

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, September 1, 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 – *July only*
 - Treasurer's Report: Financials – *July and August*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Erie Insurance, Hoopla request, Property Access request, Kiwanis International*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *8/4 workshop focused on updating the Library Director Job Description*
 - b. Budget & Finance: *need to set an upcoming workshop for budget prep – October?*
 - c. Building & Grounds: *DASNY/SAMs update – need a legal firm for Grant Dispersal Agreement (GDA)*
 - d. Ad Hoc: *Increase Archival Attention Grant – restarting in September; 125th Anniversary Committee – fantastic event!*
 - e. Outreach: *John*
 - f. Policy: *Emergency Preparedness Policy – walkthrough with Warren County 7/30*
- VII Old Business
 - Emergency Closure
 - i. *Remaining building repairs in progress or will be*
 - ii. *Insurance updates*
 - Sexual Harassment Prevention Training – *All completed?*
 - SALS plan of service online meeting
- VIII New Business
 - Monies from NY Assemblyman Matthew Simpson's office
 - AARCH Chimney Cap Restoration Project
 - Benefactor Plaque
 - WLGS
 - Collection Development: *e-content*
 - Facilities & Maintenance Supervisor (FMS)
 - NYS Main Street Program Application
 -
- IX Other Business
 - Town Board Meetings
 - o Report from the Thurman meeting (7/15 @ 4:30 PM)
 - o Report from the Warrensburg meeting (8/12 @ 7:00 PM)
 - o Need volunteer for the WCSO BOE (9/14 @ 6:30 PM)
 - o Need volunteer for Thurman meeting (10/21 @ 4:30 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, September 15, 2026 @ 10:00 AM
- XII Next Board Meeting: Tuesday, October 6, 2026 @ 10:00 AM
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, July 7, 2026

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

Excused: Becky Lawler

Meeting called to order at 10:04 am

Motion to accept and approve the consent agenda with an edit to the minutes regarding who made the motion to accept a resolution regarding emergency closure pay was made by John, seconded by Susan, and approved by Board

Correspondence:

- Erie Insurance
 - Received a letter identifying criteria to close out the claim and receive final payment
- Vanguard Brokerage
 - Update on holdings
- City of Laurel
 - Information on a class action suit against Cintas
 - Library was awarded monies - \$251.54
- Warrensburg Chamber of Commerce
 - Potential Grant available for Façade improvement
 - Potential to use money for mortar work around the building
 - Will apply for the grant

Directors Report

- Director delivered a resignation letter, effective Dec. 16, 2026
 - A motion was made by Sarah, seconded by Mary and approved by the Board to accept the letter
- Emergency closure repairs
 - Still uncovering items
 - Replacement of the front door may require short closure
- Library staff participated in the Strawberry Festival

Committee Reports

- Personnel – n/a
- Budget & Finance – n/a
- Building & Grounds
 - Elm tree on front lawn was damaged by a storm
 - Tree needs to be taken down
 - Fence replacement
 - Got a quote from Crane Fence for \$6000+
 - Decided to leave the fence alone
 - Retaining Wall repair will be \$8000

- Camp Echo Lake will send CITs to volunteer
 - Will weed around the building
- PCC confirmed a precast chimney cap is okay
- Cornell Cooperative Ext – help with cleaning and pruning bracken
- Ad Hoc
 - Increase Archival Attention grant on hold
 - 125 Anniversary Committee
 - Hearts available for patrons to fill out
 - Banner looks good
 - Music has been confirmed
 - Need to send out invitations
- Outreach – n/a
- Policy
 - Workshop was conducted on Code of Conduct, Code of Ethics and Conflict of Interest policies
 - A motion to approve all 3 policies was made by Susan, seconded by John and approved by the Board.

Old Business

- Vacancy
 - Looking for a maintenance/handyperson
 - Post in various on-line and social media places
- Emergency Closure
 - Repairs in progress
 - Discussed remaining steps
 - Hoping for a late June soft reopen depending on progress of repairs
 - Volunteers to help reshelve collection
 - Need to check with Warren County Bldg Code Enforcement
- Sexual Harassment Prevention Training – free on-line from NYS
 - Everyone needs to complete and send proof to Shelby
- Hold Harmless Agreement
 - Subcontractors without Workers Compensation will need to sign

New Business

- SALS plan of service online meeting
 - Was held in June
 - Will follow-up, looking for more feedback

Other Business

- Town Board Meetings
 - Sarah reported on the June Warrensburg Central School BOE June meeting
 - Nothing library specific
 - Will be providing summer meal delivery – 40+ families
 - Need volunteer for Thurman town meeting July 8
 - Need a volunteer for Warrensburg Town Meeting on 8/13

Next Board Meeting will be September 1, 2026 at 10:00am

- August 4, 2026 Board meeting is cancelled
- August 4 will be a workshop to review and revise Director job description.

Next Committee Workshop tentatively scheduled for July 14 at 10:00am – will focus on 125 Anniversary celebration

Motion made by John seconded by Samantha and approved by the Board to adjourn at 11:03 am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
July 2026

Accrual Basis

	<u>Jul 26</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	186
NON-OPERATING RECEIPTS	<u>188</u>
Total Income	374
Expense	
OPERATING EXPENSES	4,627
PAYROLL, WAGES, BENEFITS & EXPE	16,648
COLLECTION & OTHER CAPITAL EXPE	<u>636</u>
Total Expense	<u>21,911</u>
Net Ordinary Income	-21,537
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	<u>747</u>
Total Other Expense	<u>747</u>
Net Other Income	<u>-747</u>
Net Income	<u><u>-22,283</u></u>

