

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, September 9, 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: *Vanguard*
- 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: *n/a*
- VII Old Business
 - Changing furnaces from oil to propane
 - i. Parts all here, tentative installation start date of 9/10*
 - ii. See attached letter from CRIS submission portal*
 - Adirondack Rural Revitalization Program (ARRP) Grant – *received*
 - Adirondack Foundation Lake Placid Education Foundation 2025 – *received*
 - Casella Foundation Grant – *application submitted 6/9, status?*
 - Code of Conduct – *animals in the Library*
- VIII New Business
 - Smart Growth In The Adirondack Park and Catskill Park - *DEC grant*
 - WLGS
 - Vacancy: maintenance/handyperson
 - i. See attached current maintenance to do list*
- IX Other Business
 - Town Board Meetings
 - o Report from Sue (and Sam) for Warrensburg meeting (8/13 @ 7:00p)
 - o Sarah attending the WCSD BOE meeting (9/8 @ 6:00p)
 - o Need volunteer for the Thurman meeting (10/16 @ 4:30p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, September 16, 2025 @ 10:00 AM (*9/23 also available*)
- XII Next Board Meeting: Tuesday, October 7, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, August 5, 2025**

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

Excused: Mary Beadnell, Becky Lawler

Meeting called to order at 10:08am

Motion was made by John and seconded by Susan to approve the amended consent agenda with addition of “use of funds” to the previous minutes. The Board approved the motion.

- Board members agreed to move the CDs with Arrow Bank into higher yield short-term CDs as they come due

Period Of Public Expression: None

Correspondence:

- Warren County Health Services – offer of providing free community education programs
 - Shelby will review
- That’s My Brick – cost of the bricks will go up to \$30 per brick
 - Board discussed raising the price of each brick to maintain profit for Library
- National Grid
 - Letter about installation of smart meter

Director’s report:

- Closed for Independence Day
- Fire extinguishers inspected
 - Two are being replaced
- SALS hired a new director
- SALS libraries received the Big Read grant
- Propane prepay contract completed by Becky
- Final report for the Accessibility Improvement Project approved by NYS DLD
- July programs were discussed
- Special programs planned for August were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: need to sign to move remaining CDs
- Building and Grounds: n/a
- Outreach
 - 2 patrons
- Policy:
 - Workshop reviewed and revised the Privacy and Confidentiality of Library Records and Security Cameras Policies
 - A motion was made by Susan and seconded by Samantha to adopt three policies. Motion was approved by the Board.
- Discussed policy about which animals are allowed in the Library as per our Code of Conduct

- Board does not wish to make additional exceptions beyond Certified Service Animals
- Discussed posting signs at both entrances – Service Animals Only, etc.
 - Shelby will look into sign options

Old Business

- Changing furnaces from Oil to Propane
 - waiting on refrigerant parts to start installation
 - Additional information requested about tank burial by CRIS to be reviewed by the archeology unit
 - Submitted with info from GA Bove
- Adirondack Rural Revitalization Program Grant
 - waiting to hear back
- Draft Strategic Plan 2025-2030
 - Approved by the Board in July
- Adirondack Foundation Lake Placid Education Foundation 2025
 - Awaiting results
- Another 100 Years Campaign
 - On hold
- Fiscal Management Plan
 - Changes approved at the July meeting
- Policies
 - Voted on earlier, see above
- Casella Foundation Grant
 - Awaiting results

New Business

- Code of Conduct
 - See discussion above regarding allowing animals in the Library

Other Business:

- Town Board Meetings
 - Esther reported on the Thurman Town Meeting
 - Susan will attend Warrensburg Town Meeting on August 13
 - Sarah will attend the WCSD BOE on September 8

Public Expression: None

Next Board Meeting set for September 9, 2025 at 10:00am

No committee workshop in August

Motion made by Samantha, seconded by Susan and approved by the Board to adjourn at 11:05am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
August 2025

Accrual Basis

	<u>Aug 25</u>
Ordinary Income/Expense	
Income	
PUBLIC SALS SYSTEM GRANTS	1,437
OPERATING RECEIPTS	288
NON-OPERATING RECEIPTS	<u>3,127</u>
Total Income	4,852
Expense	
OPERATING EXPENSES	2,200
PAYROLL, WAGES, BENEFITS & EXPE	19,001
COLLECTION & OTHER CAPITAL EXPE	<u>70</u>
Total Expense	<u>21,271</u>
Net Ordinary Income	-16,419
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>1,871</u>
Total Other Expense	<u>1,871</u>
Net Other Income	<u>-1,871</u>
Net Income	<u><u>-18,290</u></u>

