.12
Total GFNB #-6131 -Operat & DF					189.00	17,432.95
RESERVE FUNDS						
RESERVE FUND CD's @ GFNB						
CD #8777706355 (6 months)						
Transfer	07/01/2025			REPLACEMENT CD	5,002.17	
Total CD #8777706355 (6 months)					5,002.17	0.00
CD #8777706356 (14 months)						
Transfer	07/01/2025			REPLACEMENT CD	5,000.90	
Total CD #8777706356 (14 months)					5,000.90	0.00
CD #8777706357 (23 months)						
Transfer	07/01/2025			REPLACEMENT CD	5,000.90	
Total CD #8777706357 (23 months)					5,000.90	0.00
CD #839683 (1 YEAR LADDER)						
Transfer	07/01/2025			REPLACEMENT CD		5,000.90
Deposit	07/01/2025	INTEREST		INTEREST EARNED	0.90	
Total CD #839683 (1 YEAR LADDER)					0.90	5,000.90
CD #839685 (3 YEAR LADDER)						
Transfer	07/01/2025			REPLACEMENT CD		5,000.90
Deposit	07/01/2025	INTEREST		INTEREST EARNED	0.90	
Total CD #839685 (3 YEAR LADDER)					0.90	5,000.90
CD #839686 (3 YEAR LADDER)						
Transfer	07/01/2025			REPLACEMENT CD		5,002.17
Deposit	07/01/2025	INTEREST		INTEREST	2.17	
Total CD #839686 (3 YEAR LADDER)					2.17	5,002.17
Total RESERVE FUND CD's @ GFNB					15,007.94	15,003.97
Total RESERVE FUNDS					15,007.94	15,003.97
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	07/06/2025			Deposit	61.50	
Deposit	07/20/2025			Deposit	43.00	
Deposit	07/27/2025			Deposit	25.00	
Total Non-Designated Funds - S/A					129.50	0.00
Total Special Acc't #5976 - GFNB					129.50	0.00
Total TEMPORARY - RESTRICTED BY BOARD					129.50	0.00

Richards Library
Monthly Funds Activity Report

Accrual Basis

July 2025

Type	Date	Num	Name	Memo	Debit	Credit
Total RESTRICTED FUNDS					129.50	0.00
TOTAL					15,326.44	32,436.92

That's My Brick! Important Update

From That's My Brick! <info@thatsmybrick.com>

Date Mon 7/7/2025 2:10 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.



To our valued customers,

I am writing to inform you of a necessary change to our pricing for custom logos. Effective immediately, the price for all custom brick logos will be \$30.00 each.

This adjustment reflects the time, value and quality of the work we put into the custom logos and allows us to continue delivering exceptional service.

We appreciate your understanding and your business, very much. If you have any questions or need further information, please feel free to contact our office.

We are in the office M-F from 8-4 Central time. 877-271-0217

Thank You,

Bonnie Lauer
That's My Brick!®
877-271-0217

Smart Meters

Smart meters incorporate proven, sophisticated technology which will improve service, reliability, and bill accuracy, while also giving you more ways to monitor and take control of your own energy usage.

Benefits & Features

By getting continuous access to your energy usage data, you can make informed choices, which means you'll have more ways to take control of your energy use, and potentially lower your bill. Smart meter will let you:

- monitor your household energy use, for more information you can use to make energy efficiency decisions: what to turn on and off (and when), what to replace or upgrade, and much more
- get individualized energy saving tips, and usage alerts to help you manage your budget
- integrate smart thermostats and other smart devices, if desired
- discover more tips for saving energy and money, through your [My Account](#) portal

What happens next?

Installation

As installation dates approach for your area, we will continue to provide information and support including timeframes for your meter install. The typical installation should take minutes to complete and will not require you to be at home. Remember, you can always contact us with further questions before and after.

Note: With gas modules, there should be no disruption in service. Most electric meter installations require an interruption in power, usually for less than 10 minutes. Advanced notice will be provided and installation appointments made for all customers in National Grid's Life Support, Blind and Disabled, or Medical Protections programs.

Smart Meter Opt Out Request

Like any aging appliance, your utility meter will need to be replaced. National Grid is in the process of replacing existing electric meters and gas modules with new “smart meters” and modules in many of the regions we serve. If you decide you do not want a smart meter installed, you must fill out this form to opt-out.* Once opted-out of the program, you will have a new, conventional, or non-communicating, meter installed instead. Since this meter will not transmit data to us automatically, your meter will need to continue to be read manually by a utility representative and you will be charged the following fees for this service. The fee covers fuel and vehicle costs, additional field resources, and other expenses. You may call in your meter reads to avoid an estimated bill during off-read months but opt out fees will still apply. We are required by the NY Public Service Commission to go to your home to check the meter/equipment in order to verify readings every other month therefore, the opt-out fees are applied to cover that service.

Rather than bill opt-out fees every other month, we have taken the annual fees and divided them up into monthly increments. **The change-out fee is a one-time charge to have your smart meter replaced with a non-communicating meter.**

One time change-out fee:	Electric: \$44.63	Monthly meter reading fee:	
	Gas:\$61.19		Electric or Gas: \$11.64
	Both: \$89.03		Both: \$17.71

If you have questions or concerns about smart meter safety, please visit our [smart meter safety](#) page or contact our call center prior to completing the form.

