

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, May 6, 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: *Sara Dallas, SALS Director*
- IV Correspondence: *Sara Dallas postcard, NYSIF policy renewal, The Secret Garden Project*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *Workshop – reviewed Statement of Need and revised strategic plan*
- VII Old Business
 - Annual Sexual Harassment Prevention Training – *free training from NYS emailed to Staff and Trustees, complete and turn in tests by 5/30. Accepted in place of this training?*
 - Quotes for changing furnaces from oil to propane – *additional quotes from G. A. Bove Fuels and Beadnell Heating & Cooling*
 - 2024 Financial Review and Tax Return – *signed and submitted*
- VIII New Business
 - New Trustee
 - Adirondack Rural Revitalization Program (ARRP) Grant
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Esther for the Thurman meeting (4/17 @ 4:30p)
 - o Sarah attending the Warrensburg meeting (5/14 @ 7:00p)
 - o Need volunteer for WCSD BOE meeting (6/9 @ 6:00p)
 - Reminder: May 20, 12:00-8:00PM is voting for WCSD propositions and the Library's tax levy increase
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, May 20, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, June 3, 2025 @ 10:00 AM
- XIII Adjournment

Richards Library
Monthly Statement of Revenues & Expenses
April 2025

Accrual Basis

	<u>Apr 25</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	221
NON-OPERATING RECEIPTS	<u>70</u>
Total Income	291
Expense	
OPERATING EXPENSES	3,409
PAYROLL, WAGES, BENEFITS & EXPE	12,659
COLLECTION & OTHER CAPITAL EXPE	<u>317</u>
Total Expense	<u>16,385</u>
Net Ordinary Income	-16,094
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>56</u>
Total Other Expense	<u>56</u>
Net Other Income	<u>-56</u>
Net Income	<u><u>-16,150</u></u>

Richards Library

Monthly Funds Activity Report

April 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Bill Pmt -Check	04/01/2025	6938	NORTHERN MECHANICAL SERVICES	TECH RATE		620.00
Deposit	04/06/2025			Deposit	83.00	
Check	04/08/2025	6939	EASTON LIBRARY	"THE DIGESTIVE SYSTEM" - BOOK REPLACEM...		20.00
Bill Pmt -Check	04/08/2025	6940	BAKER & TAYLOR	BOOK		11.01
Bill Pmt -Check	04/08/2025	6941	CURTIS LUMBER	PEA GRAVEL, POTTING SOIL		30.97
Bill Pmt -Check	04/08/2025	6942	MODERN MARKETING	PROGRAMS		532.13
Bill Pmt -Check	04/08/2025	6943	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MARCH 2025 JA FEES		422.46
Bill Pmt -Check	04/08/2025	6944	WARRENSBURG WATER DISTRICT	#W0020		53.75
Check	04/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	03/25/25-04/24/25		95.18
Check	04/11/2025	A/W	VERIZON	03/22/25-04/21/25		48.47
General Journal	04/11/2025	PAYROLL		-MULTIPLE-		6,165.43
Deposit	04/13/2025			Deposit	69.00	
Transfer	04/15/2025			MATCHING FUNDS - NYS ACCESSIBILITY GRA...		399.00
Deposit	04/20/2025			Deposit	30.00	
Check	04/21/2025	6946	COMMERCE BANK	#--5609		703.78
Bill Pmt -Check	04/21/2025	6947	BAKER & TAYLOR	BOOKS		34.27
Bill Pmt -Check	04/21/2025	6948	CINTAS	JANITORIAL		45.71
Bill Pmt -Check	04/21/2025	6949	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MARCH 2025 JA FEES		20.00
Check	04/22/2025	A/W	SPECTRUM ENTERPRISE #143161701	4/4/25-5/3/25		130.00
Check	04/24/2025	A/W	NATIONAL GRID	3/7/25-4/7/25		477.81
General Journal	04/25/2025	PAYROLL		-MULTIPLE-		6,354.88
Credit Card Ch...	04/25/2025	8604245	AMAZON PRIME	TRANFER DF FUNDS TO OPERATING FOR CR...	56.11	
Deposit	04/27/2025			Deposit	69.00	
Bill Pmt -Check	04/29/2025	6950	PATRICE JARVIS-WEBER	4/22/25 PAINT WITH PATRICE PROGRAMMING		240.00
Total 12.39a · Operating Account - GFNB					307.11	16,404.85
12.39i · NYS Accessibility Grant						
Transfer	04/15/2025			MATCHING FUNDS - NYS ACCESSIBILITY GRA...	399.00	
Bill Pmt -Check	04/15/2025	6945	BUTLER ROWLAND MAYS	ACCESSIBILITY IMPROVEMENTS - FINAL		1,800.00
Total 12.39i · NYS Accessibility Grant					399.00	1,800.00
Director Discretionary Funds						
Credit Card Ch...	04/25/2025	8604245	AMAZON PRIME	TRANFER DF FUNDS TO OPERATING FOR CR...		56.11
Total Director Discretionary Funds					0.00	56.11
Total GFNB #--6131 -Operat & DF					706.11	18,260.96

Richards Library

Monthly Funds Activity Report

April 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	04/27/2025			Deposit	70.00	
Total Non-Designated Funds - S/A					70.00	0.00
Total Special Acc't #5976 - GFNB					70.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					70.00	0.00
Total RESTRICTED FUNDS					70.00	0.00
TOTAL					776.11	18,260.96

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

Present: Sarah Gebbie-Measeck, Susan Matzner, John Schroeter, Becky Lawler, and Shelby Burkhardt, Library Director

Excused: Gina Colburn, Esther McTague

Guest: Samantha Newcombe, Arrow Bank, Warrensburg Branch Manager, possible new Trustee, and Dana from Northern Mechanical Services

Meeting called to order at 10:09am

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

Period Of Public Expression:

- Discussed furnace replacement proposal with Dana from Northern Mechanical Services

Correspondence:

- Received a notice of the Caldwell Lake George Library Annual Dinner
 - Fundraiser to be held on April 10
- SALS Annual Trustee Meeting
 - Will be held in Saratoga on May 19 RSVP by May 2
- Adirondack Land Trust
 - Letter with opportunity for a free backpack for Birding for All
 - Director will follow up with interest

Director's report:

- Received a response from Division for Historic Preservation of the Office of Parks and Historic Preservation
- NMS service visit for upstairs – new section of furnace
- Warren County Sherriff's Office escorted a person from the library
 - This was not initiated by library staff
 - No incident report
 - No disruptions in the library
- Received visits from ADK P & M and Crisafulli Bros. regarding furnace replacement
- Richards Library Seed Library is open
- WCS student volunteer came for 2 sessions
- March programs were discussed
- Special programs planned for April were discussed
 - April 1 – Seed Workshop
 - April 21 - Holocaust Exhibit
 - April 24 – Forage & Cook
- Statistics for the month were not presented yet

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds:
 - Had Zoom meeting with potential Grant Writer - Lisa
 - Suggested getting more information from Paul Mays since we have an open project with him already
 - Discussed her rates and determined they were high for our budget
- Outreach
 - going along at Countryside
- Policy:
 - March workshop focused on reviewing our strategic plan and giving feedback and edits for the next one. Sarah will add the edits and share with the Board. Another workshop will be needed, possibly in April.

