

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, January 6, 2026 @ 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 – *partial month*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *The Sun Community News, ASL deafined, National Grid*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *estimates approved from Mr. Electric – waiting on parts to schedule; ice melt okay for courtyard?*
 - d. Ad Hoc: *Increase Archival Attention Grant – 3 sessions, changing displays, ordered additional, specialized storage boxes; Sarah – 125th Anniversary Committee*
 - e. Outreach: *John*
 - f. Policy: *Workshop on Volunteer and Homebound Patrons scheduled for 1/20*
- VII Old Business
 - Adirondack Rural Revitalization Program (ARRP) Grant
 - i. *PCC proposal signed and submitted, awaiting a contract*
 - ii. *Designate funds to pay for the \$980 gap between grant/matching funds and proposal total*
 - Vacancy: maintenance/handyperson – *draft job description/Ad attached*
 - Renewal of expiring trustee terms
 - 2026 Board meeting schedule – *submitted to The Sun and Chronicle*
 - 2026 Compliance calendars – *building & trustee*
 - Election of 2026 Board Officers – *President, Vice-President, Secretary, Financial Officer*
 - Princh – *e-printing from laptops, mobile devices, etc.*
- VIII New Business
 - DASNY Diligence Letter/Application
 - Library Speakers Consortium
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sue for the WCSD BOE meeting (12/8 @ 6:00 PM)
 - o Esther attending the Thurman meeting (1/15 @ 4:30 PM)
 - o Need volunteer for the Warrensburg meeting (2/11 @ 7:00 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, January 20, 2026 @ 10:00 AM
- XII Next Board Meeting: Tuesday, February 3, 2026 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Thursday, December 4, 2025**

Rescheduled due to snowy conditions/closed Library on Tuesday, December 2

Present: Sarah Gebbie-Measeck, Susan Matzner, Mary Beadnell, Samantha Newcomb, Esther McTague, Becky Lawler (by Phone), and Shelby Burkhardt, Library Director

Excused: John Schroeter, Gina Coburn

Meeting called to order at 10:09am

Motion to accept and approve the consent agenda and meeting minutes was made by Samantha, seconded by Susan and approved by Board.

Period of Public Expression:

- With no one was in attendance, Board President decided to use the time to renew expiring trustee terms
 - Motion to accept Swearing in of Becky Lawler “not present” but by phone made by Susan, seconded by Mary and approved by Board.
 - Renewed terms for both Becky Lawler and Susan Matzner.

Correspondence:

- NYS Department of Public Service sent a newsletter, shared with the Board
- News Enterprise Sun sent us an Affidavit of Publication for our RFP
- AARCH sent a newsletter – the Library’s award was featured
- That’s My Brick confirmed information regarding price increases

Director’s report:

- Building issues
 - Water leak from light fixture in the Children’s Room repaired
 - Main entrance door/automatic door opener resolved
 - Visit by Mr. Electric – some lights now working, coming for further work
- Free HP ePrint discontinued, being phased out, need to find replacement
- Updated Library brochure
- Need to establish policy for delivery of books to homebound patrons
- Discussed November Programs and upcoming Programs for December
- Statistics for the month will be provided once available

Committee Reports

- Personnel Committee: n/a
- Ad Hoc:
 - Increase Archival Attention Grant
 - 3 sessions, changing displays
 - Compliance Officer Annual Report
 - No complaints
- Budget and Finance: n/a

- Building and Grounds:
 - Discussed estimates from Mr. Electric
 - A motion was made by Sarah, seconded by Susan and approved by the Board to exceed the 2025 Building and Grounds budget for light repairs
- Outreach
 - No report this time due to trustee's absence.
- Policy
 - November Workshop was held to review Fiscal Responsibility Policy (formerly Debit/Credit card Policy) and Volunteer Policy
 - Fiscal Responsibility Policy was discussed and changed so that each employee who uses the credit card or debit card will have their own card.
 - A motion was made by Susan, seconded by Samantha and approved by the Board to approve the Fiscal Responsibility Policy with these changes
 - Volunteer Policy was reviewed and determine to need additional review

Old Business

- Adirondack Rural Revitalization Program Grant
 - Public notice – Request for Proposals through Nov.7
 - 3 quotes received as of meeting
 - Proposals were reviewed
 - A motion was made by Susan, seconded by Mary, to accept the bid from PCC, as the lowest bid and a contractor recommended by a trusted individual, and approved by the Board.
- Staff Vacancy
 - Continue to look for maintenance/handyman
 - Piecemeal making repairs
 - Director will put together a job description
- SNAP
 - Resources available outside the library

New Business

- Policy for Delivery of materials to Homebound Patrons
 - Lynn Crandall, Senior Library Clerk, spoke with the Board regarding delivery of materials
 - No policy
 - Only done a few times to known patrons
- Renewal of expiring trustee terms for Becky Lawler and Susan Matzner
 - Done at the beginning of the meeting
- 2026 Board Meeting Schedule
 - Reviewed and since no conflicts will be sent out to newspapers
- 2026 Compliance Calendars
 - Reviewed by Shelby
 - With feedback from the Board, calendar adjusted and will be resent to Board members
- Election of 2026 Board Officers
 - Motion made by Esther, seconded by Samantha and approved by Board to elect the 2026 slate of Officers
 - Sarah as President, Mary as Vice President, Susan as Secretary, Becky as Financial Officer

- Princh
 - The free wireless printing service the library has been using is being discontinued.
 - Princh seems to be our only option
 - Director will see if there is money in the office equipment budget line to pay for Princh
 - Director will get more information from Princh to answer questions raised by Board members

Other Business:

- Town Board Meetings
 - Mary reported on the November Warrensburg Town Meeting
 - Kevin Geraghty specifically asked about the Repair Café on 11/8
 - Susan will attend the December WCSD BOE meeting on 12/8
 - Esther will attend the January Thurman Town Meeting

Public Expression: none

Next Board Meeting set for January 6, 2026 at 10:00am

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

Motion made by Samantha, seconded by Mary and approved by the Board to adjourn at 12:00 PM.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
December 1 - 30, 2025

Accrual Basis

	<u>Dec 1 - 30, ...</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	70
NON-OPERATING RECEIPTS	366
Total Income	436
Expense	
OPERATING EXPENSES	3,306
PAYROLL, WAGES, BENEFITS & EXPE	12,107
COLLECTION & OTHER CAPITAL EXPE	940
Total Expense	16,353
Net Ordinary Income	-15,917
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	1,141
Total Other Expense	1,141
Net Other Income	-1,141
Net Income	<u><u>-17,058</u></u>