If you are a landlord, you are not able to opt-out on behalf of your tenants. This form must be completed by the customer of record, or the National Grid account holder, as fees will be applied to individual customer accounts.

“The ability to track near real-time usage is a major benefit. It’s an ideal way to see how changes in your home can impact your bill or usage.”

– Krista L., Northern NY

	Smart Meter	Conventional or Manually Read Meter
Ability to detect whether an outage is caused by our system or something within your home	✓	✗
Hourly usage data to resolve billing questions more efficiently	✓	✗
Providing easy access to energy usage information allowing you to better manage your energy costs	✓	✗
Starting, stopping or moving service without having to set appointment or wait for technicians	✓	✗
Convenience or remote meter reading - no more waiting for someone to come to your home	✓	✗
One-time change-out fee to replace your smart meter with a non-communicating meter	None	\$44.63 (electric) \$61.19 (gas) \$89.03 (both)
Monthly fee for manual meter reads	None	\$11.64 (electric or gas) \$17.71 (both)

THE RICHARDS LIBRARY



Director's Report

August 1, 2025

- Closed for Independence Day
- Power outages – 7/21 at 11:55AM briefly and 7/24 after hours, reset/fixed wifi extender issues
- Fire extinguishers inspected – two are being replaced due to no longer made/no parts
- SALS hired a new Director – Kimberly Bolan
- The Big Read grant awarded to participating SALS libraries – meeting to discuss details in Aug
- Propane prepay contract completed by Becky – see attached
- Final report for the *Accessibility Improvements Project* – approved, financial forms mailed, next we'll receive the remaining 10% of the award funds
- Community Room Use – *Adirondack Enrichment* – speech pathologist running tutoring sessions with multiple children (1:1 sessions), usually host at WCS but "couldn't get in"
- July Programs:
 - The Richards Library Book Club
 - Luzerne Music Center String Quartet
 - Sewing with Sarah
 - Take home crafts and face painting at Blueberry Festival – student volunteer
 - Small Tales
 - STEM (2) – Sound Machine and Marble Racer
 - Game Day – logic puzzles
 - Story time & activity (2) – post cards and nature journaling
 - OATS (2) – AI and Disinformation and Understanding Scam and Fraud
 - Painting w/Patrice – full class, variety of ages
 - Tech help – 5 sessions recorded

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 8/21
- StoryWalk – *The Listening Walk* by Paul Showers
- The Richards Library Seed Library & Gardening Workshops – CCE requires 5 pre-registered in order to run a program, new rule that started this year
- **Summer Reading Program – 6/30 through 8/22**
- **Messages From Survivors - The Memory Project Productions, Inc.** – started 4/21, will be here through the summer

Statistics for the Year

Monthly statistics for June and July are attached.

Respectfully submitted,

Shelby Burkhardt

Library Director

The Big Read

From Scott, Jack <JScott@sals.edu>

Date Wed 6/25/2025 2:51 PM

To Big Read <bigread@sals.edu>

 1 attachment (27 KB)

The Big Read Project Participation Template.xlsx;

The Big Read has just been officially approved for full funding--20k. I just need to sign some paperwork. We are not allowed to advertise that we have been approved yet, so please don't publish anything just yet.

Media embargo: There is a media embargo on your award until further notice. We will let you know when you can share news of your award with the public.

Attached is a reminder of what you submitted back in January.

I'll try and get us a zoom meeting set up in the next couple of weeks.

Best,
Jack

Jack M Scott
Outreach & Technology Consultant
Southern Adirondack Library System
518-584-7300 ext 219
<https://salsblog.sals.edu/>

G.A. BOVE FUELS

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

2025-2026 SEASON PROPANE PRE-PAY PURCHASE CONTRACT

PLEASE REVIEW THIS AGREEMENT CAREFULLY

EMAILED
6-23-25

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

Pre-pay Purchase Agreements MUST BE RECEIVED BEFORE JULY 31, 2025
after this date pricing may be subject to a higher rate and/or applicable fees may apply.

The following option allows you to pre-purchase your gallons at a fixed price for the 2025-2026 heating season. The pre-paid pricing for the season is as follows:

Fixed Pricing Prepay

I agree to purchase 2373.1 gallons at a **fixed rate** of \$ 1.899 per gallon. For a Total of \$ 4506.52

Credit on account if applicable of \$ 4506.52 for a *Total Payment due of \$ 0

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

2024-2025: x 2023-2024: x 2022-2023: x

We do not have Propane Usage for you guys just yet

SEE REVERSE SIDE OF THIS CONTRACT:

Contracts will not be accepted without initial, signature and payment

Terms & Conditions

PREPAY GALLONS MUST BE DELIVERED BY MAY 31st 2026



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

* Customer will be on an automatic delivery schedule. Automatic deliveries will continue regardless of contract end date of May 31, 2026 or gallons exceeded under this contract. Those gallons that go over the contract end date or exceed the number of gallons you have purchased; they will be priced at G.A. Bove Regular Market pricing for the delivery that day. Please contact our office if you have any questions.



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

* Customer may terminate this agreement at any time. Any agreements terminated anytime during the season before May 31st 2026 will incur a termination fee of \$2.00 (Two Dollars) for every unused prepaid gallon. (For Example: If you chose to prepay for 900 gallons and you cancel your contract with 400 gallons still left fee would be \$800 to terminate.)

