The Richards Library

Board of Trustees Meeting Agenda
Tuesday, March 7, 2023 @ 10:00 AM
In the Jeffrey M. Levine Community Room

I   Call to Order and Roll Call of Members
II   Consent Agenda
      - Approval of Mtg. Agenda
      - Approval of Prior Mtg. Minutes
      - Treasurer's Report: Financials
III   Period of Public Expression: 15 minutes total for comments
IV   Correspondence: "Save the Date" from SALS
V   Director's Report: *See attached*
VI   Committee Reports
      a. Personnel: *n/a*
      b. Budget & Finance: n/a
      c. Building & Grounds: n/a
      d. Ad Hoc: n/a
      e. Outreach: *John*
      f. Policy: n/a

VII   Old Business
      - SALS Construction Challenge Grant 2023 – *updates*
      - Library Advocacy Day 2/28

VIII   New Business
      - 2022 Annual Report
      - NBT Copier purchase

IX   Other Business
      - Town Board Meetings
          o Report from Sue for Warrensburg meeting (2/8 @ 7:00p).
          o Need volunteer for Thurman meeting (3/16 @ 5:00p).
          o Need volunteer for Warrensburg meeting (4/12 @ 7:00p).
      - WCSD Board of Education Meeting – *high school auditorium 3/13 @ 6:00p*
      - Trustee term dates
      - Annual Sexual Harassment Training

X   Period of Public Expression: 15 minutes total for comments
XI   Next Committee Workshop: Tuesday, March 21, 2023 @ 10:00a
XII   Next Board Meeting: Tuesday, April 4, 2023 @ 10:00a
XIII   Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, February 7, 2023 @ 10:00 AM

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

Excused: Suzanne Glebus and Becky Smith-Lawler

Meeting called to order at 10:02 AM

Consent agenda approved. Motion made by John, seconded by Susan.

Public Expression: None

Education: Reviewed roles and responsibilities handout of Trustee vs Director Responsibilities as noted in the Handbook for Library Trustees of New York State.

Correspondence: Thank you letter from Presbyterian Church for our Food for Fines donation.

Director's Report:
- Opened at noon on 1/23 due to weather conditions.
- We were accepted into OATS Program through SALS. We will receive funding to offer technology literacy to older adults.
- In the Director's Council it was noted that the Overdrive/Libby blocks have been reinstated in order to share collections with other libraries.
- New fax and copy prices have been put in place.
- Met with Michelle at NBT about a new copier, which will be smaller and the lease price will decrease.
- The NYS Annual Report portal is open and due by 3/1.
- The Girls Couts and La Bella Associates (for the Warrensburg Comprehensive Planning) used the Community Room.
- Monthly statistics discussed.
- January programs and upcoming programs and events were discussed.

Committee Reports:
- Personnel: n/a
- Ad Hoc: n/a
- Budget & Finance: Reviewed letters for WCSD Board of Education at 1/17/23 Workshop meeting.
- Outreach: John – can now enter the County home for deliveries of books
- Policy: n/a

Old Business
- SALS Construction Challenge Grant 2023 – Will apply for grant to help defray the cost of hiring Butler, Rowland, Mays to create a proposal to help us prioritize and fund basic maintenance and future "dreams" for the Library building.

New Business
- Will proceed with an energy efficiency audit from Green New York Energy Study.
- Accepted into OATS Program through SALS. We will receive stipend and kits to offer technology literacy to older adults. Training starts 2/14.
- Board approved motion for the President to sign the Joint Automation Library Agreement, motion made by John and seconded by Susan.

Other Business
- Library Advocacy Day is 2/28. Shelby and Sarah will join via zoom meetings hosted through SALS.
- Ester attended the Thurman town board meeting on 1/19. She reported that we don't need to provide a bulletin board for the Town of Thurman. They have their own system in place to display our materials. The library can help the town advertise Thurman events.
- Sue will attend the Warrensburg Town meeting on 2/8 at 7 PM.
- Need a volunteer for the Thurman meeting on 3/16 at 5 PM.
- Director will check with SALS regarding document retention.
- Trustees asked clarifying questions about the 2 hours of continuing education required each year now. Sarah referenced the email from Sara Dallas at SALS with the sign up link for the Trustee Handbook Book Club.

Public Expression: none

Motion to go into Executive Session made by Sarah and seconded by John at 11:03 AM (Mary and Gina left).

Motion to exit Executive Session made by Sarah and seconded by John at 11:11 AM.

The board took the following actions during Executive Session:
1. Designate $11,000 of unused funds equally into the 2023, 2024 and 2025 budgets for additional operating expenses.
2. Amend Library Director's contract to increase the annual salary by $3,000 for 2023 (retroactively to the beginning of the year).
3. Amend the 2023 and 2024 budgets for additional operating expenses.

Next Board Workshop: cancelled for February

Next Board Meeting: Tuesday, March 7, 2023 at 10:00 AM

Meeting adjourned at 11:14am, motion by John, seconded by Esther.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

February 2023

	Feb 23
Ordinary Income/Expense	
Income	
PUBLIC GRANTS	1,500
OPERATING RECEIPTS	176
NON-OPERATING RECEIPTS	20
Total Income	1,696
Gross Profit	1,696
Expense	
OPERATING EXPENSES	4,931
PAYROLL, WAGES, BENEFITS & EX...	13,238
COLLECTION & OTHER CAPITAL EX...	756
Transfers Reserve Deprec Expend	13,350
Total Expense	32,276
Net Ordinary Income	-30,579
Other Income/Expense	
Other Income	
TRANSFERS	13,350
Total Other Income	13,350
Other Expense	
DESIGNATED FUNDS EXPENDED	596
Total Other Expense	596
Net Other Income	12,754
Net Income	**-17,826**