Richards Library

Monthly Funds Activity Report

December 1 - 30, 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Bill Pmt -Check	12/03/2025	7045	BAKER & TAYLOR	BOOKS		25.08
Bill Pmt -Check	12/03/2025	7046	CINTAS	JANITORIAL		17.01
General Journal	12/05/2025	PAYROLL		-MULTIPLE-		6,087.52
Deposit	12/07/2025			Deposit	28.00	
Bill Pmt -Check	12/09/2025	7047	CINTAS	JANITORIAL		30.72
Bill Pmt -Check	12/09/2025	7048	SOUTHERN ADIRONDACK LIBRARY SYSTEM	NOVEMBER 2025 JA FEES		442.46
Bill Pmt -Check	12/09/2025	7049	SOUTHERN ADIRONDACK LIBRARY SYSTEM	STAFF COMPUTER		500.00
Check	12/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	11/25/25-12/24/25		63.98
Check	12/12/2025	A/W	VERIZON	11/22/25-12/21/25		50.88
Deposit	12/14/2025			Deposit	20.00	
Check	12/16/2025	7050	COMMERCE BANK	#--5609		1,850.83
Bill Pmt -Check	12/16/2025	7051	MEAD'S LOCK SHOP	ENTRY DOOR BAR SYSTEM JAM		200.00
Credit Card Ch...	12/16/2025	#382814797	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC ...	149.99	
Check	12/17/2025	AUTO PAY	SPECTRUM ENTERPRISE #143161701	12/4/25-1/3/26		130.00
General Journal	12/19/2025	PAYROLL		-MULTIPLE-		6,296.53
Credit Card Ch...	12/19/2025	#27603888	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC ...	255.60	
Deposit	12/21/2025			Deposit	29.00	
Credit Card Ch...	12/22/2025	#2938045	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC ...	209.89	
Bill Pmt -Check	12/24/2025	7052	BRALEY & NOXON	SHOVEL; SALT		141.95
Check	12/26/2025	A/W	NATIONAL GRID	11/5/25-12/8/25		703.81
Check	12/28/2025	226	RICHARDS LIBRARY	BRODART #668591 TRANSFER DESIGNATED F...	525.25	
Deposit	12/28/2025			Deposit	21.00	
Deposit	12/30/2025			Deposit	945.00	
Total 12.39a · Operating Account - GFNB					2,183.73	16,540.77
12.39c · OATS Grant Funds						
General Journal	12/19/2025	PAYROLL		RECLASSIFY PAYMENT OF OATS PAYROLL E...	107.45	
Total 12.39c · OATS Grant Funds					107.45	0.00
ACF-Archiving & Young Adult Col						
General Journal	12/05/2025	PAYROLL		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	54.82	
General Journal	12/19/2025	PAYROLL		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	114.88	
Credit Card Ch...	12/19/2025	#27603888	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC ...		255.60
Credit Card Ch...	12/22/2025	#2938045	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC ...		209.89
Total ACF-Archiving & Young Adult Col					169.70	465.49
Director Discretionary Funds						
Credit Card Ch...	12/16/2025	#382814797	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC ...		149.99
Total Director Discretionary Funds					0.00	149.99
Total Arrow Bank #-6131 -Operat & DF					2,460.88	17,156.25

Richards Library
Monthly Funds Activity Report
December 1 - 30, 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	12/14/2025			Deposit	50.00	
Deposit	12/21/2025			Deposit	250.00	
Deposit	12/28/2025			Deposit	66.00	
Total Non-Designated Funds - S/A					366.00	0.00
Children's Rm Furniture(Stewart						
Check	12/28/2025	226	RICHARDS LIBRARY	TRANSFER DESIGNATED FUNDS FOR CC PAY...		525.25
Total Children's Rm Furniture(Stewart					0.00	525.25
Total Special Acc't #5976 - GFNB					366.00	525.25
Total TEMPORARY - RESTRICTED BY BOARD					366.00	525.25
Total RESTRICTED FUNDS					366.00	525.25
TOTAL					2,826.88	17,681.50

ASLdeafined.com: Links with Libraries to Expand Access to ASL Learning

From Megan Cowan <megan@asldeafined.com>

Date Fri 12/19/2025 3:56 PM

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



A letter to the Director,

We are thrilled to announce a new partnership between ASLdeafined, a leading provider of online American Sign Language (ASL) learning resources, and libraries across the United States. This collaboration aims to increase access to authentic ASL instruction for everyone in your community.

For 15 years, ASLdeafined has been a trusted resource for individuals seeking to learn and improve their ASL skills. Our comprehensive online platform offers 300+ themed video lessons, an 18,000+ ASL video dictionary, and a free mobile app, all designed to provide an engaging and effective learning experience.

We believe that libraries play a vital role in promoting literacy and lifelong learning for all. By partnering with libraries, we can provide affordable and convenient access to our resources to a wider audience, including people who may not have access to traditional ASL classes.

This partnership will allow libraries to offer their patrons:

- Free access to ASLdeafined's online video lessons: Patrons will be able to explore basic to advanced ASL signs and grammar, learn essential vocabulary, and practice their communication skills.
- Patrons will have the ability to access ASLdeafined through our mobile APP
- Educational events and workshops: ASLdeafined will be working with libraries to host workshops and events designed to introduce the community to ASL and its importance.

We are excited to embark on this journey with libraries across the country and help break down barriers to ASL learning. By providing access to authentic ASL instruction, we can promote greater understanding and inclusivity for all members of the community.

To learn more about this partnership and how your library can participate, please get in touch with me, Meg Cowan, at [ASLdeafined.com](https://asldeafined.com) or follow these listed links for more information:

[Subscription information](#)

[Library Pricing](#)

Thank you for reaching out to ASLdeafined. I am here to answer any specific questions you may have. I can also send a free trial username and password to use if requested.

--

MEGAN COWAN

Library Sales - Program Manager

734.288.8896

megan@asldeafined.com

www.asldeafined.com

THE RICHARDS LIBRARY



Director's Report

December 31, 2025

- Closed at 4:00 PM Christmas Eve/New Year's Eve and closed Christmas Day
- Closed 12/2 due to snowy conditions; closed at 12:00 PM on 12/10 due to snowy conditions; opened at 11:00 AM on 12/29 due to icy conditions
- For MLK Jr. Day and Presidents' Day we are going to try being open 9:00 AM to 3:00 PM
- Food For Fines donation taken to First Presbyterian Community Pantry 12/15 – *mostly toiletries*
- Ordered “crawl-thru cabinet” for Children's Room and programming supplies for Children's Room focusing on a variety of ages, in particular under 3 years old
- Email sent to private group/user of Community Room for excessive noise and physical movement/safety concerns, and going through the Library's supplies, as described by staff and reviewed in security footage.
- Community Room Use – *Girl Scouts*
- December Programs:
 - The Richards Library Book Club
 - Homeschool Meet-up
 - Ornament Making Workshop for *Christmas in Warrensburg*
 - In the Zone – 2 sessions: *Paper Circuits*
 - Small Tales
 - Red Cross Blood Drive
 - Tech help – 4 sessions recorded

