

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, May 5, 2026 @ 10:00 AM

Warrensburg Volunteer Fire Company's Community Room, 18 Elm Street, Warrensburg, NY 12885

- 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: *NYSIF, Erie Insurance*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *repair timeline filling in*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold; 125th Anniversary Committee – sticker designs emailed.*
 - e. Outreach: *n/a*
 - f. Policy: *Workshop - the new draft Volunteer Policy was discussed, and reviewed Bylaws and Circulation Policy*
- VII Old Business
 - Vacancy: maintenance
 - Emergency Closure – *Building repairs in progress*
 - 2025 Tax Return and Audit Review
 - SAMs/DASNY - *new application*
 - 2025 Annual Report
- VIII New Business
 - SALS Annual Meeting – *May 18, 2026*
 -
- IX Other Business
 - Town Board Meetings
 - o Sarah attending the Warrensburg meeting (5/13 @ 7:00 PM)
 - o Need volunteer for the Thurman meeting (5/?? @ 4:30 PM)
 - o *April meeting missed due to permanent change to monthly meeting date*
 - o Need volunteer for the WCSD BOE (6/8 @ 6:30 PM)
 - WCSD May 19, 2026 - Tax Levy Vote for the Library (and school budget)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, May 19, 2026 @ 10:00 AM – *location?*
- XII Next Board Meeting: Tuesday, June 2, 2026 @ 10:00 AM – *location?*
- XIII Adjournment

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

April 2026

	<u>Apr 26</u>
Ordinary Income/Expense	
Expense	
OPERATING EXPENSES	1,973
PAYROLL, WAGES, BENEFITS & EXPE	<u>12,802</u>
Total Expense	<u>14,775</u>
Net Ordinary Income	-14,775
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	<u>-110,600</u>
Total Other Expense	<u>-110,600</u>
Net Other Income	<u>110,600</u>
Net Income	<u><u>95,825</u></u>

Richards Library Monthly Funds Activity Report

April 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	04/04/2026	7101	CHS WEALTH MANAGEMENT & CPA'S LLC	2025 ANNUAL FINANCIALS & TAX PREP		6,400.00
Check	04/10/2026	A/W	SPECTRUM ENTERPRISE #142279801	3/25/26-4/24/26		77.91
General Journal	04/10/2026	PAYRO...		-MULTIPLE-		6,301.53
General Journal	04/10/2026	PAYRO...		-MULTIPLE-	0.00	
Bill Pmt -Check	04/10/2026	7102	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES		479.35
Bill Pmt -Check	04/10/2026	7104	WARRENSBURG WATER DISTRICT	#W0020		60.00
Check	04/12/2026	A/W	VERIZON	3/22/26-4/21/26		50.84
Check	04/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	4/4/26-5/3/26		130.00
Check	04/22/2026	7107	QUICK RESPONSE RESTORATION, INC	BATHROOM WALL DEPOSIT (PARTIAL)		1,292.34
General Journal	04/24/2026	PAYRO...		-MULTIPLE-		6,302.01
General Journal	04/24/2026	PAYRO...		-MULTIPLE-	0.00	
Check	04/27/2026	A/W	NATIONAL GRID	3/9/26-4/8/26		326.15
Bill Pmt -Check	04/28/2026	7108	NATIONAL BUSINESS TECHNOLOGIES*	4/9/26-5/8/26 + OVERAGE		76.37
General Journal	04/29/2026	PR INS...		PAYMENT OF PROCESSING FEES		65.22
General Journal	04/29/2026	PR INS...		-MULTIPLE-	0.00	
Total 12.39a - Operating Account - GFNB					0.00	21,561.72
12.39c - OATS Grant Funds						
General Journal	04/10/2026	PAYRO...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	04/24/2026	PAYRO...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	04/29/2026	PR INS...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
Insurance Claim #A00007437086						
Deposit	04/02/2026			CK #8888944 - INSURANCE CLAIM CHECK - RESTORATION	68,152.41	
Check	04/02/2026	7100	QUICK RESPONSE RESTORATION, INC	PAYMENT #1 (DOWNPAYMENT)		25,000.00
Bill Pmt -Check	04/21/2026	7105	NEW YORK FIRE & SECURITY	PREPARE BUILDING FOR UPCOMING REPAIRS		705.00
Total Insurance Claim #A00007437086					68,152.41	25,705.00
ACF-Archiving & Young Adult Col						
General Journal	04/10/2026	PAYRO...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	04/24/2026	PAYRO...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	04/29/2026	PR INS...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
Total ACF-Archiving & Young Adult Col					0.00	0.00
DF - 2026 Buildings & Grounds						
Check	04/22/2026	7106	QUICK RESPONSE RESTORATION, INC	BATHROOM WALL DEPOSIT (BALANCE)		1,207.66
Total DF - 2026 Buildings & Grounds					0.00	1,207.66
Total Arrow Bank #--6131 -Operat & DF					68,152.41	48,474.38
TOTAL					68,152.41	48,474.38

