

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, October 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: *National Grid, LARAC, Affordable Lawn Services,*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *Workshop to amend 2026 and draft 2027 budgets*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - Changing furnaces from oil to propane
 - i. in progress – propane tanks installed 10/2*
 - Adirondack Rural Revitalization Program (ARRP) Grant
 - i. Public Notice – Request for Proposals*
 - Adirondack Foundation Lake Placid Education Foundation 2025
 - i. drafting outline, should start soon*
 - Casella Foundation Grant – *application submitted 6/9, status?*
 - Smart Growth In The Adirondack Park and Catskill Park - *DEC grant*
 - WLGS
 - Vacancy: maintenance/handyperson
- VIII New Business
 - Budgets 2026/2027
 - i. town water rates increasing for 2026*
 - Posting Trustee names in the Library
 - Library loans outside of the system
 - i. return postage*
- IX Other Business
 - Town Board Meetings
 - Report from Sarah for the WCSD BOE meeting (9/8 @ 6:00p)
 - Mary or Samantha attending the Thurman meeting (10/16 @ 4:30p)
 - Need volunteer for the Warrensburg meeting (11/12 @ 7:00p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, October 21, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, November 4, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, Sept. 9, 2025**

Present: Sarah Gebbie-Measeck, Susan Matzner, John Schroeter, Mary Beadnell, Samantha Newcomb, and Shelby Burkhardt, Library Director

Excused: Esther McTeague, Becky Lawler, Gina Colburn

Meeting called to order at 10:05am

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by Susan and approved by Board.

Period of Public Expression: None

Correspondence:

- Vanguard sent a shareholder report on Index Funds

Old Business

- Adirondack Rural Revitalization Program Grant
 - Library awarded grant for the chimney cap replacement
 - Sarah is working on an RFP to identify potential companies to do the repair
- Changing furnaces from Oil to Propane
 - Parts are here, tentative start date is 9/10
 - No issues from CRIS with the propane tank installation underground

New Business

- Receiving monies from NY Assemblymember Matt Simpson
 - SAMS State and Municipalities grant
 - Received help from Warrensburg Supervisor Kevin Geraghty

Director's report:

- Building issues
 - May need to replace all 4 building cameras
 - Elevator still issues with leveling, Barrier Free Elevators will install heater to keep oil temperatures consistent, should fix issue.
- Flora and fauna exhibit from YA room collected by artist
- Summer Reading program completed
 - Lower stats than last year
- Discussed August Programs
- Discussed upcoming events
 - The Big Read grant will begin on October
- Statistics for the month were provided

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds:
 - John – removed small Elm tree by border marker over the weekend
- Outreach
 - John – continuing along
- Policy: n/a

Old Business

- Adirondack Foundation Lake Placid Education Foundation 2025
 - Received \$2500 to increase archival attention – staffing and supplies
 - Award for archival project only, no monies to increase YA collection
- Casella Foundation Grant
 - Application submitted by Sarah June 9.
 - Awaiting outcome
- Code of Conduct
 - Only Service Animals allowed in the library
 - Signs placed on main and front entrances

New Business

- Smart Growth in the Adirondack Park and Catskill Park
 - DEC Grant, needed to pursue with the town
 - No longer needed
- WLGS
 - All spaces sold to vendors
 - Library will close at noon Friday for the weekend
- Staff Vacancy
 - Need a new maintenance person

Other Business:

- Town Board Meetings
 - Susan and Samantha reported on Warrensburg Town Meeting on August 13
 - Sarah will attend the WCSD BOE meeting
 - Mary or Samantha will attend the Thurman Town meeting on October 16

Period of Public Expression: None

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

Next Committee Workshop scheduled for Sept. 23 at 10:00am

Motion made by Susan, seconded by Mary and approved by the Board to adjourn at 11:01am.