Accrual Basis   **February 2023**

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Check	02/01/2023	6552	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER		13,350.00
Check	02/01/2023	6553	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS		1,793.07
Deposit	02/05/2023			Deposit	53.00	
Bill Pmt -Check	02/07/2023	6555	BAKER & TAYLOR	BOOKS & AUDIO		507.23
Bill Pmt -Check	02/07/2023	6556	BARRIER FREE ELEVATOR SALES & SER...	CONTRACT 6 MONTHS FROM DATE OF INVOICE		900.00
Bill Pmt -Check	02/07/2023	6557	BRALEY & NOXON			52.72
Bill Pmt -Check	02/07/2023	6558	BRIGGS CARPET & UPHOLSTERY CLEAN...	CARPETS CLEANED		450.00
Bill Pmt -Check	02/07/2023	6559	HOMETOWN OIL	ACCOUNT 235010		878.58
General Journal	02/10/2023	PAYROLL		-MULTIPLE-		5,836.51
Deposit	02/12/2023			Deposit	90.97	
Check	02/15/2023	A/W	VERIZON	01/22/23-02/21/23		34.24
Check	02/15/2023	A/W	NATIONAL BUSINESS LEASING	1/15/22-2/14/23 CONTRACT #25538315		96.56
Check	02/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	02/04/2023-03/03/2023		129.98
Check	02/15/2023	A/W	NATIONAL GRID	1/7/22-2/6/23		800.21
Bill Pmt -Check	02/16/2023	6560	BRALEY & NOXON	NUTS,BOLTS,BRACES		6.01
Bill Pmt -Check	02/16/2023	6561	CHESTERTOWN LIBRARY	BOOK REPLACEMENT		8.99
Bill Pmt -Check	02/16/2023	6562	MODERN MARKETING	SUMMER READING		261.27
Bill Pmt -Check	02/16/2023	6563	SOUTHERN ADIRONDACK LIBRARY SYST...	MOVIE LICENSE 03/01/23-02/28/2024		207.00
Bill Pmt -Check	02/16/2023	6564	SOUTHERN ADIRONDACK LIBRARY SYST...	JANUARY 2023 AUTOMATION FEES		383.15
Deposit	02/19/2023			Deposit	18.00	
Bill Pmt -Check	02/21/2023	6565	BAKER & TAYLOR	BOOKS & AUDIO		107.80
Bill Pmt -Check	02/21/2023	6566	BRALEY & NOXON	SAND PAPER, CLOTHS, OIL		30.77
Bill Pmt -Check	02/21/2023	6567	COMMERCE BANK	#--1705		403.46
Bill Pmt -Check	02/21/2023	6568	CRANDALL LIBRARY	FINE		1.75
Bill Pmt -Check	02/21/2023	6569	HOMETOWN OIL	ACCOUNT 235010		748.61
Bill Pmt -Check	02/21/2023	6570	SOUTHERN ADIRONDACK LIBRARY SYST...	OVERDRIVE 2023		420.51
General Journal	02/24/2023	PAYROLL		-MULTIPLE-		7,283.76
Bill Pmt -Check	02/24/2023	6572	BAKER & TAYLOR	BOOKS & AUDIO		28.41
Bill Pmt -Check	02/24/2023	6573	CINTAS	JANITORIAL		31.17
Check	02/25/2023	A/W	SPECTRUM ENTERPRISE #142279801	1/25/22-2/24/23		95.14
Deposit	02/26/2023			Deposit	16.00	
Total Operating Account - GFNB					177.97	34,846.90
Bullet Grant - STEM Material						
Bill Pmt -Check	02/07/2023	6554	THE OUTDOOR LEARNING STORE	STEM LEARNING KITS		523.83
Total Bullet Grant - STEM Material					0.00	523.83
OATS Grant Funds						
General Journal	02/24/2023	OATS P/R		-MULTIPLE-		72.65
Deposit	02/26/2023			Deposit	1,500.00	
Total OATS Grant Funds					1,500.00	72.65
Total GFNB #--6131 -Operat & DF					1,677.97	35,443.38
OPERATING SAVINGS #9012						
2022 Operating Budgeted Needs						
General Journal	02/07/2023	PER BOARD		PER BOARD APPROVAL TRANSFER FROM 2022 TO DESIGNATED 2025 OPERATIN...		11,000.00
Total 2022 Operating Budgeted Needs					0.00	11,000.00
2023 Operating Budgeted Needs						
General Journal	02/07/2023	PER BOARD		PER BOARD APPROVAL TRANSFER FROM 2022 TO DESIGNATED 2023 OPERATIN...	3,666.67	

Type	Date	Num	Name	Memo	Debit	Credit
Total 2023 Operating Budgeted Needs					3,666.67	0.00
2024 Operating Budgeted Needs						
General Journal	02/07/2023	PER BOARD		PER BOARD APPROVAL TRANSFER FROM 2022 TO DESIGNATED 2024 OPERATIN...	3,666.67	
Total 2024 Operating Budgeted Needs					3,666.67	0.00
2025 Operating Budgeted Needs						
General Journal	02/07/2023	PER BOARD		PER BOARD APPROVAL TRANSFER FROM 2022 TO DESIGNATED 2025 OPERATIN...	3,666.66	
Total 2025 Operating Budgeted Needs					3,666.66	0.00
OPERATING SAVINGS #9012 - Other						
Check	02/01/2023	6553	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS	1,793.07	
Total OPERATING SAVINGS #9012 - Other					1,793.07	0.00
Total OPERATING SAVINGS #9012					12,793.07	11,000.00
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Reserve - Depreciable Expenditu						
Check	02/01/2023	6552	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER	13,350.00	
Total Reserve - Depreciable Expenditu					13,350.00	0.00
Total GFNB Reserve Sav #40392707					13,350.00	0.00
Total RESERVE FUNDS					13,350.00	0.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	02/26/2023			Deposit	20.00	
Total Non-Designated Funds - S/A					20.00	0.00
Total Special Acc't #5976 - GFNB					20.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					20.00	0.00
Total RESTRICTED FUNDS					20.00	0.00
TOTAL					**27,841.04**	**46,443.38**

The Richards Library

Director's Report

March 2, 2023

- Annual Sprinkler Inspection by Davis-Ulmer Fire Protection-*passed*
- Biannual Elevator Maintenance Inspection by Barrier Free Elevators-*additional work needed*
- OATS Training through Senior Planet started
- Opened at 1pm on 2/23 due to weather conditions *(10A/3J)*
- Emergency services called for patron due to cold weather, 2/3.
- NYS Annual Report submitted to SALS
- Two computers sent to JA for maintenance
- Community Room - Girl Scouts
- Programs:
    - The Richards Library Book Club
    - Ozobots Workshop
    - Lego Day

Upcoming Events & Programs
** Events can be found on The Richards Library website, our Facebook page, or at the Library. **
- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (3/16)

See attached March & April calendars for full list of upcoming programs

Statistics for the Year
See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS MARCH 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 TRL Book Club @ 4:00p Lego Day, 3:00- 6:30p	3	4
5	6	7 TRL Board Meeting @ 10:00a	8	9 Lego Day, 3:00- 6:30p	10	11
12	13	14	15 Computer Basics, 3:30-4:30p	16 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p	17	18
19	20	21 Presentation: Adirondack Black Bears in Winter, 5:30- 6:30p	22	23 Lego Day, 3:00- 6:30p	24	25 Mobile Phone Basics, 10:00-11:00a**
26	27	28	29 Intro to Tech Talk, 3:30-4:30p	30 Lego Day, 3:00- 6:30p	31	

- Story time & activity will focus on children ages 3-5. Other ages welcome. Child supervision required. Only 1 story time for March.
- Lego Day open to all ages. Free build or theme.
- Presentation: Adirondack Black Bears in Winter by Charlotte Demers.
- For **Mobile Phone Basics, you will need to bring your own device.