Any credit balance left on your account after May 31st 2026 will remain on your account to be used toward future deliveries and/or services. The customer agrees that, at no time shall any cash refunds be issued to the customer. All credit balances will revert to dollar credit not gallon credit after May 31st 2026.

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

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

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

RICHARDS LIBRARY

10010793

Customer Name (Please Print)

Your Acct#





Customer Signature **FINANCIAL OFFICER**

Today's Date

Agreed to and accepted by:

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

Mail: GA BOVE FUELS 76 RAILROAD STREET MECHANICVILLE NY 12118

Email: Customerservice@bovefuels.com

Fax: 518-664-6463

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS AUGUST 2025

SUN

MON

TUE

WED

THU

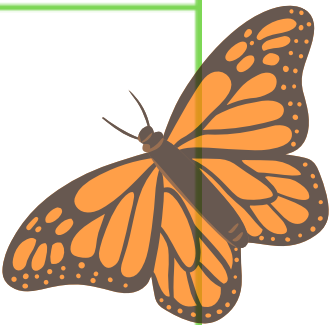
FRI

SAT

	Stop by our seed library and free gardening workshops!		Travelling exhibit with messages from Holocaust Survivors will be here through the summer!		1	2
3	4	5 TRL Board Meeting @ 10:00a STEM @ 1:00p Summer Remedies Herbal Workshop @ 5:00p	6	7 TRL Book Club @ 4:00p	8	9
10	11	12 Games @ 1:00p Sewing with Sarah, 5:00-6:30p	13 Story Time & Activity @ 10:30a Happy 124 Years, Richards Library!	14 OATS: Getting to Know Your Smartphone @ 2:00p	15 Children's Film @ 2:15p	16
17	18	19 STEM @ 1:00p	20	21 OATS: Exploring and Downloading Apps @ 2:00p	22 Children's craft @ Tomato Festival, 3-6:00p Summer Reading Program ends - turn in your reading logs!	23 Painting w/Morgan, 9:30-11:30a
24 31	25	26	27 Story Time & Activity @ 10:30a	28 TEEN CRAFT @ 5:00p	29	30

- Summer Remedies Herbal Workshop is the gardening workshop for AUG. Free to attend for all ages interested. See flyers for more details!
- 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, *The Shipping News*.
- Sewing with Sarah, hands on help with sewing projects. See flyer for more info.
- STEM projects and game days are open to all youths interested.
- Story Time & Activity, 2 sessions for AUG, we will read stories and complete a themed activity. Child supervision required. Start time is a little later!
- Children's Film, *Lilo & Stitch* (2002), child supervision required. Bring a comfy blanket and water, popcorn will be provided!
- Painting w/Morgan, for adults and young adults, limited seats, please pre-register. See flyer for details!
- StoryWalk, *The Listening Walk* by Paul Showers, starts by the main entrance.

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





Exploring and Downloading Apps

Date: Thursday, August 21, 2025

Time: 2:00 PM

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

Apps are pieces of software that help you do something on your smartphone, and there are thousands of them available! Let's start exploring all that apps have to offer so you can make the most of your Phone!

Sign Up Today!

Call: [518] 623-3011 Email: lkeith@sals.edu



Getting to Know Your Smartphone

Date: Thursday, August 14, 2025

Time: 2:00 PM

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

During this hands-on workshop, we'll explore some of the common features of smartphones. You'll learn ways to interact with the touch screen, how to access important controls, and how to search for specific settings. We'll also cover some tips and best practices for securing and maintaining your device.

Sign Up Today!

Call: [518] 623-3011 Email: lkeith@sals.edu

SEWING WITH SARAH

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

TUESDAY, JULY 15, 5:00–6:30PM
TUESDAY, AUGUST 12, 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

GARDENING WORKSHOPS 2025

1. April 1, 5-6:30PM, Seed Starting
2. April 24, 5-6:30PM, Forage & Cook
3. May 8, 5-6:30PM, Home Composting
4. June 3, 5-6:30PM, Caring for Summer Flowers
5. June 26, 5-6:30PM, Cover Crops
6. July 17, 5-6:30PM, Preserving Herbs & Vegetables
7. August 5, 5-6:30PM, Herbal Lecture & Demonstration
8. September 25, 5-6:30PM, Saving Seeds: Wet & Dry Methods
9. October 28, 5-6:30PM, Return Seeds to Library and Community Seed Swap



Workshops are free and all ages are welcome to attend. *Pre-registration is encouraged.* Workshops will be held in the Jeffrey M. Levine Community Room at *The Richards Library*. Our address is 36 Elm St., Warrensburg, NY, 12885. Questions? Give us a call at 518-623-3011!

PRESERVING HERBS & VEGETABLES

Presented by Alyssa, Cornell Cooperative Extension
Thursday, July 17, 5:00-6:30PM

Learn about the culinary uses of herbs/veggies and how to preserve herbs/veggies for future use in the kitchen.

HERBAL LECTURE & DEMONSTRATION HOMEMADE SUMMER REMEDIES

Presented by Jo Pedersen, Herbalist
Tuesday, August 5, 5:00-6:30PM

Learn how to make homemade remedies for sunburns, bug bites, cuts, scratches and for poison ivy. Most of these items you will find in your house or even your yard. Be prepared for those itchy, annoying times when nothing seems to help. Take home a salve to calm those scratches and bug bite. Handouts will be provided with salve directions.