Richards Library

Monthly Funds Activity Report

August 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
General Journal	08/01/2025	PAYROLL		-MULTIPLE-		6,277.16
Deposit	08/03/2025			Deposit	28.00	
Bill Pmt -Check	08/05/2025	6997	BAKER & TAYLOR	BOOKS		17.13
Bill Pmt -Check	08/05/2025	6998	BARRIER FREE ELEVATOR SALES & SERVI...	MAINT CONTRACT 6 MONTH		938.71
Bill Pmt -Check	08/05/2025	6999	PATRICE JARVIS-WEBER	7/31/25 PAINT WITH PATRICE PROGRAMMING		300.00
Bill Pmt -Check	08/05/2025	7000	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JULY 2025 JA FEES		442.46
Deposit	08/10/2025			Deposit	44.00	
Bill Pmt -Check	08/12/2025	7002	BAKER & TAYLOR	PRINTED BOOK		18.28
Bill Pmt -Check	08/12/2025	7003	CINTAS			50.03
Bill Pmt -Check	08/12/2025	7004	NYSIF - DISABILITY	AUDIT PREMIUM ADJUSTMENT 7/1/24-7/1/25		11.59
General Journal	08/15/2025	PAYROLL		-MULTIPLE-		6,148.65
Check	08/17/2025	AUTO PAY	SPECTRUM ENTERPRISE #143161701	8/4/25-9/3/25		130.00
Deposit	08/17/2025			Deposit	53.00	
Check	08/18/2025	7005	COMMERCE BANK	#--5609		852.38
Bill Pmt -Check	08/19/2025	7006	PEDERSEN, JO	HOMEMADE REMEDIES PROGRAM		85.00
Deposit	08/24/2025			Deposit	52.00	
Check	08/25/2025	A/W	NATIONAL GRID	7/8/25-8/7/25		528.00
Bill Pmt -Check	08/26/2025	7007	BAKER & TAYLOR	AUDIO BOOKS		51.40
Bill Pmt -Check	08/26/2025	7008	NATIONAL BUSINESS TECHNOLOGIES*	8/9/25-9/8/25 + OVERAGE		69.95
General Journal	08/29/2025	PAYROLL		-MULTIPLE-		6,430.25
Deposit	08/31/2025			Deposit	1,437.30	
Deposit	08/31/2025			Deposit	110.70	
Total 12.39a · Operating Account - GFNB					1,725.00	22,350.99
ACF-Archiving & Young Adult Col						
Deposit	08/31/2025			Deposit	2,500.00	
Total ACF-Archiving & Young Adult Col					2,500.00	0.00
Director Discretionary Funds						
Transfer	08/12/2025			RETURN UNUSED FUNDS BACK TO DIRECTO...	3.17	
Total Director Discretionary Funds					3.17	0.00
DDF - Planning Services Project						
Bill Pmt -Check	08/12/2025	7001	BUTLER ROWLAND MAYS	PLANNING SERVICES - FINAL		1,870.90
Transfer	08/12/2025			RETURN UNUSED FUNDS BACK TO DIRECTO...		3.17
Total DDF - Planning Services Project					0.00	1,874.07
Total Arrow Bank #--6131 -Operat & DF					4,228.17	24,225.06
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	08/03/2025			Deposit	50.00	

Richards Library
Monthly Funds Activity Report
August 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Deposit	08/17/2025			Deposit	77.00	
Total Non-Designated Funds - S/A					127.00	0.00
Chimney Cap						
Deposit	08/03/2025			Deposit	500.00	
Total Chimney Cap					500.00	0.00
Total Special Acc't #5976 - GFNB					627.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					627.00	0.00
Total RESTRICTED FUNDS					627.00	0.00
TOTAL					4,855.17	24,225.06