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Felt Victorian Eggs Craft, 10:00a-12:00p
2	**3**	**4** TRL Board Meeting @ 10:00a	**5**	**6** Story time & activity @ 10:00a TRL Book Club @ 4:00p Lego Day, 3:00- 6:30p	**7** Closed for Good Friday	**8** Online Shopping Basics & Safety, 10:00-11:00a
9	**10**	**11**	**12**	**13** Children's STEM Project, 3:30-4:30p Lego Day, 3:00- 6:30p	**14**	**15**
16	**17**	**18**	**19**	**20** Story time & activity @ 2:00p Lego Day, 3:00- 6:30p	**21**	**22**
23 / **30**	**24**	**25** Microsoft Office Basics, 2:00-3:00p	**26**	**27** Lego Day, 3:00- 6:30p	**28**	**29**

- Felt Victorian Eggs Craft with Filomena for ages 12+.
- Story time & activity will focus on children ages 3-5. Other ages welcome. Child supervision required. Only 2 story times for April.
- Lego Day open to all ages. Free build or theme.
- Children's STEM project focused on ages 7-13.

2023 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	592	112	112	30	1255	27	522	452	31	129	190
February	545	101	55	18	1201	14	286	329	2	94	199
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2023 TOTALS	1137	213	167	48	2456	41	808	781	33	223	389

O/A Att	O/A Comp	O/A Circ.
1350	215	2456
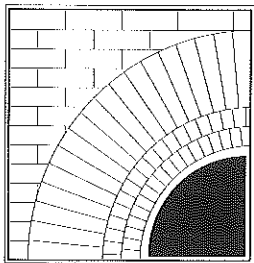
SERVICES AUTHORIZATION

Re: Planning Services
     Richards Library - Warrensburg, NY

March 06, 2023

Between the Owner:	Richards Library 36 Elm Street Warrensburg, New York 12885
and the Architect:	Butler Rowland Mays Architects, LLP 57 West High Street Ballston Spa, NY 12020

PROJECT NAME AND SERVICES DESCRIPTION:
Richards Library - Planning Services Project

SCOPE OF PLANNING SERVICES
BRMA, based on our collected library project experience, proposes to perform the following scope of work services, pursuant to preparation for phasing grant-writing and fundraising campaign(s).

Existing Conditions Related

- Review of existing drawings and documents, provided by the Library, defining the existing site and building as a base map. Recommendations regarding solicitation of a property boundary and topography survey, if necessary.
- Review of existing conditions to identify specific spaces and features that will require particular consideration in the development of Library programming.
- A general review of the maintenance, repair, and energy conservation needs of the existing facility and building envelope, and discussions with staff and facility maintenance personnel regarding physical upgrades made necessary by aging or weathering of building systems.
- Review of potential for future expansion strategies, in phases or at one time.
- Evaluation of potential sustainable design strategies and mechanical/comfort system improvements, including solar access, daylight harvesting, geothermal, etc., and their financial and political paybacks.
- Development of an Existing Conditions Report summarizing the above reviews, documenting the condition, age, life expectancy, replacement/upgrade cost options, grant applicability, and recommendations for major building systems (building envelope from foundation through roof, window and door systems, exterior cladding systems, interior slab issues, interior finishes and structures, and mechanical, electrical, and data systems). This prioritized list of recommended physical building improvements (from "requires immediate attention," to "requires attention within 2-5 years," to "may be deferred up to ten years.") is separate and distinct from programming and space needs, but becomes part of the overall Master Plan for addressing the building program and long-term requirements. It also provides a checklist for annual review by the Buildings and Grounds Committee, to maintain awareness of upcoming required maintenance or obsolescence of systems.
- Conceptual Drawings shall be prepared to develop the potential for phasing (related to grant cycles, budgeting, fundraising, and/or referenda), beginning with improvements within the existing building footprint, and extending to other potential upgrades or additions.
- Preparation of one to two Preliminary Floor Plan Schemes, with options and with various program areas color-coded, for review and comment by the Building

Committee and staff, for further consolidation. A conceptual site plan will also be included.

- A Preliminary Opinion of Probable Construction Cost will be prepared with this Phase for each Scheme. These estimates will be based upon typical square footage construction costs for buildings of this type, and will be broken down into hard and soft costs. Hard costs will include breakdown by trades (general construction, plumbing, mechanical, and electrical) into renovation costs, addition costs, and general conditions. Soft costs will include furnishings costs, fees, bonding, legal, testing and surveys, etc. Combined, the two categories (hard and soft costs) will represent the potential total project costs.

FEE STRUCTURE
Planning Services and Grant Assistance Services Fees (this proposal):

Planning and 2023 DLD Grant Assistance   **Lump sum fee of:**   **$6,200.00**

The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect. Reimbursables are estimated **not to exceed $200 for these services.**

Continuing Services – Implementation of all or part of the Planning:

Continuing Services, if necessary (depending on the scope of each phased component of work), include the preparation of construction documents, bidding, and construction administration of elements of the Plan, either separately per phase, or as one or multiple renovation /addition projects. These fees are currently incalculable, until scopes and budgets are developed and approved as part of the Planning process. All Estimates of Project Cost included in the Plan for each phase will include soft costs, including appropriate fees, so that such services are budgeted as part of the planning. Some basic maintenance projects may need only minimal construction documents or administration, but others may require production of a bid set. BRMA will review with the Director and the Committee these requirements for any phase to be pursued.