THE RICHARDS LIBRARY



Director's Report

May 1, 2026

- Emergency closure to the public since 02/09/2026
 - *Building repairs in progress*
- Some Library staff came in sporadically for partial shifts to help with the following: Archive accessioning/organizing, miscellaneous circulation tasks, and answering phone calls. Shelves and (most) contents in Archive Rm 2 were moved to back of Archive Rm 1 because of repairs.
- 2025 Annual Report – *submitted to SALS and then NYS*
- Knoxbox – *need to order the correct style, their customer service stopped responding*
- Read It Forward (RIF) - *2 titles selected, 30 books requested – 15 copies of the graphic novel Raven Boys and 15 copies of the novel Cemetery Boys. Book costs come from our budget.*
- Awarded OATS Mini Grant from SALS – *to be used for marketing, promotional giveaways, etc. - we will receive approximately \$3,630, 1 of 11 SALS member libraries awarded.*
- Sent forms for Warrensburgh Riverside Farmers' Market Festivals – *tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
- April Program:
 - Read at Small Tales

****All other programs cancelled due to emergency closure****

Upcoming Events & Programs

**** Events can be found on The Richards Library website, our Facebook page, or at the Library. ****

- **On-site programs and private bookings are postponed for May.**
 - **Warrensburgh Repair Cafe, May 2, 9:30-11:30 AM at Warrensburgh Volunteer Fire Company, 18 Elm Street.**

Statistics for the Year

Monthly statistics will be shared once the Library reopens. Answered various reference questions via phone. There were 143 unique clients listed for using Wi-Fi in April.

Respectfully submitted,

Shelby Burkhardt

Library Director



Model ACD Dry System Auxiliary Condensate Drain with Sight Glass

Features

- Sight Glass (Optional)
- Eliminates field assembly
- Ball Valves – quick operation
- No assembly required
- 1” Plug included

General Description

The Model ACD Dry System Auxiliary Condensate Drain or “Drum Drip Drain” is used in Dry Pipe and preaction sprinkler systems, which meet NFPA 13 (2007) Installation Requirements section 8.16.2.5.3.4.

The material used to construct this assembly is schedule 40 galvanized steel pipe with galvanized malleable iron fittings, brass ball valves and a brass sight glass.

Technical Data

Pressure Rating: 175 psi (12 bar)

Volume: 0.2 gallons (.76 Liters)

