

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda

Tuesday, June 3, 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: *none to report*
- 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 – continued development of strategic plan, briefly reviewed policies: Web-link Request and Non-circulating Disposal*
- VII Old Business
  - Annual Sexual Harassment Prevention Training – *completed by all trustees, still need something from Gina*
  - Changing furnaces from oil to propane – *contract from Beadnell Heating & Cooling*
  - New Trustee – *website and Facebook updated*
  - Adirondack Rural Revitalization Program (ARRP) Grant
  - May 20, voting for WCSD propositions and Library's tax levy increase – *approved*
  - Draft Strategic Plan 2025-2030 – *received feedback from SALS*
- VIII New Business
  - Adirondack Foundation Lake Placid Education Foundation 2025 – *submitted Increase Archival Attention & Grow Our Young Adult Collection*
  - Warren County Occupancy Tax
  - Another 100 Years Campaign
  - Master Plan from Butler, Rowland & Mays Architects
- 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)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, June 17, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, July 1, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, May 6, 2025**

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

Excused: Gina Colburn, Esther McTague

Guests: Samantha Newcomb, Sara Dallas (SALS Director), Brandon Beadnell of Beadnell Heating & Cooling and associate

Meeting called to order at 10:02am

Motion to approve the consent agenda was made by John, seconded by Susan with the addition of Mary Beadnell's attendance to the meeting minutes and approved by Board.

**Period Of Public Expression:**

- Sara Dallas, SALS Director
  - Sara spoke about the IMLS May 4 Executive Order
    - NYS Library receives 8.5 million dollars to fund positions
    - NYS Library will not have money to fund the Ready to Read Program and the Summer Reading Program
    - NYS will have reduced funds for grants and technical assistance
  - Sara asked that Board members reach out to local, state, and congressional representatives
- Brandon Beadnell, Beadnell Heating and Cooling
  - Brandon discussed how he could reduce the cost of his quote due to lower prices from suppliers
  - Quote will include 1 year of free service, 12 year warranty on electrical parts, furnace units are lifetime guaranteed
- Sarah swore in Samantha Newcomb as a new Board member

**Correspondence:**

- Received a postcard from Sara Dallas
- Our NYS Workers' Compensation (NYSIF) has been renewed
- Secret Garden Project sent us Milkweed Seeds. They will be added to the seed library.

**Director's report:**

- Elevator is listed as out of service. Barrier Free Elevators will visit in May for maintenance
- 2024 NYS Report to our Community completed and shared
- Updated list for Andy discussed
- Furnace replacement visits from G.A.Bove Fuels and Beadnell Heating & Cooling
- Zoom meeting with Paul Mays
  - Waiting for final report
- Attended SALS Directors Council Meeting and Rural Library Roundtable via Zoom

- Met with Sue from Hickory Mtn Ski Center to discuss coordinating programs
- Met with Drew Monthie to discuss his upcoming exhibit in the YA Room
  - Artist reception on 6/10 at 5pm
- Invitation from the Elementary School, to set up a table at the May 14 open house from 6:00-8:00
- WCS Student volunteer – 1 session
- April programs were discussed
- Special programs planned for May were discussed
- Statistics for the month were presented except for Wifi usage

#### Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach
  - going along at Countryside home
- Policy:
  - Workshop was held to review the statement of need and draft of the strategic plan
  - Sarah will update the statement of need
  - Sarah discussed potential grant opportunities

#### Old Business

- Annual Sexual Harassment Prevention Training
  - Free training from NYS emailed to Staff and trustees
  - Completed tests must be submitted by 5/30
- Quotes for changing furnaces were reviewed.
  - Board voted (Mary abstained) and agreed to offer the contract to Beadnell Heating & Cooling – **who made this motion/seconded?**
- 2024 Financial Review and Tax Return signed and submitted

#### New Business

- New trustee was sworn in – **who made this motion/seconded to add to Board?**
- Adirondack Rural Revitalization Program (AARP) grant
  - Need \$5000 match for chimney cap project
  - Received letters of support from the town of Warrensburg and from Matt Simpson's Office

#### Other Business:

- Town Board Meetings
  - Report from Esther for Thurman town meeting in April
  - Sarah will attend the Warrensburg Town Meeting in May
  - Sarah will attend WCSD BOE Meeting in May
- Strategic Plan 2025-2030
  - 19-30 year olds need more service
  - Discussed how to reach underserved communities

- Suggestions included exhibiting HS student art
- Reminder of May 20<sup>th</sup> vote for school and library budgets

Public Expression: none

Next Board Meeting set for June 3, 2025 at 10:00am

Next Committee Workshop scheduled for May 20 at 10:00am

Motion made by Susan, seconded by John and approved by the Board to adjourn at 12:00pm.

**Approved by The Richards Library Board of Trustees on**



**Richards Library**  
**Monthly Statement of Revenues & Expenses**  
**May 2025**

Accrual Basis

	<u>May 25</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	199
NON-OPERATING RECEIPTS	<u>2,533</u>
Total Income	2,732
Expense	
OPERATING EXPENSES	2,677
PAYROLL, WAGES, BENEFITS & EXPE	12,796
COLLECTION & OTHER CAPITAL EXPE	<u>587</u>
Total Expense	<u>16,060</u>
Net Ordinary Income	<u>-13,328</u>
Net Income	<u><u>-13,328</u></u>

# Richards Library

## Monthly Funds Activity Report

### May 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #--6131 -Operat &amp; DF</b>						
<b>12.39a · Operating Account - GFNB</b>						
Deposit	05/04/2025			Deposit	47.00	
Deposit	05/04/2025			Deposit	30.00	
Bill Pmt -Check	05/06/2025	6951	BAKER & TAYLOR	BOOKS		30.12
Bill Pmt -Check	05/06/2025	6952	CURTIS LUMBER	OUTLET PLUG & TOILET BRUSH		2.00
Bill Pmt -Check	05/06/2025	6953	ERIE INSURANCE COMPANY	5/14/25-5/14/26 RENEWAL		7,687.38
Bill Pmt -Check	05/06/2025	6954	NORTHERN MECHANICAL SERVICES	SERVICED FURNACE		625.00
Bill Pmt -Check	05/06/2025	6955	SOUTHERN ADIRONDACK LIBRARY SYSTEM	APRIL 2025 JA FEES		442.46
General Journal	05/09/2025	PAYROLL		-MULTIPLE-		6,309.63
Check	05/11/2025	A/W	VERIZON	04/22/25-05/21/25		48.58
Check	05/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	04/25/25-05/24/25		95.18
Deposit	05/11/2025			Deposit	33.00	
Check	05/12/2025	A/W	NATIONAL GRID	4/7/25-5/7/25		454.62
Bill Pmt -Check	05/13/2025	6956	BAKER & TAYLOR	BOOKS		15.40
Bill Pmt -Check	05/13/2025	6957	BRALEY & NOXON	BOLT, SPRAY PAINT		19.54
Bill Pmt -Check	05/13/2025	6958	CURTIS LUMBER			115.71
Bill Pmt -Check	05/13/2025	6959	NYSIF - WORKER'S COMP	6/1/25-6/1/26		639.47
Bill Pmt -Check	05/13/2025		NYSIF - WORKER'S COMP	QuickBooks generated zero amount transaction fo...	0.00	
Check	05/15/2025	6960	SALS	SALS ANNUAL MEETING		60.00
Deposit	05/18/2025			Deposit	71.00	
Bill Pmt -Check	05/20/2025	6961	BAKER & TAYLOR	BOOKS		492.26
Bill Pmt -Check	05/20/2025	6962	CINTAS	JANITORIAL		45.71
Bill Pmt -Check	05/20/2025	6963	COMMERCE BANK	#--5609		519.65
Bill Pmt -Check	05/20/2025	6964	HORN BOOK	6 ISSUES		79.00
Check	05/22/2025	A/W	SPECTRUM ENTERPRISE #143161701	5/4/25-6/3/25		130.00
General Journal	05/23/2025	PAYROLL		-MULTIPLE-		6,348.09
Deposit	05/25/2025			Deposit	48.10	
Deposit	05/25/2025			Deposit	29.00	
Bill Pmt -Check	05/29/2025	6965	CRANDALL LIBRARY	THE CROC TAKES THE CAKE		3.99
Bill Pmt -Check	05/29/2025	6966	FILOMENA RIVIELLO	FELT BUNNIES		205.00
Bill Pmt -Check	05/29/2025	6967	NATIONAL BUSINESS TECHNOLOGIES*	5/9/25-6/8/25 + OVERAGE		76.17
Total 12.39a · Operating Account - GFNB					258.10	24,444.96
<b>DF - Repair Shop Cafe Events</b>						
Deposit	05/04/2025			Deposit	4.00	
Total DF - Repair Shop Cafe Events					4.00	0.00
Total GFNB #--6131 -Operat & DF					262.10	24,444.96

**Richards Library**  
**Monthly Funds Activity Report**  
May 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB</b>						
<b>Chimney Cap</b>						
Deposit	05/18/2025			Deposit	2,500.00	
Total Chimney Cap					2,500.00	0.00
Total Special Acc't #5976 - GFNB					2,500.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					2,500.00	0.00
Total RESTRICTED FUNDS					2,500.00	0.00
<b>TOTAL</b>					<b>2,762.10</b>	<b>24,444.96</b>