****No attendance for Winter Break Programming - it was added to WSCD online calendar as well as shared by the Town of Warrensburg and Warrensburg Chamber of Commerce.****

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 1/15
- Sewing with Sarah Project Addition: Flower craft 1/6 at 4:00PM
- In the Zone – multiple sessions, Sewing with Sarah
- The Richards Library Seed Library & Gardening Workshops – *Winter Sowing 1/29 at 4:00PM*

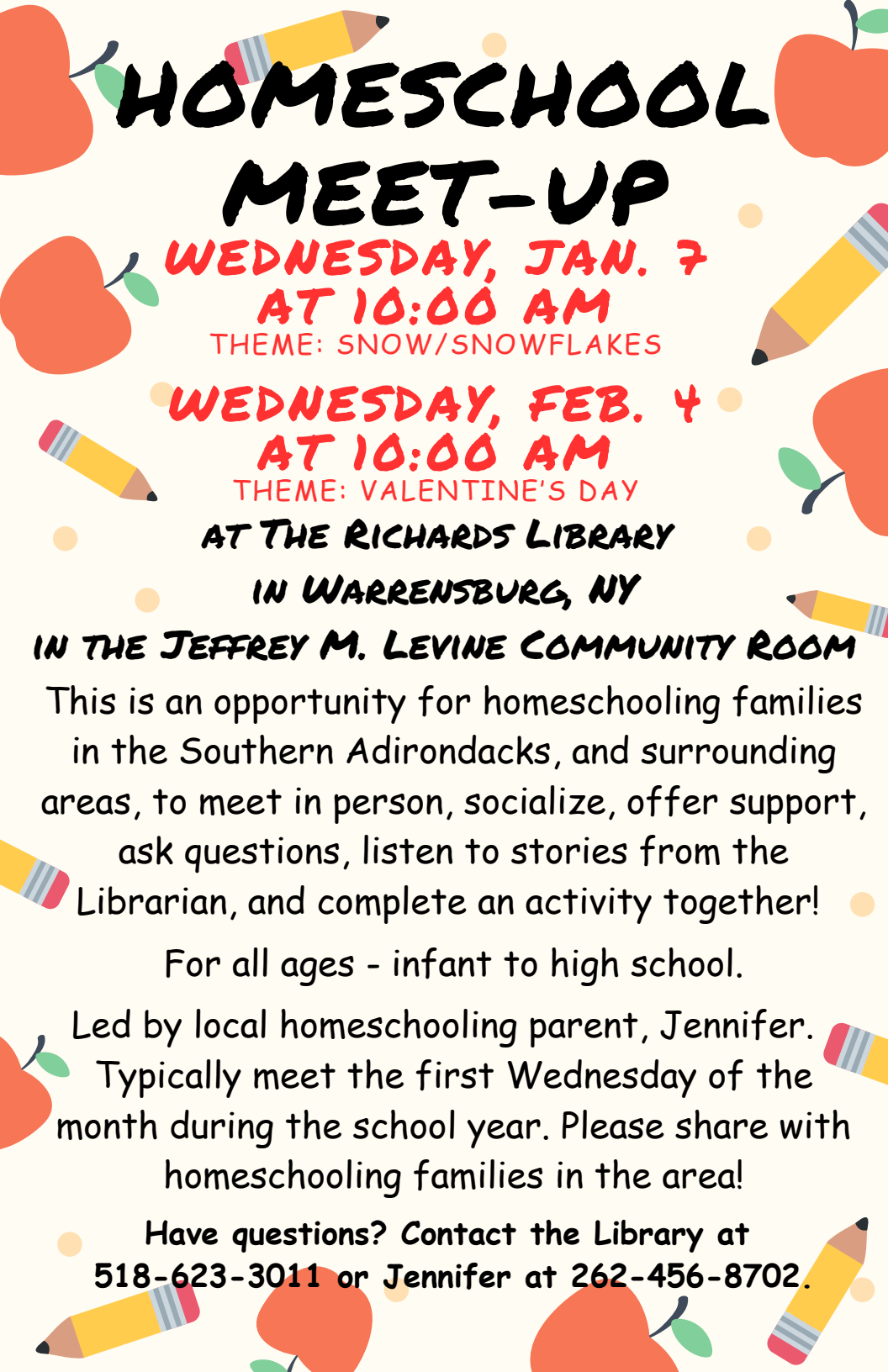
Statistics for the Year

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

Respectfully submitted,

Shelby Burkhardt

Library Director



HOMESCHOOL MEET-UP

**WEDNESDAY, JAN. 7
AT 10:00 AM**

THEME: SNOW/SNOWFLAKES

**WEDNESDAY, FEB. 4
AT 10:00 AM**

THEME: VALENTINE'S DAY

AT THE RICHARDS LIBRARY

IN WARRENSBURG, NY

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

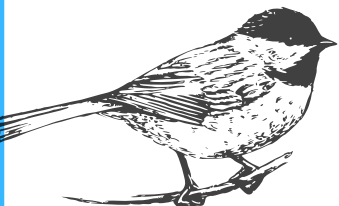
This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, ask questions, listen to stories from the Librarian, and complete an activity together!

For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. Typically meet the first Wednesday of the month during the school year. Please share with homeschooling families in the area!

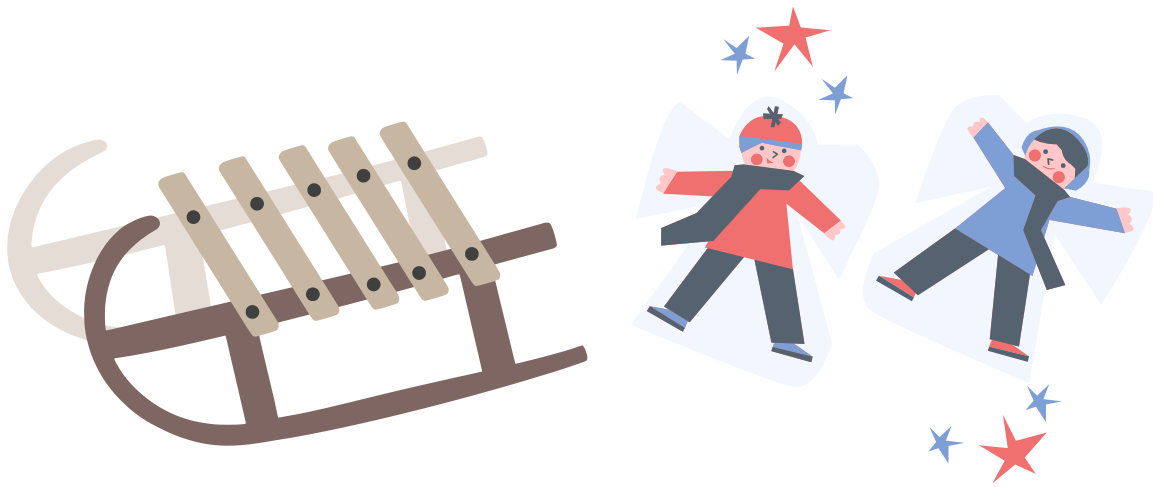
Have questions? Contact the Library at 518-623-3011 or Jennifer at 262-456-8702.