Approved by The Richards Library of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
September 2025

Accrual Basis

	Sep 25
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	207
NON-OPERATING RECEIPTS	105
Total Income	312
Expense	
OPERATING EXPENSES	4,537
PAYROLL, WAGES, BENEFITS & EXPE	12,299
COLLECTION & OTHER CAPITAL EXPE	1,354
Total Expense	18,190
Net Ordinary Income	-17,878
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	365
Total Other Expense	365
Net Other Income	-365
Net Income	-18,243

Richards Library

Monthly Funds Activity Report

September 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	09/03/2025	7009	NEW YORK FIRE & SECURITY	2025 RENEWAL - 1 YR		493.45
Bill Pmt -Check	09/03/2025	7010	THE SATURDAY EVENING POST	Deposit	39.00	17.00
Deposit	09/07/2025			BOOK		11.39
Bill Pmt -Check	09/09/2025	7011	BAKER & TAYLOR	JANITORIAL		44.36
Bill Pmt -Check	09/09/2025	7012	CINTAS	AUGUST 2025 AUTOMATION FEES		442.46
Bill Pmt -Check	09/09/2025	7013	SOUTHERN ADIRONDACK LIBRARY SYSTEM	7/25/25-8/24/25		95.18
Check	09/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	8/22/25-9/21/25		50.32
Check	09/12/2025	A/W	VERIZON	-MULTIPLE-		5,871.89
General Journal	09/12/2025	PAYROLL		Deposit	65.00	
Deposit	09/14/2025			9-15-25-9-14-26 zoom	149.90	
Credit Card Ch...	09/15/2025	3010770547	ZOOM	TRANSFER FUNDS FOR CC PAYMENT	79.38	
Credit Card Ch...	09/16/2025	BID NOTICE	THE SUN	TRANSFER FUNDS FOR CC PAYMENT	136.00	
Bill	09/16/2025	9097	CHRONICLE	#--5609		922.96
Check	09/17/2025	7016	COMMERCE BANK	10/3/25 - 10/3/26		1,593.00
Check	09/19/2025	ONLINE	COWBELL INS	Deposit	47.00	
Deposit	09/21/2025			9/4/25-10/3/25		130.00
Check	09/22/2025	A/W	SPECTRUM ENTERPRISE #143161701			1,616.75
Bill Pmt -Check	09/22/2025	7018	WILLOW LANE EDUCATION			1,103.90
Bill Pmt -Check	09/22/2025	7019	WORLD BOOK, INC	8/8/25-9/7/25		420.72
Check	09/25/2025	A/W	NATIONAL GRID	-MULTIPLE-		6,293.58
General Journal	09/26/2025	PAYROLL		Deposit	56.00	
Deposit	09/28/2025			BOOKS		222.03
Bill Pmt -Check	09/30/2025	7020	BAKER & TAYLOR	FIRE ALARM SYSTEM INSPECTION		339.95
Bill Pmt -Check	09/30/2025	7021	NEW YORK FIRE & SECURITY		572.28	19,668.94
Total 12.39a - Operating Account - GFNB						
Director Discretionary Funds						
Credit Card Ch...	09/15/2025	3010770547	ZOOM	9-15-25-9-14-26 zoom		149.90
Credit Card Ch...	09/16/2025	BID NOTICE	THE SUN	TRANSFER FUNDS FOR CC PAYMENT		79.38
Bill	09/16/2025	9097	CHRONICLE	TRANSFER FUNDS FOR CC PAYMENT		136.00
Bill Pmt -Check	09/22/2025	7017	CHRONICLE	VOID:	0.00	
Total Director Discretionary Funds						
					0.00	365.28
Total Arrow Bank #-6131 -Operat & DF						
					572.28	20,034.22
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	09/07/2025			Deposit	32.00	
Deposit	09/28/2025			Deposit	63.00	
Total Non-Designated Funds - S/A						
					95.00	0.00
In Memory - Laurel Jucket						

Richards Library
Monthly Funds Activity Report
 September 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Deposit	09/14/2025			Deposit	10.00	
Total In Memory - Laurel Juckett					10.00	0.00
Total Special Acc't #5976 - GFNB					105.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					105.00	0.00
Total RESTRICTED FUNDS					677.28	20,034.22
TOTAL						



COMMUNITY ARTS GRANTS AVAILABLE THROUGH LARAC FOR 2026!

LARAC is proud to announce Community Art Grants are available for 2026! For over 25 years these grants have been available through LARAC and the New York State Council on the Arts, through the Statewide Community Regrant program with support from the Office of the Governor and the New York State Legislature. These grants are awarded annually to Warren and Washington county artists, non-profit organizations, municipalities, and groups.