Old Business

- 2025 SALS Challenge Grant – not applying this round
- Renew Director's Contract
 - completed
- Holidays Closed
 - Director will decide on changes and discuss with Board before finalizing
- Annual Sexual Harassment Prevention Training
 - All Staff and Board members will complete the free on-line training from NYS

New Business

- Quotes for changing furnaces from oil to propane
 - Received quotes from Northern Mechanical Services and Crisafulli Brothers
 - Still waiting for quotes from Adirondack P&M and Family Danz
 - Will look for additional quotes
 - Need to contact G.A. Bove about removing oil (and possibly tanks) and installing new tanks for propane
- 2024 Financial Review and Tax Return
 - Reviewed. Motion made to accept...
 - Signed by Sarah and submitted by Becky

Other Business:

- Town Board Meetings
 - Susan reported on the March Warrensburg BOE meeting
 - Presented the Library's proposition for the May ballot
 - Esther will attend the April Thurman meeting
 - Sarah will attend the Warrensburg Town Meeting in May

Public Expression: none

Next Board Meeting set for May 6, 2025 at 10:00am, Sara Dallas will attend

The Board Committee workshop date will be determined over email.

A motion was made by Susan, seconded by Becky and approved by the Board to adjourn at 11:28am.

Approved by The Richards Library Board of Trustees on

DRAFT

THE RICHARDS LIBRARY



Director's Report

May 2, 2025

- Elevator listed as out of service due to inconsistent leveling of the car with the floor, staff assisting patrons if they need it. Barrier Free Elevators will be here in May for our maintenance visit.
- 2025 Report to Our Community – *see attached*
- Updated Job List for Andy – *see attached*
- Furnace replacement visits from G.A. Bove Fuels (and oil/tank removal) and Beadnell Heating & Cooling
- 4/9 Zoom meeting with Paul Mays – *given fundraisers (see attached) and other info*
- 4/15 attended SALS Directors Council Meeting and then Rural Library Roundtable over Zoom
- Met with Sue from Hickory Mtn Ski Center to discuss coordinating on programs in future
- Met with Drew Monthie to discuss logistics for his upcoming exhibit in the YA Room – *partnered with Warrensburgh Beautification, Artist Reception 6/10 at 5PM*
- Met with Kristin of Council For Prevention – *given resources and discussed future partnership opportunities, we will be receiving SEL packets quarterly*
- Invitation from Elementary School to table at the May 14 Open House 6-8PM
- WCS student volunteer – *1 session*
- Community Room Use – Head Start, private book club
- April Programs:
 - The Richards Library Book Club
 - OATS: Google Photos
 - Seed Starting Workshop
 - Forage & Cook Workshop
 - Painting w/Patrice
 - Sewing w/Sarah
 - Small Tales
 - Story time
 - 9 Tech help sessions

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 May 15
- **The Richards Library Seed Library & Gardening Workshops**
- **Messages From Survivors - The Memory Project Productions, Inc.** – started 4/21, will be here through 5/24

Statistics for the Year

See attached *2025 Monthly Statistic*.

Respectfully submitted,

Shelby Burkhardt

Library Director



Richards Library

2024 REPORT TO OUR COMMUNITY

10,845
VISITORS



Wifi



3,332

TIMES ACCESSED

eBook



2,339

DOWNLOADS

HOW WE GOT IT DONE

IN 2024

Anniversary Open House

OATS Classes

Seed Library

Community Room

Community

Red Cross Blood Drive

Warrensburg Repair Café

Community Survey

Card Holders



1,447

Flip over for full

"Report from the Director"



Programs



125

PROGRAMS

1,024

ATTENDANCE

15,564

Items
Borrowed



18,540

Items in the Collection



Report from the Director

2024 - A YEAR OF GROWTH AND DISCOVERY

In 2024, we continued to expand programs and other “non-traditional” offerings available at The Richards Library. We added Vox Books, expanded the "Kits" shelf, added drop in tech help with Logan, and still have new take & make crafts and puzzles each week by Tammy.

We started The Richards Library Seed Library, in an old card catalog, with a grant from the Soil & Water Conservation District. For our first growing season, we shared 99 “servings” of seed varieties and offered 7 free gardening workshops led by Warren County Master Gardeners. We received a large donation of Bentley Seed Packets and seeds from community members during the Community Seed Swap in October. It was great connect with so many individuals excited about gardening.

Our OATS (Older Adults Technology Services) classes continued with new topics, such as AI. Our Homeschool Meet-up group continues to grow. The Library hosted free children's crafts at the six Riverside Farmers' Markets, which was held at the Recreation Field for the first time. We made great connections! Private use of the Jeffrey M. Levine Community Room continued to increase - remember it is free to use.

August 13th was the Library's 123rd Anniversary, which was celebrated with an open house - catering, scavenger hunt, curated displays, PowerPoint, and numerous members from our community and local representatives!

We started the Warrensburg Repair Café, hosting it twice, in the spring and fall. For this new program, people can bring items to be repaired with guidance from our volunteer repair coaches. We held a Red Cross Blood Drive in July - it very successful! Our Book Club typically meets the first Thursday and is always looking for new members.

Marie has been organizing and cataloging our Archives and changing out the displays with different items collected by the founding Richards Sisters and their family members. We will continue to change displays and share historical information as we know/find it.

We created and collected responses for our Community Survey, July through December. This feedback will be used to inform our next strategic plan. Thank you to all that gave feedback!

A NYS Construction Grant was implemented to add an automatic door opener at our main entrance, infant changing stations in our two public restrooms, and directional signage to guide patrons through the building. This also includes names around the family portraits in the Adult Room.

We were so grateful for all of the financial donations received in 2024! Many were leftover change from copies/print outs and some came in memoriam for past community members. Every penny is appreciated and put to good use! We also received a new to us document magnifier, which is located with the public computers. Any page in a book, a document, et cetera can be magnified and color adjusted for easier reading.

Thank you!

