

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, December 2, 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: *NYS Department of Public Service, News Enterprise Sun, AARCH, That's My Brick*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *estimate(s) from Mr. Electric*
 - d. Ad Hoc: *Increase Archival Attention Grant – 3 sessions, changing displays; Compliance Officer's annual report*
 - e. Outreach: *John*
 - f. Policy: *Workshop on new policies – Debit/Credit Card (and Procedure) and Volunteer*
- VII Old Business
 - Adirondack Rural Revitalization Program (ARRP) Grant
 - i. *Public Notice – Request for Proposals through Nov 7*
 - ii. *Proposals attached*
 - Vacancy: maintenance/handyperson
 - SNAP
- VIII New Business
 - Renewal of expiring trustee terms
 - 2026 Board meeting schedule
 - 2026 Compliance calendars – *building & trustee*
 - Election of 2026 Board Officers – *President, Vice-President, Secretary, Financial Officer*
 - Princh – *e-printing from laptops, mobile devices, etc.*
- IX Other Business
 - Town Board Meetings
 - o Report from Mary for the Warrensburg meeting (11/12 @ 7:00 PM)
 - o Sue attending the WCSD BOE meeting (12/8 @ 6:00 PM)
 - o Need volunteer for the Thurman meeting (1/15 @ 4:30 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, January 20, 2026 @ 10:00 AM
- XII Next Board Meeting: Tuesday, January 6, 2026 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, November 4, 2025**

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

Excused: Becky Lawler

Meeting called to order at 10:05am

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by Esther and approved by Board after the minutes were updated to identify who on the Board had made specific motions.

Period Of Public Expression:
None

Correspondence:

- National Grid sent two letters regarding new meter installation and an energy report
- G A Bove sent some safety information regarding propane

Director's report:

- Building issues
 - Security cameras are now working
 - Annual sprinkler inspection completed, issue with water overflow in Utility Room A may need remediation in the future
 - Water leak from light fixture in the Children's Room – room closed
 - Gutters were repaired and cleaned
 - Visit by Mr. Electric – diagnostic for lights out in Adult Room
- Ordered new staff laptop and 3 staff desktops through JA
- Senior "Give Back Day"
 - 35 HS Senior cleaned front lawn and garden
- Discussed October Programs and upcoming Programs for November
- Statistics for the month will be provided once available

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds:
 - Looking for a volunteer to help with the front garden
- Outreach
 - continuing
- Policy
 - October Workshop was held to review Open Meeting Policy, FOIL, and Retention and Disposition of Records

- Policies were discussed and a motion to approve was made by Susan, seconded by Samantha and approved by the Board

Old Business

- Changing furnaces from Oil to Propane
 - furnaces are functioning properly after redoing venting
 - HVACS will be calibrated in the spring
- Adirondack Rural Revitalization Program Grant
 - Public notice – Request for Proposals through Nov.7
 - 1 quote received as of meeting
 - Received donation for final \$1000 in matching funds
 - Article in the Post Star
- Adirondack Foundation Lake Placid Education Foundation 2025
 - In progress, 3 sessions in October
 - Updates will be provided at the monthly Board meetings
- WLGS
 - Comments sent to Chamber of Commerce
 - Will request cones for next year
- Staff Vacancy
 - Looking for maintenance/handyman
- Budgets 2026/2027
 - Posted to website
- Posting Trustee Names in the library has been done
- Library loans outside the system
 - Discussion regarding postage charges and limits for requests outside the system

New Business

- SNAP
 - Discussion of libraries supporting food banks and possible ways Richards Library

Other Business:

- Town Board Meetings
 - Mary reported on the October Thurman Town Meeting
 - Mary will attend the November Warrensburg Town Meeting
 - Susan will attend the December WCSD BOE meeting

Public Expression: none

Next Board Meeting set for December 2, 2025 at 10:00am

Next Committee Workshop scheduled for November 18 at 10:00am

Motion made by Susan, seconded by Samantha and approved by the Board to adjourn at 11:08am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
November 1 - 25, 2025

Accrual Basis

	<u>Nov 1 - 25, ...</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	210
NON-OPERATING RECEIPTS	<u>57</u>
Total Income	267
Expense	
OPERATING EXPENSES	3,492
PAYROLL, WAGES, BENEFITS & EXPE	13,758
COLLECTION & OTHER CAPITAL EXPE	<u>535</u>
Total Expense	<u>17,785</u>
Net Ordinary Income	<u>-17,518</u>
Net Income	<u><u>-17,518</u></u>

Richards Library

Monthly Funds Activity Report

November 1 - 25, 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Deposit	11/04/2025			Deposit	47.00	
Bill Pmt -Check	11/04/2025	7034	PATRICE JARVIS-WEBER	10/30/25 PAINT WITH PATRICE PROGRAMMING		240.00
General Journal	11/07/2025	PAYROLL #1		-MULTIPLE-		6,324.54
General Journal	11/07/2025	PAYROLL #1		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	0.00	
General Journal	11/07/2025	PAYROLL #2		-MULTIPLE-		123.32
General Journal	11/07/2025	PAYROLL #2		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	108.32	
Deposit	11/09/2025			Deposit	98.00	
Check	11/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	10/25/25-11/24/25		63.98
Bill Pmt -Check	11/11/2025	7035	CINTAS	JANITORIAL		30.72
Bill Pmt -Check	11/11/2025	7036	EvolveIT	CAMERA REPAIRS		195.00
Bill Pmt -Check	11/11/2025	7037	NATIONAL BUSINESS TECHNOLOGIES*	11/9/25-12/8/25 + OVERAGE		115.51
Bill Pmt -Check	11/11/2025	7038	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OCTOBER 2025 JA FEES		442.46
Check	11/12/2025	A/W	VERIZON	10/22/25-11/21/25		51.09
Deposit	11/16/2025			Deposit	30.00	
Bill Pmt -Check	11/18/2025	7039	EAST WEST BOOKS	BOOKS		465.63
Bill Pmt -Check	11/18/2025	7040	G A BOVE & SONS, INC	PUMP OUT OIL TANK		279.08
Check	11/18/2025	7041	COMMERCE BANK	#--5609		1,398.01
General Journal	11/21/2025	PAYROLL		-MULTIPLE-		6,811.55
Check	11/22/2025	A/W	SPECTRUM ENTERPRISE #143161701	11/4/25-12/3/25		130.00
Deposit	11/23/2025			Deposit	35.00	
Check	11/24/2025	A/W	NATIONAL GRID	10/7/25-11/5/25		487.97
Bill Pmt -Check	11/25/2025	7042	BALLSTON SPA LIBRARY	#0000507247724 OVERBOARD DVD		1.00
Bill Pmt -Check	11/25/2025	7043	CRANDALL LIBRARY	CASE/COVER - #0000800795155		1.00
Bill Pmt -Check	11/25/2025	7044	DAVIS-ULMER	DRY SPRINKLER INSPECTION / BACKFLOW P...		760.00
Total 12.39a · Operating Account - GFNB					318.32	17,920.86
ACF-Archiving & Young Adult Col						
General Journal	11/07/2025	PAYROLL #1		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	0.00	
General Journal	11/07/2025	PAYROLL #2		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...		108.32
General Journal	11/21/2025	PAYROLL		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	1.48	
Total ACF-Archiving & Young Adult Col					1.48	108.32
DF - Repair Shop Cafe						
Deposit	11/16/2025			Deposit	12.00	
Total DF - Repair Shop Cafe					12.00	0.00
Total Arrow Bank #--6131 -Operat & DF					331.80	18,029.18

Richards Library

Monthly Funds Activity Report

November 1 - 25, 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	11/23/2025			Deposit	45.00	
Total Non-Designated Funds - S/A					45.00	0.00
Total Special Acc't #5976 - GFNB					45.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					45.00	0.00
Total RESTRICTED FUNDS					45.00	0.00
TOTAL					376.80	18,029.18

THE RICHARDS LIBRARY



Director's Report

November 29, 2025

- Closed for Veterans Day and Thanksgiving
- Visit from Havens Home & Auto Repair – *leaky roof repair, see photos attached*
- Visit from Mead's Lock Shop – *main entrance door/automatic door opener issue resolved*
- Visit from Mr. Electric – *some lights now working, estimates sent/coming for further work*
- Brief power outages – *twice on 11/17 (briefly/midday) & for ten minutes on 11/28 before noon*
- Free HP ePrint - *discontinued, being phased out, need to find replacement*
- Updated Library brochure – *see attached*
- Homebound delivery for patron – *need to establish policy and/or procedure*
- Community Room Use – *Girl Scouts*
- November Programs:
 - The Richards Library Book Club
 - Homeschool Meet-up
 - Warrensburg Repair Café
 - In the Zone – *2 sessions: Marble Racers*
 - Sewing with Sarah – *Project Addition: Flower craft*
 - Small Tales
 - Girl Scouts – *Library Day, story & Children's Room tour*
 - Tech help – *2 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
- Ornament Making Workshop for *Christmas in Warrensburgh*, 12/6, 9:30-11:30AM
- Reading at Small Tales on 12/18
- Sewing with Sarah Project Addition: Flower craft 1/6 at 4:00PM
- The Richards Library Seed Library & Gardening Workshops – *Winter Sowing in January*

Statistics for the Year

Monthly statistics for November will be added once all are available after December 1.