Richards Library
Monthly Funds Activity Report
July 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	07/02/2026	7127	PETER BURRALL	125th CELEBRATION - 1 HOUR MUSICAL PERFORMANCE		100.00
General Journal	07/03/2026	PAYR...		-MULTIPLE-		4,576.36
Deposit	07/05/2026			Deposit	27.95	
Bill Pmt -Check	07/07/2026	7128	LJL3 INCORPORATED - SHARED RESULTS INTE...	TECH-TALK COM SUBSCRIPTION 8/26-7/27		197.00
Bill Pmt -Check	07/07/2026	7129	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - JUNE 2026		479.35
Bill Pmt -Check	07/07/2026	7130	WARRENSBURG WATER DISTRICT	#W0020		60.00
Check	07/08/2026	A/W	SPECTRUM ENTERPRISE #142279801	6/25/26-7/24/26		77.74
Credit Card Ch...	07/10/2026	#-323...	AMAZON.COM	-MULTIPLE-	321.63	
Check	07/12/2026	A/W	VERIZON	6/22/26-7/21/26		50.79
Deposit	07/12/2026			Deposit	27.00	
Check	07/16/2026	ONLINE	COMMERCE BANK	VISA #1697 ONLINE PAYMENT		2,518.91
Check	07/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	7/4/26-8/3/26		130.00
General Journal	07/17/2026	PAYR...		-MULTIPLE-		5,754.27
Deposit	07/19/2026			Deposit	97.00	
Bill Pmt -Check	07/23/2026	7133	DAVE'S TREE SERVICE OF UPSTATE NY	TREE REMOVAL - STORM DAMAGE		600.00
Bill Pmt -Check	07/23/2026	7134	MODERN MARKETING	LIBRARY BAGS		411.89
Bill Pmt -Check	07/23/2026	7135	NEW YORK FIRE & SECURITY	FIRE EXTINGUISHER INSPECTION		124.70
Deposit	07/26/2026			Deposit	34.00	
Check	07/28/2026	A/W	NATIONAL GRID	6/5/26-7/8/26		484.31
Bill Pmt -Check	07/28/2026	7136	NATIONAL BUSINESS TECHNOLOGIES*	7/9/26-8/8/26		76.37
Bill Pmt -Check	07/28/2026	7137	NEW YORK FIRE & SECURITY	ALARM MONITORING 8/2026-7/2027		359.40
General Journal	07/31/2026	PAYR...		-MULTIPLE-		6,258.90
Total 12.39a - Operating Account - GFNB					507.58	22,259.99
Insurance Claim #A00007437086						
Bill Pmt -Check	07/02/2026	7125	A1 AIR DUCT CLEANING	POST FLOODING DUCT CLEANING		2,150.00
Bill Pmt -Check	07/02/2026	7126	BARRIER FREE ELEVATOR SALES & SERVICES	POST FLOODING - ELEVATOR PIT		668.00
Credit Card Ch...	07/10/2026	#-323...	AMAZON.COM	-MULTIPLE-		321.63
Bill Pmt -Check	07/13/2026	7131	BRIGGS CARPET & UPHOLSTERY CLEANING	POST FLOODING CARPET & TILE CLEANING		425.00
Bill Pmt -Check	07/13/2026	7132	NEW YORK FIRE & SECURITY	RE-INSTALLATION OF REMOVED DEVICES		705.00
Total Insurance Claim #A00007437086					0.00	4,269.63
Total Arrow Bank #-6131 -Operat & DF					507.58	26,529.62
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Reserve - Depreciable Expenditu						
Non-Designated Depreciable Expe						
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT	4,480.00	
Deposit	07/07/2026		MAIN STREET GRANT	DF FOR UP-FRONTING MAIN STREET GRANT		4,480.00
Total Non-Designated Depreciable Expe					4,480.00	4,480.00
DF-Main St Grant Matching Funds						
Deposit	07/07/2026		RICHARDS LIBRARY	DF FOR UP-FRONTING MAIN STREET GRANT	4,480.00	
Total DF-Main St Grant Matching Funds					4,480.00	0.00
Reserve - Depreciable Expenditu - Other						
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT		4,480.00
Total Reserve - Depreciable Expenditu - Other					0.00	4,480.00

Richards Library
Monthly Funds Activity Report
 July 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Reserve - Depreciable Expenditu					8,960.00	8,960.00
Director's Discretionary Fund						
Non-Designated DDF						
Check	07/01/2026	RENE...		INTEREST TRANSFER TO DDF	81.26	
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT	12,788.39	
Deposit	07/07/2026		MAIN STREET GRANT	DF FOR UP-FRONTING MAIN STREET GRANT		12,449.00
Total Non-Designated DDF					12,869.65	12,449.00
DF - Upfronting Main St Grant						
Deposit	07/07/2026		RICHARDS LIBRARY	DF FOR UP-FRONTING MAIN STREET GRANT	12,449.00	
Total DF - Upfronting Main St Grant					12,449.00	0.00
Director's Discretionary Fund - Other						
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT		12,788.39
Total Director's Discretionary Fund - Other					0.00	12,788.39
Total Director's Discretionary Fund					25,318.65	25,237.39
Reserve Emergency Fund						
Non-Designated Emergency Fds						
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT	25,000.00	
Deposit	07/07/2026		MAIN STREET GRANT	DF FOR UP-FRONTING MAIN STREET GRANT		25,000.00
Total Non-Designated Emergency Fds					25,000.00	25,000.00
DF- Upfronting Main St Grant						
Deposit	07/07/2026		RICHARDS LIBRARY	DF FOR UP-FRONTING MAIN STREET GRANT	25,000.00	
Total DF- Upfronting Main St Grant					25,000.00	0.00
Reserve Emergency Fund - Other						
Deposit	07/07/2026		RICHARDS LIBRARY	TO ESTABLISH SUB-ACCOUNT		25,000.00
Total Reserve Emergency Fund - Other					0.00	25,000.00
Total Reserve Emergency Fund					50,000.00	50,000.00
Total Arrow Reserve Sav #40392707					84,278.65	84,197.39
RESERVE FUND CD's @ ARROW BANK						
CD #8777706355 (6 months)						
Check	07/01/2026	RENE...		Funds Transfer		83.50
Total CD #8777706355 (6 months)					0.00	83.50
Total RESERVE FUND CD's @ ARROW BANK					0.00	83.50
Total RESERVE FUNDS					84,278.65	84,280.89
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Repair Cafe Donations						
Deposit	07/26/2026			REPAIR CAFE DONATIONS	66.00	

Richards Library
Monthly Funds Activity Report
 July 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Repair Cafe Donations					66.00	0.00
Non-Designated Funds - S/A						
Check	07/07/2026		MAIN STREET GRANT	MAIN ST GRANT MATCHING FUNDS		8,680.00
Deposit	07/26/2026			Deposit	74.50	
Total Non-Designated Funds - S/A					74.50	8,680.00
DF-Main St Matching Funds						
Check	07/07/2026		MAIN STREET GRANT	MAIN ST GRANT MATCHING FUNDS	8,680.00	
Total DF-Main St Matching Funds					8,680.00	0.00
Brick Donation Funds						
Deposit	07/12/2026			Deposit	50.00	
Total Brick Donation Funds					50.00	0.00
Memorial Donations						
DF-Main St Grant Matching Funds						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS	4,840.00	
Total DF-Main St Grant Matching Funds					4,840.00	0.00
In Memory - Laurel Jucket						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		10.00
Total In Memory - Laurel Jucket					0.00	10.00
In Memory - Richard Nissen						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		250.00
Total In Memory - Richard Nissen					0.00	250.00
In Memory - Linda Apple						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		315.00
Total In Memory - Linda Apple					0.00	315.00
In Memory - Kathy Damp Wright						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		100.00
Total In Memory - Kathy Damp Wright					0.00	100.00
In Memory - Joyce Frulla						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		1,225.00
Total In Memory - Joyce Frulla					0.00	1,225.00
In Memory - Gracie Ann Rowland						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		50.00
Total In Memory - Gracie Ann Rowland					0.00	50.00
In Memory - Allen J Hall, Sr						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		1,000.00
Total In Memory - Allen J Hall, Sr					0.00	1,000.00
In Memory - Alice Damp						