## THE RICHARDS LIBRARY



### Director's Report

May 30, 2025

- Barrier Free Elevators made site visit. Elevator in working order.
- Advertisement for North Country Living – *combined with Warrensburg Museum and Chamber of Commerce*
- WCSD sixth grade teacher borrowed *Finding Kalman: A Boy in Six Million* to read in class
- Received water test kits from Water Insecurity Correction Coalition (WICC)
- Attended SALS Annual Meeting
- Met with Drew Monthie for his upcoming exhibit in the YA Room – *partnered with Warrensburgh Beautification, Artist Reception 6/10 at 5PM*
- WCS student volunteer – *5 sessions*
- Community Room Use – Head Start
- May Programs:
  - Warrensburg Repair Cafe
  - The Richards Library Book Club
  - Homeschool Meet-up – *joined Southern ADK Homeschool Facebook Group*
  - OATS: AI Voice & Video
  - Home Composting Workshop
  - Needle Felted Bunnies w/Filomena – 3 YA
  - STEM: Solar Bugs – 3 YA
  - Small Tales
  - 4 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 TBD
- Crafts and face painting at Strawberry Festival
- **The Richards Library Seed Library & Gardening Workshops**
- **Messages From Survivors - The Memory Project Productions, Inc.** – started 4/21, will be here through 6/7

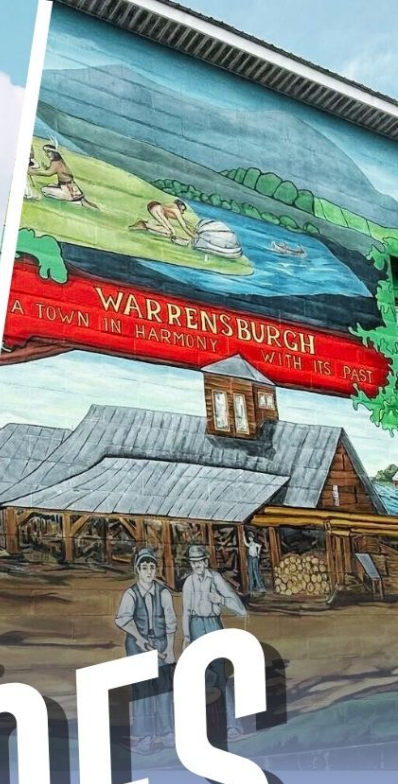
### Statistics for the Year

See attached *2025 Monthly Statistic*.

Respectfully submitted,

*Shelby Burkhardt*

Library Director



*Friendly Faces.*

# LOCAL PLACES.

Discover Warrensburg, NY

DISCOVER WARRENSBURG NY!  
SCAN THESE QR CODES WITH  
YOUR PHONE CAMERA



*Warrensburg*  
**CHAMBER OF  
COMMERCE**

STOP IN AT  
3797 MAIN STREET



*The*  
**RICHARDS  
LIBRARY**

VISIT US IN PERSON AT  
36 ELM STREET



*Discover Warrensburg*  
**MUSEUM OF  
LOCAL HISTORY**

CHECK US OUT AT  
3754 MAIN STREET



# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JUNE 2025

SUN MON TUE WED THU FRI SAT

1	2	3 TRL Board Meeting @ 10:00a  Caring for Summer Flowers, 5:00-6:30p	4 Homeschool Meet-up @ 10:00a	5 TRL Book Club @ 4:00p <b>Origami Thursdays, 3:00- 6:30p for May/Jun</b>	6	7
8	9	10  Artist Reception, Drew Monthie @ 5:00p	11	12  OATS: Connecting to the Internet @ 2:00p	13	14
15	16	17  Sewing with Sarah, 5:00-6:30p	18  Story Time & Activity @ 10:30a	19  <b>Closed for Juneteenth</b>	20	21
22	23	24  OATS: Streaming and Smart TVs @ 5:00p	25	26  Cover Crops, 5:00-6:30p	27	28
29	30 			<b>Stop by our seed library and free gardening workshops!</b>		

- *Caring for Summer Flowers* and *Cover Crops* are the gardening workshops for JUN. 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 Brilliant Life of Eudora Honeysett* and *Finding Kalman*.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- *Homeschool Meet-up* meets monthly for the school year. Details on flyer.
- *Story Time & Activity*, 1 session for JUN, will focus on children ages 3-5. Other ages welcome. Child supervision required. Start time is a little later!
- *Artist Reception* is hosted by Warrensburgh Beautification.

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

HELL-Sun  
Summer

# 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.



# THE RICHARDS LIBRARY SEED LIBRARY

A seed library is a collection of seeds meant to be lent or shared with others. Are you interested in gardening, but don't know where to start? We have partnered with Cornell Cooperative Extension Master Gardeners, Soil & Water Conservation District, and others to run free workshops that will guide a novice or experienced gardener through the growing season. A repurposed card catalogue contains the seed varieties we have this season. People may choose up to five seed varieties each month. You do not need to be a library card holder to take seeds or attend workshops.

## SEED LIBRARY HOURS

March 10 to June 5

Mondays 10am-noon,

Thursdays 4pm-6pm,

And by appointment.

Drop in hours likely to end after June 5, TBD.

**\*\*Staff or Master Gardeners will assist people during Seed Library hours with getting seeds and informational handouts.**



## FREE GARDENING WORKSHOPS

Workshops will be offered April through October, starting at 5:00PM on Tuesdays or Thursdays. All ages are welcome and multi-generational learning is encouraged. Check out the flyers for more details!



## CURRENT SEED VARIETIES - BULK, BENTLEY SEED PACKETS, AND COMMUNITY DONATIONS

Bulk varieties from Bentley Seed Co. and Hudson Valley Seed Co.: Marketmore '76 Cucumber, Black Beauty Zucchini, Bloomsdale Spinach, Sugarann Peas, Dwarf Siberian Kale, Green Sprouting Broccoli, Maxibel Green Beans, Black Seeded Simpson Lettuce, Lettuce Mixes, Genovese Basil, Gigante d'Italia Parsley, Mammoth Long Island Dill, Lemon Balm, and Northeast Wildflower Mix.

Bentley seed packets donation: Snowball Cauliflower, Nantes Carrots, Danvers 126 Carrots, Hales Best Cantaloupe, Copenhagen Cabbage, Red Acre Cabbage, Pak Choi Cabbage, Long Island Brussel Sprouts, Detroit Dark Red Beet, Chioggia Beet, Provider Bush Bean, Kentucky Wonder Pole Bean, Henderson Lima Bean, Tall Utah Celery, Colden Bantam Corn, Pearls & Gold Corn, Black Beauty Eggplant, Broadleaf Endive, Honey Dew Melon, Tuscan Kale, Red Salad Bowl Lettuce, Buttercrunch Lettuce, Romaine Lettuce, Mustard Greens, Little Marvel Peas, Snow Peas, Scallion Onion, Yellow Spanish Onion, Clemson Spineless Okra, Hungarian Hot Wax Pepper, Habanero Pepper, Bell Pepper, Sweet Banana Pepper, Spicy Salsa Blend Pepper, Cayenne Pepper, Sparkler Radish, Small Sugar Pumpkin, Jack O'Lantern Pumpkin, Early Summer Crookneck Squash, Buttercup Squash, Ace 22 Tomato, Beefsteak Tomato, Cherry Tomato, Purple Turnip, Lemon Basil, Cilantro, Caraway, Oregano, Sage, Sweet Marjoram, Thyme, Pollinator Flower Mixes, Sunflowers - variety.

Community donations: Zinnias, Marigolds - mini & standard, Nasturtium, Cosmos, Cape Cod Goose Berries, Garlic Chives, Green Bush Beans, Chinese Cabbage, Hubbard Squash





# **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.

# Flora, Fauna and Landscape Photography Exhibit - Artist's Reception



An **Artist's Reception** will be held at The Richards Library on Tuesday, June 10th at 5 p.m., in the Jeffrey M. Levine Community Room, for a **Flora, Fauna and Landscape Photography Exhibit** by Drew Monthie. Drew will have photographs on display in the Young Adult (YA) Room.

A horticulturist, garden designer, ecologist and owner of Star Flower Studio NY, Drew will be giving a presentation on "Changing Climate: Plants, Pollinators and People" as part of our Summer Garden Tour fundraiser on Saturday, July 12th. Tickets will be available at the Edward Jones Office at 3755 Main Street and the Warrensburgh Riverfront Farmers' Market on Fridays from 3-6 p.m.

Sponsored by Warrensburgh Beautification Inc. All are welcome.

Please contact Teresa Whalen, Chairperson, Warrensburgh Beautification Inc., at 518-466-5497 or [taawhalen@yahoo.com](mailto:taawhalen@yahoo.com) for further information.

# 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!







## Connecting to the Internet

**Date: Thursday, June 12, 2025**

**Time: 2:00 PM**

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

Not always sure if your internet-enabled devices are connected to the internet? In this hands-on workshop, we'll go over how to check the WiFi connection on your PC, iPhone, or Android smartphone. We'll also cover how to use the hotspot from your smartphone and best practices for password protection and connecting to public WiFi.