Respectfully submitted,

Shelby Burkhardt

Library Director

Photos from Havens Home & Auto Repair - November 2025

Leaky roof dripped into the Children's Room - October 2025

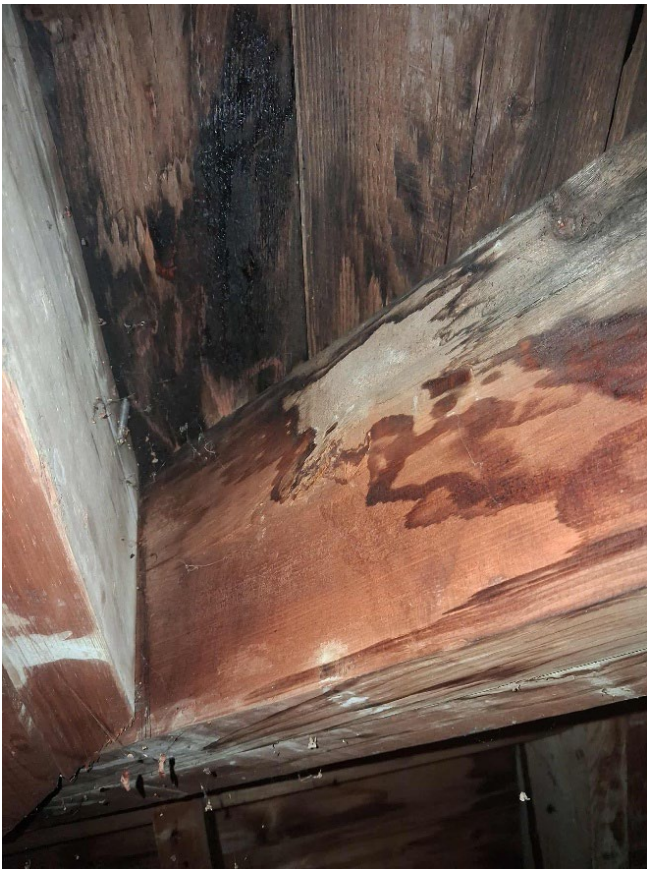
See below roof interior and then roof exterior pictures

Interior was dried out at the time the pictures were taken; we are seeing old leaking from multiple occasions.

Interior accessed by hatch on the roof.

Cracks found in the exterior were filled with a black sealant, as seen in the pictures.

No new leaking in the Children's Room during following storms in November 2025.









We Are Always Open!

Connect with our catalog at
our webpage:

www.therichardslibrary.com

From this site, you can also
connect to our databases,
newspapers, policies, Board
meeting documents, annual
reports to our community,
programming flyers, our
Facebook page, and more!



Watercolor Painting by
Kristine Greenizen

Check us out!

*LIBBY - eContent *LARGE TYPE BOOKS *DVDs
*Books on CD *Internet access, public computers
and FREE Wi-Fi *Computers for word processing
*Fax service *B&W/Color copier *Access to NYS
Library for the Blind *Seed Library *Kits Shelf
*Technology help *Take & Make Crafts Shelf
*Community Puzzle Corner *Local History
collection featuring the Adirondack Park and
select *The Warrensburgh News* on microfilm
*Special Materials Collection – displays/exhibits
*Exhibits by local artisans *Courtyard/rain
garden *Meeting Place for literacy volunteer
tutors and students *To use our Community
Room-Please stop by to collect the usage forms
and schedule a date *Call to request outreach
library services to the elderly and homebound
*You have access to over 2 million items-Use your
library card number to reserve an item for pick-up
at the library.

Library Hours

Mon, Wed, Fri: 9 AM – 5 PM

Tue, Thu: 9 AM – 7 PM

Sat: 9 AM – 12 PM

Sun: CLOSED

Check out our Facebook page at:
www.facebook.com/RichardsLibrary

Telephone: (518) 623-3011

Fax: (518) 623-2426

Email: war-director@sals.edu

36 Elm Street
Warrensburg, NY 12885
Accessible and Street parking

The Richards Library

A Gateway

To

Knowledge and Adventure

Established 1901

**Shelby Burkhardt, Library
Director/Manager**

Lynn Crandall, Barbara Whitford,
Ron Fein, Tammy Sherman,
Marie Ellsworth, and Logan Keith,
Library Assistants/Clerks

The Richards Library



A Brief History

Founded in 1901 by Miss Clara Richards and her sister, Mrs. Mary Richards Kellogg, the Library was chartered to be built in the Town of Warrensburg. It was designed by A.W. Fuller of Albany, NY and built by Jonah Hess of Johnstown, NY with stonework by David Van Ness, also of Johnstown. The stone used was quarried from the quarries of David Brown & Sons near Countryside Adult Home.

An addition was built in 1911. In 1914, the interior of the library was burned. It was re-built in 1915 as near fireproof as possible. Another addition was built in 1963, and extensive renovations were made in 1974. Another addition to double the library's size was completed in 2013.

The collection was organized and cataloged by Miss Bartlett of the Pratt Institute. Miss Mary S. Crandall was Librarian from 1901-1943. Mrs. Jennie Cameron came as an aide in 1933, became Librarian in 1943, and retired in 1990. Sarah M. Farrar came as an assistant in 1974, became Librarian in 1990, and retired in 2013. Michael Sullivan became Librarian in 2014, and retired in 2022. Shelby Burkhardt became Library Director/Manager in 2022.

In 1958, the library joined with other libraries in Hamilton, Saratoga, Warren, and Washington counties to form the Southern Adirondack Library System (SALS).

Membership

- Library patrons must live in the area/WCSD, full-time, part-time, or seasonally, to be eligible for membership. Please bring proof of identity and residency.
- When children are applying for a card, a parent or guardian must be present to provide their own proof of identity and residency for the children.
- Library Cards are good for 3 years. Call us or stop in to renew.
- Library Cards of 49 other libraries in the Southern Adirondack Library System (SALS) and the Mohawk Valley Library System (MVLS), minus Schenectady County, will be honored.

Circulation

- Books, e-books, books on CD circulate for 1 month. Magazines and DVDs circulate for 1 week. Most new & popular items circulate for 2 weeks. Children's holiday items circulate for 2 weeks.
- When renewing materials, we request that either the patron bring them to the library or, if renewing by phone, that the patron has the author, title, and their account information available.



Our Seed Library & Kits Shelf in the YA Room.

Photo credits: Shelby Burkhardt

Circulation (cont'd)

- Materials can also be renewed using the *My Account* feature of the on-line catalog, as long as there are no requests on the item.

Reserve Policy & Inter-Library Loan

- If materials are not available, but are part of the collection, they may be reserved at the Circulation Desk or through *My Account*.
- Materials from other SALS member libraries, and select MVLS member libraries, may be reserved at the Circulation Desk or through *My Account*. We receive deliveries on MWF.
- Subject requests beyond our resources are handled by the central reference librarian at Crandall Public Library in Glens Falls. Please discuss further with our staff.