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JANUARY 2026

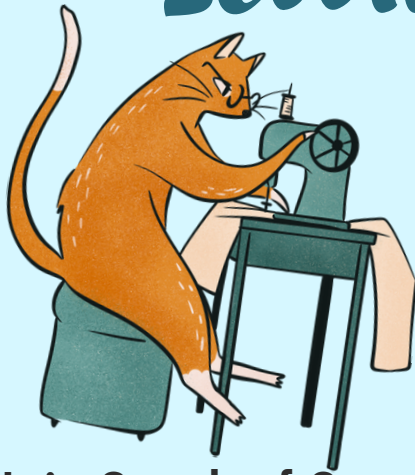
SUN	MON	TUE	WED	THU	FRI	SAT
				1 Closed for New Year's Day	2 Children's Film @ 2:30p	3
4	5	6 TRL Board Meeting @ 10:00a Sewing with Sarah: Project Edition, 4:00-5:30p	7 Homeschool Meet-up @ 10:00a	8 TRL Book Club @ 4:00p	9	10
11	12	13	14 Library CLOSED from 11:45 AM to 1:15 PM for Staff training	15	16	17
18	19 Closing at 3:00 PM for Martin Luther King Jr. Day	20	21 Story Time & Activity @ 4:00p	22	23	24
25	26	27	28	29 Winter Sowing Gardening Workshop @ 4:00p	30	31

- *Homeschool Meet-up* meets monthly for the school year. See flyer for more details.
- *OATS Classes* are tech classes geared towards seniors 60+, but open to any ages interested in the topic. Will resume in March!
- *TRL Book Club* is discussing, *Hello Beautiful*.
- *Sewing with Sarah: Project Edition*, involves a special project. See flyer for more details. **EARLIER START TIME.**
- *Story Time & Activity*, 1 session for JAN, we will read stories and complete a themed activity. Child supervision required. Afternoon start time.
- *Children's Film: Moana*, bring comfy blankets and water. Popcorn will be provided.
- FREE Winter Sowing Gardening Workshop for all ages! Handouts and hands-on demonstration. See flyer for more details.

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
**TUESDAY, JANUARY 6,
4:00-5:30PM**

Join Sarah of Seamingly Sarah, to learn the basics of a hand sewing. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will guide participants through the project pictured below, teaching a few basic stitches to make your own decorative flower.

All supplies are provided for this free program available to adults and youths. Please pre-register by calling 518-623-3011. Walk-ins are allowed.



Sewing with Sarah will be the typical drop-in format for the next session on Tuesday, April 14, 5:00-6:30PM.



December 23, 2025

VIA EMAIL

Sarah Gebbie-Measeck
President of the Board of Trustees
The Richards Library
36 Elm Street
Warrensburg, NY 12885

Re: *State and Municipalities ("SAM")
Improvements to the library
Project ID: 29686*

Dear Sarah Gebbie-Measeck:

As you know, the State has awarded the The Richards Library ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$130,000.00 (the "Grant").

This letter outlines important information regarding the administration process for the Grant in subject line:

- *The Grant Administration process is primarily dependent on the timely return of documentation as requested. If initial or follow-up documentation requested is not returned in a timely manner, is insufficient, or is returned without supporting documentation as may be required, the process will be delayed.*
- *DASNY reserves the right to request updated documentation if there is a delay at any point in the Grant Administrative process.*
- *The Grant Administration process **may take more than 6 months to a year** before your organization can execute a contract with the State and submit for reimbursement. Please see FAQs for more information on each required review, and timeframes generally for the administrative process and reimbursement.*
- *If choosing to finance your project costs prior to contract execution and disbursement please reach out to DASNY as soon as possible to schedule a meeting, before entering any finance arrangement including loans, tax credits, lines of credit, etc., as doing so may impact your ability to submit for reimbursement under your Grant Award.*

On the following page of this letter, please find the next steps regarding the Grant Administration process.

[Continued on Next Page]



The next steps in the Grant Administration Process are:

- *Please return the following Due Diligence paperwork and supporting documentation as noted on each exhibit:*
 - Project Cover Page
 - Exhibit A – Organization Information
 - Exhibit B – Budget
 - Exhibit C – Site control
 - Exhibit D – SEQR/SHPO
 - Exhibit E – Certifications
 - Appendices
 - **Please note: upon review, additional documentation may be requested at DASNY's discretion**
- *Please complete documentation electronically and return to CallCenter@DASNY.org within thirty (30) days of receipt of this letter, with subject line:*

SAM (29686) The Richards Library

If you are not able to meet this timeframe, please send an email to CallCenter@DASNY.org with your requested timeline for submission.

Please note as per State policy, updated due diligence paperwork is required throughout the grant administration process. The due diligence paperwork will be sent to you after the return of the paperwork above if you do not have current due diligence paperwork on file with DASNY at the time of submission.

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Financial System (SFS).

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email CallCenter@DASNY.org and a member of the Call Center Team will assist.

Sincerely,

DASNY Grants Administration



DASNY
Dormitory Authority
of the State of New York

Project Cover Page

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

Provide general description of **overall** Project

Describe the specific Project costs that will be reimbursed **by Grant**
(e.g. plumbing, HVAC, acquisition, wiring/cabling, electrical)



Exhibit A – Organization Information

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

Grantee Legal Name: _____

D/B/As: _____

IMPORTANT NOTE: Grantee Legal Name as listed on this form (or d/b/a) should be on all paperwork submitted for administrative review requiring identification of Grantee legal name moving forward (e.g. organizational documentation listed below, Grantee Questionnaire, site control documentation, etc.)

FEIN: _____ Main Business Phone: _____

Address of
Principal
Place of Business
(Street/City/Town/Zip)

List two main contacts for Grantee

Contact Name #1: _____

Title: _____

Phone: _____ Ext: _____

Email: _____

Contact Name #2: _____

Title: _____

Phone: _____ Ext: _____

Email: _____



DASNY
Dormitory Authority
of the State of New York

Exhibit A – Organization Information

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

List two officers who are authorized to sign contracts on behalf of Grantee (can be same as contacts).