**Sign Up Today!**

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

**OATS** | OLDER ADULTS  
TECHNOLOGY  
SERVICES  
FROM **AARP**



## Streaming and Smart TVs

**Date: Tuesday, June 24, 2025**

**Time: 2:00 PM**

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

Every day, more and more people are “cutting the cord” and canceling their cable subscriptions. Instead, they’re using free or low-cost streaming services like YouTube, Netflix, and Hulu to watch their favorite shows and movies online. This presentation will introduce streaming: what it is, how to use it, and the variety of content available. You’ll also learn how to watch live TV without cable and how smart TVs and streaming devices can let you watch videos from the Internet on your television.

**Sign Up Today!**

**Call: [518] 623-3011 Email: [lkeith@sals.edu](mailto: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	714	132	92	8	1362	79	355	340	8	61	307
June											
July											
August											
September											
October											
November											
December											
2025 TOTALS	3368	584	446	52	6332	294	1897	1821	144	352	1405
	O/A Att 3952		O/A Comp 498		O/A Circ. 6332						

## Web-link Request Policy

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

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

It is the Library's responsibility, by way of a review performed by the Director, to ensure that the information presented, by way of a web-link, is indeed current, factual and does not mislead patrons into a possible illegal activity, monetary "scam", or a needless purchase of unrelated items.

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

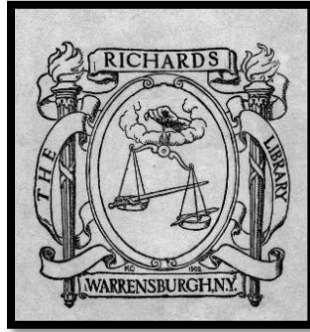
- All requests will be reviewed by the Director by accessing the link;
- The Director will examine the destination web site to ensure that:
  - ⌘ The web site is what it is purported to represent by the request;
  - ⌘ That the information is true and current by way of additional research;
  - ⌘ The site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

- The link will be removed if the information is not current or is replaced by a more up-to-date link;
- Any link request that fails the inspection of the Director will not be added to the Library's web page.

Formatted, Reviewed and Approved 5 May 2020



# The Richards Library Policies



## Non-Circulating Materials Disposal Policy

The following are rules and regulations of The Board of Trustees of the Richards Library. These are effective 5 May 2020 and will be reviewed biannually.

During the course of maintaining the Library as a viable institution within the chartered service area of Warrensburg and Thurman, NY, the Library must purchase items that are not directly associated with the Library Collection. These items are collectively known as Non-Circulating Materials. It is the purpose of the policy to set rules and guidelines to establish the disposal of these items. They include, but are not limited to:

- Computers and related hardware
- Printers
- Copier/Fax/Scanner
- Cleaning equipment
- Assorted library operational equipment and/or miscellaneous equipment

### Computers and Related Hardware

Computers, which include PCs and laptops, are purchased by the library through the Southern Adirondack Library System (SALS) by way of a NY State Purchasing Contract. PCs, with the included equipment of monitors, keyboards and a mouse (Staff computers also include barcode scanners-purchased separately), while laptops are stand-alone items not requiring the additional hardware. However, laptops purchased for Public Use do require the additional purchases of a wireless mouse and mouse pads. Once the computers have reached their operational use limit, established as four (4) years, the PCs and laptops are returned to SALS to have SALS proprietary programs and security protocols purged from the hard drives. Once this task is accomplished the computers are disposed of in an environmentally safe manner. Any wireless equipment and pads are retained by the Library and disposed of in an environmentally safe manner once they have reached their lifetime limit or are damaged over the course of time.

### **Printers/Copier/Fax/Scanner**

The printers utilized by the Library consist of a leased copier/fax/scanner and an Air Printer. The leased copier/fax/scanner, at the end of its lease, is returned to the lease holder and is replaced with another leased item of equal or greater performance level at an affordable lease cost. The Air Printer, at the end of its productive life cycle, will be disposed of in an environmentally safe manner and a new Air Printer will be purchased as a replacement, also with an equal or greater performance level.

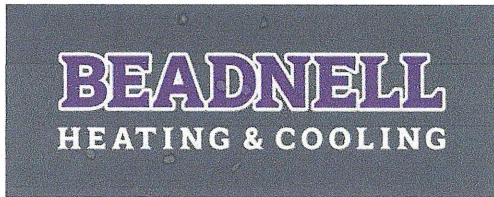
### **Cleaning Equipment**

The Library purchases equipment utilized to clean and maintain the interior of the Library. These pieces of equipment consist of vacuum cleaners and a floor steam cleaner. These items will be disposed of when they reach the end of their usefulness or breakdown and it is not feasible to repair them. They will be disposed of in an environmentally safe manner and replaced (purchased) with comparable equipment.

### **Assorted Library Operational Equipment and/or Miscellaneous Equipment**

The Library has various items that pertain to assorted Library Operations and miscellaneous items and/or equipment. This can refer to items such as a microwave oven, mops, buckets, bookends, etc. These items, at the end of their serviceable cycle, or through breakage, will be disposed of in an environmentally safe manner and replaced (purchased) with items of equal/similar use. Some items, book ends as an example, can be turned in as “scrap metal” which is usually sold at market price. Any collected monies for these type of items will be designated as a donation and turned in to the Library’s Treasurer/bookkeeper/accountant for deposit in the appropriate account.

**Formatted, Reviewed and Approved 5 May 2020**



# Contract

Beadnell Heating & Cooling

PO Box 381

Warrensburg, NY 12885-0381

Installation and service contract for  
Richard's library

DATE	SERVICICES PERFORMED	SERVICES PERFORMED AFTER INSTALLATION
5/28/2025	We will furnish all tools, Materials and labor to install Four 90,000 btu High efficiency furnaces Made by GE. One 2 ton 16 seer air conditioner, two 3 ton 16 seer air conditioners, one 4 ton 16 seer air conditioner, as well as removing the old oil tanks in basement. This will include all necessary piping, wiring, drainage, and ductwork.	Beadnell Heating & Cooling will do a Free one-year service on all Furnaces that will include Filter changes and ensuring proper operation, all the Four air conditioners will be leak checked and cleaned to ensure proper operation, if any issues are found due to the installation prosess within one year Beadnell Heating & Cooling will fix whatever is wrong back to factory spec.

## Warranty's

This installation will include 12 year warranty on Heat exchanger and Inducer and fan motor and three year on control board. The outdoor units and indoor ac coils come with a 5 year warranty on parts and a 15 year warranty on compressor. The warranty generally covers defects in materials and workmanship but does not cover damage from misuse or accidents caused from workmanship.

## Payment Method

\$30,000 due at start \$30,000 due at the finish of installation of work above for the sum of \$60,000

## CONTRACT

Beadnell Heating & Cooling LLC ("Contractor") and the undersigned ("Owner") in consideration of the mutual contracts herein contract, covenant and agree as follows:

1. Contractor agrees to provide, furnish, and install all materials and labor (collectively, the "Work") to satisfy the scope of work for the project (the "Project") described in the proposal (the "Proposal") annexed hereto as Exhibit A. No changes in the scope of work for the Project shall be made without written authorization from both parties.
2. As payment for Contractor's performance of the Work, Owner will pay Contractor the amount set forth on the Proposal (the "Contract Amount") as follows:
  - a. One-Half of the Contract Amount shall be due and payable upon Owner's execution of this contract without the requirement of notice or demand by Contractor (the "Initial Payment").
  - b. Upon completion of the Work, Contractor shall deliver an invoice to Owner for the balance of the Contract Amount, which invoice shall be due and payable upon receipt. Any amount unpaid on the invoice after 30 days shall accrue interest at the rate of 1.5% per month, but in no event at a rate more than the maximum interest rate allowed by applicable law.

Contractor shall have no obligation to perform any of the Work until Owner has paid the Initial Payment. Contractor may cancel this contract upon written notice (by email or regular mail) to Owner effective immediately if Contractor does not receive the Initial Payment within ten days of Owner's execution of this contract.