Richards Library
Monthly Funds Activity Report
 July 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		1,465.00
Total In Memory - Alice Damp					0.00	1,465.00
In Memory - Barbara Nissen						
General Journal	07/07/2026	MAIN ...		MAIN ST GRANT MATCHING FUNDS		425.00
Total In Memory - Barbara Nissen					0.00	425.00
Total Memorial Donations					4,840.00	4,840.00
Total Special Acc't #5976 - GFNB					13,710.50	13,520.00
Total TEMPORARY - RESTRICTED BY BOARD					13,710.50	13,520.00
Total RESTRICTED FUNDS					13,710.50	13,520.00
TOTAL					98,496.73	124,330.51

Richards Library
Monthly Statement of Revenues & Expenses
August 2026

Accrual Basis

	<u>Aug 26</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	271
NON-OPERATING RECEIPTS	<u>100</u>
Total Income	371
Expense	
OPERATING EXPENSES	9,434
PAYROLL, WAGES, BENEFITS & EXPE	12,793
COLLECTION & OTHER CAPITAL EXPE	<u>381</u>
Total Expense	<u>22,608</u>
Net Ordinary Income	-22,237
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	47,550
DESIGNATED FUNDS EXPENDED	<u>20,980</u>
Total Other Expense	<u>68,530</u>
Net Other Income	<u>-68,530</u>
Net Income	<u><u>-90,767</u></u>

Richards Library
Monthly Funds Activity Report
August 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Deposit	08/02/2026			Deposit	105.00	
Check	08/04/2026	7138	CRAKDALL LIBRARY	PATRON #1001500051609		89.88
Bill Pmt -Check	08/04/2026	7139	BARRIER FREE ELEVATOR SALES & SERVICES	ELEVATOR P&M CONTRACT AUG2026-JAN 2027		938.71
Bill Pmt -Check	08/04/2026	7140	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - JULY 2026		479.35
Check	08/07/2026	A/W	SPECTRUM ENTERPRISE #142279801	7/25/26-8/24/26		77.99
Deposit	08/09/2026			Deposit	73.50	
Bill Pmt -Check	08/10/2026	7142	CINTAS	JANITORIAL SUPPLIES		43.05
Check	08/12/2026	A/W	VERIZON	7/22/26-8/21/26		52.68
General Journal	08/14/2026	PAYR...		-MULTIPLE-		6,378.39
Deposit	08/16/2026			Deposit	41.00	
Check	08/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	8/4/26-9/3/26		130.00
Bill Pmt -Check	08/18/2026	7143	NATIONAL BUSINESS TECHNOLOGIES*	8/9/26-9/8/26 + OVERAGE		76.79
Bill Pmt -Check	08/18/2026	7144	PATRICE JARVIS-WEBER	PAINTING WITH PATRICE		180.00
Check	08/18/2026	ONLINE	COMMERCE BANK	VISA #1697 ONLINE PAYMENT		1,850.55
Deposit	08/23/2026			Deposit	51.00	
Bill Pmt -Check	08/25/2026	7147	DAVIS-ULMER	SPRINKLER REPAIRS		4,676.05
Bill Pmt -Check	08/25/2026	7148	Design Function, Inc.	SIGNAGE		151.00
Bill Pmt -Check	08/25/2026	7149	NEW YORK FIRE & SECURITY	ALARM MONITORING 9/2026-8/2027		252.00
Transfer	08/25/2026	TRAN...		TRANSFER DF TO COVER DAVIS-ULMER SPRINKLER REPAIRS	4,981.02	
Check	08/28/2026	A/W	NATIONAL GRID	7/8/26-8/10/26		528.99
General Journal	08/28/2026	PAYR...		-MULTIPLE-		6,412.67
Total 12.39a - Operating Account - GFNB					5,251.52	22,318.10
Insurance Claim #A00007437086						
Bill Pmt -Check	08/10/2026	7141	QUICK RESPONSE RESTORATION, INC	RECONSTRUCTION BALANCE - PARTIAL PAYMENT		15,000.00
Bill Pmt -Check	08/25/2026	7146	Design Function, Inc.	SIGNAGE WATER DAMAGE REPAIR		549.90
Total Insurance Claim #A00007437086					0.00	15,549.90
DF - 2026 Buildings & Grounds						
Transfer	08/25/2026			TRANSFER DF TO COVER DAVIS-ULMER SPRINKLER REPAIRS		4,981.02
Total DF - 2026 Buildings & Grounds					0.00	4,981.02
DF-Grant-Sponsored Chimney Cap						
Check	08/06/2026	231	RICHARDS LIBRARY	TRANSFER TO CHECKING - DF - CHIMNEY CAP	4,000.00	
Transfer	08/06/2026			#1 OF 2 TRANSFER FROM OPERATING SAVINGS TO DF CHECKING GRANT SPONS...	1,015.00	
Transfer	08/06/2026			#2 OF 2 TRANSFER FROM OPERATING SAVINGS TO DF CHECKING GRANT SPONS...	14,985.00	
Bill Pmt -Check	08/24/2026	7145	PCC CONTRACTING INCORPORATED	CHIMNEY CAP RESTORATION		20,980.00
Total DF-Grant-Sponsored Chimney Cap					20,000.00	20,980.00
Total Arrow Bank #-6131 -Operat & DF					25,251.52	63,829.02
(12.39) - OPERATING SAVINGS #9012						
12.39d - Non-Designated Operating Saving						
Transfer	08/06/2026			#1 OF 2 TRANSFER FROM OPERATING SAVINGS TO DF CHECKING GRANT SPONS...		1,015.00
Transfer	08/06/2026			#2 OF 2 TO BE REIMBURSED TRANSFER FROM OPERATING SAVINGS TO DF CHE...		14,985.00
Total 12.39d - Non-Designated Operating Saving					0.00	16,000.00
Total (12.39) - OPERATING SAVINGS #9012					0.00	16,000.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						

Richards Library
Monthly Funds Activity Report
August 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	08/17/2026			Deposit	50.00	
Total Non-Designated Funds - S/A					50.00	0.00
Brick Donation Funds						
Deposit	08/17/2026			BRICK DONATION	50.00	
Total Brick Donation Funds					50.00	0.00
Chimney Cap						
Check	08/06/2026	231	RICHARDS LIBRARY	TRANSFER TO CHECKING - DF - CHIMNEY CAP		4,000.00
Total Chimney Cap					0.00	4,000.00
Total Special Acc't #5976 - GFNB					100.00	4,000.00
Total TEMPORARY - RESTRICTED BY BOARD					100.00	4,000.00
Total RESTRICTED FUNDS					100.00	4,000.00
TOTAL					25,351.52	83,829.02



Outlook

Please join hoopla

From [REDACTED]
Date Fri 07/24/2026 [REDACTED]
To war director <war_director@sals.edu>

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

I am sure I am not the only Warrensburg resident that can't get hoopla because our library isn't on the list. (The only one I might add.) I can go to any Warren library but I can only use the library that I pay TAXES to AKA yours to sign up with hoopla with. [REDACTED]

Please call me at [REDACTED] thank you [REDACTED] tax payer and member of your library mainly so I can use hoopla.
Thank for your time [REDACTED]

[REDACTED]

Access to trees [REDACTED] Warrensburg

From [REDACTED]
Date Thu 08/06/2026 [REDACTED]
To Burkhardt, Shelby <SBurkhardt@sals.edu>

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

Good morning, Shelby,

[REDACTED]

We are requesting permission to access the front of our property for tree removal via use of the front lawn of the library. The tree service we have contracted with (High Peaks Tree Service) has requested best access to get up on our lawn is over the library front lawn. We do not anticipate that there would be any damage, but if damage were to happen, we would repair at our expense.