ASSUMPTIONS & LIMITATIONS FOR PRELIMINARY DESIGN SERVICES
1. This offer is valid for a period of thirty days after the date of this letter.
2. Consultant services are not included as part of the evaluation services for mechanical, and electrical engineering. Initial site and structural recommendations will be provided in-house. If existing conditions issues become apparent which require the use of a a consultant engineer (eg.: HVAC upgrades) for detailed technical evaluation, such services will be discussed with and approved by the Owner prior to commencement of such services.
3. The following items are not included in the basic scope of services described above. **If deemed necessary, BRMA will assist the Owner** with the selection of qualified professionals to provide these additional services.
   a. Traffic studies
   b. Environmental impact statements, wetlands identification, and storm water drainage studies
   c. Other special studies (archaeological, etc.) or special agency requirements
   d. Topographic and boundary surveys
   e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
   f. Emergency services related to existing conditions uncovered during the course of this planning work (eg.: structural deficiencies which might lead to imminent failure, etc.)
4. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently

found in window glazing compounds and sealants), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. **If deemed necessary,** BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.

5. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.

6. BRMA and the design team will have access to all existing building documentation, drawings, and reports as well as reasonable access to the building and site to conduct an assessment of existing conditions. This proposal includes provisions for observation of existing conditions from the ground, from the roof, or from the interior of the building. Should access to specific building issues require scaffolding, mechanical lifts, excavation equipment, selective demolition, etc., coordination of such access will be provided as an additional service.

7. The approval and review processes are limited to the Owner (Richards Library Board of Trustees) for the purposes of the Planning Services. Services related to the submission and presentation of this Project, beyond those already specifically listed above, to officials from any municipality or review board or hearing (Zoning, Planning, Architectural Review, Historic Review, State Education Department, etc.), are not included herein, but may be provided as an additional service.

8. BRMA may rely upon the accuracy and completeness of the site boundary and topography survey, or other documentation of existing conditions, provided by the Owner. It is assumed, based on previous conversation, that some existing drawings, floor plans, or sections of the building exist for use as base drawings, and that BRMA will be checking overall measurements of the building in the field for the purposes of the Planning and Design services.

9. Basic furnishings layouts will be included on all schematic floor plans.

10. If this Proposal is accepted, please execute on the last page, authorizing BRMA to proceed with these services. At such time as the Project and our services proceed to Continuing Design Services (Design Development, Construction Documents, Bidding, and Construction Administration of some or all elements of the Master Plan), we anticipate using the AIA Standard Form of Agreement Between Owner and Architect as appropriate for the project size and scope.

11. It is understood that if the scope of the Planning Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.

12. It is understood that funding for professional fees is available to the Library, and is accessible for this work. **A Planning project such as this is typically billed monthly by the Architect, based on a percentage of completion for each scope above, with payment due on a 30-day basis.**

13. Grant Assistance (NYS DLD Construction Grants) services, for the purpose of this proposal, include strategizing eligible projects, developing budgets based on available local match and reasonable expectations for grant award, procurement of contractor estimates for submission with the application, and writing of narratives for submission with the application. The submission itself is submitted by the Library Director through an online portal.

We appreciate the opportunity to present this proposal to your Board of Trustees, and look forward to working with you on this important project. If you have any questions regarding this agreement, please feel free to call. If this Proposal meets with your acceptance, please execute below and return one original copy to our office, keeping one original for your file.

I/We authorize Butler Rowland Mays Architects, LLP to perform the listed services on pages 1-3.

Owner: _____

                                              For the Richards Library

Date: _____

Architect: _____

                   Paul K Mays, RA, Principal Butler Rowland Mays Architects, LLP

Date: 03·06·2023 _____

Richards Library
Annual Report For Public And Association Libraries - 2022

<table>
<tr><td></td><td>CURRENT YEAR</td><td>*PREVIOUS YEAR*</td></tr>
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1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

		CURRENT YEAR	*PREVIOUS YEAR*
1.1	Library ID Number	7600636770	*7600636770*
1.2	Library Name	RICHARDS LIBRARY	*RICHARDS LIBRARY*
1.3	Name Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.4	Structure Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.5	Community	Warrensburg	*Warrensburg*
1.6	Beginning Fiscal Reporting Year	01/01/2022	*01/01/2021*
1.7	Ending Fiscal Reporting Year	12/31/2022	*12/31/2021*
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	*No*
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.11	Beginning Local Fiscal Year	01/01/2022	*01/01/2021*
1.12	Ending Local Fiscal Year	12/31/2022	*12/31/2021*

1.13	Address Status	00 (for no change from previous year)	*00 (for no change from previous year)*
1.14	Street Address	36 ELM STREET	*36 ELM STREET*
1.15	City	WARRENSBURG	*WARRENSBURG*
1.16	Zip Code	12885	*12885*
1.17	Mailing Address	36 ELM STREET	*36 ELM STREET*
1.18	City	WARRENSBURG	*WARRENSBURG*
1.19	Zip Code	12885	*12885*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 623-3011	*(518) 623-3011*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 623-2426	*(518) 623-2426*
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	war-director@sals.edu	*war_director@sals.edu*
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://therichardslibrary.com/	*https://therichardslibrary.com/*
1.24	Population Chartered to Serve (per 2020 Census)	5,054	*5,313*
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	*ASSOCIATION*
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	*Other*
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	*N*
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	*Absolute*
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	07/11/1901	*07/11/1901*
1.30	Date the library was last registered	10/17/1907	*10/17/1907*
1.31	Federal Employer Identification Number	141364588	*141364588*
1.32	County	WARREN	*WARREN*
1.33	School District	Warrensburg Central School	*Warrensburg Central School*
1.34	Town/City	Warrensburg	*Warrensburg*

| 1.35 | Library System | Southern Adirondack Library System | *Southern Adirondack Library System* |

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Shelby	*Shelby*
1.38	Last Name of Library Director/Manager	Burkhardt	*Burkhardt*
1.39	NYS Public Librarian Certification Number	N/A	*N/A*
1.40	What is the highest education level of the library manager/director?	Bachelor's Degree	*Bachelor's Degree*
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A	*N/A*
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N	*N*
1.43	E-mail Address of the Director/Manager	sburkhardt@sals.edu	*sburkhardt@sals.edu*
1.44	Fax Number of the Director/Manager	(518) 623-2426	*(518) 623-2426*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	*N*
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N	*N*

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

| 1. | Name of municipality or district holding the public vote | N/A | *N/A* |
| 2. | Indicate the type of municipality or district holding the public vote | N/A | *N/A* |