Council on
the Arts

LARAC'S THREE GRANT OPPORTUNITIES ARE:

PROGRAM SUPPORT: AVAILABLE TO WARREN AND WASHINGTON COUNTY BASED 501(C)(3) OR NYS REGISTERED NON-PROFIT ORGANIZATIONS. APPLICANTS MAY APPLY FOR UP TO **\$7,500** IN FUNDING FOR NO MORE THAN 3 SEPARATE ARTS OR CULTURAL PROGRAMS.

INDIVIDUAL ARTIST: AVAILABLE TO INDIVIDUALS OVER THE AGE OF 18 YEARS OLD WHOSE PERMANENT ADDRESS IS IN WARREN OR WASHINGTON COUNTY. ARTISTS CAN APPLY FOR **\$5,000** FOR THE CREATION OF ONE **NEW** BODY OF WORK.

ART EDUCATION: AVAILABLE TO WARREN AND WASHINGTON COUNTY BASED INDIVIDUALS OR 501(C)(3) NYS REGISTERED NON-PROFIT ORGANIZATIONS FOR EDUCATIONAL ARTS PROGRAMS TAKING PLACE IN SCHOOLS OR COMMUNITY SETTINGS. APPLICANTS MAY APPLY FOR UP TO **\$7,500** FOR ONE EDUCATIONAL PROGRAM.

2026 APPLICATION DEADLINE: FRIDAY, DECEMBER 5TH, 2025

All 2026 guidelines and applications are available online
www.LARAC.org/Grants

Re: Library lawn

From Affordable Lawn Services [REDACTED]
Date Thu 10/2/2025 4:26 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.

Good afternoon

For the season with mowing starting May -October

And spring clean up and fall clean up

Which is 2mowing per month unless the grass get s high like in the 1st part of the spring then be 3 per month for the month or two

\$670 for the season

If there are any other items that need to be addressed as we go forward please reach out .

Looking forward to working with you all again.

Thank you Derick

Sent from my iPhone

On Oct 2, 2025, at 1:32 PM, Burkhardt, Shelby <SBurkhardt@sals.edu> wrote:

Hello Derick,

I heard from Sue Matzner that you are interested in doing lawn care for the Library again.

We are still using the same company took over after you stopped mowing our lawn a few years ago.

You may send a proposal or quote for your services, and I will present it to the Board.

Best,
Shelby

Shelby Burkhardt
Library Director
The Richards Library
<https://therichardslibrary.com/>
(518) 623-3011
sburkhardt@sals.edu

From: Affordable Lawn Services [REDACTED]
Sent: Wednesday, October 1, 2025 6:22 PM
To: war-director <war-director@sals.edu>
Subject: Library lawn

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

Hello

I have talked with sue matzner , about the lawn and handy man for the library.

How would you like me to do up a quote or go about it ?

Thank you

Look forward to hearing from you

Derick

Sent from my iPhone

If you believe you have received this message in error or do not wish to receive this information via email, please reply to this message.

To report this message as spam or offensive, please send e mail to abuse@sals.edu including the entire contents and subject of the message.

It will be reviewed by staff and acted upon appropriately.

THE RICHARDS LIBRARY



Director's Report

October 3, 2025

- Still waiting on new outdoor security camera
- Still waiting on quotes – *Ray Smith (maintenance jobs), SRI Fire & Security (sprinkler inspections)*
- Furnace/HVAC installation underway – *signs posted on doors and Facebook for patrons*
- NY Fire & Security serviced fire alarms
- Tidied shed and surrounding area – *need to put out debris for town fall pick-up and take some trash to landfill*
- Baker & Taylor – *sale of company, many items backordered*
- In the Zone – *multiple dates booked for October-December, STEM focus*
- Homeschool Meet-up resuming monthly meetings for the school year in October
- Community Room Use – *requests from Girl Scouts troops*
- September Programs:
 - The Richards Library Book Club
 - Sewing with Sarah – *low attendance*
 - Take home crafts and face painting at Apple Festival
 - Small Tales
 - Saving Seeds Gardening Workshop
 - Tech help – *1 session 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 10/16
- The Richards Library Seed Library & Gardening Workshops – *Community Seed Swap 10/28*
- The Big Read grant – *Virtual Q&A with Mary Roach 10/8 at 6PM, "Fuzz: When Nature Breaks the Law", recording will be available for 30 days*

Statistics for the Year

Monthly statistics for September are attached.