We will wait for your approval before contacting High Peaks to schedule this project. Project timeline is by this fall.

[REDACTED]

THE RICHARDS LIBRARY



Director's Report

August 28, 2026

* July

- Emergency closure to public as of 02/09/2026 – *reopened on Wednesday, July 8, around 11 AM*
- Camp Echo Lake (Leaders in Training) – *28 volunteers cleaned up around the grounds under Sarah G-M's guidance*
- Items on loan to the Warrensburg Museum for their Military Exhibit were recollected
- Major focus on clearing out the remaining items stored in Archive Room 1 during the emergency closure. Also, organizing shelves in Archive Room 1 for more efficient usage.
- See building updates attached
- Programs:
 - Blueberry Festival – *quite busy, good interactions talking up 125th Anniversary*
 - Read at Small Tales – *2 sessions*
 - Tech help – *1 session*

*August

- See building updates attached
- Joint Automation (JA) migrated our website to a new GoDaddy server
- Princh Printing installation was completed (with JA on the call). Need to customize our settings, train staff, and disseminate to patrons.
- Website updated to include *That's My Brick* Fundraiser (in a more accessible location), updated meeting packets/minutes to pdfs, added more information under how to use the Community Room. Will be reaching out to Lisa (SALS) to discuss moving away from a blog format for our website.
- In-person meeting with Kim Bolan (SALS Director) 8/25
- Purchased supplies to start our Emergency Preparedness Kit – *still in progress*
- Programs:
 - Painting with Patrice – *Hummingbird Dot Art*
 - 125th Anniversary Celebration
 - Linden from WCCCE gave out seeds to 7 patrons and lots of gardening info
 - Read at Small Tales – *2 sessions*
 - Hosted Small Tales (school-aged) for an in-person Library visit
 - Tech help – *5 sessions*

Upcoming Events & Programs

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

- Warrensburgh Riverside Farmers' Market Festivals – *tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
- Needle Felted Mushroom with Filomena, September 15, 3:30-6:30 PM
- Painting w/Patrice, Tuesday, September 29, 4:30-6:30 PM, *Sun & Moon Dot Art*
- Older Adult Technology Services (OATS) – see flyer attached

Statistics for the Year

Monthly statistics are attached. February 9 through July 8, 2026, we were closed to the public. Statistics for August are through 8/26/2026, and will be updated after all are available on September 1.

Respectfully submitted,

Shelby Burkhardt

Library Director



Richards Library

2025 REPORT TO OUR COMMUNITY

10,396
VISITORS



Wifi



4,004

TIMES ACCESSED

eBook



2,970

DOWNLOADS

HOW WE GOT IT DONE IN 2025

Community School Supplies Drive Warrensburg Repair Cafe
Puzzle Corner OATS Classes
STEM summer program series Seed Library & Gardening Workshops

Sewing w/ Sarah Red Cross Blood Drive In the Zone Sessions

Take & Make Crafts Warrensburg Riverfront Farmer's Market Festivals

Tech Help

Painting W/
Patrice



Needle Felting W/ Filomena



Card Holders

1,464

Flip over for full

"Report from the Director"



Programs



139

PROGRAMS

994

ATTENDANCE

13,782

Items
Borrowed



18,942

Items in the Collection



Report from the Director

2025 – A YEAR OF COMMUNITY BUILDING

In 2025, we continued programming that focused on community building, had new exhibits, received grants/donations, and much more!

We hosted a variety of programming, as seen in the orange word block - on-site/off-site, and led by Staff or outside presenters. It was wonderful to host free children's crafts at the Riverfront Farmers' Markets and the STEM series with the new supplies in the summer. We added more toys and games to play with in the Children's Room!

We hosted a variety of new exhibits from outside sources and our Archive collection. We had Messages From Survivors: One Family's Holocaust Legacy travelling exhibit from The Memory Project Productions, which was brought to our Southern Adirondack Library System (SALS) by a grant from NY Assemblywoman Carrie Woerner. There was a Flora and Fauna exhibit by Drew Monthie which was coordinated with Warrensburgh Beautification. Staff (Marie) created multiple in-house exhibits in our various display cases showcasing items from our Archive collection - collected by the Richards Sisters and extended family members on their travels.

A new Strategic Plan (2025-2030) was drafted based upon community survey responses from 2024 and other research. This is available on our website under 'By-laws & Policies'. This plan will help guide Staff and the Board the next five years.

We were awarded a of couple grants in 2025. Through the Lake Placid Education Foundation, we received grant monies to 'Increase Archival Attention' to allow for staff to focus on organizing, accessioning, and properly storing our entire Archival collection. Through the Adirondack Architectural Heritage, we received grant monies for our 'Chimney Cap Restoration Project' to replace our chimney cap and repair the support stonework. Both of these projects will be implemented into 2026.

We are incredibly grateful to our community for all of the material and monetary donations this year. We received Great Courses, books, DVDs, puzzles, seeds, school supplies, and probably more!

Thank you to all!