3.	Date the vote was held (mm/dd/2022)	N/A	*N/A*
4.	Was the vote successful? Y/N	N/A	*N/A*
5.	What type of public vote was it?	N/A	*N/A*
6a.	Most recent prior year approved appropriation from a public vote:	N/A	*N/A*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	*N/A*
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A	*N/A*

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	Y	*Y*

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Warrensburg Central School District	*Warrensburg Central School District*
2.	Indicate the type of municipality or district holding the public vote	School District	*School District*
3.	Date the last successful vote was held (mm/dd/yyyy)	06/09/2020	*06/09/2020*
4.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	*school district ballot proposition (Ed. Law §259(1)(a))*
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	$214,030	*$214,030*
1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.	N	*N*

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of contracting municipality or district	N/A	*N/A*
2.	Is this a written contractual agreement?	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Enter the appropriate code for range of services provided (select one):	N/A	*N/A*

| 1.49 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection. | N | *N* |

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	4,622	*4,356*
2.2	Adult Non-fiction Books	3,914	*3,761*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,536	*8,117*
2.4	Children's Fiction Books	2,995	*2,722*
2.5	Children's Non-fiction Books	1,701	*1,657*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,696	*4,379*
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	13,232	*12,496*

Other Print Materials

2.8	Total Uncataloged Books	316	*316*
2.9	Total Print Serials	43	*38*
2.10	All Other Print Materials	28	*51*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	387	*405*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	13,619	*12,901*

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	11,532	*11,433*
2.14	Local Electronic Collections	2	*2*
2.15	NOVELNY Electronic Collections	15	*15*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	17	*17*
2.17	Audio - Downloadable Units	5,635	*5,354*
2.18	Video - Downloadable Units	1	*1*
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	17	*17*
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	17,202	*16,822*

Non-Electronic Materials

2.21	Audio - Physical Units	833	*809*
2.22	Video - Physical Units	2,270	*2,070*
2.23	Other Circulating Physical Items	73	*73*
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,176	*2,952*

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	33,997	*32,675*

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	963	*766*

2.27	All Other Print Materials	23	*366*
2.28	Electronic Materials	2,535	*2,122*
2.29	All Other Materials	262	*160*
2.30	Total Additions (Total questions 2.26 through 2.29)	3,783	*3,414*

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click <u>here</u> to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	8,639	*6,248*
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
3.2	Registered resident borrowers	1,347	*1,548*
3.3	Registered non-resident borrowers	201	*216*

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	*Y*
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	*Y*
3.6	Does the library have an Internet use policy?	Y	*Y*
3.7	Does the library have a disaster plan?	N	*N*
3.8	Does the library have a board-approved conflict of interest policy?	Y	*Y*
3.9	Does the library have a board-approved whistle blower policy?	Y	*Y*
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	*Y*

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to persons who   Y   *Y*
cannot visit the library (homebound persons, persons in
nursing homes, persons in jail, etc.)?

3.12   Does the library have assistive devices for   N   *N*
persons who are deaf and hearing impaired (TTY/TDD)?

3.13   Does the library have large print books?   Y   *Y*

3.14   Does the library have assistive technology for   Y   *Y*
people who are visually impaired or blind?

3.15 - If so, what do you have?

      screen reader, such as JAWS, Windoweyes or   Yes   Yes
NVDA

      refreshable Braille commonly referred to as a   No   No
refreshable Braille display

      screen magnification software, such as   No   No
Zoomtext

      electronic scanning and reading software, such   No   No
as OpenBook

3.16   Is the library registered for services from either   N   *N*
the New York State Talking Book and Braille Library
(New York State Library, Albany) or the Andrew
Heiskell Braille and Talking Book Library (The New
York Public Library, New York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library
services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also
provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story
hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program Sessions   19   *27*
Targeted at Adults Age 19 or Older

3.18   Number of Synchronous Program Sessions   0   *4*
Targeted at Young Adults Ages 12-18

3.19a   Number of Synchronous Program Sessions   29   *7*
Targeted at Children Ages 0-5

3.19b   Number of Synchronous Program Sessions   17   *3*
Targeted at Children Ages 6-11

3.20	Number of Synchronous General Interest Program Sessions	14	*0*
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	79	*41*
3.21a	Number of Synchronous In-Person Onsite Program Sessions	67	*32*
3.21b	Number of Synchronous In-Person Offsite Program Sessions	13	*3*
3.21c	Number of Synchronous Virtual Program Sessions	1	*6*
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	81	
3.22	One-on-One Program Sessions	609	*30*
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	*Yes*
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	112	*104*
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	0	*1*
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	257	*54*
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	244	*38*
3.27	Attendance at Synchronous General Interest Programs	103	*0*
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	716	*197*
3.28a	Synchronous In-Person Onsite Program Attendance	553	*148*
3.28b	Synchronous In-Person Offsite Program Attendance	151	*24*
3.28c	Synchronous Virtual Program Attendance	12	*25*
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	716	
3.29	One-on-One Program Attendance	609	*30*
3.29a	Total Number of Asynchronous Program Presentations	2	*58*

Item	Description		
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	10	*690*
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	46	*10*
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	501	*92*

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	No	No
c.	Program(s) for Adults	No	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	No
f.	N/A	No	No

Item	Description		
3.33	Library outlets offering the summer reading program	1	*1*
3.34	Children registered for the library's summer reading program	11	*16*
3.35	Young adults registered for the library's summer reading program	0	*0*
3.36	Adults registered for the library's summer reading program	0	*0*
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	11	*16*
3.38	Children's program sessions - Summer 2022	9	*0*
3.39	Young adult program sessions - Summer 2022	0	*0*
3.40	Adult program sessions - Summer 2022	2	*0*
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	11	*0*
3.42	Children's program attendance - Summer 2022	63	*10*
3.43	Young adult program attendance - Summer 2022	0	*0*

3.44	Adult program attendance - Summer 2022	11	*0*
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	74	*10*

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1	*0*
3.47	Non-public school(s)	0	*0*
3.48	Childcare center(s)	0	*0*
3.49	Summer camp(s)	0	*0*
3.50	Municipality/Municipalities	0	*0*
3.51	Literacy provider(s)	0	*0*
3.52	Other (describe using the State note)	0	*0*
3.53	Total Collaborators (total 3.46 through 3.52)	1	*0*

