

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, March 3, 2026 @ 10:00 AM

Warrensburg Volunteer Fire Company's Community Room, 18 Elm Street, Warrensburg, NY 12885

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes – *January, February, February Emergency Meeting*
 - Treasurer's Report: Financials – *December 2025, January 2026, February 2026*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *SALS, Erie Insurance*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *no resumes submitted for maintenance position*
 - b. Budget & Finance: *tax levy increase proposed for 2027*
 - c. Building & Grounds: *Emergency closure – flood mitigation*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold; 125th Anniversary Committee – workshop meeting in Feb.*
 - e. Outreach: *John*
 - f. Policy: *Latest draft of the Emergency Preparedness policy emailed to Board*
- VII Old Business
 - Vacancy: maintenance/handyperson
 - Letter to WCSD BOE
 - Emergency Closure to the public as of 2/9/2026
 - i. *Building mitigation*
 - ii. *Staff compensation*
- VIII New Business
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- IX Other Business
 - Town Board Meetings
 - o Report from Susan for the Warrensburg meeting (2/11 @ 7:00 PM)
 - o Sarah attending the WCSD BOE meeting (3/9 @ 6:00 PM)
 - o Need volunteer for the Thurman meeting (4/16 @ 4:30 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, March 17, 2026 @ 10:00 AM – *location?*
- XII Next Board Meeting: Tuesday, April 7, 2026 @ 10:00 AM – *location?*
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 6, 2026**

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

Excused: Becky Lawler, Gina Coburn

Meeting called to order at 10:05am

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

Period of Public Expression:

- None

Correspondence:

- Sun Community News – request to place an ad
- ASL Deafined
 - Received a pamphlet about an on-line resource for the hard of hearing
 - Cost is \$799 per year
 - Director will email to get more information
- National Grid – information on energy usage

Director's report:

- A lot of time was spent working on vacation programming with no participation
- Plan to be open from 9:00-3:00 on MLK Jr Day and Presidents' Day
- Food for Fines Donation was taken to First Presbyterian Community Pantry
- Ordered "crawl-thru cabinet" for Children's Room
- Issue with private group using the Community Room and making excessive noise, safety concerns and rifling through library supplies
 - Email sent
- Discussed December Programs and upcoming Programs for January
- Statistics for the month and 2025 were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc:
 - Archives
 - 3 sessions, unique items discovered
 - Changing displays in Adult Room
 - Shelby will ask Marie to provide a simple report recording actions at each session
 - 125 Anniversary Committee
 - Will celebrate in August
 - Samantha has volunteered to chair the Ad Hoc committee

- Budget and Finance: n/a
- Building and Grounds:
 - Estimate from Mr. Electric approved
 - Waiting on parts – 2026 to finalize repair
 - Ice Melt for Courtyard
 - Reached out to Darryl (snow removal) – Magnesium Chloride is safe enough on stonework, sand recommended
- Outreach
 - John – continuing on as usual at Countryside Adult Home
- Policy
 - Workshop on Volunteer and Homebound Patrons scheduled for Jan. 20

Old Business

- Adirondack Rural Revitalization Program Grant
 - PCC proposal signed and submitted, awaiting contract
 - Discussed \$980 funding shortage for project – need to determine where to designate funds from in near future.
- Staff Vacancy
 - Continue to look for maintenance/handyman
 - Director put together a draft help wanted ad
 - Will advertise in SUN and Chronicle
- 2026 Board Meeting Schedule
 - Submitted to The Sun and The Chronicle
- 2026 Compliance Calendar
 - Distributed to Board
- Election of 2026 Board Officers
 - Term started January 1
- Princh
 - Director is waiting for a response

New Business

- DASNY Diligence Letter/Application
 - Will not fund repairs, mortar, or sealant
 - Will resubmit with new estimate and reworking of scope
- Library Speakers Consortium
 - Monthly author talks
 - 12 talks per year
 - 2 series cost \$1250 = all on-line
 - A motion was made by Sarah, seconded by John and approved by the Board to take unspent funds from 2025 Collections budget to get an annual subscription for 2 series

Other Business:

- Town Board Meetings
 - Esther will attend the Thurman Town meeting on 1/15/26
 - Susan will attend the Warrensburg Town Meeting on 2/11/26
 - Susan reported on the Warrensburg CSD BOE meeting 12/8/25

Motion was made by Susan, seconded by Samantha and approved by Board at 11:16am to go into Executive Session. Library Director asked to exit the Community Room.