Shelby Burkhardt
Library Director, The Richards Library



Re: Building updates

From Burkhardt, Shelby <SBurkhardt@sals.edu>

Date Wed 08/26/2026 2:06 PM

To kentschroet@gmail.com <kentschroet@gmail.com>; blsmithlawler@yahoo.com <blsmithlawler@yahoo.com>; richardslibrarysarah@gmail.com <richardslibrarysarah@gmail.com>; richardslibraryemct@gmail.com <richardslibraryemct@gmail.com>; richardslibrarysue@gmail.com <richardslibrarysue@gmail.com>; richardslibrarygina@gmail.com <richardslibrarygina@gmail.com>; richardslibrarymarybeadnell@yahoo.com <richardslibrarymarybeadnell@yahoo.com>; samantha.newcomb@arrowbank.com <samantha.newcomb@arrowbank.com>

As of August 26, 2026

- Steve from Quick Response had a site visit with Sarah and I this morning. The main door has/will be ordered now that they received the check from Erie Insurance specifically for the main door and door to Archive Room 1. Sue endorsed the check and it is in Steve's possession. Steve brought, and Sarah signed, the completion of work form to submit to insurance so the remaining funds can be issued. This was specifically for work on the initial estimate of \$100,000 (submitted to Erie Insurance). Discussed remaining pieces: main door and tilework, archive door, replacing the insulation around the venting in Archive Room 2, attaching miscellaneous trim, securing carpet pieces by holds shelf, returning repaired book cart, and the outside work to repair the plywood that was deteriorating in the upstairs bathroom wall.
- Ed Ostberg installed vinyl lettering in adult room, re-attached end cap sign, and re-printed color backing for Archive Room 2 sign (due to emergency closure). Also had him print 4 new end cap signs for adult room, since we shifted some of the nonfiction collection when we reshelfed.
- Replacement elevator lights ordered and installed. We have a box of bulbs that are way too long located in Utility Room C. Will have them removed once we have our FMS.
- SRI/Davis Ulmer finished the air compressor project which went bad in January. The temporary air compressor was taken back. Technician was planning to follow up with Katie about the handle locks for the new drum drip in the upstairs bathroom.
- Mr. Electric assisted SRI with the air compressor project, and then completed the automatic light ballast installation (2) in the Community Room. Working great!
- Gutters were cleaned by Havens Home and Auto Repair. Determined that the flooding above the HVAC lines was caused by mortar/concrete blocking part of the gutters. "Very little leaf debris was actually in your gutters."
- PCC finished the Chimney Cap Restoration Project on Monday. Prior to working, Sarah was able to relay the mortar/concrete issue found in the gutters. Before they left, they confirmed to me that everything was cleaned up on the roof. There are huge dents in the front lawn from the heavy machinery. Mats were used. I was told we could follow up with PCC about remedying the dents. One piece of machinery is still here, but should be picked up this week. On the edge of Library Avenue.
- Visit from Barrier Free Elevator on 8/12 to reset the elevator. Shut down on 8/11 in the afternoon. In working order by noon on 8/12.

There could be a few other pieces missing, but I think that is the bulk of the building updates.

Best,
Shelby

Shelby Burkhardt
 Library Director
 The Richards Library
<https://therichardslibrary.com/>
 (518) 623-3011
 sburkhardt@sals.edu

From: Burkhardt, Shelby <SBurkhardt@sals.edu>

Sent: Thursday, July 30, 2026 2:35 PM

To: kentschroet@gmail.com <kentschroet@gmail.com>; blsmithlawler@yahoo.com <blsmithlawler@yahoo.com>; richardslibrarysarah@gmail.com <richardslibrarysarah@gmail.com>; richardslibraryemct@gmail.com <richardslibraryemct@gmail.com>; richardslibrarysue@gmail.com <richardslibrarysue@gmail.com>; richardslibrarygina@gmail.com <richardslibrarygina@gmail.com>; richardslibrarymarybeadnell@yahoo.com <richardslibrarymarybeadnell@yahoo.com>; samantha.newcomb@arrowbank.com <samantha.newcomb@arrowbank.com>

Subject: Building updates

As of July 30, 2026

- Vent with water was removed from Utility Room B. "Smelled foul and was really bad" according to Quick Response staff. They sprayed disinfectant. I do not think the entirety of the job is completed - installing new insulation in Archive Room 2 and addressing the damage in Archive Room 1.
- According to Steve last Thursday, the main door will take 8-10 weeks for Anderson to custom make. He believes they have all they need to move forward with the project. He was hoping the order would go in this past Monday.
- On this visit, Steve also put screws in the upstairs bathroom door frame, so it would latch again.
- Emergency lights and exit sign back-up batteries were changed on Tuesday. The invoice will be coming. According to Steve, the batteries were very expensive (\$1300). When Matt from WC Building Code Enforcement came, it was determined all of the emergency batteries had died and required immediate remediation. This Quick Response staffer also hung up our replacement bulletin board and the Knoxbox.
- Warrensburg Volunteer Fire Company was notified of the Knoxbox installation. Contact card and door key are ready for them to install and lock the device. They are the only ones to have a key to the Knoxbox. It is how the system works.
- I ordered the small black toppers for the fence posts. They will be installed when they arrive next week. The van welder can still happen if we so choose.
- With the heavy rains there was flooding in Utility Room A with the likelihood of rain water seeping into the HVAC tubing/insulation running into the building. Brandon Beadnell was contacted and will be here Friday. I will be asking him to pull out and replace all of the wet insulation inside the room which has been damaged significantly over the years from water leaking in. No idea what this will cost, but it needs to be done.
- Brian Havens will be here Saturday to clean out the gutters for 2026. This could have been adding to the flooding mentioned in the previous bullet point. All of the leaves under the HVAC lines and around the HVACs were thrown into the grass to allow for better drainage next to the building.
- Ads for the Facilities and Maintenance Supervisor started last week. 4-weeks for The Sun (\$60+) and 2-weeks for The Chronicle (\$80). Need to create a document for posting on our website, Facebook page, and other places. Mentioned the position creation/opening to Brian Havens when scheduling the gutter cleaning.
- Part(s) needed to complete air compressor project in Utility Room A arrived. Need to schedule Mr. Electric to complete the project with Davis Ulmer/SRI. At the moment, it looks like it will not happen until 8/24. Possibly 8/19 if the project is deemed small enough by the electrician - TBD.

Best,
Shelby

Shelby Burkhardt
Library Director
The Richards Library
<https://therichardslibrary.com/>
(518) 623-3011
sburkhardt@sals.edu

The Richards Library - Maintenance To Do List

Updated 08/28/2026

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 (spring?)
- Secure shorter bookshelves in Adult Room to wall – 2 shelving units

Outdoor work

- Clean out shed and surrounding area – landfill runs as needed
- Fall clean up around grounds and select gardens
 - Check and clean gutters as needed
- Measure lean of border wall
- Repair pillars by main entrance, as needed, and mend border marker
- Refinish outer front door – stain (spring?)
- Rework well cover by the HVAC units, and anything else needed, to better prevent water from leaking into Utility Room A
- Gravel and river rock deliveries
 - Place gravel under HVAC lines (?) and as needed around building
 - River rocks are behind rain garden

Indoor work

- Lights out in Adult Room – 2+ bulbs
- Remove window covers for Emma to clean behind
- Organize and clear out Utility Rooms – landfill runs as needed
 - Add glow in the dark tape to appropriate places – Utility Rooms A, B, C, etc.
- 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?
- 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.

Projects in green – need to determine if and how this project will be completed

Needle Felted Mushroom w/ Filomena



TUESDAY, SEPT. 15 | 3:30-6:30 PM

***In the Jeffrey M. Levine Community Room at the
Richards Library, Warrensburg, NY***

Participants will learn the basics of needle felting, including its origins and development into one of the most popular crafts today. Several techniques will be taught so that participants should be able to complete their own mushroom and possibly a small frog!