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	*Y*

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	No	No
d.	N/A	No	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	24	*4*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	0	*0*
d.	N/A	0	*0*
3.57	Total Sessions	24	*4*

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	161	*30*
b.	Focus on parents & caregivers	0	*0*

c.	Combined audience	0	*0*
d.	N/A	0	*0*
3.59	Total Attendance	161	*30*

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No	*No*
3.62	Total group program sessions	0	*0*
3.63	Total one-on-one program sessions	0	*0*
3.64	Total group program attendance	0	*0*
3.65	Total one-on-one program attendance	0	*0*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	*N*
3.68	Children's program sessions	0	*0*
3.69	Young adult program sessions	0	*0*
3.70	Adult program sessions	0	*0*
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0	*0*
3.72	One-on-one program sessions	0	*0*

3.73	Children's program attendance	0	*0*
3.74	Young adult program attendance	0	*0*
3.75	Adult program attendance	0	*0*
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0	*0*
3.77	One-on-one program attendance	0	*0*

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.
DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y	*N*
3.80	Total group program sessions	0	*0*
3.81	Total one-on-one program sessions	2	*0*
3.82	Total group program attendance	0	*0*
3.83	Total one-on-one program attendance	2	*0*
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N	*N*

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	5,663	*4,169*
4.2	Adult Non-fiction Books	1,773	*1,687*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	7,436	*5,856*
4.4	Children's Fiction Books	2,306	*1,559*
4.5	Children's Non-fiction Books	341	*316*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	2,647	*1,875*

4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	10,083	*7,731*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,430	*3,085*
4.9	Circulation of Children's Other Materials	802	*663*
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,232	*3,748*
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	14,315	*11,479*

ELECTRONIC USE

4.12	Use of Electronic Material	1,491	*1,707*
4.13	Successful Retrieval of Electronic Information	12	*11*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	1,503	*1,718*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	15,806	*13,186*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	15,818	*13,197*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	3,449	*2,538*
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes	

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	158	*97*
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
4.20	Does the library offer virtual reference?	N	*N*

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	4,028	*4,107*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	3,086	*3,573*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	*Y*
5.2	Online public access catalog (OPAC)?	Y	*Y*
5.3	Electronic access to the OPAC from outside the library?	Y	*Y*
5.4	Annual number of visits to the library's web site	56,165	*48,673*
5.5	Does the library use Internet filtering software on any computer?	N	*N*
5.6	Does your library use social media?	Y	*Y*
5.7	Does the library file for E-rate benefits?	N	*N*
5.8	Is the library part of a consortium for E-rate benefits?	N	*N*
5.9	If yes, in which consortium are you participating?	N/A	*N/A*
5.10	Name of the person responsible for the library's Information Technology (IT) services	MVLS-SALS Joint Automation Staff	*MVLS-SALS Joint Automation Staff*
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 584-7300	*(518) 584-7300*
5.12	IT contact's email address	computersupport@sals.edu	*computersupport@sals.edu*

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37	*40*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0	*0.93*
6.3	Vacant Library Director (certified)	0	*0*
6.4	Librarian (certified)	0	*0*
6.5	Vacant Librarian (certified)	0	*0*
6.6	Library Manager (not certified)	1	*0*

6.7	Vacant Library Manager (not certified)	0	*0*
6.8	Library Specialist/Paraprofessional (not certified)	0	*0*
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	*0*
6.10	Other Staff	2.65	*2.45*
6.11	Vacant Other Staff	0	*0*
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.65	*3.38*
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	*0.00*

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0	*0*
6.15	Salary - Entry Level Librarian (certified)	$0	*$0*
6.16	FTE - Library Director (certified)	0	*1*
6.17	Salary - Library Director (certified)	$0	*$38,871*
6.18	FTE - Library Manager (not certified)	1	*0*
6.19	Salary - Library Manager (not certified)	$43,290	*$0*

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	*Y*
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	*Y*
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	*Y*
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	*Y*

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14.   Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.   Y   *Y*

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	*1*
8.2	Branches	0	*0*
8.3	Bookmobiles	0	*0*
8.4	Other Outlets	0	*0*
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	*1*

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	43.00	*36.00*
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	*0.00*
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	*0.00*
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	43.00	*36.00*
8.10	Annual Total Hours - Main Library	2,236.00	*2,107.00*
8.11	Annual Total Hours - Branch Libraries	0.00	*0.00*
8.12	Annual Total Hours - Bookmobiles	0.00	*0.00*
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,236.00	*2,107.00*

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No	*No*
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	No	*Yes*

CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	No	*No*
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No	*No*
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	*Yes*
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	*Yes*
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	*No*
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	*No*
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	*21*

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Richards Library	*Richards Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	36 Elm St.	*36 Elm St.*

4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Warrensburg	*Warrensburg*
6.	Zip Code	12885	*12885*
7.	Phone (enter 10 digits only)	(518) 623-3011	*(518) 623-3011*
8.	Fax Number (enter 10 digits only)	(518) 623-2426	*(518) 623-2426*
9.	E-mail Address	war-director@sals.edu	*war_director@sals.edu*
10.	Outlet URL	https://therichardslibrary.com/	*research.sals.edu/war*
11.	County	Warren	*Warren*
12.	School District	Warrensburg Central School District	*Warrensburg Central*
13.	Library System	Southern Adirondack Library System	*Southern Adirondack Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	2,236	*2,107*
16.	Number of Weeks This Outlet is Open	52	*52*
16a	Number of weeks an outlet closed due to COVID-19	0	*0*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*21*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	N	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	14	*52*
20.	Enter the appropriate outlet code (select one):	LO	*LO*
21.	Who owns this outlet building?	Library Board	*Library Board*
22.	Who owns the land on which this outlet is built?	Library Board	*Library Board*
23.	Indicate the year this outlet was initially constructed	1901	*1901*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2013	*2013*
25.	Square footage of the outlet	8,530	*8,530*

26.	Number of Internet Computers Used by General Public	8	*8*
27.	Number of uses (sessions) of public Internet computers per year	1,067	*603*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	*CT - Annual Count*
28.	Type of connection on the outlet's public Internet computers	Cable	*Cable*
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	*7 Greater than or equal to 10 mbps and less than 15 mbps*
31.	Internet Provider	Spectrum/Time Warner Cable	*Spectrum/Time Warner Cable*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Wireless Sessions	2,967	*2,532*
33a	Reporting Method for Wireless Sessions	CT - Annual Count	*CT - Annual Count*
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*Y*
36.	Does your **outlet** have a Makerspace?	N	*N*
37.	*LIBID*	7600636770	*7600636770*
38.	*FSCSID*	NY0631	*NY0631*
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*
40.	*Outlet Structure Status*	00 (for no change from previous year)	*00 (for no change from previous year)*