*Supplies are limited to 12 participants,
please pre-register by calling 518-623-3011!*



WARRENSBURG CENTRAL SCHOOL
ALL GRADES!

SCHOOL SUPPLIES DRIVE

A program to help students
in need for supplies.

Aug. 11th-23rd, 2025

(during hours of operation)

Drop off: The Richards Library

The Richards Library will be collecting supplies from
the school supply lists for grades PreK-12th.

Please kindly drop off during the library's OPEN
business hours only. Thank you for your support in
our community and the children and teachers!

Pick up day for students in need of supplies will be
on Thursday August 28th from 2-7 pm.

Please note we have plenty of Crayons and Single Subject notebooks

Please contact Shelby Director of The Richards Library
(518) 623-3011 or
Casandra Wallace (518) 744-3951 with PaperPie for any
questions.

Supply links can be found on:
<https://www.wcsd.org>

2025 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	674	108	93	11	1308	49	436	447	26	70	238
February	604	83	78	17	1189	47	394	370	22	69	247
March	667	106	91	5	1247	47	357	327	38	84	303
April	709	155	92	11	1226	72	355	337	50	68	310
May	714	132	92	8	1362	79	355	340	8	61	307
June	698	185	76	7	1362	69	357	316	6	60	354
July	888	224	97	8	1631	86	444	414	2	54	463
August											
September											
October											
November											
December											
2025 TOTALS	4954	993	619	67	9325	449	2698	2551	152	466	2222
	O/A Att 5947		O/A Comp 686		O/A Circ. 9325						



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner Pro Tempore

July 2, 2025

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

Re: SED/L
Richards Library Furnace Upgrade
36 Elm St, Warrensburg, Warren County, NY 12885
25PR01325

Dear Shelby Burkhardt:

Thank you for continuing to consult with the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted materials in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law). These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project.

Thank you for submitting documentation of the change in project scope to our office on June 9, 2025. We continue to have no concerns with impacts to the building. Please note that our Archaeology unit has requested additional information regarding the proposed underground tanks under separate cover. Please continue to consult with them and submit additional information if the project scope evolves.

If you have any questions, you can call or e-mail me at the contact information below.

Sincerely,

Theresa Moriarty
Historic Site Restoration Coordinator
518.925.6507 | theresa.moriarty@parks.ny.gov
via email only

Privacy and Confidentiality of Library Records Policy

The following are rules and regulations approved by The Richards Library Board of Trustees. These will be reviewed every 5 years or as needed to reflect evolving privacy standards and technologies. These privacy protections apply equally to all Library patrons, regardless of age, race, national origin, immigration status, gender identity, sexual orientation, or other protected characteristics.

The Richards Library protects the privacy of patron records and the confidentiality of patron library use as required by law. New York Civil Practice (CVP) Law & Rules § 4509 states:

“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.”

Therefore, New York public libraries cannot disclose personal identifiable information from a library user's records except:

1. Upon Request or Consent of the User;
2. To The Extent Necessary for the proper Operation of the Library;
3. Pursuant to Subpoena, Court Order or Where Otherwise Required by Statute.

Library Records Includes, but is not limited to: circulation records; workstation logs; security video; information sought or received; materials consulted, bought, or acquired; database search records; Interlibrary loan records; program registration information; sign-up sheets; material complaint forms; e-mails; voicemails OR any other such records, with personally identifiable uses of materials, facilities, programs or services that may be accumulated.

Personally Identifiable Information includes, but is not limited to: names, addresses, phone numbers, email addresses, library card numbers, internet usage data, and any data that can be linked to an individual.

The Library will collect only the minimum necessary personal data required for operations and will regularly review and securely dispose of records no longer needed. The Library may disclose information to cooperating libraries to assist patrons and provide for interlibrary loans.

Since the Library is part of the Southern Adirondack Library System (SALS), information is gathered through the Joint Automation Project, which allows interlibrary loans for libraries within SALS/MVLS (with the exception of the Schenectady County libraries and branches). The Joint Automation Project does not record patron usage of database searches, individual member library computer use or interlibrary loan requests for materials outside of the systems. Library records that are not necessary for the proper operation of member libraries and our systems are purged after 30 days. SALS ensures third party vendors for digital services and platforms (including but not limited to website analytics, eBooks and databases) protect patron privacy and comply with this policy. To find out more about how SALS protects patron data privacy visit <https://salsblog.sals.edu/data-privacy/>

Parents or guardians requesting records of children under the age of 18 may be asked to provide proof of custodial authority. Requests will be complied with as soon as practicable. Requestors who are denied may appeal to the Richards Library Board of Trustees.

Written consent, including parental consent for children under the age of 18, for use of identifiable photos or videos of patrons will be obtained before being publicly published or displayed. Consent forms will be kept on file for as long as New York state recommends.

All staff must refer any request for Library records from law enforcement to the Library Director. The Library will not release any records without a court order or subpoena reviewed by legal counsel. If there is cause to believe that a criminal act has been committed on Library property or with Library resources, the Library will cooperate with law enforcement authorities to obtain patron consent or a court order for release of privileged Library records for criminal investigation and prosecution. The Library staff will cooperate fully with law enforcement to the extent allowed by law. All Library staff will receive annual training on this policy, including procedures for handling patron data and law enforcement requests.