Shelby Burkhardt
Library Director, The Richards Library

Andy's Job List

Updated 05/02/2025

In-progress

- Installation of fencing along upper border wall – complete in spring
 - Fix fence pieces for proper installation
- Re-painting façade above front entrance – complete in spring
- Secure shorter bookshelves in Adult Room to wall – one bracket left
- Increase height of new and popular book display (~6-8”) – Andy sawing/ed wood at home as of Feb. 8

Outdoor work

- Measure lean of border wall
- Repair pillars by main entrance, as needed, and mend border marker
- Refinish outer front door – stain
- Re-do wooden slats on HVAC air intake area
- Gravel and river rock deliveries
 - Place gravel under HVAC lines (?) and as needed around building
 - River rocks are behind rain garden

Indoor work

- Take tax documents to landfill
- Remove window covers for Emma to clean behind – in spring
- Tidy tools and vacuum Furnace/Utility Room B
 - Re-tape duct insulation, too?
- Fire-proof book return box**
 - Waiting on drawings from architect
- Install new employee handrails**
 - Also add color and padding to overhead wall space for safety
- Build painting storage for small archive
- Install picture molding in Adult room display case
- Paint around Archive door

Items noted as deficiencies on previous building survey.

➤ An electrician needs to be contacted about light fixtures in Adult Room. – Shelby will do this.

Projects in red are higher priority.

FUNDRAISING CONSULTANTS

Financial Development Agency (FDA)
Matthew Blumenfeld
49 South Pleasant Street, Suite 201
Amherst, MA 01002
(413) 253-0239

Michele Eldon (she/her)
Marketing and Communications Consultant
michele@subtechs.com
917-324-4732

Library Development Solutions
Alan Burger
Princeton, NJ
609.712.0585

The Munshine Group, LLC
Tonya Addy
41 Laurel Drive
Springfield, NJ 07081
(973) 376-2182

Ann Ellery
Granger Foley Associates
11 Peterson Court
Troy, NY 12180-5736

Linda London
198 Euclid Avenue
Albany, New York 12208




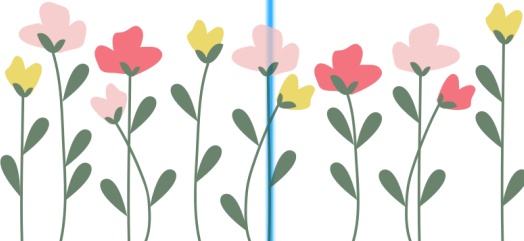
Elyssa Kane
Kane and Lekakis
27 Cuyler Avenue
Albany, New York 12209

Nancy Preston
Nancy Meyers Preston, Ltd.
5 Fiore Circle
Latham, New York 12110

Ghirosi & Sorenti
Mary Ann Winters
50 Tice Boulevard
Woodcliff Lake, NJ 07677

Abbie J. von Schlegell, CFRE
a. von schlegell & co
288 Main Street
Suite 272
Williamstown, MA 01267

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	Stop by our seed library! Mondays 10a-12p, Thursdays 4-6p, or by appointment.		Travelling exhibit with messages from Holocaust Survivors will be here through 5/24!	1 TRL Book Club @ 4:00p Origami Thursdays, 3:00- 6:30p for May/Jun	2	3 Warrensburg Repair Cafe, 9:30-11:30a
4	5	6 TRL Board Meeting @ 10:00a	7 Homeschool Meet-up @ 10:00a	8 Home Composting @ 5:00p	9	10
11	12	13	14	15	16	17
18	19	20 OATS: AI Voice and Video @ 5:00p	21 Story Time & Activity @ 10:30a	22 Needle Felting w/Filomena, 3:30-6:30p	23	24
25	26 Closed for Memorial Day 	27 STEM: Solar Bugs @ 1:00p	28	29 OATS: Passwords, Passkeys, and More @ 2:00p	30 	31

- *Warrensburg Repair Cafe* - bring items to be repaired with the assistance of friendly repair coaches. FREE EVENT! We'll host another NOV 8.
- *Home Composting* is the gardening workshop for MAY. Free to attend for all ages interested. See flyers for more details!
- *Origami Thursdays* in the YA Room, for any ages, self-guided. We have the paper, instructions, and YouTube videos.
- *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 Personal Librarian*.
- *Homeschool Meet-up* meets monthly for the school year. Details on flyer.
- *Story Time & Activity*, 1 session for MAY, will focus on children ages 3-5. Other ages welcome. Child supervision required. Start time is a little later!
- *Needle Felting w/Filomena* for adults and young adults, limited seats, please pre-register. See flyer for details!
- STEM projects are open to all youths interested.

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

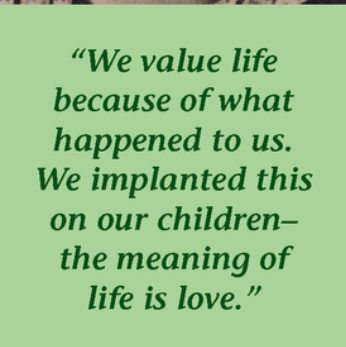
APRIL SHOWERS
Bring
MAY FLOWERS

MESSAGES FROM SURVIVORS

One Family's Holocaust Legacy



"We could never believe a thing like this could happen. But it did happen. That's why it's very important to tell people."



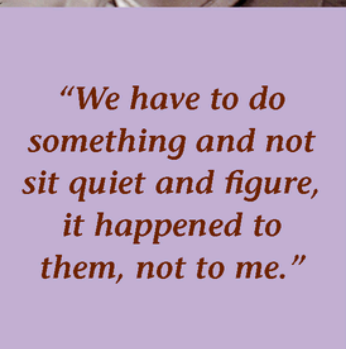
"We value life because of what happened to us. We implanted this on our children—the meaning of life is love."



"Our message to the world is don't let it happen again. No place. In no country."



"I want to remember and I want to have a good time, too."



"We have to do something and not sit quiet and figure, it happened to them, not to me."



"This should be a message to the future, always to stand up for liberty, for dignity."



The Richards Library brings **"Messages From Survivors,"** a powerful new exhibit about the Holocaust, survival and resiliency to the Jeffrey M. Levine Community Room at The Richards Library, located at 36 Elm Street, Warrensburg, NY 12885. Starting April 21, 2025 for the duration of a month.

The exhibit is available during our open hours when the Community Room is not in use for other programs. Our hours are MWF 9am to 5pm, TTH 9am to 7pm, and SA 9am to 12pm.

Contact # 518-623-3011

On April 24, Holocaust Memorial Day, the exhibit will be available for viewing any time from 9am to 4pm.



The Memory Project Productions, Inc. creators of Messages From Survivors is a New York-based non-profit organization that creates exhibits and programs devoted to social justice, art and remembrance. Its exhibits have toured the U.S., Poland and Hungary. Their award-winning film, Finding Kalman, has been broadcast nationally on PBS stations. Messages from Survivors is available thanks to funding from Assemblywoman Carrie Woerner and other funders of The Memory Project Productions.

THE RICHARDS LIBRARY GARDENING WORKSHOPS 2025

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



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

HOME COMPOSTING

Presented by Maren, WC Soil & Water Conservation District

Thursday, May 8, 5:00-6:30PM

Join us for an informative and practical presentation on composting, where you'll learn how to turn kitchen scraps and garden waste into nutrient-rich compost for your plants. This session will cover the basics of composting, including what materials to compost, how to maintain the right balance of green and brown waste, and how to troubleshoot common issues like odor or pests. Whether you're a beginner or looking to improve your current composting system, this presentation will equip you with the tools, knowledge to reduce waste, and enrich the soil in your backyard!