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

| 10.1 | Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022) | 12 | *12* |

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	*Yes*
10.3	If yes, what is the range?	5-15	*5-15*
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	7	*7*
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	*Yes*
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years	*5 years*

BOARD MEMBER SELECTION

| 10.8 | Enter Board Member Selection Code (select one): | O - other (specify using the State note) | *O - other (specify using the State note)* |

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Sarah	*Sarah*
10.10	Last Name	Gebbie-Measeck	*Gebbie-Measeck*
10.11	Mailing Address	7 Echo Lane	*7 Echo Lane*
10.12	City	Warrensburg	*Warrensburg*
10.13	Zip Code (5 digits only)	12885	*12885*
10.14	Phone (enter 10 digits only)	(518) 744-7554	*(518) 744-7554*
10.15	E-mail Address	richardslibrarysarah@gmail.com	*richardslibrarysarah@gmail.com*
10.16	Term Begins - Month	July	*July*
10.17	Term Begins - Year (yyyy)	2019	*2019*
10.18	Term Expires - Month	July	*July*
10.19	Term Expires - Year (yyyy)	2024	*2024*

10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A	*N/A*
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
10.23	Is this a brand new trustee?	N	*N*

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	*Filled*
2.	First Name of Board Member	John	*John*
3.	Last Name of Board Member	Schroeter	*Schroeter*
4.	Mailing Address	339 South Johnsburg Rd	*339 South Johnsburg Rd*
5.	City	Warrensburg	*Warrensburg*
6.	Zip Code (5 digits only)	12885	*12885*
7.	E-mail address	kentschroet@gmail.com	*kentschroet@gmail.com*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	December	*December*
12.	Term Expires - Year (yyyy)	2025	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Esther	*Esther*
3.	Last Name of Board Member	McTague	*McTague*
4.	Mailing Address	29 River Rd	*29 River Rd*
5.	City	Warrensburg	*Warrensburg*
6.	Zip Code (5 digits only)	12885	*12885*
7.	E-mail address	richardslibraryemct@gmail.com	*richardslibraryemct@gmail.com*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2022	*2017*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2027	*2022*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Becky	*Becky*
3.	Last Name of Board Member	Smith-Lawler	*Smith-Lawler*
4.	Mailing Address	25 King St	*25 King Street*
5.	City	Warrensburg	*Warrensburg*
6.	Zip Code (5 digits only)	12885	*12885*
7.	E-mail address	blsmithlawler@yahoo.com	*blsmithlawler@yahoo.com*
8.	Office Held or Trustee	Financial Officer	*Financial Officer*

No.	Field	Value	Value
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	December	*December*
12.	Term Expires - Year (yyyy)	2025	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
16.	Is this a brand new trustee?	N	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Suzanne	*Suzanne*
3.	Last Name of Board Member	Glebus	*Glebus*
4.	Mailing Address	166 State Rte. 28	*166 State Rte. 28*
5.	City	Warrensburg	*Warrensburg*
6.	Zip Code (5 digits only)	12885	*12885*
7.	E-mail address	richardslibrarysuzanneg@outlook.com	*richardslibrarysuzanneg@outloo*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	December	*December*
12.	Term Expires - Year (yyyy)	2026	*2026*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*

9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	December	*December*
12.	Term Expires - Year (yyyy)	2026	*2026*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	*N/A*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*N/A*
16.	Is this a brand new trustee?	N	*Y*

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Sarah Gebbie-Measeck	*Sarah Gebbie-Measeck*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*Y*
1.	Trustee Name	John Schroeter	*John Schroeter*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*Y*
1.	Trustee Name	Susan Matzner	*Susan Matzner*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*N*
1.	Trustee Name	Suzanne Glebus	*Suzanne Glebus*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N	*Y*
1.	Trustee Name	Esther McTague	*Esther McTague*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*Y*

1.	Trustee Name	Becky Smith-Lawler	*Becky Smith-Lawler*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*Y*
1.	Trustee Name	Mary Beadnell	
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N	

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1   Does the library receive any local public funds?   Y   *Y*
If yes, complete one record for each taxing authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District	*School District*
2.	Name of funding County, Municipality or School District	Warrensburg Central School District	*Warrensburg Central School District*
3.	Amount	$214,030	*$214,030*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*Y*
5.	Written Contractual Agreement	N	*N*
1.	Source of Funds	County	*County*
2.	Name of funding County, Municipality or School District	Warren County	*Warren*
3.	Amount	$4,871	*$532*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*Y*
5.	Written Contractual Agreement	N	*N*
1.	Source of Funds	County	*County*
2.	Name of funding County, Municipality or School District	Warren County	*Warren*
3.	Amount	$489	*$4,683*

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	*Y*
5.	Written Contractual Agreement	N	*N*

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$219,390	*$219,245*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,497	*$1,944*
11.4	Record all Central Library Services Aid monies received from system headquarters	$0	*$0*
11.5	Additional State Aid received from the System	$0	*$0*
11.6	Federal Aid received from the System	$0	*$0*
11.7	Other Cash Grants	$3,000	*$2,800*
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$4,497	*$4,744*

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0	*$0*

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0	*$0*
11.11	Other Federal Aid	$0	*$0*
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0	*$0*
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0	*$0*

OTHER RECEIPTS

11.14	Gifts and Endowments	$1,671	*$25,632*
11.15	Fund Raising	$0	*$998*
11.16	Income from Investments	$40	*$28*
11.17	Library Charges	$3,058	*$2,034*
11.18	Other	$1,150	*$689*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$5,919	*$29,381*

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$229,806	*$253,370*
11.21 BUDGET LOANS	$0	*$0*

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	$0	*$0*
11.23 From Other Funds	$0	*$0*
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	$0	*$0*
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$84,664	*$64,724*
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$314,470	*$318,094*

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	$0	*$38,871*
12.2 Other Staff	$133,679	*$75,908*
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	$133,679	*$114,779*
12.4 Employee Benefits Expenditures	$13,934	*$10,656*
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	$147,613	*$125,435*