Reformatted, Revised, Reviewed and Approved by the Board of Trustees 1 December 2020

Security Camera Policy

In order to provide a safe and secure environment for patrons, Staff and the Library's assets, The Richards Library Board of Trustees has established the following policy in regard to the use of security cameras at The Richards Library. This policy will be reviewed every five years or as needed to ensure it reflects best practices in privacy and equity. This policy applies equally to all library patrons, regardless of age, race, national origin, immigration status, gender identity, housing status, or other characteristics. All individuals are entitled to privacy and equitable treatment while using the 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 select 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 is placed at the Circulation Desk for use by the Director and Staff.

Privacy and Confidentiality:

Camera placement is determined by the Director or their 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 or images of patrons that may be linked to identifiable usage of Library services, 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.”

Library Staff may view cameras in real time. Protected information shall be held in confidence by Library Staff under the Library's Code of Ethics, as found on the Library's website under Policies.

Public Notice:

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

Data Storage and Access:

Cameras record activities in real time and images are saved to a secure hard drive, accessible only to authorized staff. The capacity of the storage system allows for images to be stored for a period of 14 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 14-day limit. Cameras will not be monitored continuously by Library Staff.

The Director may archive footage to an external flash drive, pursuant to the purpose of this policy, and store it in a controlled area. Access to the archived footage is restricted to designated Staff: Library Director and their designee. Archived footage involved in litigation will be kept as long as it is needed. All other archived footage will be kept up to a year before deletion.

Security camera footage will not be released to law enforcement or other third parties without a valid court order or subpoena reviewed by legal counsel. Staff are not authorized to share footage without the express direction of the Library Director. In such cases, the Board President and SALS Director will be notified by the Library Director or their designee. 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 patrons 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 obtain legal standing via an attorney or Law Enforcement official.

Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Library Director or their designee.

Library staff will receive annual training on this policy, patron confidentiality, and the handling of footage requests.

Approved and adopted by The Richards Library Board of Trustees April 19, 2018
Reviewed and approved on October 6, 2020 Revised, reviewed, and approved on November 12, 2024

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 April 17, 2018. Permission was obtained from Saratoga Springs Public Library, Saratoga Springs NY, to use excerpts from their library policy to formulate this current policy on November 12, 2024

Web-link Request Policy

The following are rules and regulations of The Board of Trustees of the Richards Library. They will be reviewed every five years or as needed.

The Richard Library's web page is a source of information that is useful to the Library's patrons and the chartered communities of Warrensburg and Thurman at-large. Information presented on the web page is reviewed and posted by the Library Director as needed. At times information is presented to the Library in the form of a request to post a web-link from the Library's web page to a particular site. Various groups and organizations who make these requests feel that the information provided by this link will address a particular subject that will fill an informational need of the public.

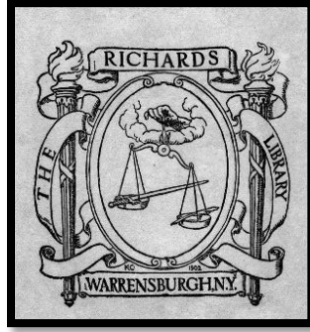
It is the Library's responsibility, by way of a review performed by the Director, to ensure that the information presented, by way of a web-link, is indeed current, factual and does not mislead patrons into a possible illegal activity, monetary "scam", or a needless purchase of unrelated items. However, the Library expects our website users to exercise their due diligence when accessing links that lead away from the original page. The Library will not be held responsible for web-links we do not maintain.

The following guidelines are therefore presented to ensure any and all requests for web-links are thoroughly examined and vetted as true and reliable:

- All requests will be reviewed by the Director by accessing the link;
- The Director will examine the destination web site to ensure that:
 - The web site is what it is purported to represent by the request;
 - That the information is true and current by way of additional research;
 - The site is of a purely informational nature;
 - The site does not advertise other sites that do not correspond with its original intent or entice users into unnecessary contracts or purchases;
 - The information is of interest to the local community and fills a need.
- If the link is found to be safe and passes all of the listed criteria, it will be posted on the Library's web page;
- The link will remain active and reviewed every two years to ensure it is still current and correct;
- The link will be removed if the information is not current or is replaced by a more up-to-date link;
- Any link request that fails the inspection of the Director will not be added to the Library's web page.

Formatted, Reviewed and Approved 5 May 2020

The Richards Library



Code of Conduct Policy

The following are rules and regulations of The Richards Library Board of Trustees. These are effective February 6, 2017 and will be reviewed every 5 years.

In order to provide resources and services to all people who visit The Richards Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, The Board of Trustees has adopted the following Code of Conduct Policy. Its purpose is to guarantee that The Richards Library is able to carry out its mission and ensure that no person or group is denied access to Library facilities, programs or services due to behaviors that create an environment or atmosphere that is unsafe, disruptive, or not conducive to the Library's mission.

The enforcement of the Code of Conduct will be applied evenly, consistently, and fairly. Access to Library facilities and/or services may be denied to any patron involved in behavior that is disruptive, constitutes a nuisance, creates an unsafe environment, or prevents The Richards Library from accomplishing its mission.

The Library reserves the right to request patron I.D. at any time.