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

To contact Filomena, fofo58@yahoo.com



Getting to Know Your Smartphone

Date: Thursday, September 17, 2026

Time: 2:00 PM

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

During this hands-on workshop, we'll explore some of the common features of smartphones. You'll learn ways to interact with the touch screen, how to access important controls, and how to search for specific settings. We'll also cover some tips and best practices for securing and maintaining your device.

Sign Up Today!

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

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

Painting w/Patrice



Sun & Moon Dot Art

Tuesday, September 29, 4:30-6:30PM

**In the Jeffrey M. Levine Community Room at
The Richards Library, Warrensburg, NY**

This piece is a modified version of dot art, an Aboriginal art originating 50,000 years ago. The First Nations people of Australia, one of the oldest cultures on earth, used sticks, twigs, and reeds to create their art. Thankfully we have paint brushes! Starting with some drawing first, we will then paint solid colors in the background areas before adding dots on top. Participants will finish with dotting stars and planets in the sky! Step by step you will create your own masterpiece and version of this art.

All supplies are included and we will paint with acrylic paints. For adults and youths ages 8+ and limited to 8 seats. The cost is covered by The Richards Library.

Please call 518-623-3011 to pre-register.

2026 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	634	118	82	8	1263	44	389	347	20	63	247
February	134	34	25	4	472	16+	119	93	0	6	162
March	0	0	0	0	209	TBD	0	0	0	11	148
April	0	0	0	0	146	TBD	0	0	0	22	143
May	0	0	0	0	151	TBD	0	0	0	13	169
June	0	0	0	0	175	TBD	2	0	83	25	195
July	546	169	56	7	1084	77	221	196	87	104	281
August	717	221	79	0	TBD	65	TBD	TBD	TBD	TBD	TBD
September											
October											
November											
December											
2026 TOTALS	2031	542	242	19	3500	186	731	636	190	244	1345
	O/A Att 2573		O/A Comp 261		O/A Circ. 3500						

125th Anniversary Celebration
August 13, 2026, 1:00 – 4:00 PM

Estimated number of guests:

Adults 111

Juveniles (under 18 years) 91

Total 202

New Library Card sign-ups: 36 as of 08/29/2026

Proclamations received from:

- Town of Warrensburg – presented by Kevin Geraghty
- Town of Thurman – presented by John Schroeter
- Warren County (“mailed”, still have not received it) – presented by Kevin Geraghty
- NYS Assembly – presented by NY Assemblyman Matt Simpson
- NYS Senate – presented on behalf of NY Senator Daniel Stec by Jonathon Alexander
 - o The NYS Assembly and Senate Proclamations are hanging on the wall behind the Circulation Desk. They are too big for the time capsule. They could be taken down in the near or far future. They look great on the wall!

Great feedback from a variety of patrons. Really enjoyed all of the different activities. People really enjoyed the ice cream station – vanilla all gone and almost all of the chocolate. Brought out the ice cream containers one at a time which worked really well. Positive feedback for all of the food. Many of the decorate rocks were left to the Library – not sure if all were decorated. They will be added to the Rain Garden soon. Linden from WCCCE gave out seeds to 7 patrons and answered gardening questions. All of the Barnes & Noble Gifts were collected - \$40 (1), \$25 (1), \$10 (4).

Time capsule has had a variety of additions from the community and more “I love my library because...” hearts. Added the Sun Community News article, a take and make kit, 2025 Report to Our Community, and a variety of documents for the flash drive – PowerPoint, photos sent by Sarah, the “Getting to know” Staff and Trustees posts, photos of the exhibits, and probably more. The time capsule is still displayed in the YA Room so people can finish filling out all the hearts.

“The place is hopping.”

“So many fun activities!”

“This is a great celebration!”

The Richards Library Library Director Job Description

Position Title: Library Director

Employer: The Richards Library Board of Trustees

FLSA Status: Exempt

Location: Warrensburg, New York

Hours: Full time, averaging 35 hours per week

Pay Rate: \$25 – 27 per hour

Benefits: Accrued vacation and sick time as well as paid holidays

Position Summary

The Richards Library is an association library with a 125 year history that serves just over 5,000 people and is located in the Southern Adirondacks. The Library Director serves as the administrator/CEO of the library under the supervision of The Richards Library Board of Trustees. The Director is responsible for the management of the library collection and equipment and for the provision of services to patrons and community organizations. This includes, but is not limited to, the recommendation of policy, creating and managing the library budget, administration of library programs, supervision of staff, and building and maintaining community relationships.

Responsibilities (includes but not limited to):

- Work in partnership with the Board of Trustees to develop and implement the Library's Strategic Plan;
- Maintain involvement with SALS/Inter-library Loan Program, SALS/MVLS Joint Automation, Collection Development, Youth Services and SALS Directors Council;
- Recommend and implement policies and annually review necessary revisions to policies in coordination with the Board of Trustees;
- Supervise the management of Library staff, facilities, buildings and grounds and collections;
- Oversee acquiring, maintaining, replacing and withdrawing library materials/collection as needed;
- Prepare and maintain monthly reports with collected statistical data (programs, number of attendees, circulation, network usage etc), for review by the Board of Trustees;
- Initiate and coordinate exhibits, speakers, activities and programs for the Library that add value to the community;
- Seek grant opportunities that benefit the strategic plan of the Library, prepare and submit appropriate grant applications, at times in coordination with

Trustee(s), and administer grant funds with appropriate record keeping and submitting of necessary final reports;

- Attend, as appropriate, professional library meetings, conferences and workshops on behalf of the Library;
- Maintain public and staff computers and other devices with the assistance of SALS. Provide technical services to the public relating to the use of said devices and use of software programs;
- Plan agenda of and attend all meetings of the Board of Trustees;
- Send correspondence to the School District to put the proposed tax levy increase to vote by the public.
- Prepare the annual budget and present to the public.
- Direct and control the expenditure of the annual budget within the constraints of the approved budget;
- Prepare and submit the Annual Report for the Library to SALS;
- Ensure the training of Library Staff;
- Responsible for personnel actions such as hiring, termination, assignment, and evaluations;
- Represent the Library at local, regional and state meetings/committees as appropriate.

Required Knowledge, Skills and Abilities

- Knowledge of library techniques including technological advances;
- Knowledge of library materials and ability to develop and carry out a collection development plan;
- Knowledge of library administration and management techniques, including NY Library Laws;
- Ability to understand and implement library policies;
- Ability to train, supervise and coordinate Library Staff;
- Ability to exercise leadership and motivate others;
- Ability to evaluate situations, comprehend patrons' needs accurately and meet the community's needs;
- Ability to express oneself clearly and concisely both orally and in writing;
- Initiative in making constructive suggestions for improvements in services and collections;
- Exercise tact, courtesy and good judgment;
- Ability to multitask;
- Have knowledge of appropriate electronic technology, web design/maintenance and social media.