3. Owner represents and warrants to Contractor that Owner has full authority to enter into this contract to have the Work and the Project performed at the premises either as owner of the Premises or an authorized agent of the owner of the Premises, and, that, if the consent of any other person or entity is required to have the Work and the Project performed at the premises, Owner has obtained consent from all such person(s).
4. Any offer extended by Contractor's delivery of this contract to Owner shall expire at the earlier of (i) the acceptance deadline set forth in the Proposal, if any, or (ii) thirty (30) days from the date of Contractor's delivery of this contract to Owner.
5. A standard manufacturer warranty shall apply to all goods, equipment, parts, and supplies provided under this contract. Contractor warrants that all labor will be performed in a good and workmanlike manner and all labor and materials provided will be free of material defects and/or workmanship for a period of One (1) year from the date of completion of the Work. ALL WARRANTIES NOT SPECIFICALLY SET FORTH IN THIS PARAGRAPH, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE SPECIFICALLY DISCLAIMED. IN NO EVENT WILL ANY WARRANTY BE FOR A PERIOD IN EXCESS OF ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE WORK. TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL CONTRACTOR BE LIABLE CONCERNING ANY CLAIM ARISING OUT OF THIS CONTRACT, THE WORK OR THE PROJECT, REGARDLESS OF THE FORM OF ANY CLAIM OR ACTION (WHETHER IN CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), FOR ANY (A) MATTER BEYOND ITS REASONABLE CONTROL, (B) INDIRECT, PUNITIVE, INCIDENTAL, RELIANCE, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF BUSINESS, REVENUES, PROFITS OR GOODWILL, OR (C) DAMAGES, IN THE AGGREGATE, IN EXCESS OF TWICE THE AMOUNTS PAID TO CONTRACTOR BY OWNER FOR THE WORK.
6. This Contract is to be governed by the laws of the State of New York without regard to its conflict of laws provision. Neither party may assign or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this contract without the written consent of the other. This contract shall be binding upon and inure to the benefit of the permitted and valid successors and assigns of the parties hereto. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this contract. This contract, together with the Proposal, constitute the entire contract between the parties and supersedes all prior written or oral understandings. This contract may only be amended, supplemented, modified, or canceled in writing and signed by the duly authorized representatives of the parties. In the event of any conflict between the body of this contract and the Proposal or any other document or instrument signed by the parties, the terms and conditions in the body of this contract will govern and control unless expressly stated otherwise.

IN WITNESS WHEREOF, the undersigned have executed this contract as of the date set forth with their signatures below.

Beadnell Heating & Cooling LLC

By: 

Brandon L. Beadnell

5/31/25  
Dated

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**Request for Grant from the  
Warren County Occupancy Tax Local Distribution.  
For: Tourism Promotion of Warrensburg**

Organization:

Contact Person:

Mailing Address:

Daytime Phone:

All applications must be for promotion of Tourism for the Town of Warrensburg. Grants may be used for new programs or events, enhancement of existing programs or promotions. These grants may not be used to replace funding for existing programs and promotions.

Please complete the following:

- 1) How will the funding be used to promote tourism?  
A Few Examples: Concert, Festival, Brochure, Creation or enhancement of a Website, Banners, Maps, Historic Guides, Permanent year-round signs identifying tourism sites and attractions.

Website:

- 2) What business or organizations will benefit directly from the funding?
- 3) If an event(s), list date(s) and admission fees if applicable.
- 4) Organizations such as the Warrensburg Chamber of Commerce, Fraternal organizations such as the Lions Club and service organizations such as the Warrensburg Fire Company are eligible. Individual businesses are not eligible. However, informal groups related businesses are eligible, providing they promote the entire category of business, such as campgrounds or B&Bs.

- 5) Submit a budget for the event or promotion. Include all expenses, revenues and in-kind services.
- 6) Amount Requested:
- 7) When an event or promotion is completed, a final report must be submitted, include picture, press, samples of items and a summary of its impact on the tourism industry. This will be a guide for future funding.

I, the undersigned certify that all the information contained in this application is true and I will be responsible for providing the promotion outlined herein, as well as all reporting required by the Town of Warrensburg.

---

Signature

---

Date

---

Applicant's Name (please print)

# 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

## **Support Warrensburg’s History. Invest in Its Future. (Or Protect Our Past. Secure Our Future)**

Dear Warrensburg Business Owner,

For over a century, The Richards Library has been a cornerstone of our town, serving generations of families, students, and lifelong learners. Today, this cherished building needs urgent care to remain safe, welcoming, and structurally sound for the next 100 years.

That’s why we’ve launched the **“Another 100 Years” Campaign**: a community effort to match grant funding for essential preservation work, including:

- **Replacing the historic chimney cap** and repairing stone supports 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 repairs are **not cosmetic**; they are critical to keeping the Library open and safe for everyone.

We invite your business to be part of this legacy. Your tax-deductible donation will directly support the preservation of a community treasure. **As a supporter, your business will be**

recognized in campaign materials, on our website, and at special events. By joining this effort, you're not just repairing a building, you're investing in the heart of our town and strengthening our shared future.

Set a defined time period to drive urgency (e.g., June 15 - October 15, 2025)

### **Sponsorship Levels Include:**

#### **Bronze Sponsor — \$250+**

- Name listed on the library website and donor board

#### **Silver Sponsor — \$500+**

- All Bronze benefits, plus:
- Recognition in a community newsletter and social media shout-out

#### **Gold Sponsor — \$1,000+**

- All Silver benefits, plus:
- Featured business spotlight on our website and in a local press release

#### **Legacy Sponsor — \$2,500+**

- All Gold benefits, plus:
- Name engraved on a permanent plaque inside the library

Any amount you can give will help us towards our goal of preserving the Library so it stands strong for generations to come. You can make checks payable to The Richards Library and mail them to the address above. Or if you'd prefer, donate online using the link below. Please feel free to contact [myself](#) to discuss this further. Thank you for your commitment to our community.

Warm regards,

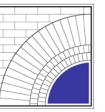
**Sarah Gebbie-Measeck**

Trustee President, The Richards Library

[richardslibrarysarah@gmail.com](mailto:richardslibrarysarah@gmail.com)

[\[Library Website with Donation Link\]](#)





Richards  
Library

## Master Plan Improvements

POTENTIAL OUTDOOR  
PLAZA & READING GARDEN  
New Outdoor Program  
Space – DLD Grant Eligible  
– Add Stone Step Repair to  
make that eligible as part  
of one project

Budget Range: \$150,000 - \$175,000 + Soft Costs  
(Not Including Steps)

## RESTORE HISTORIC STONE STEPS

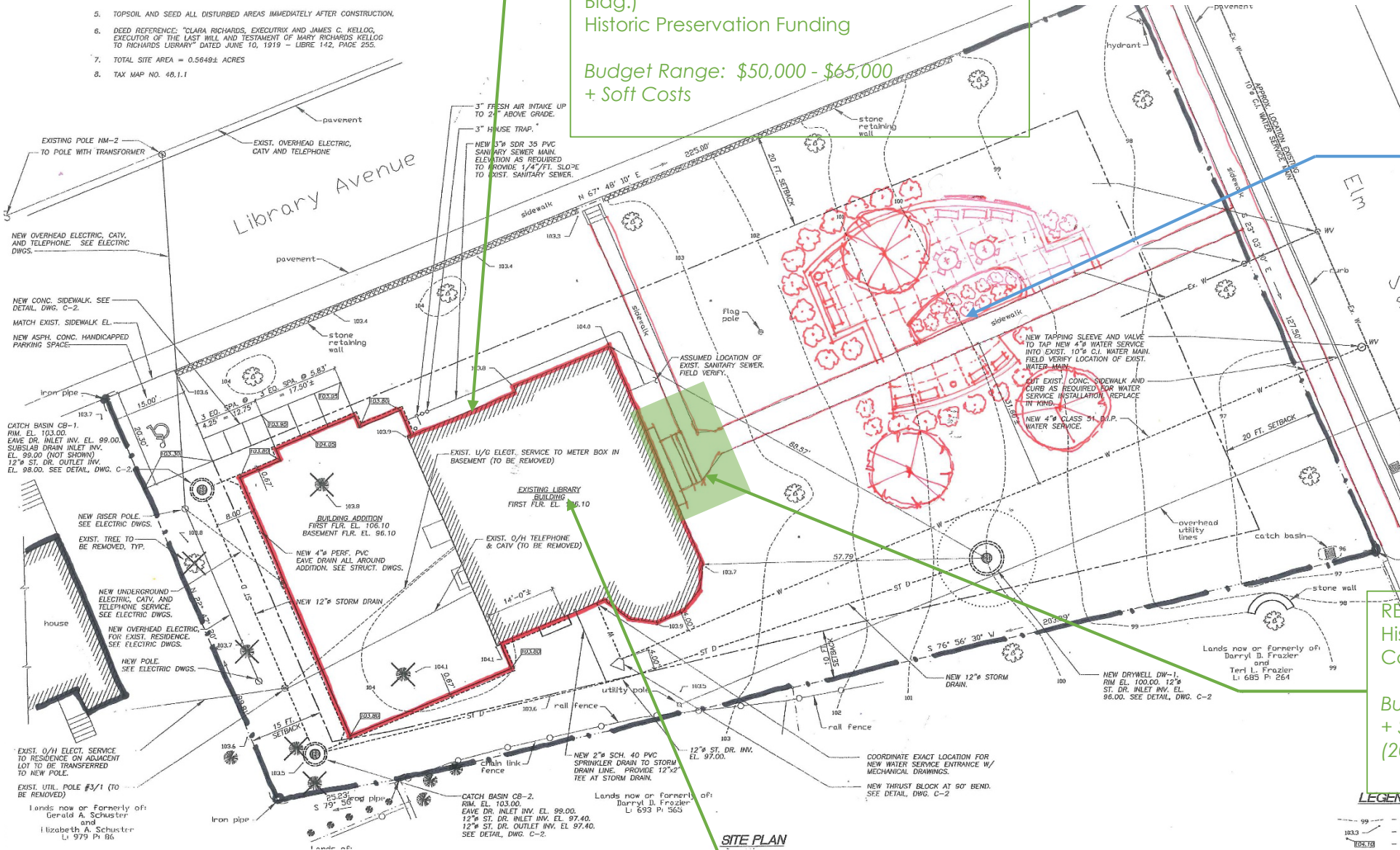
Budget Range: \$45,000 - \$60,000  
+ Soft Costs  
(2024 PCC Estimate)