Officer #1: _____

Title: _____

Phone: _____ Ext: _____

Email: _____

Officer #2: _____

Title: _____

Phone: _____ Ext: _____

Email: _____

Supporting Documentation Required for Exhibit A

- Articles of Incorporation (including any Amendments) or Charter
- D/B/As (if applicable)
- Scan of W-9 (2024 version) signed by hand and dated (note: please complete using grantee legal name, and for 3a if choosing 'other' please list whether NFP or municipality)
- **Note: if you do not have a current (less than 1 year old) Grantee Questionnaire (GQ) on file with DASNY – DASNY will send a GQ to your authorized officers via DocuSign. The first authorized officer listed will have to complete and sign the GQ, and the second authorized officer will have to dual sign the GQ**



DASNY
Dormitory Authority
of the State of New York

Exhibit B – Budget

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

[Placeholder - Complete Excel Budget provided and return with Supporting Documentation required for Exhibit B as noted on the 'Start Here' tab of the Excel]



Exhibit C – Site Control

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

Complete an Exhibit C for Each Project location with a separate form of site control documentation

Street address: _____

City/Town/Zip: _____

County: _____

Anticipated Useful Life Guidance

The following are general estimates for the anticipated useful life of capital assets:

- New Construction: 30 years
- Real Property Acquisition: 30 years
- Renovation: 15-20 years
- Heavy Duty Fixed Assets or Heavy Duty Vehicles: 10-15 years
- Recreational or Passenger Vehicles: 5 years
- Moveable Furniture, Fixtures, and Equipment: 3-5 years
- Laptops/Tablets: 3 years

If grant will fund a capital asset not listed in a category above, based on Grantee's prior experience, please provide a narrative of the anticipated useful life of the capital asset(s) at Project location noted above to be funded in whole or in part by Grant:

If grantee will not occupy 100% of project location listed above, please provide an explanation that includes information regarding the other entitie(s) that will have site control over project location for the duration of the economic life as noted above (eg. Sublessees, co-owners, shared common areas, etc.)



Exhibit C – Site Control

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

Supporting Documentation Required for Exhibit C

For each Exhibit C submitted – choose option below and return Exhibit C with requisite supporting documentation

- ☐ Option #1: Project Location is owned by Grantee under Grantee legal name
- Attach Deed

- ☐ Option #2: Project Location is leased/Subleased by Grantee under legal name

Commencement Date: _____

Lease Term End Date: _____

Renewal options extend until: _____

- Attach Lease (master and sublease if applicable)

- ☐ Option #3: Project Location will be acquired with Grant funding through the acquisition of Real Property

- Attach Real Property Certification (see appendices if applicable)
- Attach Draft contract of sale attached
- Attach Appraisal Report that meets the following requirements:
 - Appraisal is in conformity with USPAP
 - Includes analysis upon which value conclusion is based (i.e. an Appraisal Report as opposed to a Restricted Appraisal)
 - Is less than one (1) year old at time of submission or within one (1) year of Property Acquisition (Note: DASNY may in its discretion request another appraisal if market conditions dictate a more recent appraisal)
 - Appraised value is 'as is' at the time of submission or at the time of acquisition.
 - Appraisal analysis that includes on-site inspection of property to be acquired by the appraiser
 - Lists DASNY as an intended user (note if you submit an appraisal where DASNY is not listed as an intended user – DASNY may at its discretion request that appraisal be re-issued)

- ☐ Option #4: Project Location will be acquired with Grant funding through the purchase of vehicle

- Attach Vehicle Questionnaire (see appendices if applicable)

- ☐ Option #5: Project Location is owned, and Grantee is a municipality

- Attach Certificate of Municipal Site Control or Certificate of Municipal District Site Control (see appendices if applicable)



Exhibit D – SEQR/SHPO

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

Complete an Exhibit D for Each Project location where responses to questions below vary by Project location

Note: Grantees are advised that grant-funded projects are subject to the New York State Environmental Quality review Act (SEQRA) and State Historic Preservation Act (SHPA).

Street address: _____

City/Town/Zip: _____

Does the work at Project Location include renovation, construction, or the acquisition of Real Property? (Y/N) _____

******* Only complete section below if the answer to the question above = Yes *******

1) If project includes renovation of existing building:

- a. GSF of building: _____
- b. GSF of renovation of interior _____ and/or exterior _____
- c. Year building constructed _____

2) If Project is new construction, or an addition of existing building:

- a. GSF of new construction _____
- b. # of stories _____
- c. GSF basement (if applicable) _____

3) If the Project includes acquisition of real property:

- a. # Property Acres _____
- b. Acquisition date/Anticipated acquisition date: _____
- c. # of structures on property _____
- d. Current use of property _____



Exhibit D – SEQR/SHPO

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

- 4) Described any local planning decisions that are/were required for the proposed Project (e.g. site plan review or variance):

- 5) If Project requires Demolition:

a. GSF interior demo _____

b. GSF exterior demo _____

- 6) Describe any excavation required on site for Project:

- 7) Does the site/building have a historic status?

Supporting Documentation Required for Exhibit D

Return Exhibit D(s) with any of the following documentation (if applicable)

- If a local municipality or other State agency has indicated that the project requires SEQR, please send a copy of the completed SEQR review (e.g., EAF parts 1,2,3, and Negative Declaration). If the SEQR process has not yet begun, please ask the Lead Agency to include DASNY as an involved agency.
- The project(s) will need to be reviewed for historic and archaeological significance pursuant to SHPA. If your project site(s) are found to have significance, DASNY Office of Environmental Affairs (OEA) may reach out to you for additional information.

If you have any questions regarding the SEQRA or SHPA process, please email grantsseqr@dasny.org.



Exhibit E – Certifications

Grantee: The Richards Library

Project ID: 29686

Grant Amount: \$130,000.00

WE, THE UNDERSIGNED AUTHORIZED OFFICERS OF THE GRANTEE DO HEREBY WARRANT, REPRESENT, AND CERTIFY TO DASNY:

- The The Richards Library (the “Grantee”) has applied for a State and Municipalities (“SAM”) Grant in the amount of \$130,000.00 (the “Grant”). The Grant will be used for the Improvements to the library (the “Project”). We understand that the Grant funds may be used only for the purposes as set forth in the Grant enabling legislation.
- The Grantee will use best efforts to maintain site control for the Project location(s), and to utilize Project for substantially the same purpose for which the Grant was intended, for the anticipated useful life of the capital asset(s) to be funded by the Grant.
- All contractors and vendors retained to perform services in connection with the Grant funded portion of the Project shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- No other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same Project costs submitted or to be submitted for reimbursement under the Grant.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will: i) develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; and ii) the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage, or deletion of any data, images, or videos stemming from Grant funded purchase of such items if applicable.
- The Grantee will maintain accurate books and records through Project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to agents, officers, and employees of DASNY during the business hours upon reasonable request.