Personal Rules of Conduct include, but are not limited to:

- Weapons of any type are prohibited;
- Use of profane, obscene, threatening, or injurious language or gestures is prohibited;
- Viewing of pornography on Library devices or through Library Wi-Fi is strongly discouraged as not to infringe upon the rights of other patrons;
- Use of skateboards, roller blades, roller skates, or "razor" style scooters is not allowed in the Library or on Library premises;
- Sidewalks must remain obstacle-free at all times;
- Library property, including all buildings, outside grounds and parking areas are designated smoke and tobacco-free areas. The use of tobacco products, electronic or "e-cigarettes", and vaping is prohibited;
- Shirts and shoes are required for health reasons and must be worn at all times while in the Library;

- Silence cell phones upon entering the building. There are labeled “cell phone friendly” locations in the Library, or outside, that may be used for phone calls;
- Use of alcoholic beverages, except for private Library events, or illegal drugs is prohibited. Persons under the influence of alcohol or illegal drugs are not allowed on Library property and will be asked to leave;
- Solicitation is not allowed on Library property;
- Sleeping in the Library or on Library property is discouraged.

Patrons may not interfere with the Staff’s performance of their duties. This includes engaging in extended conversations or behavior that engages or forces the attention of:

- Staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment;
- Animals are not allowed in the Library with the exception of a certified service animal and animals brought in for special programs.

The Library prohibits any activity or conditions that unreasonably interferes with Library safety or use; performance of duties by Library Staff; or the quiet and peaceful enjoyment of the Library or Library resources. This includes, but is not limited to:

- Harassing or threatening Library patrons or Staff;
- Staring at, following, photographing or any type of videography without permission of Library patrons or Staff;
- Making any loud or unreasonable noise or other disturbances such as running or talking loudly;
- Disruptive use of personal communications or entertainment devices;
- Offensive body odor due to poor personal hygiene, overpowering perfume and/or cologne;
- Inappropriate public displays of affection;
- Sexual misconduct;
- Defacing or intentionally damaging Library property;
- Theft or attempted theft of Library property or the property of patrons and/or Staff;
- If the person refuses to leave the premises and/or property, the Warren County Sheriff’s Office will be called.

The Library reserves the right to search bundles, packages, backpacks, briefcases, purses, and other containers upon a patron entering or leaving the Library in order to protect and preserve the safety and security of property and people using the Library.

Unattended Children

The Richards Library welcomes children of all ages to the Library. The present Staff is engaged in entirely circulation, reference and other library related customer service duties. The Staff is not licensed to perform child care duties. It is the responsibility of the parents and/or guardians to supervise their child or children at all times in the Library or on Library grounds.

For the safety and comfort of children:

- All children under 5 years of age shall be accompanied by a responsible person or caregiver, 16 years of age or older, at all times;
- Children 5 to 11 years of age may be left unattended for up to an hour and a half, subject to the rules and regulations of the Library.
- Children 12 years and older may use the Library unattended, subject to the rules and regulations of the Library;
- Children who have special needs related to physical or mental ability, to behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc., shall be attended by responsible persons at all times;
- It is recommended that any child left unattended at the Library knows emergency contact information;
- The Library is not responsible for the whereabouts of unattended minors;
- Children could be asked to leave if misbehaving or be stranded at closing time or during an unexpected closing. In this situation, if no parent or responsible adult is available or reachable by telephone, Warren County Sheriff's Office will be requested for the safety of the child.

Disciplinary Process

Any Staff member will enforce this Policy by pointing out violations to patrons and requesting compliance. Failure to comply will result in the restriction of access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period or by denying access to specific services and/or programs.

Suspension of Library Privileges

A Richards Library Staff member will suspend Library privileges of a patron, including access to materials, activities, services, or facilities if the situation is a serious offense and constitutes a violation of The Richards Library Policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behavior, sexual harassment, theft/attempted theft, or any behaviors that threaten the safety and security of Staff and/or patrons. The person-in-charge shall call the Warren County Sheriff's Office rather than place themselves or others in a threatening situation.

- The Staff member will issue an immediate suspension order by requesting that the offending individual(s) leave the Library immediately;
- The Staff member will issue a warning to the offending individual(s) for offenses that do not require immediate suspension of privileges (Example: situational anger inappropriately expressed in a disruptive manner);
- The Staff member will issue a suspension of privileges order when behavior is serious and/or repeated after a verbal warning has been issued. The time of suspension will be based upon the seriousness of the offense and the number of times the individual(s) has been suspended previously;
- Suspension orders will be issued in writing when possible.

Right of Appeal

A patron with suspended privileges may appeal a suspension in writing to The Board of Trustees within the following 3 business days. The patron must state clearly why they believe that their privileges should be restored.

The Board of Trustees will respond to the appeal in writing within 7 business days of the date the appeal was reviewed. Privileges will remain suspended throughout the appeals process. **The decision of The Richards Library Board of Trustees is final.**

Reformatted, Revised, Reviewed and Approved by The Richards Library Board of Trustees: April 19, 2018

Revised, Reviewed and Approved: May 19, 2020

Amended, Reviewed and Approved: October 5, 2021

Revised, Reviewed and Approved: June 7, 2022



Attorney General
of New York
Letitia James

Dear New Yorkers,

Everyone, regardless of differing abilities, is entitled to equal access to services and public accommodations. For many, the ability to mingle in public, whether it is for a doctor's appointment or a social engagement, depends upon being accompanied by a service animal.