Motion was made by Susan, seconded by Samantha and approved by Board to exit Executive Session at 11:26am. Library Director was asked to return to the Community Room.

Public Expression: none

Next Board Meeting set for February 3, 2026 at 10:00am

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

Motion was made by Mary, seconded by Samantha and approved by Board to adjourn at 11:27am.

Approved by The Richards Library Board of Trustees on

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, February 3, 2026**

Present: Sarah Gebbie-Measeck, Esther McTague, John Schroeter, Gina Coburn and Shelby Burkhardt, Library Director

Excused: Becky Lawler, Susan Matzner, Mary Beadnell, Samantha Newcomb

Meeting called to order at 10:10 am.

The consent agenda and meeting minutes, after amendment to Old Business entry, (Sarah will ask Becky where funds will come from re \$980 shortage for chimney cap) will be voted on at March meeting.

Period of Public Expression:

- None

Correspondence:

From SALS 1) Received information on Sexual Harassment Training available from SALS
 2) Due Date for submission of annual report will be extended to April 1, 206

Director's report:

- Open from 9:00-3:00 on MLK Jr Day, some adult attendance, same plan for Presidents' Day
- Related issue of sprinkler system losing air pressure. Shelby is coordinating sprinkler system repair and obtaining exterior lockbox . The board thanked Shelby for her time and dedication in dealing with this incident.
- Discussion of January events and upcoming scheduled February events
- The Richards Library Seed Library - drop in hours start Tuesdays 3-5 pm
- Statistics for the month were noted

Committee Reports

- **Personnel Committee:** n/a
- **Ad Hoc:**
 - Archives: report from Marie was submitted. The current display focuses on Japanese and Chinese items.
 - Emergency Preparedness: Work on policy continues- Warren County Sheriff Dept provided wording suggestions. Walk through of County department of Emergency Preparedness will be undertaken
 - Gore Electric will provide quote for generator
- **Budget and Finance:** n/a
- **Building and Grounds:** n/a
- **Outreach:** John – continuing on as usual at Countryside Adult Home
- **Policy:** Workshop on February 17 will begin 125th Anniversary planning

Old Business

- Adirondack Rural Revitalization Program Grant
 - o Contract from PCC will be sent when available

- Staff Vacancy
 - Ads put in SUN and Chronicle for maintenance/handyman
- Princh - more discussion and information needed for implementation
- DASNY Diligence Letter/Application - reworking, extension until the end of February; discussion included possible ways funds could be used

New Business

- Library Speakers Consortium - underway
- Letter to WCSD Board of Education - will be sent, will be presented by Sarah at WCS Board meeting

Other Business:

- Town Board Meetings
 - Esther reported on Thurman Town Board 1/15/26
 - Susan will attend the Warrensburg Town Meeting on 2/11/26
 - Sarah will attend the Warrensburg CSD BOE meeting 3/9/26

Next Board Meeting set for March 3, 2026 at 10:00am

Next Committee Workshop scheduled for February 17 at 10:00am

Meeting was adjourned at 11:13 am.

Submitted by Esther McTague

Approved by The Richards Library Board of Trustees on March 3, 2026.

The Richards Library
Board of Trustees Emergency Meeting Minutes
Thursday, February 12, 2026

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

Excused: Becky Lawler, Gina Coburn, Samantha Newcomb

Public attendees: Barbara Whitford, Paul Gilchrist

Meeting called to order at 11:35am

Motion to accept and approve the meeting agenda was made by John, seconded by Susan, and approved by the Board

Old Business

- Building and Grounds Repairs and Maintenance
 - Building and grounds repairs and maintenance will exceed 2026 budgeted line items this month
 - A motion was made by Susan and seconded by Mary to move \$10,000 from Operational Savings to Building and Grounds
 - Motion was approved by the Board
 - A motion was made by Susan and seconded by Mary to move \$980 from Operational Savings to Building and Grounds for the Chimney Cap
 - Motion was approved by the Board