Overdues

- **Only on new & popular items and Kits.**
- Fines for children are 5 cents a day with a maximum fine of \$2.00 an item.
- Fines for adults are 10 cents a day with a maximum fine of \$5.00 an item.
- Fines on new DVDs are \$0.50 a day per item.
- Fines on Kits are \$0.25 a day per item.
- If materials are lost or severely damaged, the patron will be charged the full replacement cost.

JA Tech Blast - Wireless Printing

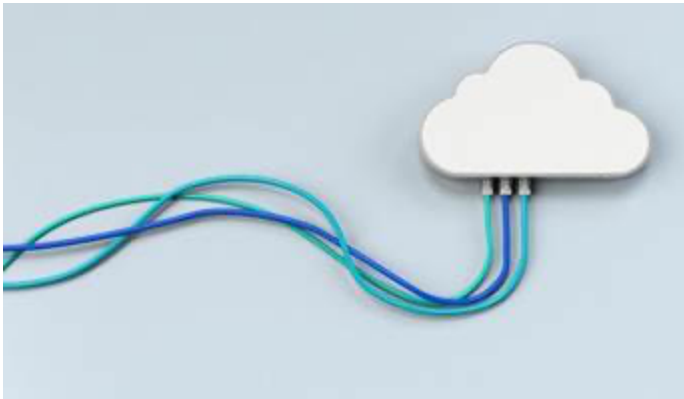
From MacFarland, David <Dave@sals.edu>

Date Mon 11/10/2025 10:45 AM

To mvls-contacts (All xxxx-contacts at all MVLS libraries) <mvls-contacts@sals.edu>; arg-contacts <arg-contacts@sals.edu>; bal-contacts <bal-contacts@sals.edu>; bol-contacts <bol-contacts@sals.edu>; brl-contacts <brl-contacts@sals.edu>; bur-contacts <bur-contacts@sals.edu>; cam-contacts <cam-contacts@sals.edu>; cht-contacts <cht-contacts@sals.edu>; cor-contacts <cor-contacts@sals.edu>; cph-contacts <cph-contacts@sals.edu>; eas-contacts <eas-contacts@sals.edu>; fte-contacts <fte-contacts@sals.edu>; gal-contacts <gal-contacts@sals.edu>; gle-contacts <gle-contacts@sals.edu>; gra-contacts <gra-contacts@sals.edu>; grn-contacts <grn-contacts@sals.edu>; hud-contacts <hud-contacts@sals.edu>; ilt-contacts <ilt-contacts@sals.edu>; ind-contacts <ind-contacts@sals.edu>; jbg-contacts <jbg-contacts@sals.edu>

Tech Blast

The latest tips and information from JA Staff



Wireless Printing

Following the discontinuation of HP ePrint, we would like to share some available alternatives for wireless public printing.

Princh is a paid for service that can make any printer in the library cloud connected. The print queue is controlled via their website from any PC and allows for accepting credit card payment for print jobs.

Apple AirPrint and Print from Chrome It is possible to dedicate any HP printer to the wireless network by connecting it directly to the Meraki wireless router. This setup allows Patrons to print natively from their mobile devices. However, there is no print queue control, and this solution only support mobile device printing. It is free solution.

Cassie SPOT For libraries already using Cassie, SPOT can be purchased as an add-on to enable wireless cloud printing through your existing setup. All print activity continues to be managed through your current Cassie print management system.

Useful Links

[Princh](#)

For HP Printers wired into Meraki [Apple AirPrint](#) and [Print From Chrome](#)

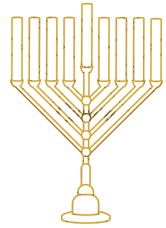
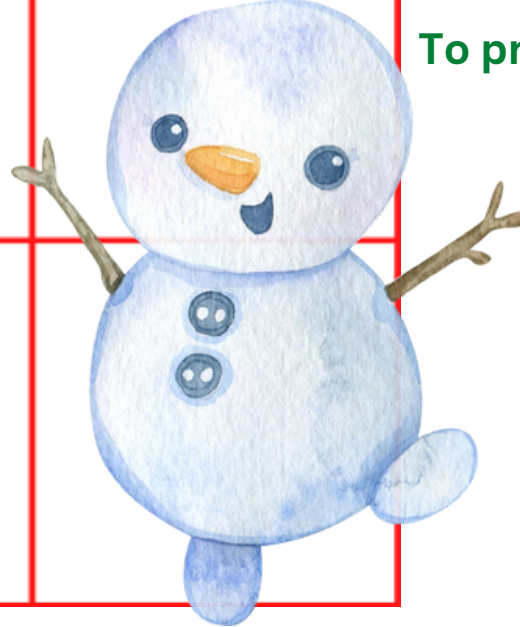
[Cassie SPOT](#)

If you have any questions or would like more information about any of these options.

Please contact computersupport@sals.edu

Thank you,
JA Staff

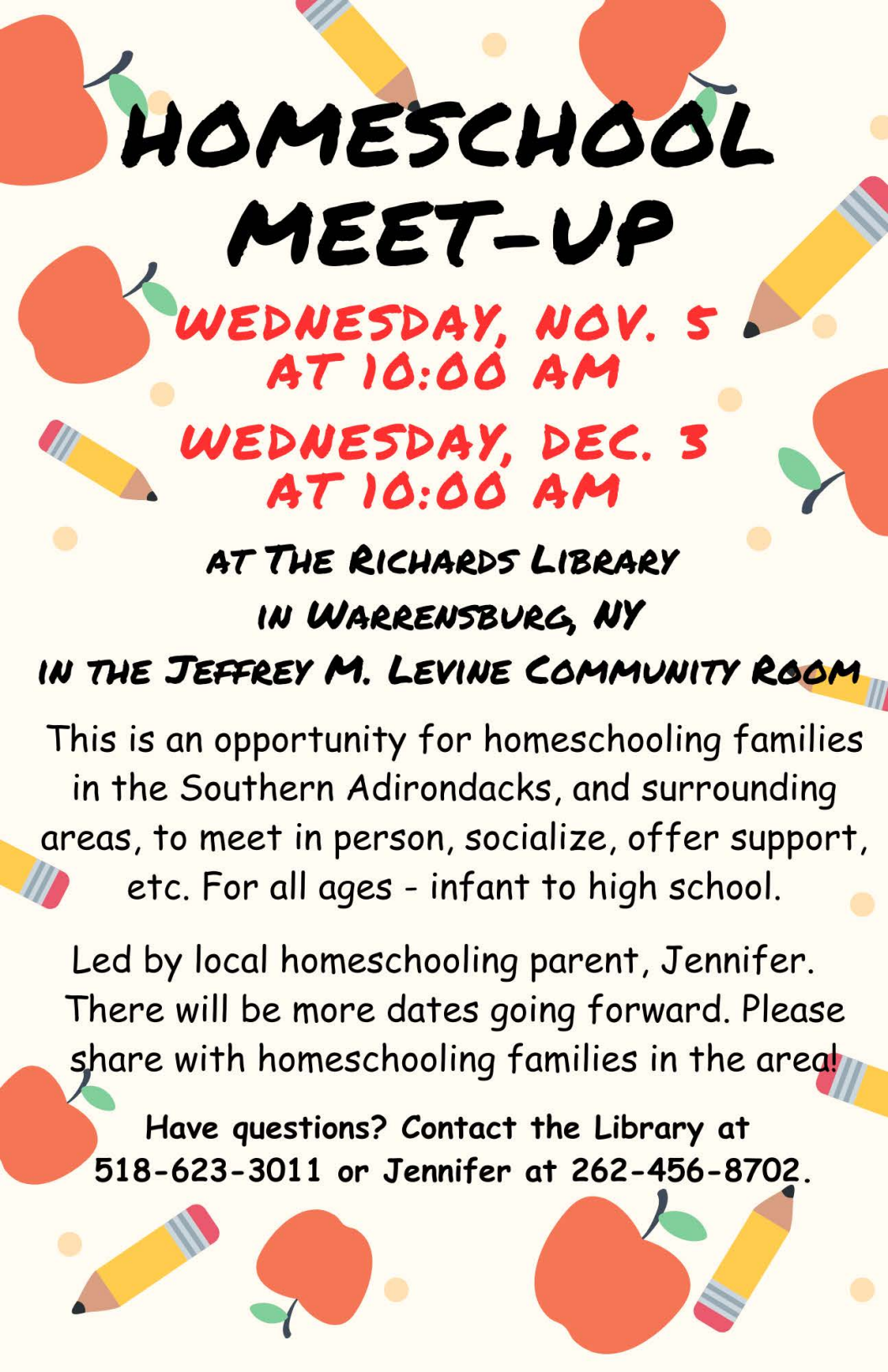
THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 TRL Board Meeting @ 10:00a OATS: AI All Around @ 5:30p	3 Homeschool Meet-up @ 10:00a	4 TRL Book Club @ 4:00p	5	6 Ornament Workshop for Christmas in Warrensburgh, 9:30-11:30a
7	8	9	10	11 Sewing with Sarah, 5:00-6:30p	12	13
14	15 	16	17 Story Time & Activity @ 10:30a	18 Paper Circuits Holiday Cards, 3:00- 6:30p	19	20
21	22  Story Time & Activity @ 4:00p	23 STEM: Origami/Paper Circuits, 4:30-6:30p	24	25 Closed for Christmas 	26	27 
28	29 Teen Craft @ 4:00p	30 Games Day, 4:30-6:30p	31 Red Cross Blood Drive, 10:00a-2:00p			