THE RICHARDS LIBRARY



Director's Report

September 5, 2025

- One outdoor camera not working – *Russ Chatham ordered a new camera to install, typically 5 year lifespan for outdoor cameras, may replace all of them*
- Elevator “maintenance” visit for car not leveling – *will install heater to keep oil temp consistent*
- Warren County Household Hazardous Waste Collection on 8/23
- Director's Council Meeting - *Library Speakers Consortium is a resource to bring virtual author talks each month to our patrons*
- *Flora & Fauna* exhibit from YA Room collected by artist
- Borrowed pieces from Warrensburgh Museum for new YA Room exhibit
- Summer Reading Program - *finished, completion packets available, stats lower than last year*
- Community Room Use – *Adirondack Enrichment – speech pathologist running tutoring sessions with multiple children (1:1 sessions), Private Painting w/Patrice, Private on-boarding meeting*
- August Programs:
 - The Richards Library Book Club
 - Sewing with Sarah – *low attendance*
 - Take home crafts Tomato Festival
 - Small Tales – *school age kids*
 - STEM (2) – *Castles & Catapults, DIY cardboard racers*
 - Game Day – *twister, kids charades, twizzle, camper puzzle*
 - Story time & activity (2) – *Tie-dye bears, musical instruments*
 - Film: *Lilo & Stitch* (2002)
 - Summer Remedies Herbal Workshop
 - Teen craft – *tie-dye bandanas*
 - OATS (2) – *Getting to know your smartphone, Exploring and downloading apps*
 - Tech help – *5 sessions recorded*

Upcoming Events & Programs

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

- See programming calendar and event flyers attached
- Reading at Small Tales on 9/18
- StoryWalk – *The Listening Walk* by Paul Showers
- The Richards Library Seed Library & Gardening Workshops – *Saving Seeds 9/25 and Community Seed Swap 10/28*
- **Messages From Survivors - The Memory Project Productions, Inc.** – started 4/21, will be here into September.
- The Big Read grant – *Virtual Q&A with Mary Roach 10/8 at 6PM, “Fuzz: When Nature Breaks the Law”*

Statistics for the Year

Monthly statistics for August are attached.

Respectfully submitted,

Shelby Burkhardt

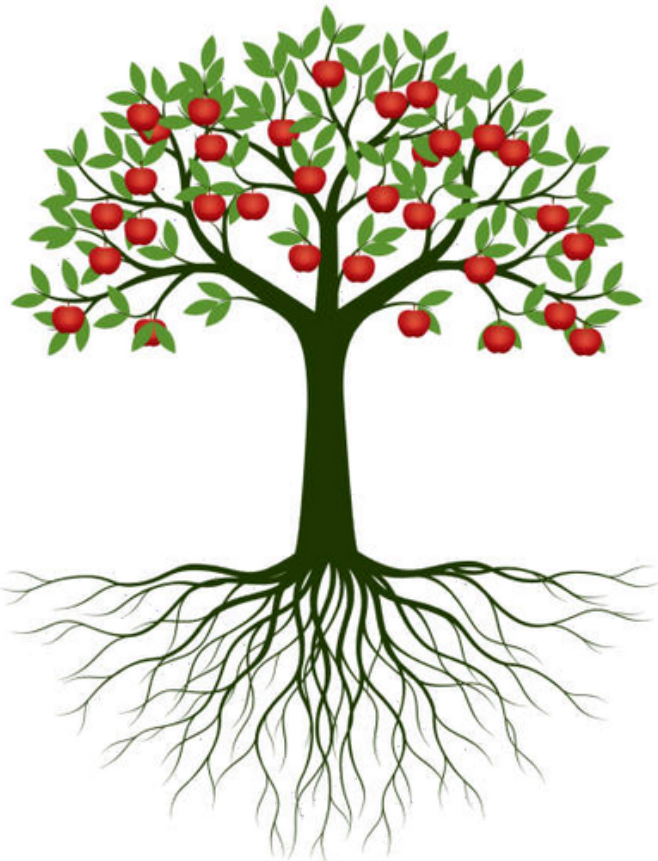
Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS SEPTEMBER 2025