New Business

- Emergency Closure as of 2/9/2026
 - Sprinkler system broke in the first-floor bathroom flooding the first floor and basement
 - Leak was in the addition and spread to the old part of the library
 - Mitigation Company (First Response) has come in
 - removed the majority of the water
 - set up fans
 - working to remove books and furniture to be able to replace flooring, carpeting, etc.
 - arranged for a moving company to package books and clear the building
 - Insurance Company has been contacted and inspected the damage
 - Will cover everything except for sprinkler repair
 - Checking on covering of employee salaries while the library is shut
 - Will reimburse for the cost of any art work repairs
 - Sprinkler Company has been contacted
 - Inspected the break and repaired
 - Building will be closed this week, possibly up to a month or more
 - Employee Salaries
 - A motion was made by John, seconded by Mary and approved by the Board to pay employees as regularly paid to assist as needed in preparing materials for reopening

- Notice went up on our Facebook page
 - Board agreed that a statement should be prepared and delivered to The Sun and The Chronicle
- Form was filled out at the Post Office to hold our mail for pick up
- Board members agreed to assist with coverage at the Library as various repairs and remediation take place.

Other Business:

- Canceled library credit card due to fraud

Public Expression:

There was a question about damage to books

No damage as books were shelved

Question raised about previous contractor responsibility

Building addition was completed over 12 years ago – doubt there is any responsibility to the previous contractor

Next Board Meeting set for March 3, 2026 at 10:00am – location will be sent out

Next Committee Workshop scheduled for February 17 at 10:00am – Samantha will send out location

Motion made by Susan, seconded by John and approved by the Board to adjourn at 12:20pm.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
December 2025

Accrual Basis

	<u>Dec 25</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	90
NON-OPERATING RECEIPTS	3,705
NON-CASH DONATIONS	<u>1,673</u>
Total Income	5,468
Expense	
OPERATING EXPENSES	5,736
PAYROLL, WAGES, BENEFITS & EXPE	21,788
COLLECTION & OTHER CAPITAL EXPE	<u>-11,463</u>
Total Expense	16,061
Net Ordinary Income	-10,593
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>-14,559</u>
Total Other Expense	-14,559
Net Other Income	<u>14,559</u>
Net Income	<u><u>3,967</u></u>

Richards Library Monthly Funds Activity Report December 2025

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	PAYR...		-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	AWW	SPECTRUM ENTERPRISE #142279801	11/25/25-12/24/25	63.98	
Check	12/12/2025	AWW	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	#38281...	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	149.99	
Check	12/17/2025	AUTO	SPECTRUM ENTERPRISE #143161701	12/4/25-1/3/26	130.00	
General Journal	12/19/2025	PAYR...		-MULTIPLE-	255.60	6,296.53
Credit Card Ch...	12/19/2025	#27603...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	29.00	
Deposit	12/21/2025			Deposit	209.89	
Credit Card Ch...	12/22/2025	#29380...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	141.95	
Bill Pmt -Check	12/24/2025	7052	BRALEY & NOXON	SHOVEL, SALT	525.25	703.81
Check	12/26/2025	AWW	NATIONAL GRID	11/5/25-12/8/25	21.00	
Check	12/28/2025	226	RICHARDS LIBRARY	BRODART #668591 TRANSFER DESIGNATED FUNDS FOR CC PAYMENT	945.00	
Deposit	12/30/2025			Deposit	20.00	
Deposit	12/31/2025			Deposit		1,250.00
Transfer	12/31/2025	REPLE...	PETTY CASH	Designate Operating Funds per Board Approval to Library Speakers Consortium	6.31	
Bill	12/31/2025			-MULTIPLE-	2,210.04	17,790.77
Total 12.39a · Operating Account - GFNB						
12.39c · OATS Grant Funds						
General Journal	12/19/2025	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	107.45	
Total 12.39c · OATS Grant Funds						
ACF-Archiving & Young Adult Col						
General Journal	12/05/2025	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	107.45	
General Journal	12/19/2025	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	54.82	
Credit Card Ch...	12/19/2025	#27603...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	114.88	255.60
Credit Card Ch...	12/22/2025	#29380...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	209.89	
Total ACF-Archiving & Young Adult Col						
Director Discretionary Funds						
Credit Card Ch...	12/16/2025	#38281...	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	169.70	465.49
Total Director Discretionary Funds						
DF-Library Speakers Consortium						
Transfer	12/31/2025			Designate Operating Funds per Board Approval to Library Speakers Consortium	0.00	149.99
Total DF-Library Speakers Consortium						
Total Arrow Bank #-6131 -Operat & DF						
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						