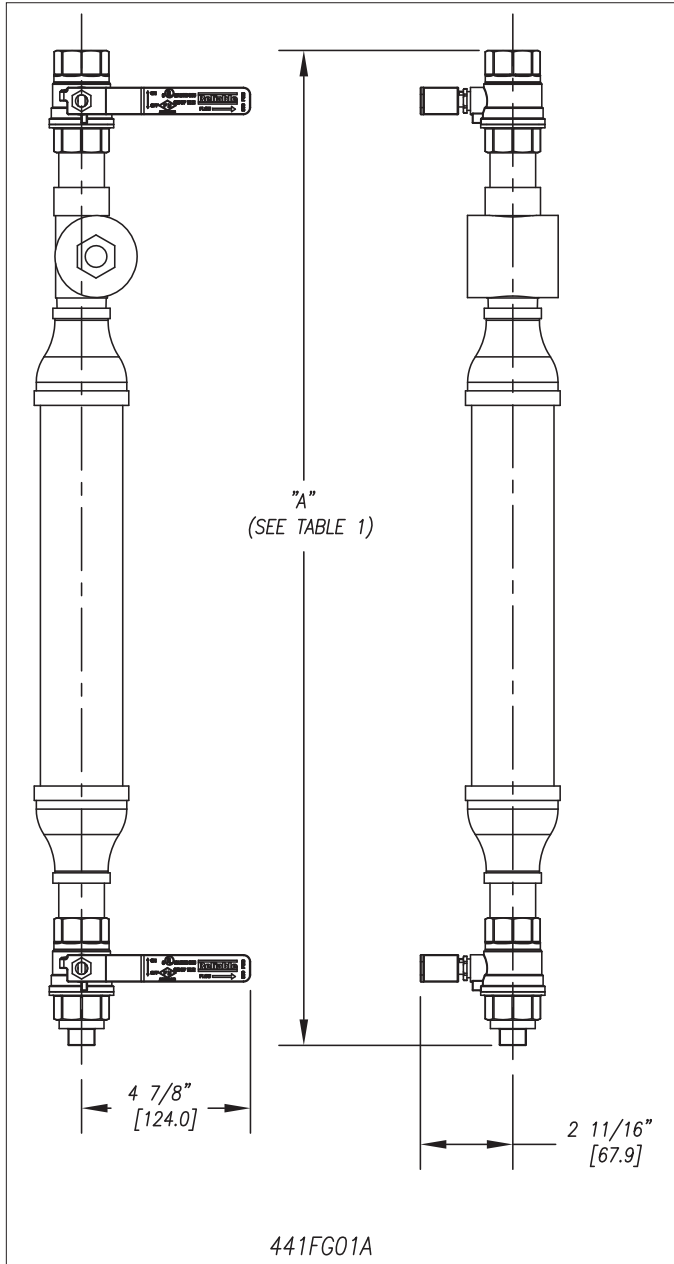
Overall Length: 28.5” (724 mm)

Weight: 11 lb



Dimensional Data

Dimensions in [] are in mm



441FG01A

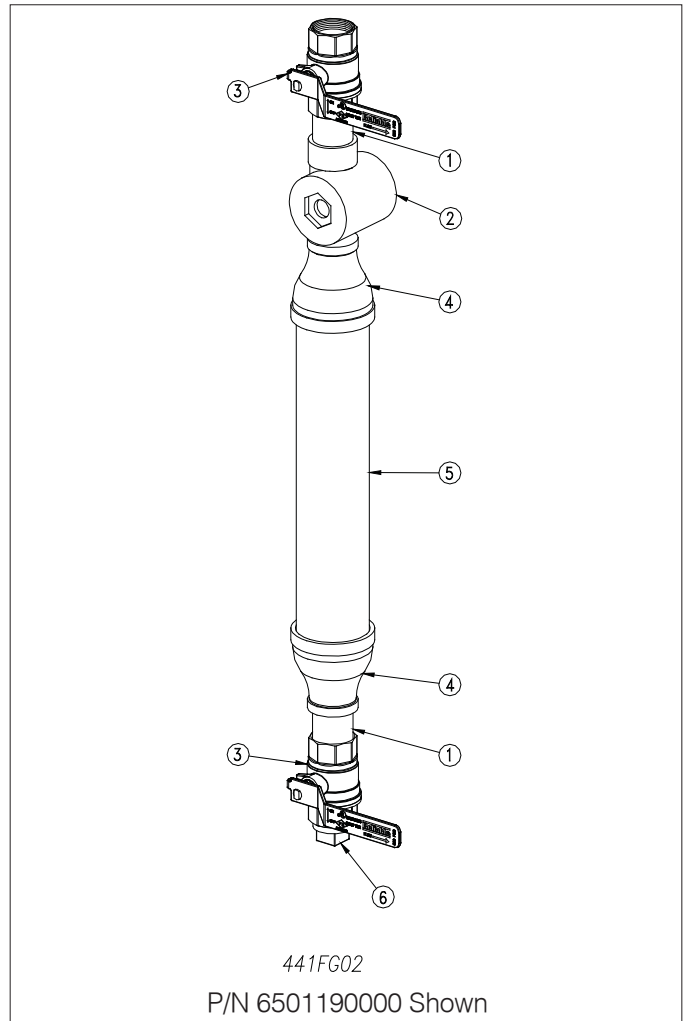
Fig. 1

Table 1	
Assy. P/N	"A"
6501190000	28½ [724]
6501190001	25 [635]

Table 2		
Parts list for P/N 6501190000		
Item No.	Part Description	Qty
1	Nipple, 1" NPT x 2" Long.	2
2	Sight Glass	1
3	Brass Ball Valve, 1" NPT	2
4	Bell Reducer, 1" x 2" NPT	2
5	Galv Pipe, Sch40, 2"x 12" Long	1
6	Plug, 1" NPT	1

Note: Valve type and manufacturer may vary.