Respectfully submitted,

Shelby Burkhardt

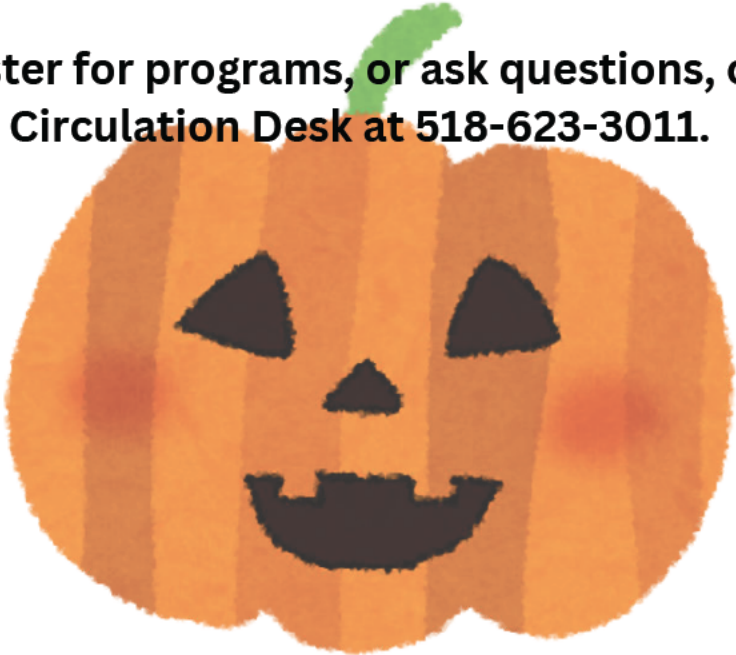
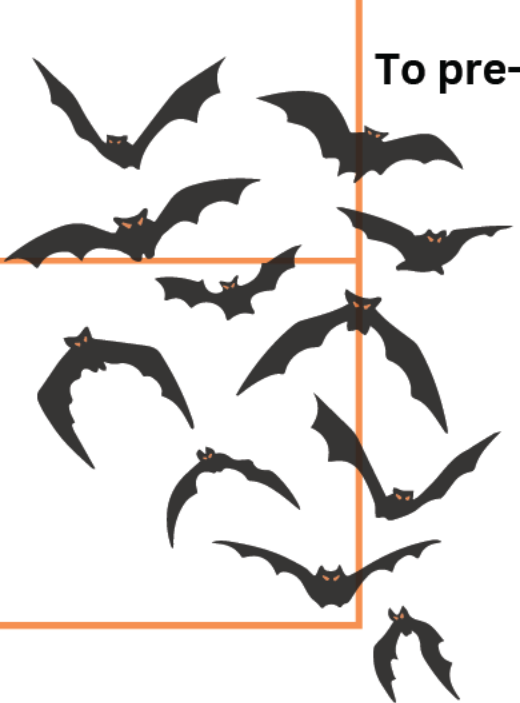
Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	Stop by our seed library and free gardening workshops!		1	2	3 Closing at NOON for WLGS	4 Closed for WLGS
5	6	7 TRL Board Meeting @ 10:00a	8 Virtual Author Q&A, Mary Roach @ 6:00p	9 TRL Book Club @ 4:00p	10 Children's craft @ Garlic Festival, 3-6:00p	11
12	13 Closed for Columbus/ Indigenous Peoples Day	14 OATS: Cloud Storage @ 2:00p	15 Story Time & Activity @ 10:30a	16 Sewing with Sarah, 5:00-6:30p	17	18
19	20	21	22	23 OATS: How to Choose a New Computer @ 2:00p	24	25
26	27	28 Community Seed Swap @ 5:00p	29	30 Painting w/Patrice, 4:30-6:30p	31 HAPPY HALLOWEEN! Stop in for lollipops until 5PM!	