Richards Library Monthly Funds Activity Report December 2025

Type	Date	Num	Name	Memo	Debit	Credit
Deposit	12/31/2025	INTER...		INTEREST EARNED	3.52	
					3.52	0.00
Total 12.39d	Non-Designated Operating Saving				3.52	0.00
Total (12.39)	OPERATING SAVINGS #9012					
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	12/02/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	58.45	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	267.34	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	293.32	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	1,019.23	
Deposit	12/31/2025	INTER...		INTEREST	4.07	
					1,642.41	0.00
Total Director's Discretionary Fund					1,642.41	0.00
Total Arrow Reserve Sav #40392707					1,642.41	0.00
RESERVE FUND CD's @ ARROW BANK						
CD #8777706355 (6 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	81.33	
					81.33	0.00
Total CD #8777706355 (6 months)					81.33	0.00
CD #8777706356 (14 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	100.87	
					100.87	0.00
Total CD #8777706356 (14 months)					100.87	0.00
CD #8777706357 (23 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	80.04	
					80.04	0.00
Total CD #8777706357 (23 months)					80.04	0.00
CD #8777706500 (14 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	41.14	
					41.14	0.00
Total CD #8777706500 (14 months)					41.14	0.00
CD #8777706501 (23 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	39.86	
					39.86	0.00
Total CD #8777706501 (23 months)					39.86	0.00
Total RESERVE FUND CD's @ ARROW BANK					343.24	0.00
Total RESERVE FUNDS					1,985.65	0.00
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						

Richards Library

Monthly Funds Activity Report

December 2025

Type	Date	Num	Name	Memo	Debit	Credit
Check	12/28/2025	226	RICHARDS LIBRARY	TRANSFER DESIGNATED FUNDS FOR CC PAYMENT		525.25
Total Children's Rm Furniture/Stewart					0.00	525.25
Total Special Acct #5976 - GFNB					366.00	525.25
Total TEMPORARY - RESTRICTED BY BOARD					366.00	525.25
PERMANENT RESTRICTED FUNDS						
RICHARDS LIBRARY ENDOWMENT FUND						
Vanguard Investment Account						
General Journal	12/02/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	58.45	
General Journal	12/02/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		58.45
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	267.34	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		267.34
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	293.32	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		293.32
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	1,019.23	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		1,019.23
General Journal	12/31/2025	VANG...		TO ADJUST TO ACTUAL AS OF 12/31/25	1,349.59	
Total Vanguard Investment Account					2,987.93	1,638.34
Total RICHARDS LIBRARY ENDOWMENT FUND					2,987.93	1,638.34
Total PERMANENT RESTRICTED FUNDS					2,987.93	1,638.34
Total RESTRICTED FUNDS					3,353.93	2,163.59
TOTAL					9,080.29	20,569.84

Richards Library
Monthly Statement of Revenues & Expenses
January 2026

Accrual Basis

	<u>Jan 26</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	207,533
OPERATING RECEIPTS	<u>109</u>
Total Income	207,642
Expense	
OPERATING EXPENSES	3,248
PAYROLL, WAGES, BENEFITS & EXPE	11,624
12.36a - Transfers Reserve CapEx	13,350
Transfers Between Oper Acc'ts	<u>3,000</u>
Total Expense	31,223
Net Ordinary Income	176,420
Other Income/Expense	
Other Income	
TRANSFERS	<u>16,350</u>
Total Other Income	16,350
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>1,974</u>
Total Other Expense	1,974
Net Other Income	<u>14,376</u>
Net Income	<u><u>190,796</u></u>