[continued next page]



Exhibit E – Certifications

Grantee: The Richards Library

Project ID: 29686

Grant Amount: \$130,000.00

- Disclosed below is a description of any tax-exempt bonds outstanding at Project location(s) submitted or to be submitted for review. Furthermore, the issuer of any bonds disclosed below has been notified, provided an accurate description of the Project to be undertaken to the issuer of said bonds, and a determination has been made by such issuer (or the Trustee for such bonds, as applicable), that the undertaking of the Project will not conflict with or result in a breach of any of the terms or provisions of, or constitute a default under, any indenture, mortgage, agreement, tax certificate, or other instrument to which the Grantee is a party or by which it is or any of its properties are bound. (Mark NA if not applicable)

- The following supplement statements are true and accurate unless as otherwise disclosed below:
- No portion of the Project financed with grant proceeds shall be used for any of the following purposes: sectarian instruction or study, or as a place of devotional activities or religious worship, or as a facility used primarily in connection with any part of the program of a school or department of divinity for any religious denomination, or the training of ministers or other similar persons in the field of religion.
 - The Project or program shall be open to all individuals eligible to avail themselves of the Project or program without regard to religious affiliation, ethnicity, race, or sexual preference.
 - The Grantee shall take affirmative steps to ensure that information regarding the Project or program is widely disseminated to the public, which information shall include a statement that the Project or program is funded in whole or in part with public funds and that the Project or program shall be open to all eligible persons without regard to religion, ethnicity, race, or sexual preference. (Mark NA if not applicable)

[continued next page]



Exhibit E – Certifications

Grantee: The Richards Library

Project ID: 29686

Grant Amount: \$130,000.00

- Disclosed below is a description of every criminal or civil litigation proceeding that has been initiated, remains pending, or has been closed that has or will have the potential to impact this Project or Project location, included but not limited to legal challenges in the form of eminent domain, environmental lawsuits and zoning regulations, workplace safety, payment disputes, or allegations of fraud or breach of fiduciary duties and obligations. Furthermore the Grantee shall disclose any criminal or civil litigation that is initiated during the course of the administration of this Grant award, including but not limited to foreclosures or other types of actions that has or will have the potential to impact the Project or Project location and the Grantee's ability to operate and use the grant funded property for its intended purpose, including through the disbursement period. (Mark NA if not applicable)

- Disclosed below is a description of any confidential information submitted or to be submitted to DASNY that should be exempt from the Freedom of Information Law, and description below includes an explanation regarding the basis for such claim(s). (Mark NA if not applicable)

- Tax credits will not be applied to the same Project costs as Grant Proceeds, nor will Project costs to be submitted for reimbursement by the Grant be used as an eligible basis to generate tax credits, and any tax credits applied to Project or Project location(s) are fully disclosed below. Grantee shall provide prior notice to DASNY before entering into any tax credit agreements for funding for Project or Project location(s). (Mark NA if not applicable)

[continued next page]



Exhibit E – Certifications

Grantee: The Richards Library

Project ID: 29686

Grant Amount: \$130,000.00

- If Grantee is a State related entity, or if the Project location(s) are owned by a State related entity, the Grantee or Project location(s) related entity status to the State is disclosed below, and Grantee shall notify DASNY within six (6) months if the status of the Grantee or Project location(s) changes, or other changes occur that would impact the tax-exempt status of the Grant. (Mark NA if not applicable)

- The Grantee acknowledges that Grant proceeds cannot be used to reimburse:
- deposits, advance payments, or progress payments until work is completed, or goods received by Grantee;
 - to pay down debt (i.e. any debt such as loan, line of credit, bond issue, financing agreement, etc. unless disclosed below and approved by DASNY. (Mark NA below if not applicable);
 - any interest or financing fees;
 - internal labor costs;
 - rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
 - stockpiled materials;
 - recurring software costs, including licensing or maintenance fees; and/or
 - materials and/or services provided by another entity other than a licensed contractor or vendor.

[continued next page]



Exhibit E – Certifications

Grantee: The Richards Library

Program: SAM

Project ID: 29686

Grant Amount: \$130,000.00

- We have the authority to submit this certification on behalf of the Grantee.
- By signing these documents, we certify that we are authorized officers for the Grantee.
- As Authorized Officers of the Grantee we are not related by blood, marriage, foster arrangement, or adoption, nor do we share a domicile, or share an external interest in a business connection, enterprise, or real property unrelated to Grantee organization.

FURTHERMORE, The undersigned certifies that they have or will read and understand all the documentation submitted or to be submitted to DASNY for the purposes of administration of Grant award; has supplied or will supply fully complete and accurate responses to each item identified as applicable to the Project contained herein, and shall notify DASNY of any material changes of fact(s) that occur throughout economic useful life of the capital assets to be funded in whole or in part by Grant; is knowledgeable about the business operations of the Grantee; understands that DASNY and DASNY's outside bond counsel will rely on the information submitted to complete the required reviews and determine whether the Project can be funded with the proceeds of tax-exempt bonds issued by DASNY.

Please sign this certification by typing your full name into signature line(s) below as indicated. Please return these documents to DASNY from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By typing electronic signatures below, the Grantee's designees will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer #1 Signature (type)

Title (type)

Dated

Authorized Officer #2 Signature (type)

Title (type)

Dated

The Richards Library

Maintenance Position

- Part-time: a few half-day shifts per month, possibly less, possibly more if there is a bigger job that needs completion
 - need to be available, in a timely manner, for building/grounds emergencies
- Areas of experience preferred: masonry, painting, woodworking, basic plumbing, basic electrical, carrying heavier weights (sometimes on a ladder), gutter cleaning,
- Equipment: The Library has some tools on hand, and the ability to purchase materials and some tools for jobs, within our budget; however, it would be useful if you have a variety of your own tools for various projects.
- Please send your resume and contact information to:
 - war-director@sals.edu, OR
 - The Richards Library, 36 Elm Street, Warrensburg, NY 12885

Include sample projects from current maintenance job list?



Library Speakers Consortium

*Elevating Community Engagement
through Innovative Literary Conversations*



THE BIG IDEA

Bringing bestselling author talk events to libraries of all sizes.



Authors Inspire & Connect Readers

Readers love connecting with the inspirational writers behind their favorite books.



Limited Access to Author Talks

Author events are often limited to readers who can afford expensive book fest tickets. And it's impractical, if not impossible, for most libraries to afford bestsellers' \$25k+ speaking fees.



Making Author Talks Available to All

These literary experiences should be as accessible to patrons as books and computers.



THE GOAL

A community of libraries cultivating a perpetual growth of knowledge, cultural understanding, and connection through literary experiences.



HOW IT WORKS

Offering 6 Virtual Author Talks Monthly



We Handle 100% of the Details

We produce, moderate, and livestream the hour-long events for your adult patrons.



Author Talk Structure

Bestsellers share the "story behind the stories," offer insight into their writing process and field questions.