(1) For assembly w/o sight glass order P/N 6501190001



441FG02

P/N 6501190000 Shown

Fig. 2

The equipment presented in this bulletin is to be installed in accordance with the latest pertinent Standards of the National Fire Protection Association, Factory Mutual Research Corporation, or other similar organizations and also with the provisions of governmental codes or ordinances whenever applicable.

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2026 “Read It Forward” Teen Collaboration

Description: a summer program for teens (approximately grades 6-12) to read a featured title and pass the book to their peers who continue the cycle of reading and sharing.

Deadline to indicate your interest in participating and number of books you wish to purchase: To come

Purpose: foster teen reading and communication about books; promote collaboration with schools; call attention to quality teen literature; encourage parents to read and discuss books with teens.

Number of participating libraries: no limit

Process:

1. Interested staff members participate in three 30 minute meetings where the group chooses a title or titles.
2. Through our group purchase, libraries buy as many copies of the title as you see fit, at a group discount price. Your system will bill you for your cost after the books arrive.
3. None of the RIF copies are cataloged. Books do not get checked out to teens. No due dates, fines, or lost fees – just teens reading a great book and passing it on to more teens to read. Purchase with the expectation that the print copies will NOT return to the library.
4. Systems will create and attach a label similar to this to the inside cover of book:

“No due dates, no late fees, just Read It Forward!

Teens: RIF! Read this book, then pass it along to a friend! Want to share what you thought of it?

Fill out a quick survey for a chance to win a prize: ([QR code and short link](#)).

Visit your public library and share your comments with the librarian or in the comment box in the teen area.

ENJOY THE BOOK!

A project of [your] System”

- System will add a small sticker on the front of the cover of the book: “READ IT FORWARD! No due dates, no late fees. See inside for details!”
 - Individual libraries will stamp their library name or attach a sticker on the bottom of the title page of the book. No other labels will go on books.
 - Optional: libraries can add this note in the back of the book: “So? What did you think? Write it here!”
5. There will be one URL where readers go to take the survey. The inside cover label will point them to this URL. At the end of the summer, your YS consultant will share information on your library’s survey respondents. You may choose to award one prize, or multiple prizes. The nature of the prize is up to you.
 6. Pass the books out to teens at the library, at programs, at school visits, at outreach events - anywhere!
 7. Promotion: up to you! Think social media, website, display in library. You can also use one of the RIF books the theme for your end of summer tween/teen party. Advertised in advance, it’s a book and program promotion!

8. Gather statistics by counting comments, and/or by estimating: X number of copies x Y number of weeks of program x Z average number of checkouts per week.

9. Encourage greater participation through:

- Activities/programs related to book
- Social Media engagement
- Book discussion for parents only to familiarize them with the book and train them in talking to their kids about books and the sensitive issues they provide openings to discuss. Post tips on the library website.
- Collaboration with schools

“Rules” for teen readers:

- Read the book.
- Optional: comment (by writing in back of book if encouraged or through survey)
- Give your book to a friend to read, telling them what you thought of it.
- Tell your friend that when they are through reading to pass it on to another friend to read. Keep Read It Forward going!

Funding:

- Books: each library funds its own paperbacks. Think budget, Friends, community sponsorships.

Questions?

Mary Fellows – mary.fellows@uhls.org – 518-437-9880 ext. 228

Beth Rienti - brienti@mvl.info - 518-355-2010 ext. 225

Jack Scott - jscott@sals.edu - 518-584-7300 ext. 219

YOU'RE INVITED TO

SALS 68th
Annual Trustee
Meeting and
Dinner

MONDAY	5PM - 8PM
May 18, 2026	

Plated dinner and business
meeting

with speaker

JAY ROGOFF

Saratoga Springs Poet Laureate

Library directors, please RSVP with attached
order form by **May 8!**