CARING FOR SUMMER FLOWERS

Presented by Monica Proctor, Warren Co. Master Gardener

Tuesday, June 3, 5:00-6:30PM

Explore the steps involved to keep your flower garden productive and looking beautiful all summer long!

COVER CROPS

Presented by Maren, WC Soil & Water Conservation District

Thursday, June 26, 5:00-6:30PM

Learn how cover crops improve soil health, reduce erosion, suppress weeds, and boost long-term farm productivity. This session highlights practical insights about the use of cover crops and how they can benefit your approach to managing garden spaces.



HOMESCHOOL MEET-UP

**WEDNESDAY, MAY 7
AT 10:00 AM**

**WEDNESDAY, JUN. 4
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, MARCH 13, 5:00–6:30PM
THURSDAY, APRIL 10, 5:00–6:30PM
TUESDAY, JUNE 17, 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!



Needle Felted Bunnies w/ Filomena



THURSDAY, MAY 22 | 3:30-6:30 PM
***In the Jeffrey M. Levine Community Room at the
Richards Library, Warrensburg, NY***

Participants will learn the basics of needle felting, including its origins and development into one of the most popular crafts today. Several techniques will be taught so that participants should be able to complete one 4" bunny. There will be a variety of different colors to choose from, so each bunny will be unique!

Recommended for ages 12+. Limited to 8 participants. Please contact the Circulation Desk to pre-register, (518) 623-3011. There is no cost to attend this workshop. Light snacks will be provided.

***To contact Filomena,
fofo58@yahoo.com***



AI Voice and Video

Date: Tuesday, May 20, 2025

Time: 5:00 PM

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

Have you heard about voice-cloning, digital avatars, or text-to-video? This lecture will explain how artificial intelligence programs can turn scripts and even just ideas/a few sentences into realistic voices and videos in a matter of minutes. We'll explore AI voice and video generators, their common features, and the wide range of content they can produce. You'll also learn tips and considerations for using these tools so you can get started!

Sign Up Today!

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

STEM: Solar Bugs



Join us for a STEM program at *The Richards Library* on

Tuesday May 27th at 1:00 PM!

We will be making Solar Bugs using conductive tape,
a motor and solar panels!

Watch your new bug friend move around in the sun.



Recommended Ages 5 and up, adult supervision is required.

Presented by The Richards Library in Warrensburg, NY.



Passwords, Passkeys and More

Date: Thursday, May 29, 2025

Time: 2:00 PM

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

Protecting your online accounts starts with strong password practices. In this lecture, we'll review password basics before exploring options like single sign-on, passkeys, multi-factor authentication, and password managers. Learn why these password alternatives are safe ways to simplify your digital life and keep your personal information secure.

Sign Up Today!

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

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											
June											
July											
August											
September											
October											
November											
December											
2025 TOTALS	2654	452	354	44	4970	215	1542	1481	136	291	1098
	O/A Att 3106		O/A Comp 398		O/A Circ. 4970						

The Richards Library



“A Gateway to Knowledge and Adventure”

Established 1901

36 Elm Street Warrensburg, New York 12885-1625

(518) 623-3011

(518) 623-2426 – Fax

The Richards Library, a cornerstone of the Warrensburg community, is in urgent need of exterior repairs to preserve its historic stone structure and ensure safety and accessibility for patrons. Our library, listed on the National Historic Register, serves as an invaluable resource for the residents of Warrensburg and Thurman, as well as year round visitors and tourists. However, time and environmental factors have taken their toll, necessitating immediate action to maintain the integrity of our cherished building.

We have identified critical exterior restoration projects totaling \$127,730, which include:

- **Replacing the historic stone chimney cap** to prevent further deterioration and water damage.
- **Repairing cracked front stone steps**, which have been compromised due to drainage issues, posing a safety hazard.
- **Installing period-correct railings** that are both historically appropriate and compliant with ADA accessibility standards, ensuring safer access for all.
- **Repointing compromised mortar joints** to reinforce the structural integrity of the building as well as applying new sealants to all soft joints.
- **Repairing cracks in the stone wall** along the street to ensure its structural integrity and continued safety.

These quotes have increased significantly in cost since we first pursued them in 2021. Each year that goes by without completing these repairs only makes it more cost prohibitive. Despite the timely need for and importance of these repairs, we were deemed ineligible for the State Aid for Library Construction through the Division of Library Development (DLD), as these are considered maintenance projects rather than capital improvements. As a result, we are seeking alternative funding sources to preserve this historic landmark and sustain its role as a vital community resource. To apply for historic preservation grants we need to secure at least 25% of the project’s costs as a local match. The Board of Trustees plans to pursue financial support from local and regional philanthropic organizations and local businesses. Leveraging these contributions as matching funds will maximize the impact of each donation.

We are asking for a donation from your business of \$1,000 to \$5,000. We deeply appreciate any support in helping us maintain and protect this invaluable community asset. Thank you for your time and consideration in assisting the Richards Library in preserving its historic legacy and ensuring safe, accessible service to our community for generations to come.

Sarah Gebbie-Measeck

Richards Library Board of Trustees President

Strategic Plan

2025-2030

1 Introduction

1.1 PLANNING SUMMARY

To ensure our Library is meeting the needs of our chartered communities, The Richards Library Board of Trustees and Director updated the Strategic Plan originally created in 2019. Using community data from the 2020 Census, the draft Warrensburg Town Plan and the draft Warren County Plan an analysis of our communities served was created. Through a SALS Construction Grant Butler Rowland Mays Architects, LLP were hired to conduct stakeholder interviews with community members, survey the Library building and grounds and then create possible projects to benefit the Library and its patrons. A survey was also made available online and in person to patrons and nonpatrons alike. The results were collated and shared with the entire board.

1.2 HISTORY OF THE RICHARDS LIBRARY

The Richards Library's history begins with the model generosity of iron magnate Andrew Carnegie. Although his largesse did not extend to the town of Warrensburgh, you may say he did, however, inspire, in a roundabout way, two sisters, Miss Clara Richards of Warrensburgh and Mrs. Mary Richards Kellogg of Elizabethtown to give the town of Warrensburgh a library.

The sisters started by organizing and establishing a small lending library made up of books from the churches located in Warrensburgh and donations from others, including Stewart A. Farrar. In 1890, the Warrensburgh Circulating Library was established in the Church of the Holy Cross, the local Episcopal Church. A one dollar annual fee was instituted for the use of the library.