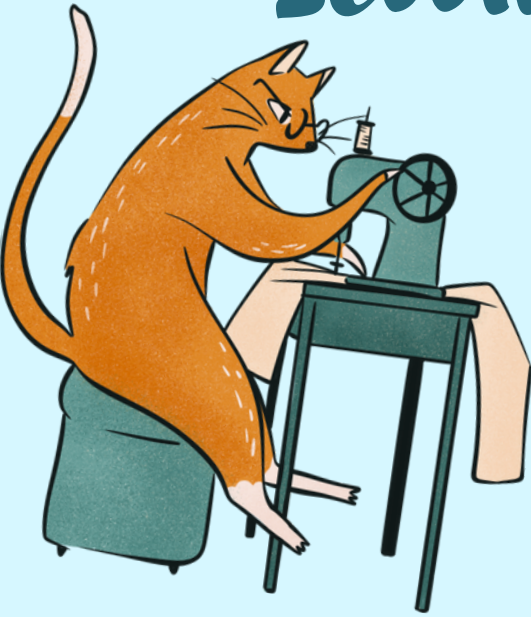
SUN	MON	TUE	WED	THU	FRI	SAT
	1 Closed for Labor Day	2	3	4 TRL Book Club @ 4:00p	5	6
7	8	9 TRL Board Meeting @ 10:00a OATS: Using Siri and Voice Commands On Your Phone @ 2:00p	10	11 Sewing with Sarah, 5:00-6:30p	12 Children's craft @ Apple Festival, 3-6:00p	13
14	15	16	17 Story Time & Activity @ 10:30a	18	19	20
21	22	23 OATS: Navigating Medicare Resources Online @ 2:00p	24	25 Saving Seeds: Wet & Dry Methods @ 5:00p	26	27
28	29	30		Stop by our seed library and free gardening workshops!	Travelling exhibit with messages from Holocaust Survivors will be here into September!	

- *Saving Seeds: Wet and Dry Methods* is the gardening workshop for SEP. Free to attend for all ages interested. See flyers for more details!
- *OATS Classes* are tech classes geared towards seniors 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan!
- *TRL Book Club* is discussing, *All the Pretty Horses*.
- *Sewing with Sarah* hands on help with sewing projects. Details on flyer.
- *Story Time & Activity*, 1 session for SEP, we will read stories and complete a themed activity. Child supervision required. Start time is a little later!
- The Apple Festival is held at the Warrensburg Recreation Field Pavilion.

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



SEWING WITH SARAH



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

THURSDAY, SEPTEMBER 11,
5:00–6:30PM
THURSDAY, OCTOBER 16,
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!



THE RICHARDS LIBRARY GARDENING WORKSHOPS 2025

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



Workshops are free and all ages are welcome to attend. Please pre-register! Drop-ins are welcome, but we need 5 pre-registered to host most programs. Workshops will be held in the Jeffrey M. Levine Community Room at *The Richards Library*. Our address is 36 Elm St., Warrensburg, NY, 12885. Questions? Give us a call at 518-623-3011!

SAVING SEEDS: WET & DRY METHODS

Presented by Shellie Wise, Master Gardener

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

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

RETURN SEEDS TO LIBRARY & COMMUNITY SEED SWAP

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

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

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



Using Siri and Voice Commands on Your Phone

Date: Tuesday, September 9, 2025

Time: 2:00 PM

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

In this hands-on workshop, we'll go over some of the basic ways you can use Siri and other voice command features on your iPhone. We'll explore the settings to make the most of Siri and practice using it on your own device. We'll also review some the ways you can use Siri beyond your iPhone.

Sign Up Today!

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



Navigating Medicare Resources Online

Date: Tuesday, September 23, 2025

Time: 2:00 PM

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

Medicare is a complex topic, but there are online resources to help! In this lecture, we'll discuss ways to find information about Medicare online. We'll explore [medicare.gov](https://www.medicare.gov) and an example private insurance website to learn about the tools and resources they offer. You'll learn how to navigate these websites confidently to find what you need, including using the search bar and Chat features. We'll also introduce the State Health Insurance Assistance Program, or shiphelp.org, which is a great resource for getting trusted 1:1 guidance on Medicare.

Sign Up Today!