Interactive for Patrons

Viewers can ask questions and participate in the chat during live events.



We Handle 100% of the Tech Details



Brand-Ready Microsite

Customized digital portal with your library's photo, logo & colors for instant patron recognition.



Accessibility Features

Pages have digital cues for the visually impaired and events are closed captioned.



User-friendly Access

Patrons enjoy endless viewing of engaging author content, no logins or library cards required.

Customize your Author Talk Program

Each series features one author talk per month, delivering a total of 12 events per year.



Our Original Series (Ongoing)

Fiction: Dive into imaginative worlds and compelling narratives.

Interesting Nonfiction: Explore fascinating facts and real-world stories.

Variety & Lifestyle: Discover diverse topics from personal growth to everyday living.



New Series Starting March 1, 2026

Health & Wellness: Gain insights into well-being for mind and body.

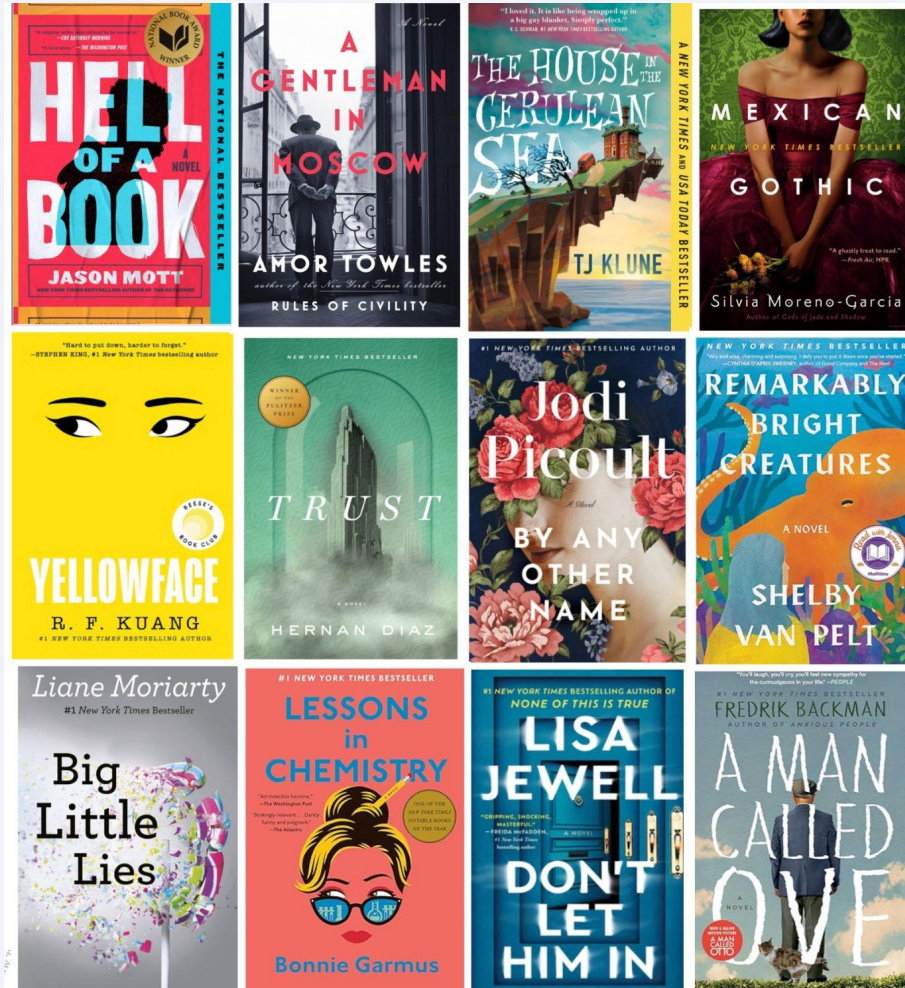
Cooking: Unleash your inner chef with talks from culinary experts.

Kids & Teens: Inspire young readers with authors of captivating stories for K-12th grades.



Fiction Series

Mystery, historical, fantasy, science fiction, literary, drama, comedy, thriller, western, romance, poetry, action, suspense.



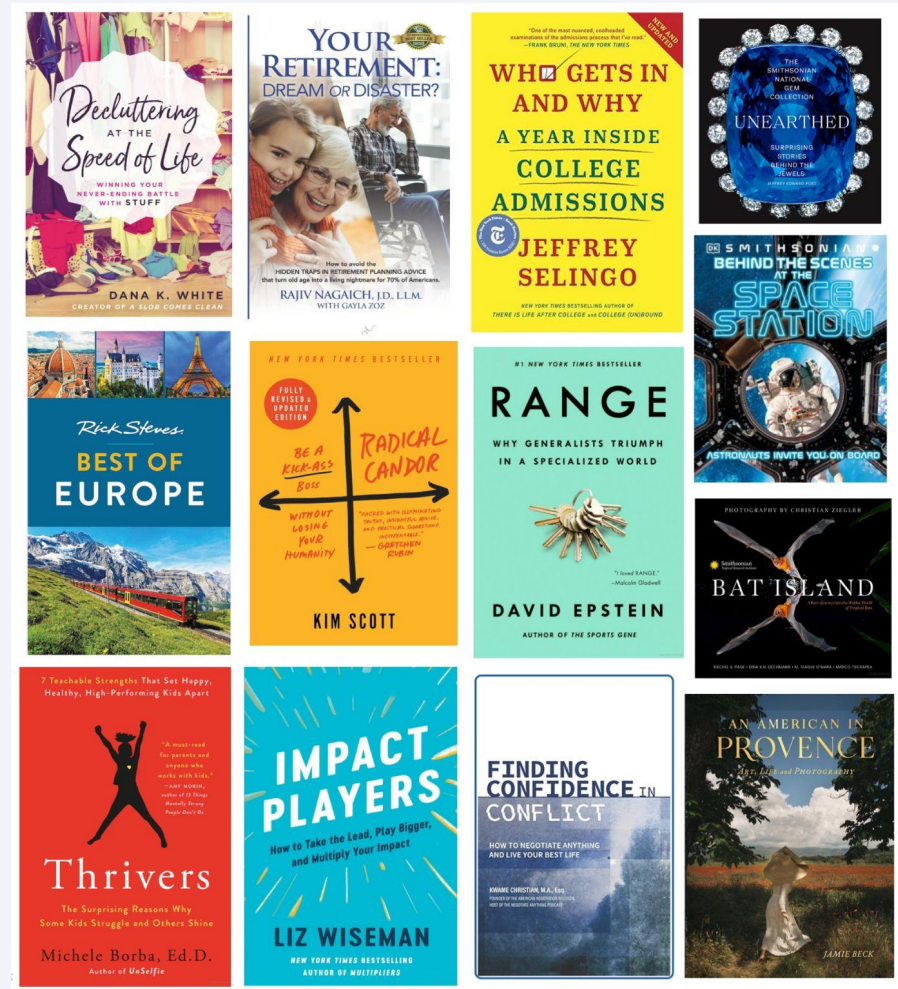
Nonfiction Series

Memoir, science, essays, philosophy, true crime, biography, journalism, history, and chats with Smithsonian experts.