- *Virtual Author Q&A with Mary Roach* will be live at 6:00pm and the recording will be available for 30 days. See flyer for details.
- Our *Community Seed Swap* is the gardening workshop for OCT. 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 Woman*.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- *Story Time & Activity*, 1 session for OCT, we will read stories and complete a themed activity. Child supervision required. Start time is a little later!
- *Painting w/Patrice*, for adults and young adults, limited seats, please pre-register. See flyer for details!
- The Garlic Festival is held at the Warrensburg Recreation Field Pavilion.

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





HOMESCHOOL MEET-UP

**WEDNESDAY, OCT. 1
AT 10:00 AM**

**WEDNESDAY, NOV. 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 262-456-8702.**



Virtual Mary Roach ✨ Author Visit

-English-

NEW YORK TIMES BESTSELLER

MARY ROACH

WHEN
NATURE
BREAKS
THE
LAW

BEST-SELLING AUTHOR
OF GULP AND STIFF

"An idiosyncratic tour with [a]
whispering, ever-growing guide."
—New York Times Book Review,
Editor's Choice



Fuzz

Join us for an evening Q&A with
Mary Roach as we delve into Fuzz:
When nature breaks the law.

6pm-7pm
October 8

Register Here

Free



NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.



Cloud Storage

Date: Tuesday, October 14, 2025

Time: 2:00 PM

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

In this lecture, you'll learn the basics of cloud storage — a technology that lets you store documents, images, and other media files remotely while giving you greater accessibility, reliability, and protection for your important data. We'll discuss what it is, why it's the future of data storage, and demonstrate a few of the most popular services currently available to consumers

Sign Up Today!

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



How to Choose a New Computer

Date: Thursday, October 23, 2025

Time: 2:00 PM

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

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

Sign Up Today!

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

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. Please pre-register! Drop-ins are welcome, but we need 5 pre-registered to host most programs. 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!

SAVING SEEDS: WET & DRY METHODS

Presented by Shellie Wise, Master Gardener

Thursday, September 25, 5:00-6:30PM

How can I grow my grandpa's squash seeds when I can't find them in seed catalogs? How do I make sure my Nana's blood red Sweet Williams will be around again next year? What can I do to slow the disappearance of seed varieties? Join Master Gardeners to learn & practice seed saving techniques using both wet & dry collection methods. Bring some of your own plants for practice or previously saved seed for an impromptu seed swap.

RETURN SEEDS TO LIBRARY & COMMUNITY SEED SWAP

Tuesday, October 28, 5:00-6:30PM

Help stock our Seed Library with new varieties, share/swap with community members, and ask Master Gardeners questions! The seed exchange - must wrap up by 6:30 PM. People can also take seed varieties from the Seed Library.

If interested in coming, please call to reserve your spot, 518-623-3011.

Painting w/Patrice



Night Moon On Water

**Thursday, October 30, 4:30-6:30PM
In the Jeffrey M. Levine Community Room
at The Richards Library, Warrensburg, NY**

Come paint this star filled scene, emphasizing the moon reflecting on blue water. You will learn simple brush techniques to create the island and the tree and bushes along the water's edge in the bay. All supplies are included and we will paint with acrylic paints. For adults and youths ages 8+, and limited to 10 seats.

The cost is covered by The Richards Library.

Please call 518-623-3011 to pre-register.

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	864	178	96	5	1531	54	358	354	25	81	475
September	768	148	77	1	1349	60	387	346	5	59	401
October											
November											
December											
2025 TOTALS	6586	1319	792	73	12205	563	3443	3251	182	606	3098
	O/A Att 7905		O/A Comp 865		O/A Circ. 12205						

Richards Library

(9/23/25)