- Homeschool Meet-up meets monthly for the school year. See flyer for more details.
- Ornament Workshop for Christmas in Warrensburgh. Free program for children and adults. Walk-ins encouraged. See flyer 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, Olive Kitteridge.
- Sewing with Sarah, hands on help with sewing projects. See flyer for more details.
- Story Time & Activity, 2 sessions for DEC, we will read stories and complete a themed activity. Child supervision required. Different start times!
- Paper Circuits Holiday Cards, in the YA Room, for any ages, supplies and instructions provided to work on here or take home. Staff available to answer questions.
- STEM project and Games day are open to all youths interested. Programs led by Library Staff.

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

Happy holidays



HOMESCHOOL MEET-UP

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

**WEDNESDAY, DEC. 3
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.

SEWING WITH SARAH

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

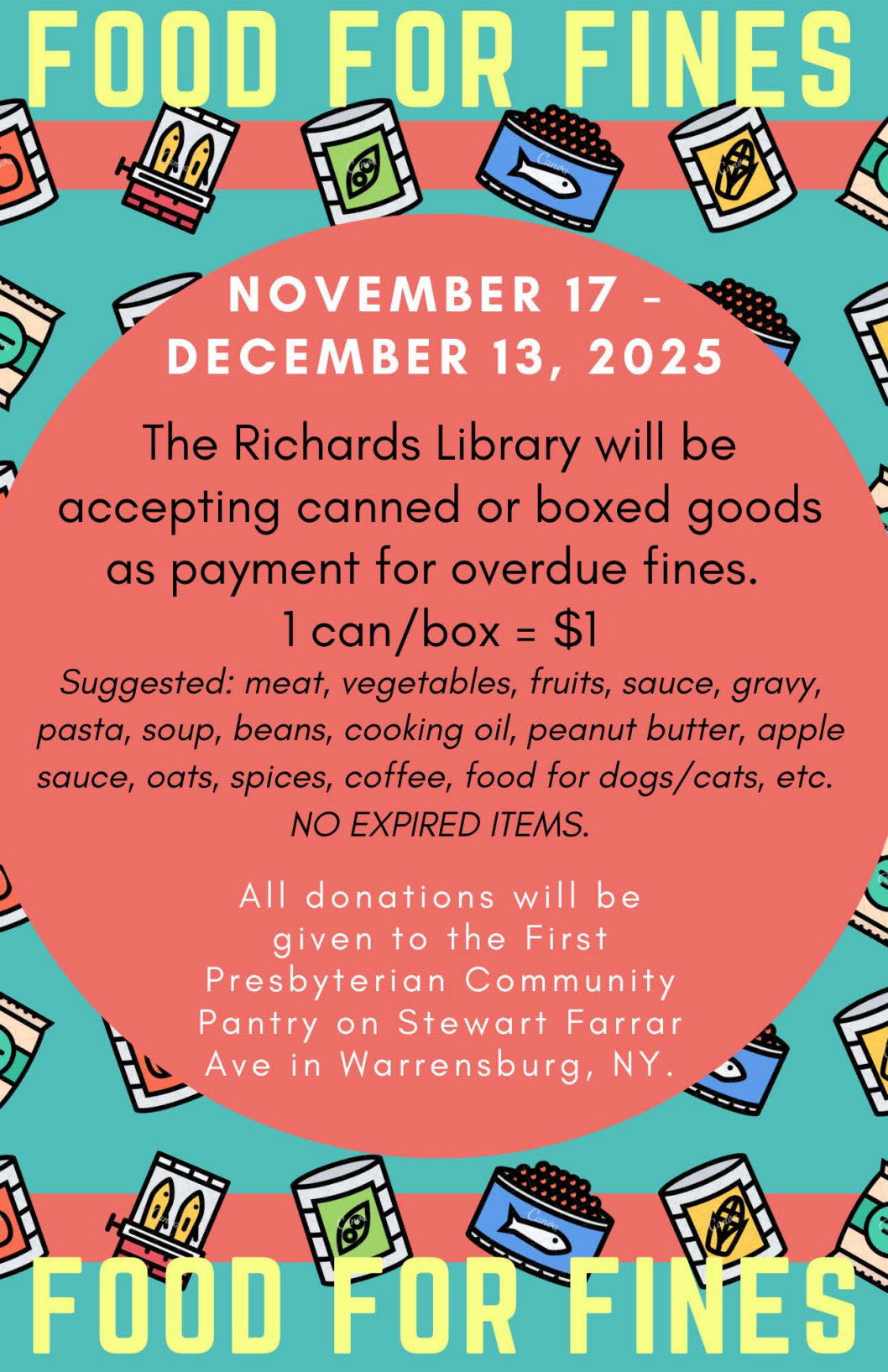
THURSDAY, NOVEMBER 13,
5:00-6:30PM
THURSDAY, DECEMBER 11,
5:00-6:30PM

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!



FOOD FOR FINES



**NOVEMBER 17 -
DECEMBER 13, 2025**

The Richards Library will be accepting canned or boxed goods as payment for overdue fines.

1 can/box = \$1

Suggested: meat, vegetables, fruits, sauce, gravy, pasta, soup, beans, cooking oil, peanut butter, apple sauce, oats, spices, coffee, food for dogs/cats, etc.

NO EXPIRED ITEMS.

All donations will be given to the First Presbyterian Community Pantry on Stewart Farrar Ave in Warrensburg, NY.

FOOD FOR FINES



Craft Thursdays: Paper Circuits Holiday Cards and Decorations!



Join us during our Craft Thursday hours on Nov 20 and Dec 18 from 3:00-6:30 PM to make some fun holiday themed light-up cards or decorations using our paper circuits maker-tape! Any ages welcome, supplies provided to work on here or take home, staff available to answer questions!



WINTER BREAK PROGRAMMING AT

THE RICHARDS LIBRARY

December 17 @ **10:30 AM** & December 22 @ **4:00PM** – Story Time and Activity

December 17 will be Winter Themed, December 22 will be Holiday Themed! Stories will focus on ages 3-6; other ages are welcome. Parental supervision is required.



December 23 @ 4:30 PM – STEM Project: Origami Paper Circuits

Make some 3D Crafts with light up and moving components using LEDs, Batteries and Maker Tape! Open to all interested youths. Parental supervision is required for children.



December 29 @ 4:00 PM – Teen Craft

Craft for youths ages 13-18. We will be creating custom sand art pictures and drinking hot tea!



Image credit to Jason Coudriet

December 30 @ 4:30 PM – Games Day

Games Day is open to all youths, drop in to play a variety of Board/Card Games and have some fun! We have so many choices to choose from! Parental supervision is required for children.



January 2 @ 2:30PM – Children's Film

Stop in for a film on the big screen! We will be showing *Moana*. Let's get away from the snow/cold and go on an ocean/island adventure! Dressing up encouraged; parental supervision is required for children. Bring comfy blankets for sitting and water to drink; popcorn will be provided. All ages interested may attend!