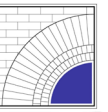
STONE CHIMNEY RESTORATION  
Historic Preservation Funding

Budget Range: \$20,000 - \$25,000  
+ Soft Costs

STONE POINTING RESTORATION (@ Historic Bldg.)  
Historic Preservation Funding

Budget Range: \$50,000 - \$65,000  
+ Soft Costs

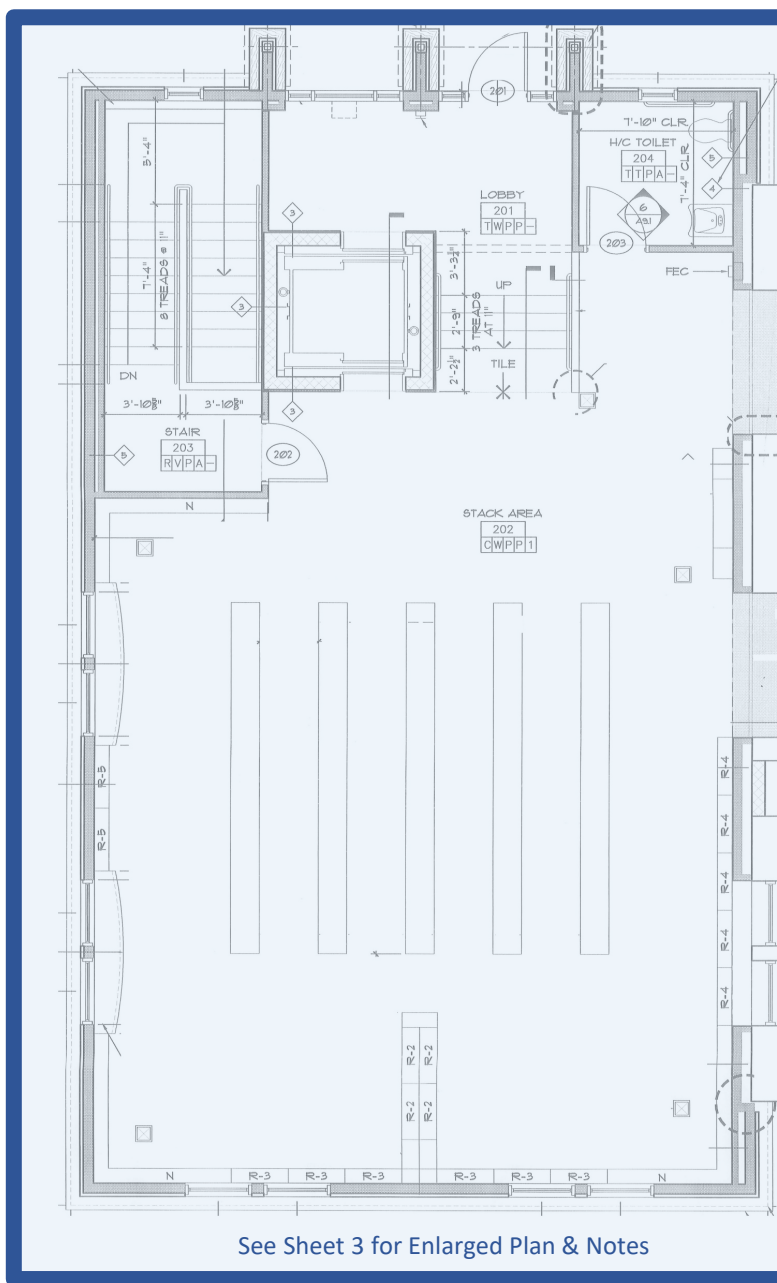




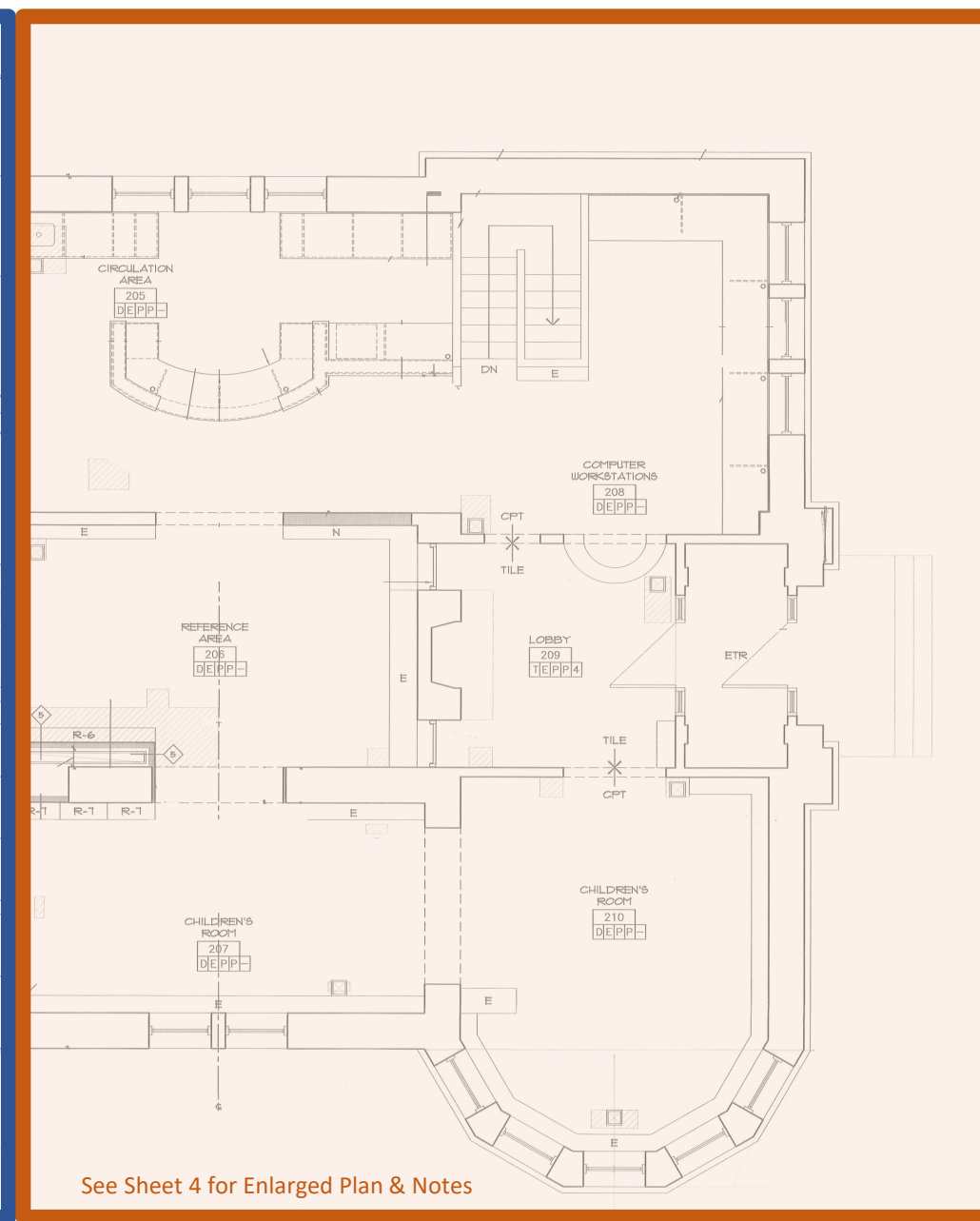
BUTLER  
ROWLAND  
MAYS  
ARCHITECTS,  
LLP