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	$9,945	*$10,824*

12.7	Electronic Materials Expenditures	$393	*$429*
12.8	Other Materials Expenditures	$2,106	*$2,764*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$12,444	*$14,017*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$1,314	*$0*
12.11	From Other Funds (71OF)	$0	*$0*
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$1,314	*$0*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$8,125	*$9,296*
12.14	From Other Funds (72OF)	$0	*$0*
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$8,125	*$9,296*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$24,336	*$17,604*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$32,461	*$26,900*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$9,126	*$6,403*
12.19	Telecommunications	$1,536	*$1,575*
12.20	Postage and Freight	$241	*$113*
12.21	Professional & Consultant Fees	$6,975	*$4,975*
12.22	Equipment	$838	*$5,194*
12.23	Other Miscellaneous	$2,781	*$6,369*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$21,497	*$24,629*

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$4,424	*$4,809*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0	*$0*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$0	*$0*

Other Loans

12.29	Budget Loans (Principal and Interest)	$0	*$0*
12.30	Short-Term Loans	$0	*$0*
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0	*$0*
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$219,753	*$195,790*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0	*$0*
12.34	From Other Funds (76OF)	$0	*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0	*$0*
12.36	**Transfer to Other Funds**	$18,021	*$37,640*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$18,021	*$37,640*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$237,774	*$233,430*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$76,696	*$84,664*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$314,470	*$318,094*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/01/2023	*03/01/2022*

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	02/24/2022	*02/24/2021*
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2021-12/31/2021	*01/01/2020 - 12/31/2020*
12.44	Indicate type of audit (select one):	Other (specify using the State note)	*Other (specify using the State note)*

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	*N*

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$0	*$0*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0	*$0*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0	*$0*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$0*

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0	*$0*
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0	*$0*
13.10	**NON-REVENUE RECEIPTS**	$0	*$0*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0	*$0*

| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed) | $0 | *$0* |

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) $0   *$0*

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$0	*$0*
14.2	Incidental Construction	$0	*$0*

Other Disbursements

14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*
14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0	*$0*
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0	*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0	*$0*
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022	$0	*$0*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0	*$0*

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.
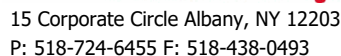
16.1	Total ALA-MLS	0.00	*0.93*
16.2	Total Librarians	0.93	*0.93*
16.3	All Other Paid Staff	2.45	*2.45*
16.4	Total Paid Employees	3.38	*3.38*
16.5	State Government Revenue	$1,497	*$1,944*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$8,919	*$32,181*
16.8	Total Operating Revenue	$229,806	*$253,370*
16.9	Other Operating Expenditures	$58,382	*$56,338*
16.10	Total Operating Expenditures	$218,439	*$195,790*
16.11	Total Capital Expenditures	$1,314	*$0*
16.12	Print Materials	13,591	*12,850*
16.12a	Total Physical Items in Collection	16,767	
16.13	Total Registered Borrowers	1,548	*1,764*
16.14	Other Capital Revenue and Receipts	$0	*$0*
16.15	Number of Internet Computers Used by General Public	8	*8*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,067	*603*
16.17	Wireless Sessions	2,967	*2,532*
16.18	Total Capital Revenue	$0	*$0*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	7600636770	*7600636770*
17.2	*Interlibrary Relationship Code*	ME	*ME*
17.3	*Legal Basis Code*	NP	*NP*
17.4	*Administrative Structure Code*	SO	*SO*
17.5	*FSCS Public Library Definition*	Y	*Y*
17.6	*Geographic Code*	MD1	*OTH*
17.7	*FSCS ID*	NY0631	*NY0631*
17.8	*SED CODE*	631201700010	*631201700010*
17.9	*INSTITUTION ID*	800000035969	*800000035969*

SUGGESTED IMPROVEMENTS

Library Name:	The Richards Library	*The Richards Library*
Library System:	Southern Adirondack Library System	*Southern Adirondack Library System*
Name of Person Completing Form:	Shelby Burkhardt	*Shelby Burkhardt*
Phone Number:	(518) 623-3011	*(518) 623-3011*
I am satisfied that this resource (Collect) is meeting library needs:	Agree	*Agree*
Applying this resource (Collect) will help improve library services to the public:	Agree	*Agree*
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	None	*Response has been entered.*

![NATIONAL Business Technologies]

15 Corporate Circle Albany, NY 12203
P: 518-724-6455 F: 518-438-0493

Sales Order No: DM193926
Date: 2/9/23
Account No: RL07

Bill To: Richards Library
Attn: Michael Sullivan
36 Elm Street
Warrensburg, NY 12885

Ship To: Richards Library
Attn: Michael Sullivan
36 Elm Street
Warrensburg, NY 12885

Sales Person	Ordered By	P.O. Number	Ship Method	Payment Terms	Date Required
Michelle Taylor			Best Way	Due Upon Installation	2/9/23

Remarks
Payment Due Upon Install
Remove existing TA356ci (B9074) V7B6300718 for lease return. - AV

Item No	Description	Serial No	Order	Canceled	UM	Price	Disc	Amount
1102P42US0	Kyocera ECOSYS M8124cidn	VXW2702709	1.00	0.00	EA	$7,816.25	0.00%	$7,816.25
1503S42US0	Kyocera Fax System (13) - Serialized	RXZ26A1000	1.00	0.00	EA			
1203NP2US0	Kyocera PF-470 Paper Feeder	Q7929A2210	1.00	0.00	EA			

PLEASE NOTE OUR NEW ADDRESS
Please remit all payments to:
  NATIONAL BUSINESS TECHNOLOGIES
  15 CORPORATE CIRCLE
  ALBANY, NY 12203

Subtotal	$7,816.25
Discount	$0.00
Freight	$0.00
Sales Tax	$0.00
Sales Order Total	$7,816.25

Name	Term Start (Month)	Term Start (Year)	Term End (Month)	Term End (Year)	Notes	Revised Term End (Month)	Revised Term End (Year)
Sarah Gebbie-Measeck	July	2019	July	2024	Board President	December	2024
Becky Smith-Lawler	January	2021	December	2025	Financial Officer	December	2025
Susan Matzner	December	2021	December	2026	Secretary	December	2025
John Schroeter	January	2021	December	2025		December	2026
Suzanne Glebus	January	2022	December	2026		December	2026
Esther McTague	April	2022	April	2027		December	2027
Mary Beadnell	January	2022	December	2026	Vice President	December	2027