Richards Library Monthly Funds Activity Report January 2026

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a - Operating Account - GFNB						
General Journal	01/02/2026	PAYR...		-MULTIPLE- RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	8,257.71
General Journal	01/02/2026	PAYR...		Deposit	207,533.48	
Check	01/04/2026	7053	WARRENSBURG SEWER DISTRICT	1/1/26-12/31/26 PD FOR THE ENTIRE YEAR		451.00
Check	01/06/2026	7054	CINTAS	DECEMBER 2025 JA FEES		30.72
Bill Pmt -Check	01/06/2026	7055	SOUTHERN ADIRONACK LIBRARY SYSTEM	VOID: WRONG PAYMENT AMOUNT #W0020	0.00	442.46
Bill Pmt -Check	01/06/2026	7056	WARRENSBURG WATER DISTRICT	12/25/25-1/24/26		63.98
Check	01/11/2026	AWW	SPECTRUM ENTERPRISE #142279801	Deposit	25.00	
Check	01/12/2026	AWW	VERIZON	12/22/25-1/21/26		50.88
Check	01/13/2026	7058	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER		13,350.00
Check	01/13/2026	7061	RICHARDS LIBRARY	TRANSFER UNUSED 2025 BUDGETED FUNDS		4,500.00
Check	01/13/2026	TRAN...	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2026 OPERATING NEEDS	3,000.00	
Bill Pmt -Check	01/13/2026	7064	PETTY CASH	REPLENISH PETTY CASH		66.31
Bill Pmt -Check	01/13/2026	7065	SHELBY BURHARDT	2025 MILEAGE REIMBURSEMENT @ SMR -16 MILES \$0.70 / MILE		11.20
Check	01/15/2026	AWW	SPECTRUM ENTERPRISE #143161701	1/4/26-2/3/26		130.00
General Journal	01/16/2026	PAYR...		-MULTIPLE-	6,391.24	
General Journal	01/16/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Bill Pmt -Check	01/17/2026	7070	BROAD REACH	BOOKS		276.44
Bill Pmt -Check	01/17/2026	7071	KNOW BUDDY RESOURCES	BOOKS		595.63
Bill Pmt -Check	01/17/2026	7072	LOOKOUT BOOKS	BOOKS		240.31
Deposit	01/18/2026			Deposit	69.00	
Check	01/20/2026	7073	COMMERCE BANK	#--5609		2,171.90
Bill Pmt -Check	01/20/2026	7074	WARRENSBURG WATER DISTRICT	#W0020		60.00
Bill Pmt -Check	01/21/2026	7075	AMERICAN LIBRARY ASSOCIATION	4/1/26 MEMBERSHIP RENEWAL		160.00
Bill Pmt -Check	01/21/2026	7076	NATIONAL BUSINESS TECHNOLOGIES*	1/9/26-2/8/26		66.41
Bill Pmt -Check	01/22/2026	7077	NATIONAL BUSINESS TECHNOLOGIES*	12/9/25-1/8/26 + NO OVERAGE		66.41
Deposit	01/25/2026			Deposit	15.00	
Bill Pmt -Check	01/27/2026	7079	WARRENSBURG CHAMBER OF COMMERCE	ANNUAL DUES		110.00
Check	01/28/2026	AWW	NATIONAL GRID	12/8/25-1/8/26		843.87
General Journal	01/30/2026	PAYR...		-MULTIPLE-		6,692.91
General Journal	01/30/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Check	01/30/2026	7080	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS		25,845.17
Total 12.39a - Operating Account - GFNB					210,642.48	70,874.55
12.39c - OATS Grant Funds						
General Journal	01/02/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	01/16/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	01/30/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
12.39k - 2022 Grant Sponsored CapEx DF						
Check	01/13/2026	7057	RICHARDS LIBRARY	TRANSFER UNUSED FUNDS BACK TO OPERATING SAVINGS		
Total 12.39k - 2022 Grant Sponsored CapEx DF					0.00	5,238.17
ACF-Archiving & Young Adult Col						
General Journal	01/02/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	53.32	
General Journal	01/16/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	125.49	
General Journal	01/30/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	125.49	
Total ACF-Archiving & Young Adult Col					304.30	0.00