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

JUNGLE

Virtual Mary Roach ✨ Author Visit

-English-

NEW YORK TIMES BESTSELLER

MARY ROACH

WHEN
NATURE
BREAKS
THE
LAW

BEST-SELLING AUTHOR
OF GULP AND STIFF

"An idiosyncratic tour with (a)
whizzcracking, ever-probing guide."
—New York Times Book Review,
Editors' Choice



Fuzz

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

6pm-7pm
October 8

Register Here

Free



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

NATIONAL
ENDOWMENT
for the **ARTS**
BIG READ
Managed by Arts Midwest
arts.gov/neabigread

2025 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	674	108	93	11	1308	49	436	447	26	70	238
February	604	83	78	17	1189	47	394	370	22	69	247
March	667	106	91	5	1247	47	357	327	38	84	303
April	709	155	92	11	1226	72	355	337	50	68	310
May	714	132	92	8	1362	79	355	340	8	61	307
June	698	185	76	7	1362	69	357	316	6	60	354
July	888	224	97	8	1631	86	444	414	2	54	463
August	864	178	96	5	1531	54	358	354	25	81	475
September											
October											
November											
December											
2025 TOTALS	5818	1171	715	72	10856	503	3056	2905	177	547	2697
	O/A Att 6989		O/A Comp 787		O/A Circ. 10856						



August 8, 2025

Shelby Burkhardt
The Richards Library
36, Elm Street
Warrensburg, NY 12885

Re: SED/L
Richards Library Furnace Upgrade
36 Elm St, Warrensburg, Warren County, NY 12885
25PR01325

Dear Shelby Burkhardt:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted materials in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources. They do not include other environmental impacts to New York State Parkland that may be involved in or near your project.

We have reviewed the updated project information submitted to our office on June 9 and July 29, 2025. As per the Technical Preservation Unit's July 2, 2025, letter, we continue to have no concerns with impacts to the building. As per our original, March 5, 2025, effect finding letter, it is the opinion of OPRHP that the project will have No Adverse Impact on historic properties, including archaeological and/or historic resources, listed in or eligible for the New York State and National Registers of Historic Places, with the condition that the perimeter of the hole where the PVC is proposed to penetrate the chimney or exterior wall be filled with mortar. Mortar should be compatible with historic mortar in color, texture, and strength. See NPS Preservation Brief # 2 Repointing Mortar Joints for further guidance (<https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>).

If you have any questions, I can be reached at Josalyn.Ferguson@parks.ny.gov.

Sincerely,

Josalyn Ferguson, Ph.D.
Scientist – Archaeology

via email only

Request for Proposal (RFP)

The Richards Library Chimney Cap Restoration

The Richards Library, located at 36 Elm Street, Warrensburg, New York, is a historic building listed on the National Register of Historic Places. To preserve the structural integrity and historic character of the building, the Library is seeking qualified contractors experienced in historic masonry restoration to restore its chimney cap and related features.

Scope of Work

The project includes, but is not limited to, the following tasks:

1. Removal of Existing Chimney Cap
 - Carefully remove the existing precast chimney cap without damaging surrounding masonry.
2. Resetting of Chimney Cap Support Stones
 - Inspect, reset, and stabilize existing chimney cap support stones.
3. Fabrication and Installation of New Chimney Cap
 - Provide and set a new precast chimney cap.
 - New cap must match the original in size, profile, and color to maintain the building's historic character.
4. Chimney Mortar Work
 - Remove deteriorated mortar joints on the chimney.
 - Repoint joints with mortar that matches the original in composition, color, texture, and tooling.
5. Flashing Sealant Work
 - Inspect and install new sealant on chimney flashings.
 - Sealant must match the original in appearance and performance.

Contractor Qualifications

- Demonstrated experience in historic masonry and chimney restoration.
- Familiarity with National Park Service Preservation Briefs and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Proven ability to fabricate and install masonry elements to match historic profiles.

Site Visit

A mandatory site visit will be scheduled for interested contractors to review existing conditions and discuss project requirements.

Proposal Requirements

Interested contractors must submit proposals including:

- Detailed approach to the scope of work.

- Timeline for project completion.
- Itemized cost estimate.
- Documentation of relevant experience and references.
- Proof of insurance and applicable licenses.

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated qualifications and relevant project experience.
- Understanding of the scope of work and approach to historic preservation.
- Proposed timeline.
- Cost effectiveness.

Submission Instructions

Proposals must be submitted by [insert due date] to:

The Richards Library
36 Elm Street
Warrensburg, NY 12885
c/o Shelby Burkhardt
war-director@sals.edu

Timeline

- RFP Issued: [insert date]
- Site Visit: [insert date]
- Proposals Due: [insert date]
- Selection of Contractor: [insert date]
- Anticipated Project Start: [insert date]

Public Notice – Request for Proposals
The Richards Library – Chimney Cap Restoration

The Richards Library, a historic building listed on the National Register of Historic Places, is seeking proposals from qualified contractors for chimney cap restoration. Work includes removal of the existing precast chimney cap, resetting chimney cap support stones, fabrication and installation of a new precast chimney cap to match the original in size, profile, and color, repointing of chimney mortar joints, and installation of new sealant on chimney flashings. All mortar and sealant must match the historic materials in appearance and composition.