## Richards Library

### Master Plan Improvements

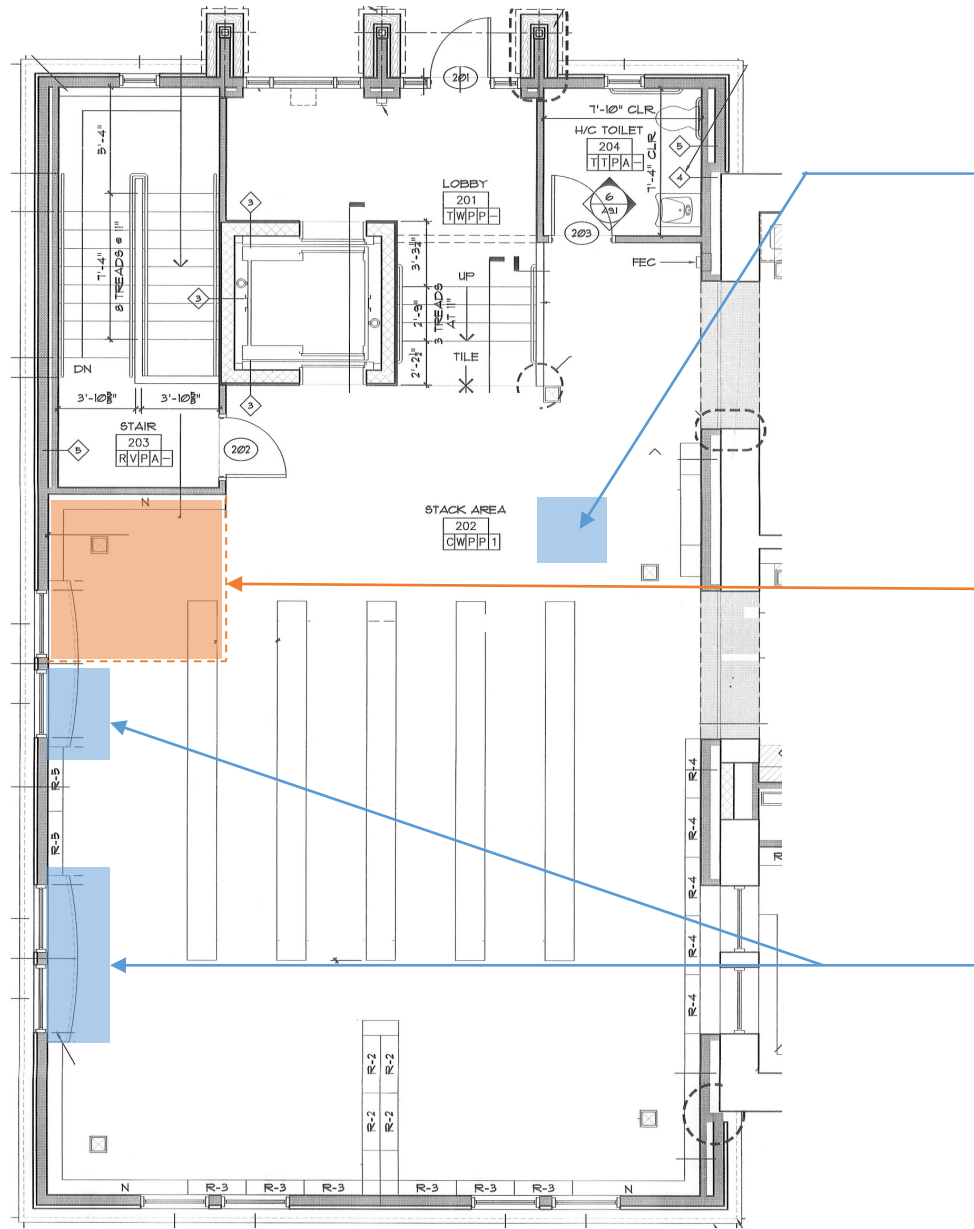


See Sheet 3 for Enlarged Plan & Notes



See Sheet 4 for Enlarged Plan & Notes





TOWER DISPLAY UNIT  
(New & Popular or Featured Collection)  
Wood Finish to Match Existing Shelving

Budget Range: \$4,000 - \$6,000



POTENTIAL QUIET  
STUDY ROOM

(Versus Loss of  
Collection Space)

Budget Range:  
\$40,000 - \$50,000  
+ Soft Costs & FFE



STUDY TABLES & CHAIRS /  
SOFT SEATING AT WINDOWS

Budget Range: \$3,000 - \$4,000



## SOFT SEATING

Budget Range:  
\$8,000 - \$11,000  
+ Soft Costs



## COMPUTER STATIONS w/ CHAIRS

Budget Range:  
\$7,000 -  
\$9,000  
+ Soft Costs

(Not Including  
Computers)



## DISPLAY CABINETS

## ENTRYWAY / GATE FRAMING FEATURE

Budget  
Range:  
\$25,000 -  
\$35,000  
+ Soft Costs



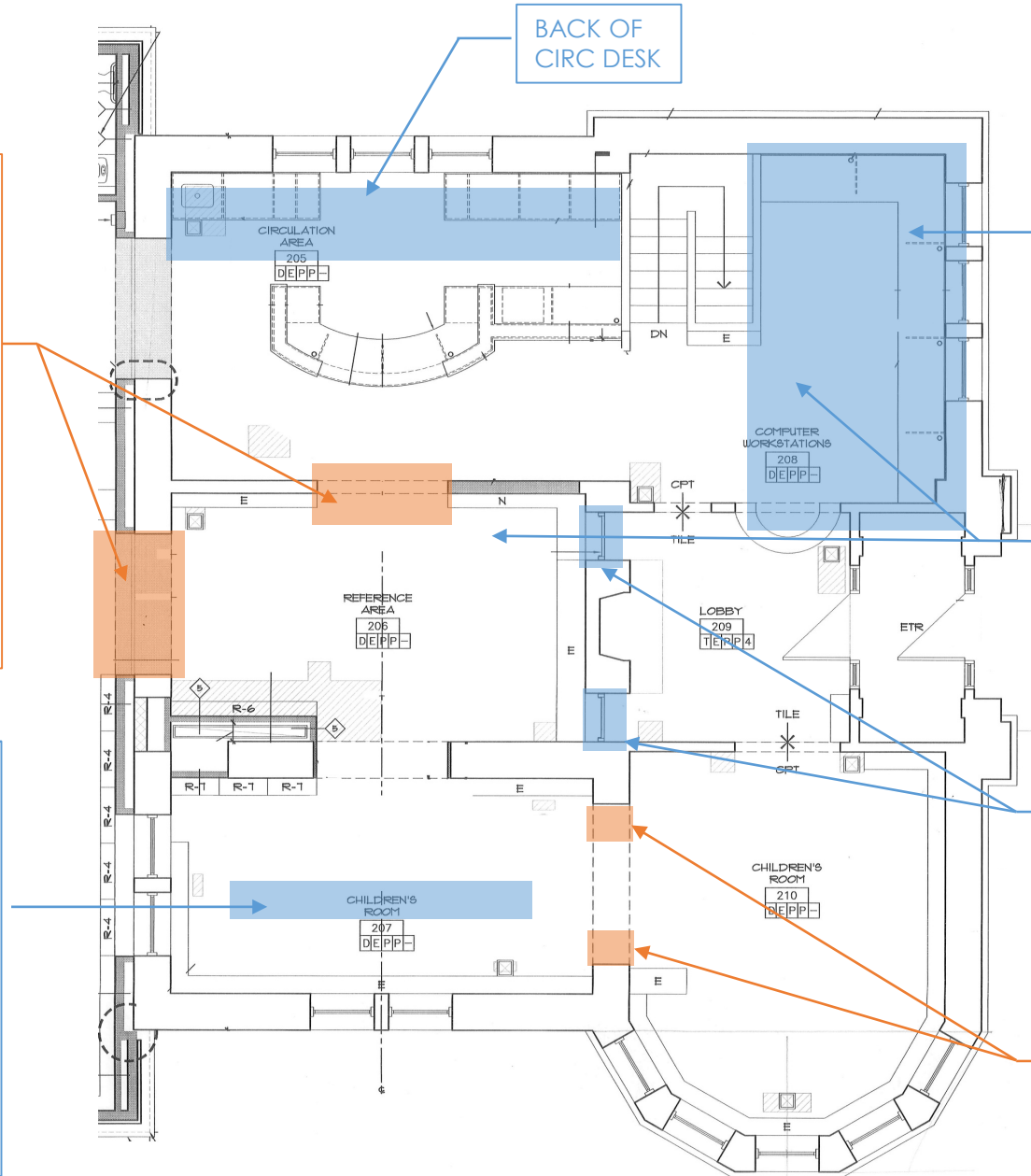
## GLASS WALL SYSTEM INFILL (ACOUSTICS)