The sisters eventually felt that the library, although popular, did not meet the requirements of the town, so they were determined to change the current situation and install within the town The Richards Library. A charter was granted by the University of the State of New York on 1 July 1901. The cost for the land and building was \$15,000 with an added endowment of \$40,000, the total cost to the sisters was \$55,000 (Approximately \$2,048,290 in 2025). The Library was built of granite (dolomitic limestone) native to the area and was quarried from David Brown & Sons near the county home. Jonah Hess of Johnstown did the construction and David VanNess, also of Johnstown, did the stonework. A.W. Fuller of Albany was the chosen architect. At the time, funding for the Library came from the State of New York and the town, each contributing \$100 per year (\$3000 each in 2019 money) and the remainder coming from profits supplied by investments through the endowment.

The original Board of Trustees was comprised of Miss Richards, Mrs. Kellogg, Dr. Daniel Brown, MD, Ezra Wilkins Benedict, Principal of the High School and Rev. Harte Purdy, Rector of the Church of the Holy Cross. The members were to serve 5 year terms, each member electing their own replacements, with the sisters being on the Board for life. The only change is that now the Board of Trustees can be comprised of 5-15 members.

The Library collection was initially catalogued by Miss Bartlett of the Pratt Institute and the first librarian was Miss Mary S. Crandall who assumed her duties on 1 September 1901. The Library

continued to expand when the sisters financed and had built an addition in May of 1911. The stone, once again, came from the quarries of David Brown & Sons. In December 1914, a fire destroyed the interior of the Library leaving only the walls and chimney standing. The sisters announced at a Board meeting that they would pay for the reconstruction, but the town would have to replace the books. The Library was rebuilt and reopened in 1915, having been rebuilt by R.H. Rheinlander.

In 1943, Miss Crandall retired due to illness and Mrs. Jennie Cameron was selected to succeed Miss Crandall, having served as an assistant since 1933. Mrs. Cameron served until 1990, when Sarah Farrar assumed her duties until her retirement in 2013. The next Director/Librarian, Michael Sullivan, assumed the duties from 2014 until 2021. Shelby Burkhardt was then named the current Director.

During the years the Library continued to expand. In 1963 a children's room was added and in 1964 the Albert Emerson Wing was built. However, as the years went by, the Library became more and more in need of rehabilitation and expansion. In 2003, funds were again raised to accommodate an expansion of the building. Local entrepreneur/philanthropist Charles A. Wood donated \$50,000 and Mrs. Grace Hastings bequeathed \$100,000 to the Library and a building fund commenced. Assistance also came from then-Assemblywoman Betty O'C. Little and the good people of Warrensburg. To ensure the completion of the expansion and rehabilitation, the Board secured a Library Construction Grant from the New York State Department of Library Development and secured renewable funding from the town in the way of an annual tax levy which would supply operational/administrative support. The Richards Library "re-opened" in October 2013.

*This narrative was written from facts contained in an article in the Warrensburgh Historical Society newsletter, Vol. 2, Issue 2, dated March 1998, by Sarah Farrar entitled, "The Founding and Early History of The Richards Library".

2. DEMOGRAPHICS

It is important to understand the needs and interests of the members of both Warrensburg and Thurman so we can obtain materials and offer programs to better serve them. The demographic data, listed below, is gathered from the most recent U.S. Government Census in 2020 and from the 2024 Annual New York State Library Report.

Warrensburg Population: 3,959

Thurman Population: 1,095

Total Population of Both Chartered Communities: 5,054

Population under 5 years old (Both Communities): 196

School Age Population (5-19; Both Communities): 834

Adult (20-59; Both Communities): 2,429

Seniors (60-85+; Both Communities): 1,538

Hours Open per Week: 47

Library Materials Circulated: 15,564

Interlibrary Loan, Materials Borrowed from Other Libraries: 4,369

Interlibrary Loan, Materials Loaned to Other Libraries: 3,080

Programs Held: 193

Program Attendees: 1,024

Library Visits: 10,854

Funding for Fiscal Year 2024 came from the following sources:

Total:	\$256,147
Ed. Law, Sect. 259 Tax Levy	\$246,624
Warren Co. Aid	\$5,432
LLSA (IMLS Federal Funding)	\$1,560
Library Charges	\$2,531

3. VISION STATEMENT

The Richards Library provides opportunities for its patrons to develop as global citizens, where all are welcome to learn, discuss, explore, share and grow. We empower our patrons to make a positive difference in their lives by building partnerships, sharing ideas, and championing the cultural lives of the communities we serve.

4. MISSION STATEMENT

The Richards Library provides a wide range of unbiased sourced materials and utilizes traditional and modern methods that will educate, inform, entertain and provide the basis for a life-long learning experience. We offer the communities of Warrensburg and Thurman a safe space that encourages inquiries, free thought, an exchange of ideas and a forum for discussion. As we strive to expand the communities' global knowledge, we also endeavor to expand and preserve its cultural and historical uniqueness within that global setting and to ensure that The Richards Library remains forever relevant.

5. GOALS

Goal 1: Raise the Library's Profile

Objective: Enhance the Library's visibility and presence within the chartered communities of Warrensburg and Thurman, as well as the Warrensburg Central School District (WCSD).

Feedback from stakeholder meetings highlights a need to communicate more effectively that the Library offers much more than books and that it is a welcoming space for all.

Plan of Action:

- Attend Town of Thurman, Town of Warrensburg, and WCSD Board of Education meetings on a rotating monthly basis to maintain visibility and engagement.
- Establish a presence at Thurman town-wide events, such as the newly created Farmers Market.
- Maintain participation in Warrensburg community events, including its Farmers Market.
- Collaborate regularly with WCSD librarians to align and promote Library programs relevant to current school curricula.
- Diversify and expand advertising strategies. Potential methods include:
 - Requesting the Warrensburg Fire Department to display Library programs on their electronic marquee.
 - Advertising through school announcements and digital displays.
 - Creating take-home flyers for elementary students.
- Explore adding an additional social media platform to reach new and varied audiences.

Resources:

- Apply for Occupancy Tax funds to support advertising initiatives, such as promoting the Library's calendar of events in local newspapers.
- Purchase a portable chalkboard sign for event promotion at the Farmers Markets and in front of the Library to attract walk-by traffic.

Measurement and Evaluation: Success will be evaluated based on measurable increases in Library visits and program attendance. Tracking these metrics over time will inform the effectiveness of outreach efforts and guide future adjustments.

Goal 2: Attract More Young Adult Patrons

Overview: Library survey results show a significant gap in engagement from individuals aged 11–30. While this demographic can be challenging for libraries to reach, targeted outreach, inclusive programming, and direct engagement are critical steps in building stronger relationships with Young Adults (YA). The Director and Library Staff will work to create opportunities that reflect YA interests and encourage their ongoing participation.

Objective: Continuously evaluate and refine programming for Young Adults (ages 12–18) to ensure offerings are relevant, engaging, and aligned with their interests, with the ultimate goal of increasing their presence and participation in the Library.