Fortunately, the law protects the right of those with disabilities to fully participate in public life with their animals. Public facilities may not bar service animals, and housing providers must allow service animals, even if they enforce "no pet" policies. Service animals are not pets.

This brochure discusses the laws that protect individuals who rely upon service animals. If you have questions about these laws, or if you have been discriminated against because of your service animal, please contact the Civil Rights Bureau in my office; we may be able to help.

Sincerely,

Letitia James

Service Animals - A Broad Definition

A service animal is a working animal, not a pet. The Americans with Disabilities Act (ADA) defines a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Dogs that satisfy this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government, or any other entity.

Here are some examples of tasks a service animal might perform:

- Assisting with navigation, or stability and balance;
- Alerting to sounds or allergens;
- Pulling wheelchairs, carrying and retrieving items;
- Seizure assistance;
- Interrupting impulsive or destructive behaviors.



Service Animals

In Public Accommodations



New York State Office
of the Attorney General
Letitia James

Resources

New York State Office of the Attorney General, Civil Rights Bureau

(212) 416-8250
(800) 788-9898 – TDD
civil.rights@ag.ny.gov / ag.ny.gov/bureaus/civil-rights

US Department of Justice ADA Information Line

(800) 514-0301
(800) 514-0383 TDD
ada.gov

Service Animals Allowed Where Public is Allowed

Under the ADA and New York law, businesses and facilities that serve the public may not discriminate against individuals with disabilities. These include:

- Restaurants, hotels and retail stores;
- Theaters and sports facilities;
- Transportation, including taxicabs and buses.

In addition, they must permit a service animal in all areas of the facility where customers are allowed or the public is invited.

For example, in a hospital, a service animal might be allowed in a patient or examination room, but may be excluded from operating rooms or other units where a sterile environment may be compromised.

A business may not impose extra deposits, fees or surcharges because of a service animal, but may charge a fee if a service animal causes damage — as long as it regularly charges nondisabled customers for the same types of damages.

Federal ADA Overrides State or Local Laws

Some local laws provide more limited definitions in this area, such as “seeing eye” or “guide” dogs, and in so doing may exclude other types of service animals. However, a business which refuses to admit any of the other types of service animals on the basis of these local laws (including local health department regulations) may be violating the federal ADA. For example, establishments that sell or prepare food must allow all service animals in public areas even if local health codes prohibit animals on the premises.

NOTE: A public accommodation provider is not responsible for the care or supervision of a service animal and is not required to provide food or a special location for the animal.

Any person violating these laws can be assessed damages and penalties by the State Division of Human Rights or a court of competent jurisdiction.

Documentation is Not Required

A public accommodation provider cannot ask about the nature or extent of a person’s disability and may not demand proof that the animal is certified. However, if it is not readily apparent that a dog is a service animal, they may ask, (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform. The business must allow the animal regardless of any stated “no pets” policy: a service animal is not a pet.

Although some states have programs to certify service animals, certification is not required for a public accommodation.

NOTE: Some businesses, many of them online, sell fake service dog certifications: certificates, licenses, tags, or harnesses that identify service dogs in exchange for a fee. Individuals should be careful when dealing with businesses selling such documentation and accessories, especially those that do not provide training or evaluation, or that charge high fees.

NOTE: A business may exclude a service animal only if the animal is out of control or not housebroken and the animal’s handler does not control it. Allergies or fear of dogs are not valid reasons for denying access.



Service Animals in Housing

The Fair Housing Act prohibits discrimination in the sale or rental of housing based on an individual’s disability and requires a housing provider to make “reasonable accommodations” that are necessary for an individual with a disability to fully use and enjoy the housing. This may include allowing those with a disability to have a service animal live with them, regardless of a “no pets” policy.

Like the ADA, the Fair Housing Act protects persons with physical and mental disabilities, and requires that service animal be allowed in housing. However, the animal service rules that apply to service or other animals in housing differ from the rules that apply to public accommodations in a few important ways.

- The definition of service animals under the Fair Housing Act is broader than that under the ADA. Animals that provide comfort or emotional support do not qualify as service animals under the ADA, but may qualify under the Fair Housing Act. This is not limited to dogs; any animal may qualify.
- The animal need not be specially trained as a service animal if it provides physical or emotional support, lessens the effects of the person’s disability and is necessary for the person to be able to fully enjoy the housing.
- A housing provider may require an individual to provide documentation of their disability and their need for the animal (for example, letters from doctors or therapists describing the disability and explaining how the animal helps the individual).

New York Laws on Service Dogs and Emotional Support Animals in Public Places

New York and federal law requires service dogs, but not emotional support animals, to be allowed in public places.

By [Lisa Guerin, J.D.](#) • UC Berkeley School of Law
Updated 3/28/2023

Why Trust Us? Fact-Checked

Both New York law and the federal Americans with Disabilities Act (ADA) protect the rights of people with disabilities to bring their service dogs to all "public accommodations," which means places that are open to the public like stores, schools, and buses or taxis.

New York law and the ADA differ in some ways, but public accommodations in New York must comply with both sets of laws. If you have a service animal in New York, you're entitled to rely on whichever law provides the most protections. Read on to learn which animals qualify as service animals, which places must allow them, and how these laws treat emotional support animals.