Budget Range: \$30,000 - \$40,000  
+ Soft Costs & FFE



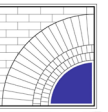
## BENCH SEATING & STORAGE

Budget Range: \$4,000 - \$5,500  
+ Soft Costs



Proposed Main Level Original Building Area Improvements

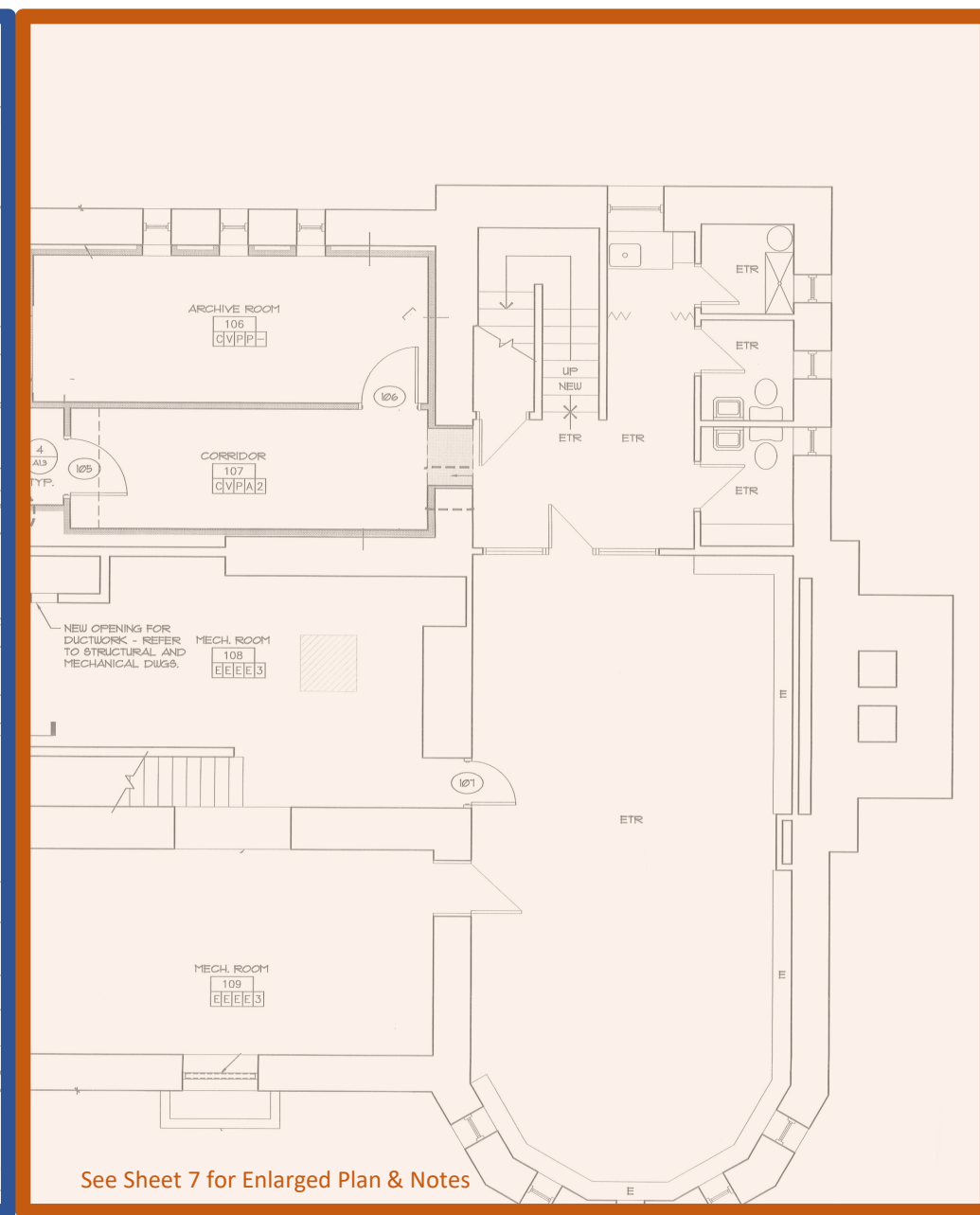
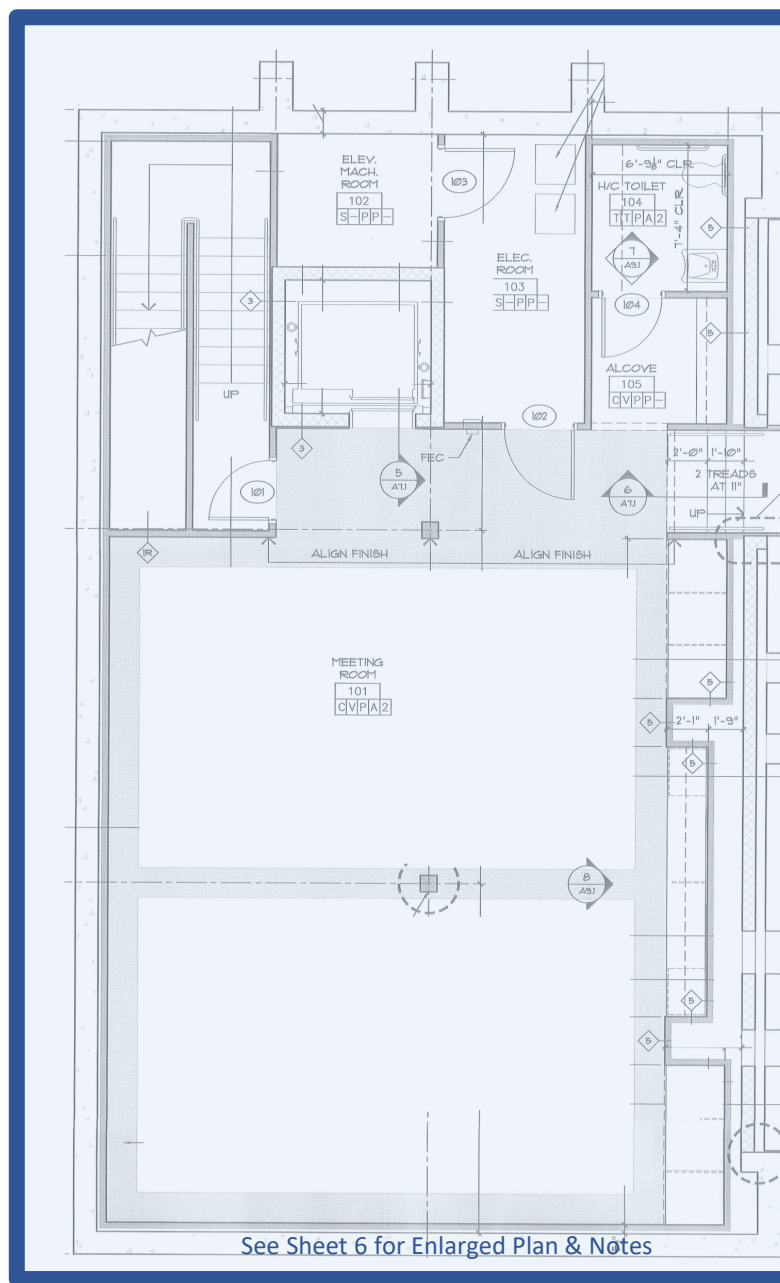