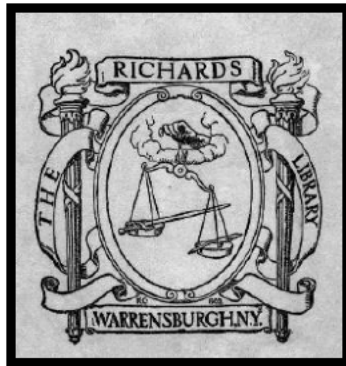
	2026 Budget (V21/25)	Proposed Amended 2026 Budget	2027 Proposed Budget
OPERATING INCOME			
PUBLIC FUNDING (1a)	265,476	269,524	269,524
Public Grants	7,000	7,000	7,000
Operating Receipts	2,160	2,160	2,160
TOTAL OPERATING INCOME	274,636	278,684	278,684
EXPENSES			
COLLECTION & OTHER CAPITAL EXPENDITURES			
Grant Supported Capital Improvements	0	0	-
Equipment/Equipment Replacement			
Computer Equipment	5,000	5,000	5,000
Other Equipment			
Total Equipment/Equipment Replacement	5,000	5,000	5,000
Collection			
Periodicals	500	500	500
Reference Periodicals	150	150	150
Books - Audio	800	500	500
Audio/Visual - DVDs/CDs	2,250	2,250	2,250
Books - Printed	9,500	9,500	9,500
Total Collection	\$ 13,200	\$ 12,900	\$ 12,900
Total COLLECTION & OTHER CAPITAL EXPENDITURES	18,200	17,900	17,900
OPERATING EXPENSES			
Accounting Review, Tax Prep & Services (11c)	6,800	6,800	7,500
Archival Preservation (24e)	100	100	100
Automation Fees (14)	5,310	5,752	6,500
Banking Supplies (13)	90	90	90
Building Repairs & Maint (16)	5,750	5,750	5,750
Capital Improvements			
Continuing Ed - Board, Director & Staff	400	400	400
Copier Usage Contract (13)	900	900	900
Electric (16)	8,000	8,000	8,500
Electronic Materials & 2% Overdrive	525	525	525
Elevator Monitoring (16)			
Elevator PMA & Inspections (16)	2,000	2,000	2,100
Elevator Repairs & Maintenance (16)	900	900	900
Equipment Repairs & Maintenance (16)	100	100	100
Fire Alarm System Inspect (16)	400	400	400
Fire Alarm System Monitor (16)	305	305	305
Fire Extinguisher Inspections (16)	175	250	250
Grounds Repairs & Maint (16)	1,500	1,500	1,500
Heating Fuel (16)	8,000	7,000	7,000
Insurance Expense (23)	9,000	9,000	10,000
Internet Services (16)	1,600	1,600	1,600
Janitorial Supplies & Exp (16-B)	1,050	1,050	1,050
Library Operating Supplies (24a)	1,100	1,100	1,100
Library Programs (24b)	4,000	5,000	5,000
Memberships & Dues (24c)	250	350	350

Richards Library

(9/23/25)

	2026 Budget (V21/25)	Proposed Amended 2026 Budget	2027 Proposed Budget
Mileage Reimbursement	1,500	200	200
Miscellaneous			
Advertising / Promotional		200	200
Amazon Prime	0		
Payroll Supplies	175	175	175
Programming Items / Library of Things		300	300
Landfill & Miscellaneous	60	60	60
Movie License Renewal (14)	230	230	230
Office & Computer Supplies Expenses (13)	1,500	1,500	1,500
Payroll Processing (11c)	2,200	2,200	2,200
Postage (13)	225	250	275
Security Alarm Monitoring, Etc (16)	400	400	400
Sewer District Tax	451	451	451
Sprinkler Inspection (16)			
Annual	800	1,125	1,500
3-Year (2025)			
5-Year (2027)			1,500
Telephone Expense (16-B)	1,600	1,600	1,600
Water (16)	350	350	350
Total OPERATING EXPENSES	67,746	67,913	72,861
WAGES & BENEFITS			
Wages (5/7)	170,000	167,000	171,000
Employer's SS/Medicare Expense (10)	13,388	12,776	13,082
Workers' Comp, Disability, PFL (9)	2,000	2,000	2,000
Total WAGES & BENEFITS	\$ 185,388	\$ 181,776	\$ 186,082
TOTAL EXPENSES	\$ 271,334	\$ 267,589	\$ 276,843
NET OPERATING SURPLUS (DEFICI)	\$ 3,303	\$ 11,095	\$ 1,842
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	13,350	13,350	13,350
NET SURPLUS (DEFICI)	(10,048)	(2,255)	(11,509)
TRANSFERS FROM OPERATING SAVINGS	6,000	3,000	12,000
NET SURPLUS (DEFICI) AFTER TRANSFERS	(4,048)	745	492

The Richards Library Policies



Circulation

The following rules and regulations are approved by the Board of Trustees of The Richards Library regarding the Circulation Policy of the Library. These are effective February 6, 2017 and will be reviewed biannually.