Plan of Action:

- Review current YA programs to identify which are successful and which need to be revised or replaced. This may include surveying similar-sized libraries and communities for proven programming ideas.

- Determine optimal days and times for YA programming through direct feedback and attendance analysis.
- Partner with WCSD to co-develop programs that support the school curriculum while also appealing to students' extracurricular interests.
- Explore reconfiguring Library spaces—such as swapping the current YA room with the computer area—to provide more natural light, privacy, and a welcoming environment for YA patrons.

Resources:

- Utilize input gathered directly from Young Adults and community stakeholders to inform any new resource needs, including materials, staffing, space reallocation, or technology.

Measurement and Evaluation: Success will be measured by an increase in YA program attendance and overall engagement with Library services. Attendance figures will continue to be tracked by the Director and Staff as part of their regular responsibilities.

Goal 3: Continue to Serve the Older Population (60+) by Increasing Accessibility

Objective: Identify and address barriers that hinder access to Library services for older adults. These may include physical challenges (e.g., entryways, mobility), digital literacy, navigation within the Library, and ease of accessing materials and receiving assistance from Staff.

Plan of Action:

- Conduct a community survey to gather input from older patrons and individuals with disabilities, allowing the Library to better understand accessibility challenges from multiple perspectives.
- Collaborate with the Towns of Warrensburg and Thurman to identify senior-specific program needs and opportunities for outreach.
- Maintain and regularly assess existing physical accessibility features such as the elevator, handrails, and entrances/exits to ensure safety and compliance.
- Advocate for a public transit stop at or near the Library, should a public transit system be established in Warrensburg.

Resources:

- Partner with existing organizations that serve homebound individuals to distribute information about Library services.
- Explore options for supporting digital access among seniors, such as:
 - Providing hands-on assistance with the Libby app and other digital tools.
 - Developing a volunteer-based delivery and pickup service for Library materials.

Measurement and Evaluation: Success will be gauged through community feedback collected via surveys and conversations, as well as observable improvements in Library accessibility and senior participation. Specific attention will be paid to the number of seniors utilizing new services, requesting digital assistance, or participating in related programs.

Goal 4: Maintain and Improve the Library Building

Objective: Preserve and enhance The Richards Library building as the architectural and cultural crown jewel of Warrensburg, in keeping with the original vision of the Richards Sisters. This includes maintaining both the functionality and historic integrity of the building's exterior and interior to ensure it remains a safe, welcoming, and inspiring space for all members of the community.

Plan of Action:

- Replace the historic stone chimney cap, as recommended by professional contractors, to preserve the building's structural integrity and historical accuracy.
- Repair or replace the cracked historic stone steps at the building's entrance and assess underlying drainage issues to prevent future damage and protect the foundation.
- Repoint all deteriorated mortar joints and apply sealant to soft joints on the exterior to maintain the historic façade and prevent water intrusion.
- Maintain and repair the exterior stone retaining wall as needed to ensure both safety and aesthetics.
- Replace aging oil furnaces with cleaner, more efficient propane furnaces and upgrade to a modern HVAC system to improve sustainability and comfort.

Resources:

- Collaborate with the Towns of Warrensburg and Thurman, Warren County Planning, and New York State agencies, including the Office of Parks, Recreation and Historic Preservation (SHPO) to secure funding.
- Advocate for financial support through the offices of our locally elected NYS Assemblyperson and Senator.
- Seek additional support through historic preservation grants and community fundraising if applicable.

Measurement and Evaluation: Progress will be evaluated based on the successful funding, initiation, and completion of the listed renovation and preservation projects. Long-term success includes both the continued usability of the building and the preservation of its historic character.

Goal 5: Increase Exhibits Within the Library

Objective: Enhance the Library's daily offerings and broaden its appeal by increasing the number and variety of exhibits. These rotating displays—ranging from historical to artistic, musical, and

craft-based—will create dynamic experiences for visitors and help attract patrons who may not otherwise engage with Library services. Local collaborations will be prioritized to strengthen ties between the Library and the greater Warrensburg and Thurman communities.

Plan of Action:

- The Library Director will engage with local artists, makers, the Warrensburg Central School District (WCSD), and other regional partners to coordinate multiple exhibits throughout the year.
- Focus on securing a diverse array of exhibit types to appeal to different interests and age groups.

Resources:

- Utilize existing gallery rails on the Library's main level, including in the Young Adult Room, to display visual art and other two-dimensional exhibits.
- Host larger or interactive exhibits and programs in the Jeffrey M. Levine Community Room to allow for flexibility and community engagement.
- Make full use of the Library's display infrastructure, including two portable display cases and one wall-mounted case, to feature materials from the Richards Sisters collection and other local contributors.
- Refurbish the display case currently stored in Utility Room B to increase exhibit capacity.

Measurement and Evaluation: Track the number of exhibits hosted annually and record patron engagement through attendance figures, feedback forms, and anecdotal responses. Success will be marked by increased community participation, diversity of exhibits, and partnerships formed.

6. Conclusion:

The Richards Library Board of Trustees has formulated a viable and attainable set of goals for the Library to serve the communities of Warrensburg and Thurman. These goals will not only raise the profile of The Richards Library but also enhance the communities the Library serves. The board will review the strategic plan each calendar year to check in with the progress and completion of each stated goal.

TOWN OF WARRENSBURG
"Queen Village of the Adirondacks"

TOWN CLERK:
PAMELA LLOYD
DEPUTY TOWN CLERK
JUDI HULL

3797 MAIN STREET
WARRENSBURG, NEW YORK 12885-1628
TEL (518) 623-9511
FAX (518) 623-3831

TOWN COUNCIL:
JOHN ALEXANDER
JOJO QUINTAL
BRYAN ROUNDS
ROBERT SUTPHIN

KEVIN B. GERAGHTY, SUPERVISOR
JOHN S. ALEXANDER, DEPUTY SUPERVISOR
WWW.WARRENSBURGNY.US

May 2, 2025

AARCH
Erin Tobin,
Executive Director
1745 Main Street
Keeseville, New York 12885

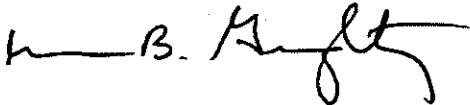
Dear Ms. Tobin:

The Town of Warrensburg is in full support of grant application made to the Adirondack Rural Revitalization Program from Richards Library. The Library has been a vital part of our community for over 100 years and serves both the population of Warrensburg and many surrounding communities.

The amount of the request is for \$15,000 and it will be used to replace the chimney cap and to restore the stone supports. In order to maintain the historical accuracy of the building and keep the building in safe and working condition we hope the Adirondack Architectural Heritage will consider this request.

We hope you will agree with our assessment.