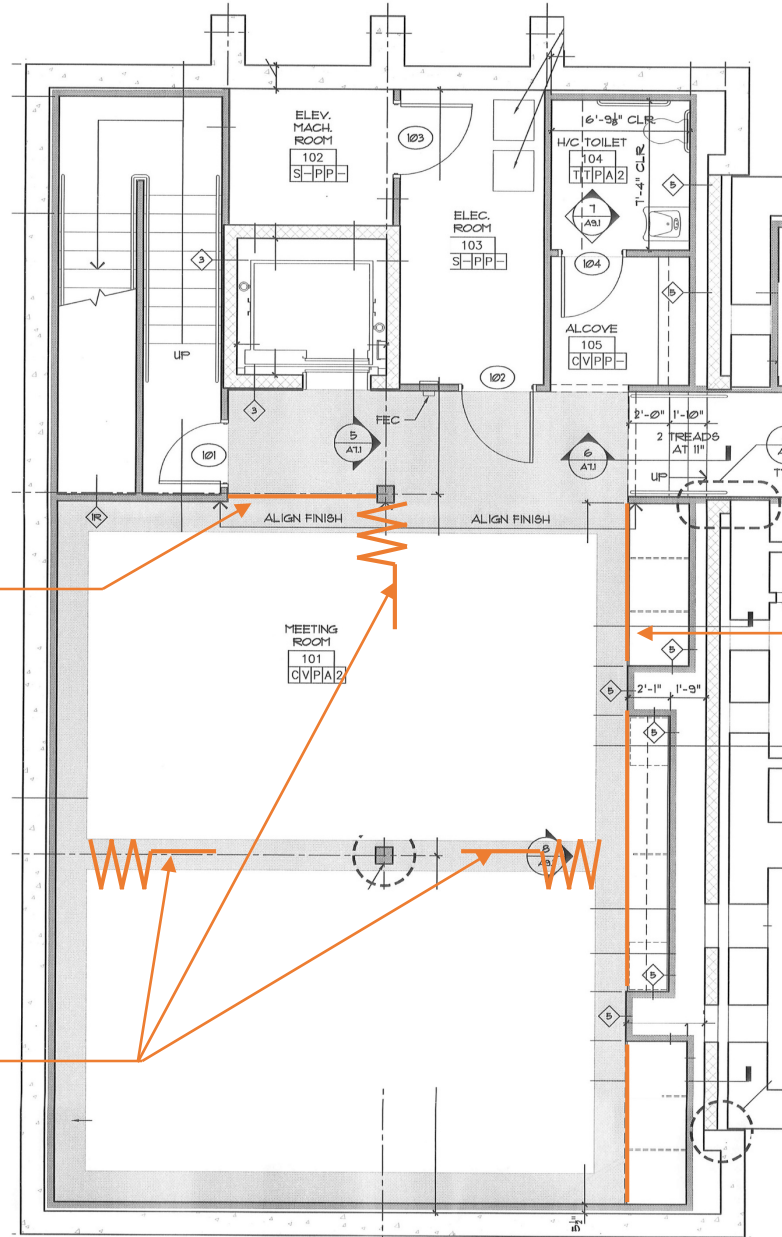


BUTLER  
ROWLAND  
MAYS  
ARCHITECTS,  
LLP

## Richards Library

## Master Plan Improvements





#### GLASS WALL SYSTEM

Budget Range:  
\$10,000 - \$15,000 + Soft Costs

#### MOBILE ACOUSTIC WALL SYSTEM (Creates (2) Enclosed Rooms)

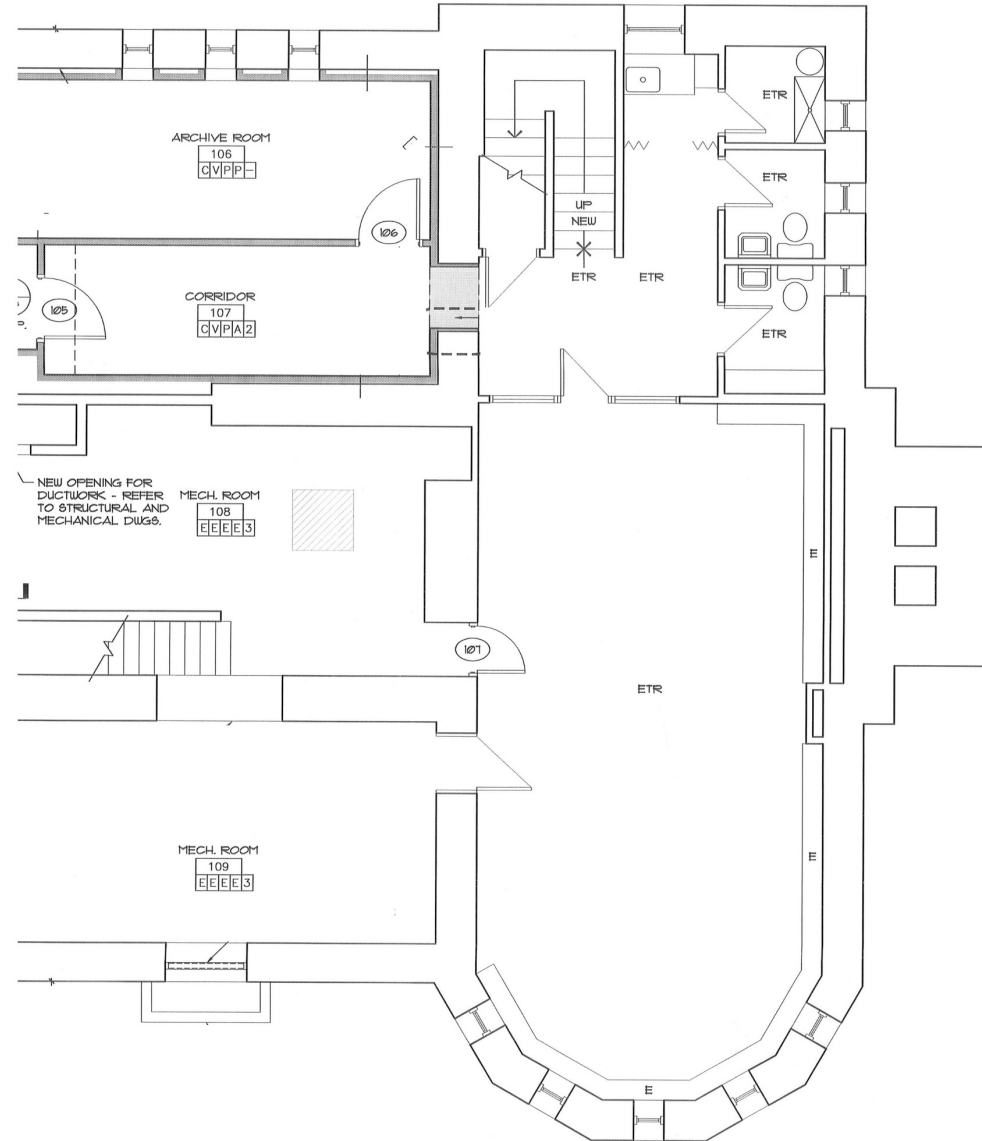
Budget Range:  
\$100,000 - \$130,000  
+ Soft Costs

ENCLOSE NICHES WITH CUSTOM MILLWORK  
CABINET DOORS TO CONCEAL CHAIRS, TABLES,  
ETC., TYP.

Budget Range:  
\$10,000 - \$13,000 + Soft Costs

Richards  
Library

Master Plan  
Improvements



## 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:

<b>Total:</b>	<b>\$256,147</b>
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 WUSD 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 WUSD 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.
  - Reach out to local churches to have events mentioned at their announcements
- 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, while addressing different age ranges, to ensure offerings are relevant, engaging, and aligned with their interests, with the ultimate goal of increasing their presence and participation in the Library. For the purpose of this plan we will break down the ranges to 11-18 year olds, 18-21 year olds and 21-30 year olds.

Plan of Action:

- Review current programs geared toward 11-18 year olds 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 11-18 year olds 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 for 11-18 year olds. This could involve going to the High School to meet with students for surveying.
- 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 11-18 year olds.
- Identify and reach out to organizations that serve 18-21 year olds. This could include community colleges, continuing education programs, skills and trades training programs, North Country Ministries, the Wait House and more. Seek their input on this demographics wants and needs. Establish mutually beneficial partnerships with these organizations and possibly collaborate with them on relevant programs.
- Solicit feedback from 21-30 year olds on their interests, wants and needs. This can be informally done by staff and volunteers. Develop programs and curate spaces that would serve their identified interests. Examples include programs targeted for only this age group including, but not limited to a book club, indoor/outdoor live music or gaming sessions just for Young Adults.
- Appeal to young parents to create a social play group similar to the current homeschool group.

#### Resources:

- Utilize input gathered directly from all age ranges of Young Adults and community stakeholders to inform any new resource needs, including materials, staffing, space reallocation, or technology.
- Recruit older students to start programs that draw in their peers or to mentor to younger students. This could include identifying students who want to go into early education careers and have them read to younger kids.

Measurement and Evaluation: Based on current SALS reporting requirements, we will only be able to measure an increase in YA program attendance of ages 12-18 year old. Anecdotally Library staff can gauge any increase in Library attendance, program attendance and overall engagement of Library services from all the age ranges of 11-30 years old. 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 also recognize that barriers to library access exist, such as transportation, housing, employment, mental health and childcare. While we cannot tackle any of these on our own, we will continue to work with all organizations possible to address these barriers in a comprehensive and equitable fashion. The board will review the strategic plan each calendar year to check in with the progress and completion of each stated goal.



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**Fwd: [QUARANTINE] Draft Strategic Plan**

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**From** Sarah Gebbie-Measeck <richardslibrarysarah@gmail.com>

**Date** Wed 5/28/2025 2:16 PM

**To** Burkhardt, Shelby <SBurkhardt@sals.edu>; blsmithlawler@yahoo.com <blsmithlawler@yahoo.com>; Mary Beadnell <RichardsLibraryMaryBeadnell@yahoo.com>; richardslibraryemct@gmail.com <richardslibraryemct@gmail.com>; Susan C. Matzner <suematzner@gmail.com>; Samantha Newcomb <samantha.newcomb@arrowbank.com>; kentschroet@gmail.com <kentschroet@gmail.com>

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Below, please see feedback from Sara Dallas on our draft strategic plan. We can discuss them at our next meeting on Tuesday, June 3rd. But in the meantime, if you have other thoughts to offer in response please reply to this email so everyone can see.

Thanks,

Sarah

----- Forwarded message -----

**From:** **Dallas, Sara** <[sdallas@sals.edu](mailto:sdallas@sals.edu)>

**Date:** Wed, May 28, 2025 at 2:01 PM

**Subject:** RE: [QUARANTINE] Draft Strategic Plan

**To:** [richardslibrarysarah@gmail.com](mailto:richardslibrarysarah@gmail.com) <[richardslibrarysarah@gmail.com](mailto:richardslibrarysarah@gmail.com)>

Hi Sarah.

You have invested a significant amount of time in developing this strategic plan. I think you need to include that the library is an association public library somewhere in the document.

Some other thoughts/impressions

I really like raising the library's profile

Do you have the staffing to accomplish everything in the document? Do you need to hire more staff? Who will do the outreach in both Warrensburg and Thurman?

You need to include developing programs and collections to attract people to the library.

What can your budget afford to do? How will the budget be amended to support the activities and objectives? What will you stop doing?

Measurement and evaluation can include gathering stories from people who use the library. Also observation can be used as evaluation.

Do you want to break it further down – what can be done year 1, year 2, year 3?

Don't forget to write policies regarding programs, exhibits, and collection development.

I also think, use community members, rather than library users and non-users.

Thanks for sharing

Sara

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**From:** Sarah Gebbie-Measeck <[richardslibrarysarah@gmail.com](mailto:richardslibrarysarah@gmail.com)>

**Sent:** Tuesday, May 27, 2025 4:16 PM

**To:** Dallas,Sara <[sdallas@sals.edu](mailto:sdallas@sals.edu)>

**Subject:** [QUARANTINE] Draft Strategic Plan

**Importance:** Low

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

Sara,

Attached is The Richards Library's new draft strategic plan. We were due for an update and have done a community survey, stakeholder meetings, walk through with a library architect and many workshops. We wanted to ask SALS for any feedback they might have. Please let me know if you or someone else at SALS can give it a look.

Thank you!

Sarah Gebbie-Measeck

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It will be reviewed by staff and acted upon appropriately.