Contractors must demonstrate experience with historic masonry restoration and familiarity with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

A site visit will be required. Proposals should include a project approach, timeline, cost estimate, and references.

Proposal Deadline: [insert date]

Submission Address: The Richards Library, 36 Elm Street, Warrensburg, NY 12885

Contact: [insert name, email, phone]

For a full scope of work and submission requirements, please request the detailed RFP from The Richards Library.

STATE AND MUNICIPAL FACILITIES PROGRAM PRELIMINARY APPLICATION

Project Category ☒ State and Municipal ☐ Economic Development * ☐ Environmental*
** projects in these categories may require additional information and approval/certification*

SECTION 1: DATA SHEET / GENERAL INFORMATION

A. Project Name: The Richards Library Capital Improvement

Project Location The Richards Library

B. Applicant Organization: The Richards Library

Legally Incorporated Name The Richards Library

Street (not P.O. Box) 36 Elm St.

City Warrensburg Zip 12885 County: Warren

Phone: 518 744 7554 Ext: Fax: E-mail richardslibrarysarah@gmail.com

Contact Name & Title Sarah Gebbie-Measeck, President of the Board of Trustees

Federal Taxpayer I.D./Charity Reg.# (Non-profits Only) EIN 14-1364588

1. Type of Organization:

- ☐ Municipality ☐ Local Development Corporation or Industrial Dev. Agency
☒ Not-for-Profit ☐ University/Educational Org.
☐ Business Corporation ☐ Other (please describe)

2. Is the organization currently seeking or receiving any other New York State assistance for this project?
☐ No ☐ Yes

If your answer is "yes", please provide a detailed explanation on an attached separate sheet

3. Name of project beneficiary if not applicant:

SECTION 2: PROJECT DESCRIPTION

A. Project Description and Amount

1 Please attach a detailed description of the specific capital project that will be undertaken and funded pursuant to this application. See attached

2 Please list the amount of funding anticipated to be received from the State and Municipal Facilities Program for this project
\$ 130,000

3. Project Start Date: 5/1/2026 Anticipated Date of Project Completion: 11/30/2026

SECTION 3: PROJECT BUDGET, DISBURSEMENT SCHEDULE, & OPERATING COSTS

A. Use of Funds

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary). see attached

<u>USE OF FUNDS</u>	<u>SOURCES</u>			<u>TOTAL</u>
	State	In-Kind/ Equity/Sponsor Contribution	Other sources	
Direct Costs:	\$	\$	\$	\$
Indirect Costs:				
Total:	\$	\$	\$	\$

B. Please describe other sources of funds and if they have been secured.

C. Does the project require environmental or other regulatory permits? () No (X) Yes
Have they been secured? (X) No () Yes () NA

D. Has any State or local government agency reviewed the project under the State Environmental Quality Review Act (SEQRA) or is such review necessary to obtain any governmental approvals? () No () Yes (X) NA

E. Please describe the ongoing operating costs required to maintain the proposed project and the sources of these funds. *These capital improvement projects will last another 100 years, but the Library does set aside funds each year for capital expenditures in our budget to maintain these projects.*

SECTION 4: ELIGIBILITY FOR TAX-EXEMPT FINANCING

1. Do you believe your project is eligible for tax-exempt financing under the Federal Internal Revenue Service code? () No (X) Yes

2. Has the applicant or proposed recipient of funds previously received financing from the sale of tax-exempt bonds? If yes, attach a schedule describing the details of such financing. (X) No () Yes

3. Does the applicant or proposed recipient of funds anticipate applying for financing for this project from the sale of other tax-exempt bonds? (X) No () Yes

4. Have any funds been expended or obligations incurred to date on that portion of the project for which this application is made? If yes, attach a schedule showing details of such disbursements (date, purpose, payee, etc.). (X) No () Yes

5. Does the applicant or proposed recipient of funds plan to occupy 100% of the project facility? If no, attach a schedule explaining the planned occupancy () No (X) Yes

Signature of Applicant: _____

Date: _____

Section 2: Project Description

1. Please attach a detailed description of the specific capital project that will be undertaken and funded pursuant to this application.