Image credit to Disney





Mr. Electric Of Queensbury
P.O. Box 4304,Queensbury
New York,USA, 12804
(518) 243-8474

Estimate 51643623
Job 51610076
Estimate Date 12/1/2025
Technician Nick B
Customer PO

Billing Address
Richards Library-POC Shelby
36 Elm Street
Warrensburg, NY 12885 USA

Job Address
Richards Library-POC Shelby
36 Elm Street
Warrensburg, NY 12885 USA

Estimate Details

Track light replacement : Mr. Electric will remove the existing monorail lighting system and replace it with a new track-lighting setup for the specified area missing a fixture. Four track-light fixtures will be installed and aimed to illuminate the desired locations. This is due to the discontinuation of the monorail system.

Service #	Description	Quantity	Your Price	Your Total
R5700	INSTALL 8 FT W/4 FIXTURES	1.00	\$702.68	\$702.68
Potential Savings				\$105.40
Sub-Total				\$702.68
Tax				\$0.00
Total				\$702.68

Thank you for your business!

IMPORTANT NOTICE: ESTIMATE is valid for 14 (fourteen) days from date of ESTIMATE. I agree that initial price quoted prior to the start of work does not include any additional or unforeseen tasks. Nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Mr. Electric® or its assigns harmless for parts deemed corroded, unusable or unreliable for completion of stated work to be done. I hereby authorize Mr. Electric to perform proposed work and agree to all agreement conditions as displayed and further acknowledge that this invoice is due upon receipt. A monthly service charge, at maximum allowed by law, will be added after 10 days. Independently owned and operated franchise. Amount to Authorize: \$702.68



Mr. Electric Of Queensbury
P.O. Box 4304,Queensbury
New York,USA, 12804
(518) 243-8474

Estimate 51581146
Job 51516125
Estimate Date 11/25/2025
Technician Nick B
Customer PO

Billing Address
Richards Library-POC Shelby
36 Elm Street
Warrensburg, NY 12885 USA

Job Address
Richards Library-POC Shelby
36 Elm Street
Warrensburg, NY 12885 USA

Estimate Details

Ballast, and proximity sensors: Mr. Electric will replace 2 proximity sensor in down stairs ceiling no longer working. Ballast will be replace in one fixture no longer working upstairs. Mono rail lights are discontinued. Whole fixture would need to be replaced if desired and quote would be sent.

Service #	Description	Quantity	Your Price	Your Total
R24950	FLUORESCENT 2' - 4' T12 CW	1.00	\$365.54	\$365.54
R11100	ADD MOTION SENSOR TO EXISTING FIXTURE	1.00	\$462.70	\$462.70
Potential Savings				\$124.23
Sub-Total				\$828.24
Tax				\$0.00
Total				\$828.24

Thank you for your business!

IMPORTANT NOTICE: ESTIMATE is valid for 14 (fourteen) days from date of ESTIMATE. I agree that initial price quoted prior to the start of work does not include any additional or unforeseen tasks. Nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Mr. Electric® or its assigns harmless for parts deemed corroded, unusable or unreliable for completion of stated work to be done. I hereby authorize Mr. Electric to perform proposed work and agree to all agreement conditions as displayed and further acknowledge that this invoice is due upon receipt. A monthly service charge, at maximum allowed by law, will be added after 10 days. Independently owned and operated franchise. Amount to Authorize: \$828.24

The Richards Library Policies

Volunteer Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

The Richards Library welcomes volunteers to support its mission of providing educational, cultural, and informational resources to the community. Volunteers play a vital role in enhancing Library services, expanding outreach efforts, and deepening community engagement.

This policy outlines the scope of volunteer opportunities, expectations, and responsibilities to ensure a safe, respectful, and productive experience for both volunteers and Library staff.

Definition of a Volunteer

A volunteer is any individual who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of The Richards Library. Volunteers do not replace paid staff but rather supplement and support Library services.

Volunteer Opportunities

Volunteer roles vary based on the Library's needs and may include, but are not limited to:

- Assisting with archival organization, digitization, and historical research
- Representing the Library at community events such as the Warrensburg or Thurman farmers' markets, festivals, or other outreach programs
- Delivering Library materials to local organizations, homebound patrons, or pop-up Library sites
- Helping prepare for or run Library programs and events
- Supporting special projects and seasonal initiatives
- Light clerical work or shelf organization under staff supervision

Eligibility and Requirements

Volunteers must:

- Be at least 14 years old (volunteers under 18 require written parental/guardian permission)

- Submit a completed Volunteer Application and Agreement
- Comply with the Library's Code of Conduct and all relevant policies
- Undergo training and orientation for their assigned role
- Consent to a background check if volunteering for roles that involve **unsupervised contact with vulnerable populations and/or delivery of materials to individual homes.**

The Library Director or designee reserves the right to approve, assign, reassign, or dismiss volunteers at any time based on the Library's needs and the volunteer's performance or behavior.

Supervision and Scheduling

- Volunteers will be supervised by designated Library staff.
- All volunteer schedules must be approved in advance. Volunteers are expected to be punctual, reliable, and communicate promptly about any schedule changes or absences.
- Volunteers at off-site events must be able to travel independently unless otherwise arranged.

Training and Safety

- Volunteers will receive an orientation outlining their responsibilities, safety protocols, and emergency procedures.
- Volunteers working with archival materials or historical items will receive instruction on proper handling and documentation.
- Volunteers participating in off-site events or deliveries must follow transportation **laws** and represent the Library appropriately. **If a volunteer violates the law while volunteering for the Library on or off site the Library will not be held responsible.**

Conduct and Representation

Volunteers are expected to:

- Treat Library patrons, staff, and fellow volunteers with respect
- Refrain from personal use of confidential information
- Not represent themselves as staff members or make Library policy decisions
- Avoid using volunteer positions for personal gain, promotion, or solicitation

Volunteers may be asked to wear a name tag or identifier while on duty or at events.

Insurance and Liability

Volunteers are not covered by The Richards Library's workers' compensation policy. Volunteers must sign a liability waiver acknowledging this. Volunteers driving on behalf of the Library must show proof of a valid driver's license and insurance.

Community Service Hours

The Library is happy to document volunteer hours for school, court, or service organization requirements, but the nature and quality of the volunteer's service must meet Library standards.

Termination

Either the volunteer or The Richards Library may end the volunteer relationship at any time, with or without cause or notice. Volunteers who do not comply with this policy may be removed from the program.

Formatted, Reviewed, and Approved by The Richards Library Board of Trustees on
_____, 2025.

The Richards Library Volunteer Application

Contact Information

Name: _____

Address: _____

Phone (Home): _____ Cell: _____

Email: _____

Preferred Contact Method: ___ Phone ___ Email (Text Messages Not Accepted)

Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Volunteer Interests

Please check areas where you would like to volunteer:

- ☐ Archives / Historical Research
- ☐ Outreach Events (e.g., Farmers' Markets)
- ☐ Material Delivery
- ☐ Program Assistance / Event Support
- ☐ Clerical / Shelving
- ☐ Other (please specify): _____

Availability

Days Available (check all that apply):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Preferred Time(s): _____

Skills and Experience

Please describe any relevant skills, certifications, or experience:

Driver's License and Insurance (Required for volunteers driving for Library business)

Do you have a valid driver's license? ☐ Yes ☐ No ☐ N/A

Do you have automobile insurance? ☐ Yes ☐ No ☐ N/A

The Richards Library Volunteer Agreement

I, the undersigned, wish to volunteer my services to The Richards Library. I understand that:

- I am volunteering my time and services without expectation of compensation.
- The Library may perform a background check if my volunteer duties require it.
- I will comply with all Library policies, procedures, and guidelines, including those related to patron confidentiality and conduct.
- I will attend any required orientation or training sessions.
- I understand that the Library is not responsible for any injuries I may sustain while volunteering and that I am not covered by the Library's workers' compensation insurance.
- If driving on behalf of the Library, I will maintain a valid driver's license and insurance, and will operate vehicles safely and responsibly.
- Either I or The Richards Library may terminate this volunteer relationship at any time for any reason.

By signing below, I acknowledge that I have read, understood, and agree to this Volunteer Agreement.