Sincerely,



Kevin G. Geraghty
Town Supervisor
Town of Warrensburg

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5845-1-1

Bill To:	Work At:
Richard's Library 36 Elm Street Warrensburg, NY 12885	Richard's Library 36 Elm Street Warrensburg, NY 12885 Work: 518-623-2445 Fax: 518-623-4648

We hereby submit specifications and estimates for:

G.A. BOVE WILL INSTALL (4) LISTED BRYANT LP FURNACES, (4) LISTED BRYANT AC SYSTEMS, ALL DUCT TRANSITIONS, LINE-SETS, ELECTRICAL WHIPS, PVC VENT PIPING, IRON GAS PIPING, AND CONDENSATE PUMPS/DRAINS. WE WILL DRAW COMBUSTION AIR FROM THE BASEMENT AND RE-UTILIZE EXISTING UTILITY ROOM MAKE UP AIR SYSTEM. ADDITIONALLY WE WILL REMOVE/DISPOSE OF THE OLD OIL FURNACES, OIL TANKS, AC COILS AND CONDENSING UNITS. ALL WILL BE CONVERTED, STARTED UP, RAN AND TESTED ONCE COMPLETE.

Quantity	Description	Unit Price	Amount
1.0	COMMUNITY ROOM	\$9,850.00	\$9,850.00
1.0	BRYANT CVAVA3621XMA COIL CASED 3T UP/DOWN 21" R454-B		
1.0	BRYANT 134SAN03600N CONDENSER 3T LEGACY R454-B		
1.0	LINE SET 3/8" X 7/8" X 1/2" X 50'		
1.0	AC PAD 32" X 32" X 3" PLASTIC		
1.0	AC WHIP 1/2" X 6' #10 WIRE NON METALLIC		
1.0	BRYANT 927TA60080V21 FURNACE GAS 80K 97% 2 STAGE VARIABLE BLOWER		
1.0	BRYANT CONVERSION KIT NAT > LP		
1.0	BRYANT COIL/DUCT ADAPTER PAINTED DOUBLE OFFSET F/90+		
1.0	PLENUM 19 1/4" X 19 3/4" X 47"		
1.0	OLD SECTION BASEMENT	\$8,230.00	\$8,230.00
1.0	BRYANT CVAVA2417XMA COIL CASED 2T UP/DOWN 17" R454-B		
1.0	BRYANT 134SAN02400N CONDENSER 2T LEGACY R454-B		
1.0	LINE SET 3/8" X 3/4" X 1/2" X 50'		
1.0	AC PAD 32" X 32" X 3" PLASTIC		
1.0	AC WHIP 1/2" X 6' #10 WIRE NON METALLIC		

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5845-1-1

1.0	BRYANT 927TA48080V17 FURNACE GAS 80K 97% 2 STAGE VARIABLE BLOWER		
1.0	BRYANT CONVERSION KIT NAT > LP		
1.0	PLENUM 19 1/2" X 16 1/4" X 47		
1.0	UPSTAIRS OLD SECTION	\$12,600.00	\$12,600.00
1.0	BRYANT CVAVA6024XMA COIL CASED 5T UP/DOWN 24" R454-B		
1.0	BRYANT 134SAN06000N CONDENSER 3T LEGACY R454-B		
1.0	LINE SET 3/8" X 7/8" X 1/2" X 50'		
1.0	AC PAD 36" X 36" X 3" PLASTIC		
1.0	AC WHIP 3/4" X 6' #8 WIRE NON METALLIC		
1.0	BRYANT 927TA66120V24 FURNACE GAS 120K 97% 2 STAGE VARIABLE BLOWER		
1.0	BRYANT CONVERSION KIT NAT > LP		
1.0	PLENUM 19 1/4" X 23" X 35"		
1.0	ULTRAVATION AIR FILTER/EQUIPMENT SUPPORT RETURN AIR BOX 20" X 25" X 5" AIR FILTER		
1.0	24" X 12" X 5' TRUNK DUCT		
1.0	24" X 12" COLLAR START STRAIGHT		
8.0	CONNECTOR FLEX VINYL 2" X 3" X 2" PER FT		
1.0	UPSTAIRS NEW SECTION	\$10,850.00	\$10,850.00
1.0	BRYANT CVAVA4821XMA COIL CASED 4T UP/DOWN 21" R454-B		
1.0	BRYANT 134SAN04800N CONDENSER 4T LEGACY R454-B		
1.0	LINE SET 3/8" X 7/8" X 1/2" X 50'		
1.0	AC PAD 36" X 36" X 3" PLASTIC		
1.0	AC WHIP 3/4" X 6' #8 WIRE NON METALLIC		
1.0	BRYANT 927TA60100V21 FURNACE GAS 120K 97% 2 STAGE VARIABLE BLOWER		
1.0	BRYANT CONVERSION KIT NAT > LP		
1.0	PLENUM 19 1/4" X 19 3/4" X 47"		
1.0	INTERIOR IRON GAS PIPING MATERIALS	\$2,535.00	\$2,535.00
80.0	11/4" PIPE BLK S40 PER FOOT		
100.0	1/2" PIPE BLK S40 PER FOOT		
4.0	11/4" X 11/4" X 1/2" TEE BLK		
4.0	1/2" TEE BLK 150#		
4.0	1/2" CAP BLK 150#		
8.0	1/2" UNION BLK 150#		

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5845-1-1

4.0	1/2" BALL VALVE GAS COCK IP BLUE/RED HANDLE W/TAP		
8.0	1/2" X 6" NIPPLE BLK S40		
16.0	1/2" X 2" NIPPLE BLK S40		
4.0	1/2" X 3" NIPPLE BLK S40		
8.0	1/2" X 4" NIPPLE BLK S40		
6.0	1 1/4" ELBOW 90 BLK 150#		
16.0	1/2" ELBOW 90 BLK 150#		
1.0	1 1/4" X 3/4" COUPLING BLK		
1.0	1 1/4" X 3/4" ELBOW 90 BLK		
1.0	PVC VENTING, DRAINS, CONDENSATE PUMPS/ NEUTRALIZER	\$3,964.00	\$3,964.00
180.0	3" PIPE PVC S40 PER FOOT		
24.0	3" ELBOW 90 PVC		
12.0	3" 45 ELBOW PVC		
4.0	3" STREET ELBOW 90 PVC		
4.0	3" STREET 45 ELBOW		
12.0	3" COUPLING PVC		
45.0	J HOOK 3" X 11 3/4" LONG		
8.0	3/4" TEE PVC		
50.0	3/4" ELBOW 90 PVC		
8.0	3/4" STREET ELBOW 90 PVC		
4.0	3/4" TRAP P PVC		
12.0	3/4" COUPLING PVC		
50.0	3/4" PIPE PVC S40 PER FOOT		
4.0	PUREPRO CONDENSATE NEUTRALIZER W/PUMP		
100.0	TUBING VINYL 3/8" ID X 1/2" OD CLEAR PER FOOT		
1.0	DUCT TRANSITIONS, FABRICATED ADAPTERS	\$1,820.00	\$1,820.00
1.0	LABOR RATE 2 MAN 2 WEEKS	\$19,800.00	\$19,800.00
1.0	SUBCONTRACTED CORE-DRILLING FOR EXHAUST PIPING	\$3,800.00	\$3,800.00
		SubTotal:	\$73,449.00
		Tax Total:	\$0.00
		Total:	\$73,449.00

1/3 DOWN AND REMAINDER DUE WHEN COMPLETE.