In This Article

Which Animals Qualify as Service Animals in New York?

New York's Civil Rights Law requires public facilities to allow guide dogs, service dogs, and hearing dogs. Under the law, a service dog is a dog that has been or is being trained to work or perform tasks for a person with a disability (including psychiatric disabilities). For example:

Find out if you qualify for SSDI benefits
Pre-qualify in 60 seconds for up to \$4,018 per month and 12 months back pay.

How old are you?

Select an answer

Continue

- a guide dog assists someone who's blind, or
- a hearing dog assists a person with a hearing impairment.

Note that New York's service animal law applies only to dogs, not other animals.

The ADA defines a service animal similarly—as a dog that's individually trained to perform tasks or do work for the benefit of a person with a disability. But under the ADA, a miniature horse can also sometimes qualify as a service animal. Whether your service animal is a dog or miniature horse, the tasks or work the animal can do must be directly related to your disability.

How Does New York Law Treat Emotional Support Animals (ESA)s?

The definition of service animal doesn't include emotional support animals (ESAs) under either New York law or the ADA. Emotional support animals provide companionship and emotional support that eases the symptoms or effects of a person's disability, and they can have therapeutic benefits. Emotional support animals can be any type of animal.

But emotional support animals don't have specialized training to aid their handlers, so they don't qualify as service animals under New York law or the ADA. Although both laws require owners of public accommodations to admit service animals (including [psychiatric service dogs](#)), neither law protects your right to have your emotional support animal with you in public. These state and federal service animal laws also don't apply to regular pets.

Where Must You Be Allowed to Take Your Service Dog in New York?

You have the right to take your service dog to any public accommodation in New York as defined by law. New York service dog laws consider a wide range of locations to be public accommodations, including all of the following:

- public and private housing
- public and private transportation
- schools and educational institutions
- government buildings
- theaters (including cinemas and live playhouses)
- places that sell food (like restaurants and grocery stores), and
- other places to which the public is customarily invited or permitted, including places used for:
 - entertainment

- business
- resort, or
- convenience.

But the ADA rules and New York service dog laws don't apply to flying with or being in an airport terminal with your assistance animal. Learn about your right to have your [service dog or emotional support animal with you when you fly](#).

When Does New York Law Protect Your Right to Have an Emotional Support Animal?

Housing providers in New York are governed by the federal [Fair Housing Act](#) (FHA). And your right to have an emotional support animal live with you is protected under the FHA—whether you're buying or renting just about any type of home, including all of the following types of dwellings:

- condominiums
- apartments
- cooperatives
- single-family homes
- nursing homes
- assisted living facilities
- group homes
- shelters (like emergency shelters and domestic violence shelters), and
- dormitories.

The FHA requires housing providers to make "reasonable accommodations" for people with disabilities, and that includes having a service dog or emotional support animal live with you if you need one. But you must [request the accommodation](#), and you can be asked to provide a letter from your health care provider stating that you need the ESA.

Under this federal housing law, service dogs and emotional support animals aren't considered pets. So, they can't be barred from your residence because of a "no pets" policy, and breed and size restrictions don't apply to ESAs or service dogs.

In the City of New York, the [NYC Human Rights Law](#) also protects against disability discrimination in housing—including protecting your right to have an ESA as a reasonable accommodation for your disability. Under the law, any animal that's legal to own in the city can be an emotional support animal. So, you can have a support turtle or ferret, but not an emotional support bat or bear under city health codes.

(Learn more about [landlord-tenant laws in New York](#).)

What if a Service Dog or ESA Poses a Threat or Behavior Problem?

A public accommodation isn't required to allow your service animal to remain if it poses a direct threat to the health or safety of others. If, for example, your service dog is growling and lunging at other patrons, and you're unable to stop the behavior, the dog might have to leave.

And the FHA allows a housing provider to refuse a reasonable accommodation request for a service dog or emotional support animal in the following situations:

- the specific animal poses a direct threat to the health or safety of others, or
- allowing the animal would result in substantial physical damage to the property of others.

Ultimately, under both federal laws and New York service dog laws, you can lose your right to have your service dog in a public accommodation or the right to have your ESA live with you if you can't keep the animal under control.

Can Fees or Documentation for a Service Dog or ESA Be Required?

In New York, a public accommodation can ask you if your dog is a service animal if it's not clear. But you can't be required to present a license, document, or other proof that your animal is a service animal. And a public accommodation can't require you to pay a fee or any extra charge for having a service animal.

If your disability isn't apparent, a housing provider can ask for documentation of your need for a service dog or emotional support animal. But the FHA prohibits landlords and homeowner associations (HOAs) from charging you extra (or making you pay a special deposit) to have your ESA or service dog in your home.

Different rules apply to having service dogs and emotional support animals at work. Learn more about when [New York employers are required to allow dogs and other animals](#) at work.

Further Reading



[Can You Be Fired From a Job While on Leave With Disability?](#)



[Psychiatric Service Dogs & Emotional Support Animals: Access to Public Places & Other Settings](#)



[Penalties for Using a Service Dog or Emotional Support Animal Under False Pretenses](#)



SERVICE ANIMALS ONLY

For the safety of pets, customers,
and employees, please do not bring
your pets inside.

Thank you.