Richards Library Monthly Funds Activity Report January 2026

Type	Date	Num	Name	Memo	Debit	Credit
DF - 2026 Buildings & Grounds						
Bill Pmt -Check	01/27/2026	7078	DAVIS-ULMER	SPRINKLER SYSTEM MALFUNCTION		1,932.50
					0.00	1,932.50
Total DF - 2026 Buildings & Grounds					210,946.78	78,045.22
Total Arrow Bank #-6131 -Operat & DF						
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Check	01/13/2026	7057	RICHARDS LIBRARY	TRANSFER UNUSED FUNDS BACK TO OPERATING SAVINGS	5,238.17	
Check	01/30/2026	7080	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS	25,845.17	
Total 12.39d · Non-Designated Operating Saving					31,083.34	0.00
12.39f · 2026 Operating Budgeted Needs						
Check	01/13/2026	TRAN...	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2026 OPERATING NEEDS		3,000.00
Total 12.39f · 2026 Operating Budgeted Needs					0.00	3,000.00
Total (12.39) · OPERATING SAVINGS #9012					31,083.34	3,000.00
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Reserve for Computers						
Check	01/13/2026	7061	RICHARDS LIBRARY	2025 UNUSED BUDGETED FUNDS	4,500.00	0.00
Total Reserve for Computers					4,500.00	0.00
Reserve - Depreciable Expenditu						
Check	01/13/2026	7058	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER	13,350.00	8,870.00
Check	01/21/2026	TRAN...	RICHARDS LIBRARY	PAY BACK EMERGENCY FUND FOR 2025 HEATING/IAC SYSTEM BORROWING		
Total Reserve - Depreciable Expenditu					13,350.00	8,870.00
Reserve Emergency Fund						
Check	01/21/2026	TRAN...	RICHARDS LIBRARY	PAY BACK EMERGENCY FUND FOR 2025 HEATING/IAC SYSTEM BORROWING	8,870.00	0.00
Total Reserve Emergency Fund					8,870.00	0.00
Total Arrow Reserve Sav #40392707					26,720.00	8,870.00
Total RESERVE FUNDS					26,720.00	8,870.00
TOTAL					268,750.12	89,915.22

Richards Library
Monthly Statement of Revenues & Expenses
February 2026

Accrual Basis

	<u>Feb 26</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	<u>50</u>
Total Income	50
Expense	
OPERATING EXPENSES	3,524
PAYROLL, WAGES, BENEFITS & EXPE	<u>12,974</u>
Total Expense	<u>16,497</u>
Net Ordinary Income	-16,447
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	204
DESIGNATED FUNDS EXPENDED	<u>-210</u>
Total Other Expense	<u>-6</u>
Net Other Income	<u>6</u>
Net Income	<u><u>-16,441</u></u>

Richards Library Monthly Funds Activity Report February 2026

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Deposit	02/03/2026				21.00	
Bill Pmt -Check	02/03/2026	7082	BARRIER FREE ELEVATOR SALES & SERVICES			938.71
Bill Pmt -Check	02/03/2026	7083	BRALEY & NOXON			114.24
Bill Pmt -Check	02/03/2026	7084	CINTAS			71.63
Bill Pmt -Check	02/03/2026	7085	SUN COMMUNITY NEWS			50.00
Check	02/06/2026	AW	SPECTRUM ENTERPRISE #142279801			63.98
Deposit	02/08/2026				29.00	
Bill Pmt -Check	02/10/2026	7086	SOUTHERN ADIRONDACK LIBRARY SYSTEM			479.35
Check	02/12/2026	AW	VERIZON			50.84
General Journal	02/13/2026	PAYR...				6,304.21
General Journal	02/13/2026	PAYR...				256.60
Credit Card Cre...	02/18/2026	#27603...	GAYLORD ARCHIVAL			
Credit Card Ch...	02/18/2026	#29380...	GAYLORD ARCHIVAL			
Check	02/18/2026	7087	COMMERCE BANK		45.71	
Bill Pmt -Check	02/18/2026	7088	SOUTHERN ADIRONDACK LIBRARY SYSTEM			370.30
Check	02/20/2026	AW	SPECTRUM ENTERPRISE #143161701			386.74
Bill Pmt -Check	02/22/2026	7090	NATIONAL BUSINESS TECHNOLOGIES*			130.00
Bill Pmt -Check	02/26/2026	7091	BJS ARTWORKS FRAMING GALLERY STUDIO			69.15
Bill Pmt -Check	02/26/2026	7092	BRALEY & NOXON			120.00
General Journal	02/27/2026	PAYR...			121.92	
General Journal	02/27/2026	PAYR...			6,649.28	
Total 12.39a - Operating Account - GFNB					0.00	
12.39c - OATS Grant Funds						
General Journal	02/13/2026	PAYR...			95.71	16,175.95
General Journal	02/27/2026	PAYR...			0.00	
General Journal	02/27/2026	PAYR...			0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
ACF-Archiving & Young Adult Col						
General Journal	02/13/2026	PAYR...				
Credit Card Cre...	02/18/2026	#27603...	GAYLORD ARCHIVAL			113.56
Credit Card Ch...	02/18/2026	#29380...	GAYLORD ARCHIVAL			256.60
General Journal	02/27/2026	PAYR...			0.00	45.71
Total ACF-Archiving & Young Adult Col					369.16	45.71
DF - 2026 Buildings & Grounds						
Bill Pmt -Check	02/03/2026	7081	MR. ELECTRIC OF QUEENSBURY			
Total DF - 2026 Buildings & Grounds					0.00	1,530.92
Total Arrow Bank #-6131 -Operat & DF					464.87	17,752.58
TOTAL					464.87	17,752.58