Salesperson:

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$73,449.00**

Payment to be made as follows:

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5845-1-1

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Note: This proposal may be withdrawn by us if not accepted by 5/21/2025.

Signature: _____

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5844-1-1

Bill To:	Work At:
Richard's Library 36 Elm Street Warrensburg, NY 12885	Richard's Library 36 Elm Street Warrensburg, NY 12885 Work: 518-623-2445 Fax: 518-623-4648

We hereby submit specifications and estimates for:

G.A. BOVE WILL INSTALL A 500 GALLON UNDERGROUND LP TANK ON SOUTHEAST SIDE OF BUILDING. WE WILL RUN ALL NECESSARY GAS LINES AND INSTALL REGULATORS. ALL WILL BE PRESSURE TESTED WHEN COMPLETE.

**EXCAVATION COST WILL BE ON A SEPARATE QUOTE ONCE WE GET AN ESTIMATE FROM A SUBCONTRACTOR.

**TANK LOCATION MAY VARY DEPENDING ON UTILITIES ONCE LOCATES ARE COMPLETED.

Quantity	Description	Unit Price	Amount
1.0	INSTALL 500 GAL U/G PROPANE TANK	\$4,985.00	\$4,985.00
1.0	500 GAL TANK PROPANE TANK UG DIRECT		
1.0	ANODE BAG 17 LB. MAGNESIUM		
1.0	CAVAGNA REGULATOR 1ST STG 10# POL X 1/2"		
1.0	CAVAGNA REGULATOR 2ND STG 3/4" STRAIGHT THRU DI ELECTRIC		
1.0	PIGTAIL POL X POL 7/8" HEX LONG NIPPLE 20"		
50.0	YELLOW PIPE 3/4" PIPE PLASTIC IP PROPANE PER FT		
1.0	YELLOW PIPE RISER 3/4" IP X 3/4" IP PLASTIC 30" VERT 24" HORIZ W/COUPLING		
1.0	YELLOW PIPE TRANSITION FITTING 3/4" M IP X 3/4" IP PLASTIC W/COUPLING		
1.0	3/4" X 1/2" ELBOW 90 BLK		
1.0	1/2" X 6" NIPPLE BLK S40		
1.0	3/4" BALL VALVE GAS COCK IP BLUE/RED T HANDLE F/ GAS		
3.0	3/4" ELBOW 90 BLK		
2.0	3/4" UNION BLK		
2.0	3/4" X 2" NIPPLE BLK S40		

G.A. Bove & Sons, Inc.
76 Railroad Street
Mechanicville NY 12118
518-664-5111

PROPOSAL

Apr 21, 2025

Account Number	Proposal Number
10010793	5844-1-1

2.0	3/4" X 3" NIPPLE BLK S40		
3.0	3/4" X 6" NIPPLE BLK S40		
50.0	WIRE TRACER 12 GA COATED COPPERHEAD PER FT		
5.0	SERVICE TWO MAN RATE		
		SubTotal:	\$4,985.00
		Tax Total:	\$0.00
		Total:	\$4,985.00

1/3 DOWN AND REMAINDER DUE WHEN COMPLETE.

Salesperson:

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **\$4,985.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Note: This proposal may be withdrawn by us if not accepted by 5/21/2025.

Signature: _____

Beadnell Heating & Cooling
P.O. Box 381
Warrensburg, NY 12885
Phone/Fax: (518) 920-8595
e-mail: Hvac@beadnell.onMicrosoft.com

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PROPOSAL: Upon acceptance with Signatures, this document becomes binding contract.

Furnace/Air Conditioning Install

Job Location: 36 Elm Street
Warrensburg, NY 12885

Submitted to Owner: Richards Library

Date of Plans: 2025

Address: 36 Elm Street
Warrensburg, NY 12885

E-mail: APPROXIMATE STARTING DATE:

Pending

Phone: 518-623-3011 Date: April/May. 2025

APPROXIMATE COMPLETION DATE
Pending

We will furnish all tools, materials, and labor to remove oil tanks and all old units. We will install 1 GE 2 Ton 16 SEER, 2 GE 3 Ton 16 SEER, & 1 GE 4 Ton 16 SEER outdoor A/C units, & 4 GE 4 Ton 90K Btu 96% furnaces with conversion kit. This includes a extended warranty. We will cap smoke pipe inlets at the bottom of the chimney and vent all new furnaces out of the side of the building with 2" PVC pipe, install all fittings, conduit whip, disconnect, line set, pads, condensate pump, tubing, cold air return, cabinets, all electrical and toggle switches and all necessary piping and wiring. This also includes 1 year labor warranty.

For the sum of: \$78,800.00

Payment schedule: 50% down payment due before the job starts and the remaining 50% of the balance due upon completion totaling \$78,800.00. A 4% fee will be added to the total bill if paying by credit card.

ACCEPTANCE OF PROPOSAL – I have read both sides of this document and accept the prices, specifications and conditions stated. I understand that upon signing, this proposal becomes a binding contract. You are authorized to do the work as specified. Payment will be made as outlined above.

NOTICE: You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of the transaction. See notice of cancellation on back for an explanation of this right.

(Customer) Authorized Signature _____ Date _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

(Contractor) Authorized Signature: _____ Date _____

NOTICES TO OWNER

Right to Stop Work:

If any payment under this agreement is not made when due, the contractor may suspend work on the job until such time as all payments due have been made.

Notice of Lien:

The contractor or subcontractor who performs on this contract and is not paid may have a claim against the owner which may be enforced against the property in accordance with the applicable Lien Laws.

Deposit of Payment:

This contractor is required by Subdivision 4 of Section 71-a of the Lien Law to deposit all payments received prior to completion in an escrow account within 5 business days of receipt. In lieu of such a deposit, the contractor may post a bond or contract of indemnity or irrevocable letter of credit with the owner guaranteeing the return of proper application of such payments to the purposes of the contract. Monies in escrow become the property of the contractor when they are applied according to the Payment Schedule or when the contract has been substantially performed.

Cancellation:

The owner has an unconditional right to cancel the contract, without penalty or obligation, until midnight of the third business day after he/she signs the contract. Cancellation must be done by giving the contractor a written notice indicating the owner's intention not be bound. Notice of cancellation shall be deemed given when deposited in a mailbox, properly addressed and postage prepaid. Upon cancellation, any property traded in, any payments made under this contract, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the contractor of a cancellation notice. Any security interest arising out this transaction will be cancelled.