Signature of Volunteer: _____ Date: _____

If volunteer is under 18 years old:

Signature of Parent/Guardian: _____ Date: _____

Print Name of Parent/Guardian: _____

Relationship to Volunteer: _____

For Library Use Only

Date Application Received: _____

Driver's License Copied and Filed: ☐ Yes ☐ N/A

Car Insurance Copied and Filed: ☐ Yes ☐ N/A

Orientation Date: _____

Background Check Completed: ☐ Yes ☐ N/A

Assigned Supervisor: _____

Volunteer Role: _____

The Richards Library Policies

Fiscal Responsibility Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

This policy establishes the responsible use, oversight and requirements for Library funds. Staff and trustees are not to use their position, the Library or its funds for personal gain. Staff and trustees will remain objective in their duties and responsible to the needs of the communities they serve. This policy supports The Richards Library's commitment to fiscal integrity, stewardship of its funds and compliance with all applicable laws and regulations.

Definitions

- **Debit/Credit Card** – A bank-issued credit or debit/credit card in the name of The Richards Library and an individual authorized user, used solely for Library-related expenses.
- **Authorized User** – A Library employee or trustee that is issued a Library debit/credit card.
- **Treasurer** – an independent accountant who is hired as an employee of the Library and is a non-voting member of the Board. The Treasurer is not a Board Trustee, but a member who supports and lends expertise to the Board of Trustees in carrying out the fiduciary responsibilities of the Board of Trustees. The Treasurer is responsible for the receipt and disbursement of tax monies after Board approvals.
- **Financial Officer** – an appointed trustee who oversees the regular audit of claims
- **Public Funds** – Monies controlled by the Library, including the tax levy, grants, gifts, and donations as of January 1, 2013.
- **Private Funds** – The Library's endowment and all other pre-existing funds as of December 31, 2012, plus all future earnings on such funds. These funds represent the funds held by the Library prior to the date of the commencement of the tax levy support of the Library.

Policy

Debit/Credit Card Authorization

- A bank debit/credit card will be established in the name of The Richards Library and the name of the current Library Director.
- All monthly debit/credit card statements, bank statements and correspondence are sent directly to the Treasurer and Financial Officer.
- Prior to the issue of a Library debit/credit card each eligible employee or trustee must complete and sign the **Agreement for Use of Library Debit/Credit Card** form,

confirming they have read and will comply with this policy. (Is this clear enough to allow us to add an authorized user other than Shelby to the credit card?)

- The agreement acknowledges that the card remains the property of the issuing bank and usage may be revoked at any time by the Library or the bank.

Debit/Credit Card Permitted and Prohibited Uses

The debit/credit card may be used only for legitimate Library business expenditures when all of the following conditions are met:

- **Budget Compliance:** Expenditures must fall within the guidelines of the approved budget or a Board-approved grant/project.
- **No Personal Use:** The card may not be used for personal expenses or cash advances under any circumstance.
- **Supporting Documentation:** Proper documentation must accompany each transaction, including:
 - Authorized users, aside from the Library Director, must sign the **Debit/Credit Card Sign Out Sheet**,
 - The original itemized receipt indicating the amount, vendor, date, and description of purchase; or
 - A printout of online orders; and
 - For **purchases over \$500**, a completed written quote with vendor name, date, price, vendor contact, and the Library Director's written approval (i.e. signature).
- **Sales Tax Exemption:** The Library is exempt from New York State sales tax. The authorized user must present a **Tax Exemption Certificate** before completing any purchase

Separation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a financial transaction.

Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the Board of Trustees in maintaining adequate fiscal oversight of the expenditure of funds. The adequacy of these guidelines and compliance efforts should be reviewed as needed. Procedures shall be modified to correct any deficiencies discovered during the annual accounting review or at any other time.

Personal Use of District Funds

Neither the Director nor any Board member will use or permit the use of Library funds, equipment, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, monies and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Policy Enforcement

- All Library staff, the Director and Board members are bound by this policy.
- Any alleged violation of this policy by staff shall be investigated by the Director with feedback from the Board. (Shelby added - The Board should also be involved in this process, likely less than the following bullet, but it feels like we should have more than one person involved in the investigation and imposing of sanctions or termination.) If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination.
- Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.
- Any alleged violation of this policy by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination/resignation of the Board member.
- The Library reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

Formatted, Reviewed, and Approved by The Richards Library Board of Trustees on _____, 2025.

Agreement for Use of Library Debit/Credit Card

I acknowledge receipt of a Library-issued debit/credit card and understand that its use is subject to *The Richards Library Credit Card Policy and Procedure*. I accept full responsibility for ensuring that all purchases comply with the policy and agree to provide complete documentation for all charges. I understand that misuse of this card may result in disciplinary action, revocation of card privileges, and personal liability for any unauthorized charges.

Employee/Trustee Name: _____

Employee/Trustee Signature: _____

Date: _____

Financial Procedures

Fiscal Year

The Richards Library's fiscal year shall be January 1st to December 31st.

Accounting Method

The Richards Library's standard for Accounts Payable procedures and internal controls are per GAAP and accounting industry standards utilizing an accrual system of accounting.

Annual Accounting Review

The Richards Library financial records and all documentation will be reviewed annually by a qualified Certified Public Accountant.

Authorized Signers

Check disbursements require two signatures, one being the Treasurer and the other being one of two authorized signers on the Board of Trustees.

Purchases and Paying Bills

Bidding and purchasing laws must be followed. Only authorized personnel may place orders as specified in the Authorizations section below. All purchases must stay within the approved limits as set by the Board of Trustees in the annual operating budget OR within a received grant. Added by Becky - Only the Board of Trustees, by majority vote of those trustees attending a meeting, can secure a new or change an existing bank account, credit card, or other financial tool. (Is this what we want, a board vote if we need to add an authorized user on the credit card account?)

Authorizations

The Library Director, or the Director's designee, (does this go against no one aside from Shelby using the one credit card we have?) is authorized to purchase anything needed for the Library provided such expenditures are within the scope of the approved budget. Trustees are not authorized to make purchases with, or that encumber, Library funds without prior Board approval.

Procedures for Paying Bills

- All bills are received by the Library Director.
- The Library Director matches the invoice with the packing slip.
- The Library Director approves each invoice and those with questions are put aside for further investigation and/or backup documentation.
- All bills are then forwarded to the Treasurer.

- The Treasurer records each invoice in Library's accounting software and assigns an accounting code.
- The Treasurer uses the Library's accounting software to cut checks.
- The Treasurer reviews each invoice and approves it for payment.
- The Treasurer processes the payment of the bill, usually via check, and signs the check as one of two required signatures. The Treasurer's signature signifies approval that the disbursement is appropriate.
- The check is forwarded to the Library Director to secure the second signature required for the check. The second signature is one of the two authorized check signers on the Board of Trustees. The second authorized signer's signature signifies approval that the disbursement is appropriate.
- The check is then delivered or mailed by the Library Director or the Director's Designee, to the payee.
- Checks are normally processed on a weekly basis. All appropriate disbursements are made upon receipt by the Treasurer.
- For credit card purchases, receipts or acknowledgements are printed at the time of purchase or as soon as possible thereafter, and submitted to the Treasurer, who processes the recording of the charge. The Financial Officer reconciles receipts with statements. Payment for credit card bills is handled as above.

Monthly Reconciliation

- Monthly bank statements are mailed or electronically sent directly to the Financial Officer. (Question from Shelby - Is this the process we still want when someone aside from Becky is the Financial Officer in the future?)
- The Financial Officer will reconcile the statement by matching each charge with its documentation and confirming account coding.
- The Financial Officer will prepare the monthly board meeting financial reports and submit them to the Library Director for distribution to the Board of Trustees for review and approval at their regular board meeting.
- Detailed monthly internal financial reports will be prepared by the Financial Officer by the middle of the month following the close of a given month. The reports will be forwarded to the Library Director for distribution to the Board of Trustees.

Debit/Credit Card Security and Storage

- The debit/credit card will be securely stored in the safe at the circulation desk.
- With the exception of the Library Director, additional authorized users must sign out the debit/credit card when needed. All authorized users will return it promptly with the required receipts and forms.
- The card is issued on a temporary basis and remains the sole property of the Library and the issuing bank.
- Lost or stolen cards must be reported immediately to the bank and the Library Director, Treasurer and Financial Officer.