The Circulation Policy of The Richards Library exists to facilitate community access to the materials and information contained in The Richards Library collections. In order to borrow materials from The Richards Library and to have access to the Library's laptop computers, Library users must have a Richards Library (or SALS member) card. Access to the Library's Public Access Computers is open to all, regardless of membership. Cards are issued free of charge to Southern Adirondack Library System residents (both permanent and summer). Registration requirements include a photo ID. Children must be able to sign or print their own name to be eligible for borrowing privileges. Parents of children under five may sign for their child. Children/Teens that are 15 years old or younger, must have a parent present to check out DVDs. Teens that are 16 years old or older, may check out DVDs on their own. However, Library Staff reserves the right to review the selection to ensure that the content of the DVD is appropriate, i.e., if the selection is rated NC-17 or higher, the teen will not be allowed to check out the material unless a parent is present. This does not apply to teens that are 18 years old or older. The Library reserves the right to have non-circulating items in its collection.

The loan period for various types of materials is listed below:

New and Popular Books: 2 weeks

New To Us (NTU): 2 weeks

Other Books: 1 month

Technology (laptops): Non-Circulating

Periodicals: 1 week

DVD's: 1 week

Reference items: Non-Circulating

Genealogy materials: Non-Circulating

Large Print materials: 1 month (**If** New and Popular: 2 weeks)

Audio books: 1 month (Including New and Popular)
Graphic Novels: 1 month (If New and Popular: 2 weeks)
Holiday Items (**Children's ONLY**): 1 week
Staff Discretion may alter all loan periods.

Children's Materials:

All loan periods remain the same with the addition of the following:

Puzzles & Games: non-circulating
Summer Reading Materials: 6 weeks
Staff Discretion may alter all loans.

Loan Restrictions are as follows:

Number of items loaned to any individual: 10 books, 4 DVD's, or total of 14 items
Number of items by same author: 5
Renewal of new and popular items is once
Renewal of DVD's is once
Renewal of all other items is twice

Fines:

Fines are assessed per item per day. If an item is returned after the Library closes or on Sunday/Holiday, the patron is credited for having returned the item on the last day the Library was open.

Adults are assessed \$.10 per day not to exceed \$5.00; Children are assessed \$.05 per day not to exceed \$2.00.

Fines for Inter-Library Loan items (Outside SALS –MVLS) are assessed \$.20 per day.

Replacement of a Library Card is free the first time and \$1.00 thereafter.

Variable Damage Charges may be assessed by the Library Staff.

Lost Materials must be paid based on [recorded] Replacement Cost notated in the computer records for that item.

The Library may waive or reduce fines and fees at its discretion when circumstances warrant.

Suspension of Borrowing Privileges:

To ensure that no one patron accrues an excessively high fine, patrons will have their borrowing privileges suspended when they have any item or a total of overdue items so that accrued fines amount to \$5.00 for adults and \$2.00 for children. A payment plan will be made available to the patron. As soon as the fines are reduced below the limit, the patron will immediately be allowed to borrow materials. Patrons must use their own library card. Lost or stolen cards must be reported to the Library immediately. Patrons are responsible for any items checked out on their card.

Privileges can and will be revoked system wide depending on the circumstances.

Hold Requests:

Patrons may place reserves on items which are currently in circulation and on items which are on order. When a reserved item becomes available, the patron will be notified by email, if the patron has supplied the Library with an e-mail address, by a telephone call or by standard mail, that the item is being held for them at the Library for 2 weeks. After 2 weeks, the item will be returned to the loaning library. A patron may have no more than five outstanding hold requests at any one time. Library patrons are responsible for cancelling any holds they no longer need or by calling the Library and having a member of the staff cancel the hold for them.

Notification Methods:

The Richards Library may notify patrons using the following methods: e-mail; phone call or print notices by standard mail.

Revised by the Board of Trustees on 6 February 2017
Reformatted, Revised, Reviewed and Approved: April 19, 2018
Reviewed, Amended and Approved: 10 April 2019
Reviewed, Amended and Approved: 6 April 2021