THE RICHARDS LIBRARY



Director's Report

February 27, 2026

- Emergency closure to the public as of 2/9 due to a sprinkler system break and resulting flooding. Wbg. Fire Department was first onsite, breaking main door to enter, and then Archive Rm 1 to reach the water shutoff. Board President and I were on scene all day, providing mitigation efforts and contacting various entities – Quick Response, Warren County Building & Code Enforcement, Carpenter's Insurance/Erie Insurance, Davis Ulmer/SRI, Barrier Free Elevators, and possibly more.
 - Building mitigation efforts wrapped up on 2/21. A subcontracted moving company took most of the collection and furniture in good condition to a climate-controlled storage unit in Mechanicville. Quick Response has a construction crew that will complete the repairs. This will begin once Erie Insurance determines coverage.
 - Some Library staff came in sporadically for partial shifts to help with the following: Archive mitigation, miscellaneous circulation tasks, various building maintenance tasks, and building coverage when crews were working on mitigation.
 - Bev Saunders (2/12) took one of the Chinese tapestries to her shop for water damage mitigation. Returned and looking good.
 - Mr. Electric visit rescheduled from 2/9 to 2/26 - able to complete work in Adult Room but will need to come back for work in Community Room. Provided an invoice to do the electrical work required for the air compressor repair with Davis Ulmer – to be scheduled.
 - Ed Ostberg came to check on signage damage on 2/26.
 - Knoxbox order placed. Base price increased from \$487 to \$570, plus shipping.
 - Credit card was cancelled due to fraud. New card sent and Charity Charge/Commerce Bank started dispute process for two charges. No updates yet.
 - Annual Report due to NYS April 1, due to SALS March 16 (may need to request a later date with SALS). NYS DLD still has not released the link, logins, and webinar for the new platform.
 - OATS – SALS received additional funding and will provide mini grants to interested libraries.
 - February Programs:
 - The Richards Library Book Club
 - In the Zone – *1 session: Rube Goldberg Machines*
 - Homeschool Meet-up
- **All other programs cancelled due to emergency closure****

Upcoming Events & Programs

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

- **Programs and private bookings are postponed for March.**

Statistics for the Year

Monthly statistics for February will be shared with March's at the next meeting. Library closed to the public as of 2/9.

Respectfully submitted,

Shelby Burkhardt

Library Director

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

*125 Years of Stories, Community & Discovery
Rooted in History. Open to the Future*

CAMPAIGN FRAMEWORK

Strategic Purpose

The 125th Anniversary is both a celebration and a strategic engagement initiative.

The goals are to:

- Increase active library card holders
- Increase awareness of modern services
- Increase program attendance
- Strengthen community connection
- Generate media and visual content for future grants/fundraising
- Position the Library as essential for the next generation

This is not just a birthday — it is a visibility and utilization campaign.

Campaign Structure

Phase 1: 125-Day Engagement Campaign

April 10 – August 10

Phase 2: Culminating Open House

Sunday, August 10

Campaign Pillars All messaging aligns under:

Rooted in History

Founding story, architecture, historic photos, collaboration with Warrensburgh Historical Society

Open for Today

Services, digital lending, WiFi, youth programs, 125 Library Card Drive

Open to the Future

Youth engagement, Time Capsule project, community input

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

125 Years of Stories, Community & Discovery

Rooted in History. Open to the Future

Richards Library 125th Anniversary Proposal

The 125th Anniversary presents a unique opportunity to celebrate our historic legacy while strengthening the Library's future.

This proposal recommends a 125-day campaign (April 10–August 10) culminating in a public Open House celebration.

Rather than limiting the milestone to a single event, this structure allows us to:

- Increase library card registrations
- Promote current services
- Engage youth and families
- Build community pride
- Generate positive visibility

The campaign will align under three themes:

1. Rooted in History
2. Open for Today
3. Open to the Future

Key elements include:

- 125 Library Card Drive
- Community storytelling initiative
- Time Capsule project (to be opened at the 150th anniversary)
- August 10 Open House with proclamation, music, ice cream, lawn activities, and library tours

If approved, the committee will assign task leads, establish timelines, and move into implementation.