Physical and Mental Requirements

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; ability to move up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

Minimum: a four-year degree from an approved college, university or equivalent

Please submit resumes with relevant references to richardslibrarysarah@gmail.com or by mail to:

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

Applications will be accepted through October 25, 2026

Shorter posting for advertising:

The Richards Library is looking to hire a full time Library Director. The position will average 35 hours per week and the pay range is \$25-27 depending upon experience. The position also provides paid vacation and sick time as well as paid holidays. The Library Director serves as the administrator/CEO of the library under the supervision of The Richards Library Board of Trustees. The Director is responsible for the management of the library collection and equipment and for the provision of services to patrons and community organizations. This includes, but is not limited to, the recommendation of policy, creating and managing the library budget, administration of library programs, supervision of staff, and building and maintaining community relationships. Minimum qualifications include a four-year degree from an approved college, university or equivalent.

Please submit resumes with relevant references to richardslibrarysarah@gmail.com or by mail to:

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

Applications will be accepted through October 25, 2026



QUICK RESPONSE RESTORATION

Phone: (518) 899-7090

Fax: (518) 899-7091

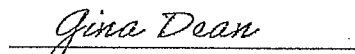
Mailing Address: P.O. Box 824
Clifton Park, NY 12065

To Whom It May Concern:

This is to inform you that QUICK RESPONSE RESTORATION has completed the work as specified.

Thank you.


Signature/Date


Signature
Quick Response Restoration

Property Located at:

Comments:



Monday, July 20, 2026

Re: **Exterior Masonry Restoration**

The Richards Library
39 Elm Street
Warrensburg, NY 12885

PCC Contracting, Inc. proposes the following for the supply of all supervision, labor, material, and equipment necessary to perform the detailed work below for the lump sum of **\$62,270.00 (Sixty-Two Thousand Two Hundred Seventy Dollars).**

If the project is not New York sales tax exempt, add \$4,358.90.

Scope of Work:

- 1) ***Re-point compromised exterior mortar joints.***_____ ***\$37,480.00 + tax***
 - a. *Remove and repoint with color-matched mortar.*
- 2) ***Install new sealants at all soft joints.***_____ ***\$12,280.00 + tax***
 - a. *Hazardous material testing may be necessary.*
 - i. *Abatement, if needed, is not included.*
- 3) ***Patch Cracked Wall Stone.***_____ ***\$ 1,750.00 + tax***
 - a. *10 locations.*
- 4) ***General Condition, Equipment, and Access***_____ ***\$10,760.00 + tax***

Qualifications:

Excludes: sales tax, permits, bond fees, MEP relocation/removals, hazardous material, engineering, identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, grass and pavement restoration, DBE requirements and anything not specifically included.

The proposal is subject to acceptance within 30 days at the above-quoted prices and execution of a mutually acceptable contract. Thank you for the opportunity to present this proposal. Please call me at (518)441-4436 with any questions.

Sincerely,

PCC Contracting, Inc.

Monty Montgomery

Monty Montgomery
Project Manager / Estimator



Action Required: Complete Your 2026 WLGS Site Attendant Information Form

From Suzanne Tyler <styler@warrensburgchamber.com>

Date Wed 08/26/2026 9:50 AM

Cc [REDACTED] Burkhardt, Shelby <SBurkhardt@sals.edu>; richardslibrarvsarah@gmail.com
<richardslibrarvsarah@gmail.com>; [REDACTED]
[REDACTED]

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

Dear Property Owner,

Thank you for participating in the 2026 World's Largest Garage Sale, taking place October 2–4, 2026.

As we begin final event preparations, we are asking all partner property owners to complete the Site Attendant Information Form no later than September 15, 2026.

Complete the form here:

[2026 WLGS Site Attendant Information Form](#)

The information collected through this form will be used to prepare vendor assignment notices and property information sheets that will be distributed to vendors assigned to your location.

Information Requested

The form includes:

- Site Attendant contact information
- Vendor setup dates and times
- Arrival and check-in procedures
- Vendor parking instructions
- Trailer parking availability
- Available amenities
- Property-specific rules and instructions
- Contact-sharing authorization
- Required acknowledgements regarding site operations

Important Reminders

- We strongly encourage property owners to allow vendor setup on Thursday, October 1, whenever possible.
- Property owners are responsible for clearly marking vendor spaces prior to vendor arrival or providing instructions for vendor placement upon check-in.
- Property owners are responsible for communicating setup procedures, parking arrangements, and site-specific rules to vendors assigned to their property.
- Once vendor assignments have been distributed, vendors will be directed to contact the Site Attendant regarding setup, parking, site access, and other location-specific questions.
- Any calls, emails, or inquiries received by the Chamber regarding your location may be forwarded directly to the Site Attendant on file.

Chamber Responsibilities

The Warrensburg Chamber of Commerce serves as the event organizer, promoter, and vendor assignment coordinator. The Chamber is responsible for vendor recruitment, registration, assignments, event marketing, and overall event administration.

The Chamber is not responsible for:

- Vendor placement on private property
- Site operations
- Vendor setup assistance
- Parking management
- Property-specific issues or disputes
- Enforcement of property rules

Property Owner Payment Information

Property owner payments for the 2026 World's Largest Garage Sale® will be available for pickup at the Warrensburg Chamber of Commerce office beginning Monday, October 5, 2026. To ensure timely payment processing, please complete the Site Attendant Information Form and verify that your property and contact information are accurate.

Deadline

Please complete the form no later than September 15, 2026.

Your cooperation helps us provide vendors with accurate information, reduces confusion during setup, and contributes to a successful event weekend for everyone involved.

Thank you for your continued partnership and support of the World's Largest Garage Sale®.

Best regards,

Suzanne Tyler

Executive Director

Warrensburg Chamber of Commerce

[World's Largest Garage Sale®](#)

[Warrensburg Chamber of Commerce](#)

The Richards Library
36 Elm Street, Warrensburg, NY 12885
518-623-3011

Facilities and Maintenance Supervisor

The Richards Library is looking for a responsible Facilities and Maintenance Supervisor to maintain our beautiful building and grounds.

This position would be in charge of performing various maintenance tasks, purchasing supplies or tools, organizing and overseeing necessary inspections, finding and resolving safety issues, scheduling work with contractors for projects beyond current skills, and anything else deemed to fall to this role.

This is an hourly-paid, part-time position – reporting to the Library Director. Pay will depend upon experience, \$23-25. Hours will average 10 a week, depending on project load. The Library's operating hours: MWF 9A – 5P, TTH 9A – 7P, SA 9A – 12P.

We are looking for an independent, self-motivated, and organized individual, with a reliable vehicle, including valid insurance and a clean driving record.