Debit/Credit Card Documentation and Submission

- All receipts, invoices, and forms must be submitted to the Library Director immediately after each purchase.
- Failure to submit documentation may result in suspension of card privileges.
- The Treasurer will maintain organized records of all debit/credit card use for audit and retention purposes.
- All expenses are part of the Board approved operating budget or a Board approved disbursement.

Library Fiscal Misuse and Disciplinary Action

- The Library Director will ensure compliance with this policy and procedure, and report any misuse to the Board of Trustees.
- Unauthorized or inappropriate use of the Library debit/credit card and/or any Library funds may result in immediate revocation of privileges, disciplinary action up to termination/resignation from the Board and possible garnishment of wages to recover improper charges. (does this need to be in the policy and not the procedure?)
- Serious misuse or fraud will be referred to law enforcement as warranted.
- Authorized users are personally responsible for any unauthorized or inappropriate use of the Library's debit/credit card.

A. J. Catalfamo Construction, Inc.

General Construction – *Specializing in Masonry and Concrete*
5 Sixth Street
Hudson Falls, NY 12839

Phone 518-747-6659
Fax 518-747-0422

11/7/25

RE: Proposal – Richards Library Chimney Cap Restoration

Scope

- Remove existing cap - 1 day
 - – utilize lift for access and crane for removal
- Resetting of Chimney Cap Support Stones – 2 days
 - - manual work- utilize lift as needed- remove Stones-propose to add stainless steel dowel and epoxy to re-set cap support stones to the chimney along with mortar
- Fabrication and Installation of New Chimney Cap – estimate 3 weeks for fabrication & 1 day to set new cap
 - Utilize existing cap to in order to “match existing” in dimensions, color, etc – contracted to others
 - Utilize lift for access and crane for re-setting
- Chimney Mortar Work – (1-day)
 - Manual work – utilize lift for access as needed
 - Mortar match- likely contracted to others as needed
- Flashing Sealant Work – (1-day)
 - Manual work – utilize lift for access

Total – \$30,150

Timeline to complete estimate – 1 month, with most of the time (3 weeks) to make mold and fabricate new cap to best match existing – 5/1/26-6/1/26

ITEMIZED COST ESTIMATE

Crane and Lift rental	\$9500
New Cap	\$6600
Misc materials/mortar match	\$1250
Labor/OH (asume prevailing wages apply)	\$12800

Total - \$30,150

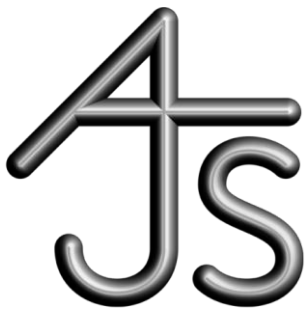
A. J. Catalfamo Construction, Inc.

General Construction – *Specializing in Masonry and Concrete*
5 Sixth Street
Hudson Falls, NY 12839

Phone 518-747-6659
Fax 518-747-0422

Contractor Qualifications – Experience and References (historical)

- **Rebuild of Masonry Chimneys – Saratoga State Park – Hall of Springs**
 - Scope included removing removing and resetting new stone caps in addition to various chimney repair work
 - Contact – Ryan Amann – NYSOPRHP – 518-584-2000
- **Lincoln Baths – East Wing -Exterior renovations**
 - Scope included stone cleaning, repair, and replacement including repointing
 - Contact – Dan Neary – Arch – NYSOPRHP-518-584-2000
- **First Presbyterian Church of Glens Falls- Exterior stone repair and Chimney repair (on Historical Register)**
 - Rebuilt chimney cap and included repointing and repair of exterior stone
 - Contact -Chad Reinemann -PE – Principal Associate -Ryan Biggs - 518-406-5506 ext 318



AJS Masonry, Inc.

2 Dunsbach Road, Clifton Park, NY 12065
(518) 371-6737 (518) 371-7203 fax

www.ajsmasonry.com

NYS DOL Registration #24-64JYF-CR expires 12/31/2026

11/07/2025

Proposal

Below please find our proposal for work at Richards Library project located at 36 Elm Street Warrensburg NY. Per RFP issued 9/25/2025

Inclusions:

- Set up scaffold to access roof, protect roof and set up scaffold with lifting device to remove existing chimney cap
- Remove, clean, and reset 6 cap support stones
- Remove all existing mortar and caulking from chimney joints and flashing to stone joint/replace with new mortar and caulk to match existing color
- Form in place and pour new concrete cap with matching details of original cap
- Remove form and wash down chimney to remove any mortar staining
- Relevant projects include but not limited to Gloversville, and Troy Library stone restoration projects
- Work will take approx. six working days beginning 04/2026 depending on appropriate weather
- Clean up to AJS provided dumpsters
- Layout of our work off existing benchmarks
- Pricing is based upon issuance of an unmodified AIA document A401

Exclusions:

- Winter / Weather protection
- All Testing / Permits
- Sales Tax
- Bonds
- Insurance outside our current coverage - \$5M Umbrella
- Surface prep for adhered materials

2026 EMR: 0.74

OSHA Recordable Incident Rate: 0.0

Price: \$22,000

Thank you,
Mike Ciccarelli
Andrew Sciocchetti

*****AJS Employs ACI Certified Masons***

This proposal is valid for 30 days from proposal date

Concrete - Commercial/Industrial - Masonry



Monday, November 03, 2025

Re: **Chimney Repair Proposal**

The Richards Library
39 Elm Street
Warrensburg, NY 12885

PCC Contracting, Inc. proposes the following for the supply of all supervision, labor, material, and equipment necessary to perform the work as detailed below for a lump sum of **\$20,980.00 (Twenty Thousand Nine Hundred Eighty Dollars).**

Scope of Work:

1. Chimney Restoration

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

Qualifications:

Excludes sales tax, permits, bond fees, MEP relocation/removals, hazardous material, engineering, identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, grass and pavement restoration, DBE requirements, and anything not explicitly included.

The proposal is subject to acceptance within 30 days at the above-quoted prices and execution of a mutually acceptable contract. Thank you for the opportunity to present this proposal. Please call me at (518)441-4436 with any questions.

Sincerely,

PCC Contracting, Inc.

Monty Montgomery

Monty Montgomery
Project Manager / Estimator



The Richards Library Board of Trustees

*Sarah Gebbie-Measeck, Mary Beadnell, Becky Lawler, Susan Matzner,
Esther McTague, John Schroeter, and Samantha Newcomb*

2026 Meeting Schedule

*Meetings are typically held the first Tuesday of the month in the
Jeffrey M. Levine Community Room. The public is invited to attend.*

Tuesday, January 6, 2026 at 10:00 AM

Tuesday, February 3, 2026 at 10:00 AM

Tuesday, March 3, 2026 at 10:00 AM

Tuesday, April 7, 2026 at 10:00 AM

Tuesday, May 5, 2026 at 10:00 AM

Tuesday, June 2, 2026 at 10:00 AM

Tuesday, July 7, 2026 at 10:00 AM

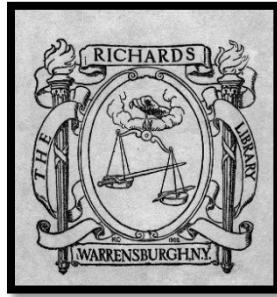
Tuesday, August 4, 2026 at 10:00 AM

Tuesday, September 1, 2026 at 10:00 AM

Tuesday, October 6, 2026 at 10:00 AM

Tuesday, November 3, 2026 at 10:00 AM

Tuesday, December 1, 2026 at 10:00 AM



The Richards Library Board of Trustees

2026 Compliance Calendar

January

- NYS Annual Library Report portal opens
- Director's Evaluation by Board
- Draft Board of Trustees Letter to School District Re: Budget Referendum w/copy of Meeting Minutes and a separate letter with verbiage for the May ballot vote (IF REQUIRED)
- Review and Update Orientation Package for New Board of Trustees Member
- Attend Monthly Thurman Town Board Meeting - **Mix up months/locations?**
- Workshop:

February

- NYS Annual Library Report Due to SALS
- Attend Warrensburg Monthly Town Meeting - **State of the Library Report and Library Initiatives?**
- Review and Amend necessary policies – **also in June, do we like these months, do we need another?**
- Workshop:

March

- **Create presentation for the public regarding the Tax Levy (IF REQUIRED)**
- **Request calendar of and Attendance of School District Public Information Sessions (IF REQUIRED)**
- Attend WBSD BOE Meeting – Present Budget Referendum to Warrensburg Board of Education (IF REQUIRED) - **State of the Library Report and Library Initiatives?**
- Set Date for Annual Sexual Harassment Prevention Training – **utilized free online training from NYS in 2025**
- Workshop:

April

- Attend Thurman Monthly Town Meeting - **State of Library Report and Library Initiatives?**
- SALS Construction Grant due
- Workshop:

May

- Budget Vote at Warrensburg Jr/Sr High School, Tuesday, May 19, 12:00 to 8:00PM
- Attend Warrensburg Monthly Town Meeting - **State of the Library Report and Library Initiatives??**
- WCS Business Office - Remainder of Tax Levy funds FY 2026 ***MAY NEED TO CALL/REMIND***
- Attend SALS Annual Meeting
- Workshop:

June

- Attend WCSD BOE Meeting
- NYS Construction Grant portal opens
- Review and Amend necessary policies
- Workshop:

July

- Attend Thurman Monthly Town Meeting
- Workshop:

August

- NYS Construction Grant due to SALS
- Attend Warrensburg Monthly Town Meeting
- Begin WLGS promotion and contact Chamber of Commerce about cones, etc.
- Workshop:

September

- Begin Budget Process for May 2027 Tax Levy Vote for FY 2028 Budget
- Attend WCSD BOE Meeting
- Workshop:

October

- Board sets Final Budget for FY 2027
- Attend Thurman Monthly Town Meeting
- Workshop:

November

- Board Approves Tax Levy Budget for FY 2028
- Attend Warrensburg Monthly Town Meeting
- Workshop:

December

- WCS Business Office for Initial Tax Levy Check for FY 2027 ***MAY NEED TO CALL/REMIND***
- Board decision to exceed 2% Tax Cap and pursue May referendum-Decision MUST be in Board Minutes – **move to November?**
- Report from the Compliance Officer for 2026 - Board President
- Board nominations and election of Officers for next calendar year - *Term begins January 1, 2027*
- Send approved 2027 Board meeting dates to *The Sun Community News* and *The Chronicle*
- Attend WCSD BOE Meeting
- Workshop:

The Richards Library Building 2026 Compliance Calendar

January

- NYS Annual Library Report portal opens at end of month
- Staff Evaluations (or December of previous year)
-

February

- NYS Annual Library Report Due to SALS
-

March

- SALS submits finalized Annual Library Report to NYS
- Annual Sexual Harassment Prevention Training (or April)
-

April

- Annual HVAC cleaning by Beadnell Heating & Cooling
- SALS Construction Challenged Grant due (if applying)
-

May

- WCS Business Office - Remainder of Tax Levy funds FY 2026 ***MAY NEED TO CALL/REMIND***
- Carpet cleaning by Briggs (or April/June)
-

June

- NYS DLD Construction Grant portal opens
-

July

-

August

- NYS Construction Grant due to SALS
- Begin WLGS promotion and contact Chamber of Commerce about cones, etc.
-

September

- SALS submits finalized Construction Grants to NYS
- Annual furnace cleaning by Beadnell Heating & Cooling
-

October

-

November

- Annual Sprinkler Inspection by Davis-Ulmer (schedule maintained by Davis-Ulmer)
-

December

- WCS Business Office - Initial Tax Levy Check for FY 2027 ***MAY NEED TO CALL/REMIND***
-

RE: Princh Pricing

From Vicky Woolbarn <victoria@princh.com>
Date Mon 11/17/2025 3:11 AM
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.

Hi Shelby,

Thank you for the email and questions!

- Patrons can still print to the printer, and the staff can collect the prints. We have other libraries that operate this way – but they like Princh because it introduces the ability to print from any device, plus pay electronically. The only thing to consider is that when a patron pays electronically, this will come out of the printer straight away once the payment has been completed.
- We return the revenue from electronic payments back to the bank account of your choice. This is done quarterly, and you'll receive a statement which provides an overview of the printing/payment that has happened throughout the quarter.

I hope this helps!

Best wishes,
Vicky

Vicky Woolbarn

Library Innovation Specialist

Princh A/S

p: +44(0)203 966 5490

a: Bjornholms Alle 22
8260 Denmark

w: princh.com **e:** victoria@princh.com

From: Burkhardt, Shelby <SBurkhardt@sals.edu>
Sent: Friday, 14 November 2025 19.04
To: Vicky Woolbarn <victoria@princh.com>
Subject: Re: Princh Pricing

Hi Vicky,

After checking your website, I have questions:

-Are the services only self-service? We do not have a printer the public can access. How would this process be different from what is advertised for self-service?
-What is the process for getting payment to the library?

Thank you,
Shelby

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

From: Burkhardt, Shelby <SBurkhardt@sals.edu>
Sent: Friday, November 14, 2025 12:49 PM
To: Vicky Woolbarn <victoria@princh.com>
Subject: Re: Princh Pricing

Hi Vicky,

Thank you for the information and offer for a free trial. I will pass this information along to my Board, and get back in touch if we wish to proceed with the trial or purchase services.

Best,
Shelby

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

From: Vicky Woolbarn <victoria@princh.com>
Sent: Friday, November 14, 2025 2:43 AM
To: Burkhardt, Shelby <SBurkhardt@sals.edu>
Subject: RE: Princh Pricing

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

Hi Shelby,

Thank you for getting back to me!

To allow your patrons to print and pay from their own devices, the Princh subscription is \$249/year. This includes the set up, ongoing maintenance, support, staff training resources and promotional materials. It also allows your patrons to pay electronically – bank card, Apple Pay or Google Pay.

Would you like a free trial of Princh to see how it works? You're welcome to book a time to get set up with my Support team [HERE](#).

Did you have any other questions that I could help you with?

Best wishes,
Vicky

Vicky Woolbarn

Library Innovation Specialist

Princh A/S

p: +44(0)203 966 5490

a: Bjornholms Alle 22

8260 Denmark

w: princh.com e: victoria@princh.com

From: Burkhardt, Shelby <SBurkhardt@sals.edu>

Sent: Wednesday, 12 November 2025 19.44

To: Vicky Woolbarn <victoria@princh.com>

Subject: Re: Princh Pricing

Hi Vicky,

I am looking into pricing to replace our free HP e-Printing, which was discontinued. I guess that would be the Princh BYOD printing.

Best,
Shelby

Shelby Burkhardt

Library Director

The Richards Library

<https://therichardslibrary.com/>

(518) 623-3011

sburkhardt@sals.edu

From: Vicky Woolbarn <victoria@princh.com>

Sent: Tuesday, November 11, 2025 2:50 AM

To: MacFarland, David <Dave@sals.edu>; Robert Paripovic <robertp@princh.com>; Burkhardt, Shelby <SBurkhardt@sals.edu>

Subject: RE: Princh Pricing

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

Hi Dave,

Thank you for your email. Robert has left Princh, but I am very happy to help!

[@Burkhardt, Shelby](#), are you interested in Princh BYOD printing, or also the printing from public PCs? We tailor our pricing depending on the size of the library and the product you are interested in. So I just want to ensure that I am sending you the best pricing.

I look forward to hearing from you!

Best wishes,
Vicky

Vicky Woolbarn

Library Innovation Specialist

Princh A/S

p: +44(0)203 966 5490

a: Bjornholms Alle 22

8260 Denmark

w: princh.com e: victoria@princh.com

From: MacFarland, David <Dave@sals.edu>

Sent: Monday, 10 November 2025 20.44

To: Robert Paripovic <robertp@princh.com>; Burkhardt, Shelby <SBurkhardt@sals.edu>

Subject: Princh Pricing

You don't often get email from dave@sals.edu. [Learn why this is important](#)

Hi Robert,

Shelby is the director at the Richards Library. She is interested in what it would cost if they added Princh to their library. Could you share that information with her?

Thank you,

--

Dave MacFarland

MVLS-SALS Joint Automation

Technical Support Specialist / Assistant Network Administrator

☎ 518.584.7300 x208

🏠 22 Whitney Place, Saratoga Springs NY 12866

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.

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.

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.