The goal is simple:

When this anniversary concludes, the Library is not only celebrated — it is more widely used and more deeply connected to the community.

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

125 Years of Stories, Community & Discovery

Rooted in History. Open to the Future

TASK LEAD ASSIGNMENTS

To prevent confusion and overload, responsibilities must be clearly divided.

Campaign Lead

Oversees overall coordination

Ensures messaging consistency

Monitors timeline progress

Marketing & Communications Lead

Social media calendar

Graphics coordination

Press release coordination

Paid advertising management

Programming Lead

Aligns April–July programming

Coordinates Time Capsule station

Library card drive tracking

Open House Event Lead

Outdoor setup

Music coordination (Junior Jazz Band)

Ice cream station coordination

Lawn games

Volunteer assignments

Sponsorship & Partnerships Lead

Ice cream sponsor outreach

Local partner coordination

Town proclamation coordination

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

125 Years of Stories, Community & Discovery

Rooted in History. Open to the Future

MASTER TIMELINE

March

- Committee approves framework
- Assign task leads
- Confirm budget allocation
- Develop branding assets

Early April

- Finalize graphics
- Draft press release
- Install in-library signage
- Prepare Library Card Drive tracker

April 10

CAMPAIGN LAUNCH

April–July

- 3 posts per week
- Monthly themed programming
- Library Card Drive tracking updates
- Time Capsule submissions

July 15

Open House promotional push begins

August 1–9

Final countdown marketing

August 10

OPEN HOUSE CELEBRATION

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

*125 Years of Stories, Community & Discovery
Rooted in History. Open to the Future*

DETAILED CAMPAIGN CALENDAR

Weekly Social Structure

Monday – Rooted in History

Wednesday – Open for Today

Friday – Open to the Future

APRIL – LAUNCH & HISTORY

Week 1:

1. Launch announcement
2. Introduce Library Card Drive
3. Introduce Time Capsule

Week 2–4:

1. Founding story
2. Historic building photos
3. Digital services highlight
4. Invite Time Capsule submissions

In House Install:

- 125 display
- Card drive tracker

MAY – YOUTH & DISCOVERY

1. Story hour spotlight
2. Scavenger hunt preview
3. Library card progress update
4. Youth voice feature

In-House:

Anniversary-themed story week

JUNE – COMMUNITY CONNECTION

1. Patron spotlight series
2. Staff feature
3. Historical Society collaboration post
4. Mid-campaign card drive update

In-House:

Oral History Day

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

125 Years of Stories, Community & Discovery

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JULY – BUILD MOMENTUM

1. Weekly countdown
2. Time Capsule deadline reminder
3. Open House teaser posts
4. Junior Jazz Band announcement
5. Ice cream sponsor spotlight

July 15:

Official Save-the-Date announcement

AUGUST 1–9 – FINAL PUSH

1. 10-day countdown
 2. Proclamation announcement
 3. Final card drive push
 4. Event logistics reminder
-

AUGUST 10 – OPEN HOUSE

1. Morning reminder post
 2. Live photos
 3. Proclamation moment
 4. Thank you post
 5. Final card drive total
-

RICHARDS LIBRARY 125TH ANNIVERSARY MASTER CAMPAIGN PLAN

April 10 – August 10

125 Years of Stories, Community & Discovery

Rooted in History. Open to the Future

OPEN HOUSE LOGISTICS PLAN

Formal Program (30 Minutes)

Welcome
Town Proclamation
Recognition
Group Photo

Outdoor Lawn Setup

Tent or shade plan
Ice cream station
Lawn games
Photo backdrop
Sound system

Indoor Stations

Historic display
Time Capsule submission
Library card sign-up
Digital demo
Scavenger hunt start/end

Supplies Checklist

Ice cream supplies
Coolers
Extension cords
Microphone/speaker
Signage
Volunteer badges
Clipboards for card signups
Camera or photographer

Risk Management

Rain backup plan (move music indoors)
Clear volunteer assignments
Food handling guidelines
Electrical safety

FINAL CAMPAIGN ARC

April → Awareness
May → Participation
June → Community Ownership
July → Excitement
August → Celebration & Legacy