All resumes and professional references can be emailed to war-director@sals.edu OR sent to 36 Elm Street, Warrensburg, NY, 12885.

Library information:

The Richards Library is a small association library part of the Southern Adirondack Library System. We have been bringing knowledge and adventure to the communities of Warrensburg, Thurman, and beyond since 1901. While on the original grounds, the building has expanded with multiple additions over the years.

<https://therichardslibrary.com/>

Town of Warrensburg Main Street Program Project Application Form

The Town of Warrensburg is seeking a New York Main Street Program (NYMS) to assist commercial and commercial/residential building owners with costs associated with undertaking building renovations. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) has the potential to be transformative, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is July 17, 2026.

1. General Information

Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant then the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements. The applicant or contact person must provide an email address.

Property Address: 36 Elm Street

Applicant Name: Richards Library

Owner Name (if different):

Address: 36 Elm Street

Address:

City: Warrensburg

State: NY

Zip: 1288

City:

State:

Zip:

Phone: 518-623-3011

Phone:

Email: richardslibrarysarah@gmail.com

Email:

Contact Person (if different): Sarah Gebbie-Measeck

Phone: 518-744-7554

Email: richardslibrarysarah@gmail.com

Ownership Status

☒ Applicant is Property Owner

☐ Applicant is Tenant/Leaseholder
(owner authorization is attached)

2. Current Building Uses

Instructions: Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.

Residential		Commercial	
# Units	# Units Vacant	# Units	# Units Vacant
0	0	1	0

Project Outcomes

Number of commercial units to be renovated	1
Number of new commercial units to be created	0
Number of existing residential units to be renovated	0
Number of new residential units to be created	0
Does the project include accessibility improvements?	☐ Yes ☒ No
Does the project include historic restoration or preservation work?	☒ Yes ☐ No
Does the project leverage funds beyond the minimum required match?	☒ Yes ☐ No

3. Project Description

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building including names and types of businesses, (3) the total scope of the proposed project including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

The Richards Library has stood as an iconic anchor to the Town of Warrensburg for almost 125 years. While it currently serves the residents of Warrensburg, Thurman plus more as a public association library, its building is in need of restoration in order to maintain the services it provides.

The Library's exterior facade of stone walls form the heart of the historic structure, but they are also showing signs of deterioration from age, moisture infiltration and natural weathering. To prevent long-term structural compromise, this project would involve removing failed mortar and replacing it with historically accurate, durable mortar. Cracks in the stones would be patched, loose stones would be reset and a new sealant would be applied to all mortar in order to seal and protect it for longevity. These repairs would reinforce the building's structural integrity, protect it from the elements and preserve its historic character. This Main Street program would allow us to fund all of the above necessary restoration masonry work.

4. Project Budget

Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$50,000 per building + \$25,000 per residential unit for up to two (2) units for a maximum of \$100,000. The grant request cannot exceed 75% of the Total Project Cost.

Work Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage)	
1. repoint compromised exterior mortar joints	37,480
2. restore cracked and loose wall stones (10 locations)	1,750
3. install new sealant at all soft joints	12,280
4. equipment	15,760
Total Exterior Cost	67,270
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
Total Interior Cost	
Total Project Cost (Total Exterior Cost + Total Interior Cost)	67,270
Grant Request (Maximum \$50,000 per building plus \$25,000 per assisted residential unit, not to exceed \$100,000 total)	50,000
Applicant Match (Total Project Cost – Grant Request)	17,270
Grant Request Percentage (Grant Request / Total Project Cost but cannot exceed 75%)	74%

5. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of NYMS funds must be current with all property taxes and special district fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	Yes	No	Unsure
Are Village, County and Town Taxes Current?	☒	☐	☐
Are School Taxes Current?	☒	☐	☐
Are Water/Sewer Bills Current?	☒	☐	☐

Explanation:

6. Attachments

Instructions: Attach any documentation that supports the application. Attachments may be uploaded as separately or combined but all attachments.

Information submitted with application (Check all that apply):	☒
Current photo of building and photos of areas to be renovated (Required)	☒
Letter of commitment [template attached] (Required)	☒
Project description (Required)	☒
Evidence of committed funds [bank statements, grant awards from local state agencies, loan commitment letters] (Required)	☒
Contractor estimates, proposals, or cost opinions (if available)	☒
Other:	☐

Explanation:

7. Mandatory Environmental Testing and Review

Projects receiving NYMS assistance are subject to environmental review requirements established by New York State Homes and Community Renewal. Depending on project scope and building conditions, applicants may be required to complete asbestos surveys, lead-based paint testing, radon testing, site contamination review, historic preservation review, and other environmental compliance activities.

I acknowledge that environmental review must be completed before construction activities begin and agree to cooperate with all program requirements.

Richards Library

Applicant Name



Applicant Signature

7/15/26

Date

8. Certification

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the New York Main Street Grant Program and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Richards Library

Applicant Name

Sarah Gill

Applicant Signature

7/15/20

Date

THE RICHARDS LIBRARY



"A GATEWAY TO KNOWLEDGE AND ADVENTURE"

ESTABLISHED 1901
36 ELM STREET
WARRENSBURG, NEW YORK 12885-1625
(518) 623-3011
(518) 623-2426 – FAX

July 15, 2026

To Whom It May Concern:

The Richards Library Board of Trustees owns the building located in the Town of Warrensburg on 36 Elm Street. We are confirming our interest in participating in the Main Street Program should the State award funds. We understand that if the Town selects our project through the competitive application process, we will be eligible to be reimbursed for up to 75% of the eligible costs of the renovations to our building.

The estimated total project cost is \$ 67,270 for which we would be eligible for a maximum reimbursement of \$50,000. We understand that this is a reimbursement program and that we must complete all the work in the approved project scope, pay contractors in full, and submit receipts and proof of payment before receiving the grant. We confirm that the project can be completed within the two-year contract period and we have financing in place to complete the project. Documentation of our financing plan is attached.

Our property is in need of the following eligible improvements:

Eligible Improvement	Estimated Cost
1. Repoint comprised exterior mortar joints	\$37,480
2. Restore cracked and loose wall stones	\$1,750
3. Install new sealant at all soft joints	\$12,280
4. Equipment	\$15,760

Estimated Total Project Cost \$67,270

These improvements will contribute to the sustainability of the building and to the revitalization of the neighborhood and the Town, but without assistance we would be unable to permanently commit this amount of money towards these improvements.

We understand that the improvements must meet local design guidelines and standards (if applicable), NYS Building Code, NYS environmental and historic preservation requirements, and all other applicable regulatory requirements. We also understand that we will be required to maintain the assisted improvement for a minimum of five years and will execute a Property Maintenance Declaration to formalize this responsibility. We understand that if we sell the building within this five-year term, we will be required to pay back a pro-rated amount of the grant funds.

Sincerely,
Sarah Gebbie-Measeck

President of The Richards Library Board of Trustees