Variety & Lifestyle

Lifestage programming, career topics, travel, home, gardening, planning for retirement, parenting, art, culture, sports, travel.



Health & Wellness

Fitness, nutrition, mental health, financial health, well being, relationships, stress management, work/life balance.





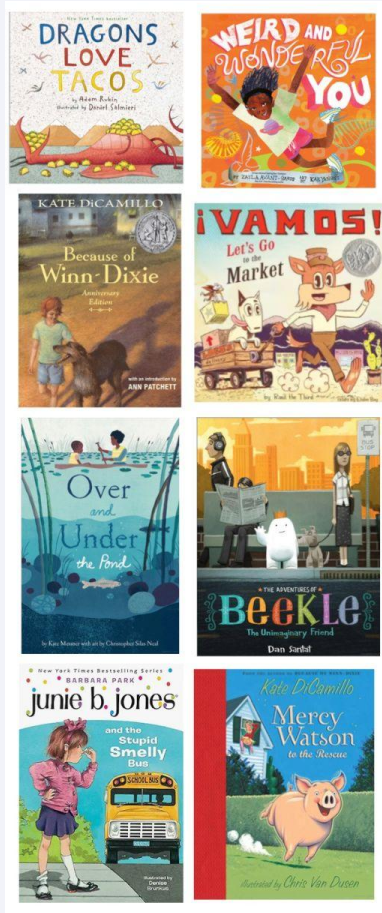
Kids & Teen Series

Each month, we'll host a different bestselling author, bringing inspiring insights!

Children

Middle Grades

Young Adult



Cooking Series

Featuring a different cookbook author monthly, offering a glimpse into a world of diverse cuisines and cultures.



Live streamed events are recorded and remain on the microsite for future on-demand access.

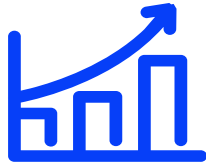


Have questions for the author but can't attend the livestream? Submit them beforehand even if you miss the live event.



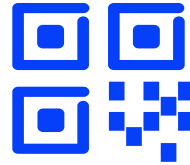
Pick your Book Club's next title from the digital library or upcoming events and use the author's talk to enrich discussion.

Drive Engagement: Admin Tools for Success



Event Analytics

See total patron sign ups, live views, event recording views, and each registrant's name, email, & post-event survey.



Marketing Drive

Access to Marketing Drive's promotional material including social media blurbs, bookmarks & newsletter copy.



Further Customize

Turn on/off events, change branding, customize the sign up page & choose to auto-generate newsletters with registration links.

Elevate Your Library's Programming



Watch Parties

Plan a screening party and ask a volunteer to send questions from the group for real time answers.



Book Clubs

Gather for a livestream and hear behind-the-scenes details from the author whose book you just finished!



Enrich Your Activities

Boost your Summer Reading programs and enhance your Heritage Month celebrations.

New Client Library >\$1M

Annual Operating Budgets more than \$1M

Annual Pricing per Series

Must choose at least two series.

A series includes 1 author talk every month for a total of 12 per year.

- Libraries may switch out series each year if they want to make changes
- Flexible invoicing available
- Launch program at any time

Total Number of Cardholders	Annual Price per Series (3-Year Agreement)	Annual Price per Series (1-Year Agreement)
up to 5k	\$1,250	\$1,500
5k-25k	\$1,750	\$2,000
25k-50k	\$2,250	\$2,500
50k-100k	\$3,250	\$3,500
100k-200k	\$4,750	\$5,000
200k+	\$6,250	\$6,500

Annual Pricing with a 3 yr Agreement

Must choose at least two series.

A series includes 1 author talk every month
for a total of 12 per year.

- Flexible Invoicing Available
- New series launch March 2026
- Consider Friends of the Public Library sponsorships or co-sponsorships
- We're happy to brand your digital portal to reflect sponsorship

Cardholders	Annual Price for 2 Series	Annual Price for 3 Series	Annual Price for 4-6 Series
up to 5k	\$2,500	\$3,750	\$5,000
5k-25k	\$3,500	\$5,250	\$7,000
25k-50k	\$4,500	\$6,750	\$9,000
50k-100k	\$6,500	\$9,750	\$13,000
100k-200k	\$9,500	\$14,250	\$19,000
200k+	\$12,500	\$18,750	\$25,000
Additional Cost for 1 Yr Agreement	\$500	\$750	\$1,000

New Client Library < \$1M

Annual Operating Budgets less than \$1M

Annual Pricing per Series

Must choose at least two series.

Each series includes 1 author talk per month for a total of 12 per year.

- New series launch March 2026
- Consider Friends of the Public Library sponsorships or co-sponsorships
- We're happy to brand your digital portal to reflect sponsorship

Annual Operating Budget	Annual Subscription Price for 1 Series
up to \$50k	\$50
\$50k - \$100k	\$125
\$100k - \$150k	\$250
\$150k - \$200k	\$375
\$200k - \$250k	\$500
\$250k - \$300k	\$625
\$300k - \$400k	\$750
\$400k - \$500k	\$1,000
\$500k - \$1M	\$1,250

Annual Pricing per Series

Must choose at least two series.

Each series includes 1 author talk per month for a total of 12 per year.

- New series launch March 2026
- Consider Friends of the Public Library sponsorships or co-sponsorships
- We're happy to brand your digital portal to reflect sponsorship

Annual Operating Budget	Annual Subscription Price for 2 Series	Annual Subscription Price for 3 Series	Annual Subscription Price for 4-6 Series
up to \$50k	\$100	\$150	\$200
\$50k - \$100k	\$250	\$375	\$500
\$100k - \$150k	\$500	\$750	\$1,000
\$150k - \$200k	\$750	\$1,125	\$1,500
\$200k - \$250k	\$1,000	\$1,500	\$2,000
\$250k - \$300k	\$1,250	\$1,875	\$2,500
\$300k - \$400k	\$1,500	\$2,250	\$3,000
\$400k - \$500k	\$2,000	\$3,000	\$4,000
\$500k - \$1M	\$2,500	\$3,750	\$5,000



Ready to Elevate Engagement through Literary Conversations?



Our Mission

The Library Speakers Consortium is a community of libraries cultivating a perpetual growth of knowledge, cultural understanding, and connection through diverse literary experiences.



Grow with us!

Join LSC and the 500+ libraries that offer patrons engaging, livestreamed author talk events with their favorite bestsellers!