The Richards Library, a cornerstone of the Warrensburg community and listed on the National Register of Historic Places, requires critical exterior repairs to ensure the building remains safe, accessible, and structurally sound for generations to come. Three interconnected projects have been identified as top priorities due to their direct impact on patron safety, ADA accessibility, and long-term preservation of the historic stone structure.

1. Front Stone Step Repair & Drainage Correction

The Library's front stone steps, an entry point for patrons and the iconic face of the Library, have developed cracks and uneven surfaces that now pose a significant safety hazard. This project will involve carefully dismantling and repairing the deteriorated steps while addressing the underlying drainage issues that caused the damage. By correcting the drainage and resetting the steps, we will both resolve current hazards and prevent future deterioration. Once complete, the restored steps will remain faithful to the Library's historic architectural character, blending seamlessly with the building's exterior stonework. This is estimated to take approximately 1–2 months, and is best performed during warm, dry weather. This estimated timeline does not include the 6–8 weeks required for SHPO review and approval.

2. ADA-Compliant, Period-Correct Railings

In tandem with the front steps repair, the Library will install new railings that meet modern ADA standards while remaining historically appropriate for a National Register building. These railings will provide patrons with safe, stable handholds when entering and exiting the building, addressing accessibility needs without compromising the Library's historic appearance. Depending on design choice, railings may be simple and functional or more ornate, but all options will enhance safety, ADA compliance, and the Library's welcoming presence. This is estimated to take approximately 1 month for installation once fabrication is complete; fabrication timeline may vary depending on supply chains.

3. Mortar Repointing, Sealing, and Stone Repairs

The Library's stone walls, which form the heart of its historic structure, show signs of deterioration from age, moisture infiltration, and natural weathering. To prevent long-term structural compromise, this project will involve removing failed mortar and replacing it with historically accurate, durable mortar. Cracks in the walls will be patched, loose stones reset, and sealants applied to soft joints, window perimeters, and AC pipe penetrations. Additionally, deteriorated Exterior and Installation Finish System (EIFS) sections will be re-coated as needed. These repairs will reinforce the building's structural integrity, protect it from water infiltration, and preserve its historic character. This is estimated to take approximately 3–5 months, dependent on weather conditions. This estimated timeline does not include the 6–8 weeks required for SHPO review and approval.

Section 3: Project Budget, Disbursement Schedule & Operating Costs
A. Use of Funds

USE OF FUNDS	SOURCES			TOTAL
	State	In-Kind/ Equity/Sponsor Contribution	Other Sources	
Direct Costs:	\$130,000	\$0	\$0	\$130,000
Repair Front Steps	52,000	0	0	52,000
ADA railings	12,000	0	0	12,000
Stone Wall Repairs	45,000	0	0	45,000
Retaining Wall Repair	21,000	0	0	21,000
Indirect Soft Costs:	\$0	\$0	\$0	\$0
Total:	\$130,000	\$0	\$0	\$130,000

The Richards Library - Maintenance To Do List

Updated 08/29/2025

In-progress

- Installation of fencing along upper border wall
 - Fix fence pieces for proper installation – replacement pieces can be ordered
- Re-painting façade above front entrance – close to done
- Secure shorter bookshelves in Adult Room to wall – one bracket left
- Gutter piece installation – corner above rain garden

Outdoor work

- Check and clean gutters as needed
- Fall clean up around grounds and select gardens
- Measure lean of border wall
- Repair pillars by main entrance, as needed, and mend border marker
- Refinish outer front door – stain
- Gravel and river rock deliveries
 - Place gravel under HVAC lines (?) and as needed around building
 - River rocks are behind rain garden

Indoor work

- Lights fixtures out in Adult Room – 2 styles, not a lightbulb issue
- Upstairs bathroom – complaints from patrons about flushing capabilities
- Hang artwork (some heavier pieces) for exhibit in YA Room
- Remove window covers for Emma to clean behind
- 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
- Increase height of new and popular book display (~6-8")
- Install picture molding in Adult room display case
- Paint around Archive door

Items noted as deficiencies on previous building survey.

****Projects in red are higher priority.****