

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, March 5, 2024 @ 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: *Donations in memoriam of Alice Damp cont., Northern Mechanical Services*
- 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: *Workshop - Collection Development, Material Selection, and Reconsideration Policy*
- VII Old Business
 - Library Advocacy 2024 – *Zoom 2/7 Assemblyman Matt Simpson and 2/8 Senator Daniel Stec*
 - SALS Construction Challenge Grant
 - Mock Book Challenge
- VIII New Business
 - 2024 NYS Annual Report
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Danielle for Warrensburg meeting (2/14 @ 7:00p).
 - o Sarah attending WCSD BOE meeting (3/11 @ 6:00p).
 - o Need volunteer for Thurman meeting (4/18 @ 4:30p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: **March 19, 2024 @ 9:00AM** for Annual Sexual Harassment Prevention Training
- XII Next Board Meeting: Tuesday, April 9, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, February 6, 2024**

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

Excused: Danielle Robichaud

Meeting called to order at 10:03am

Consent agenda approved. Motion made by Susan and seconded by John and approved by board.

Period Of Public Expression: None

Discussion of new Handbook for Library Trustees. Sarah reviewed public relations and the role of the board, doing one mailing a year and creating partnerships with local agencies.

Correspondence:

- We have been receiving donations in memoriam of Alice Damp

Director's report:

- Seed Library planning with Cornell Cooperative Extension
- The Annual Report portal opened on 1/26 and is due to SALS by 2/16
- Community Room has been used by Girl Scouts and private meetings
- January Programs were discussed
- February programs were discussed
- Statistics for 2024 were presented

Committee Reports:

- Personnel Committee: Director's Evaluation was presented to Director by Board President
- Ad Hoc: reviewed Paul Mays stakeholders meeting
- Budget and Finance: Letters to the WCSD Board of Education was reviewed
- Building and Grounds: n/a
- Outreach: John - nothing new.
- Policy: n/a

Old Business

- JA agreement was signed and submitted

New Business

- Library Advocacy via Zoom with NY Assemblyman Matt Simpson and Senator Daniel Stec
- SALS Construction Challenge Grant
 - Discussed potential to apply
 - Must fit into the strategic plan
- Mock Book Challenge
 - Reviewed a mock challenge of a controversial book to check procedures

Other Business:

- Town Board Meetings
 - Ether reported on the Thurman Town meeting on Jan. 18
 - Sarah will attend the March 11 WCSD BOE meeting
 - Susan volunteered to attend the Warrensburg Town meeting in February.

Public Expression: none

Next Board Workshop set for February 20 at 10:00am

Next Board Meeting : Tuesday, March 5, 2024 at 10:00am

Sexual Harassment Prevention Training will take place on March 19, 2024 at 9:00 am

A motion was made by Susan and seconded by John and approved by the board adjourn at 11:17am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
February 2024

Accrual Basis

	<u>Feb 24</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	255
NON-OPERATING RECEIPTS	175
Total Income	430
Expense	
OPERATING EXPENSES	7,120
PAYROLL, WAGES, BENEFITS & EXPE	12,640
COLLECTION & OTHER CAPITAL EXPE	785
12.36a · Transfers Reserve CapEx	6,500
Total Expense	27,045
Net Ordinary Income	-26,615
Other Income/Expense	
Other Income	
TRANSFERS	6,500
Total Other Income	6,500
Net Other Income	6,500
Net Income	<u><u>-20,115</u></u>

Richards Library

Monthly Funds Activity Report

February 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Check	02/01/2024	6752	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER		6,500.00
Check	02/01/2024	6753	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS		328.00
Check	02/01/2024	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2024 OPERATING N...	6,366.67	
Deposit	02/04/2024			Deposit	54.00	
Bill Pmt -Check	02/06/2024	6754	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR MAINTENANCE CONTRACT		945.00
Bill Pmt -Check	02/06/2024	6755	BRALEY & NOXON	PAINT, SILICONE		20.98
Bill Pmt -Check	02/06/2024	6756	HUDSON FALLS FREE LIBRARY	HUDSON FALLS FREE LIBRARY LOST BOOK		22.95
Bill Pmt -Check	02/06/2024	6757	MODERN MARKETING	TOTE BAGS		297.68
Bill Pmt -Check	02/06/2024	6758	SOUTHERN ADIRONDACK LIBRARY SYSTEM	JAN 2024 AUTOMATION FEES		414.92
General Journal	02/09/2024	PAYROLL		-MULTIPLE-		6,136.18
Check	02/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	1/25/24-2/24/24		96.93
Deposit	02/11/2024			Deposit	36.00	
Bill Pmt -Check	02/13/2024	6759	BAKER & TAYLOR	books		24.50
Bill Pmt -Check	02/13/2024	6760	BRALEY & NOXON			64.54
Bill Pmt -Check	02/13/2024	6761	MODERN MARKETING	MOOD PENCILS-1 COLOR IMPRINT		377.53
Bill Pmt -Check	02/13/2024	6762	NATIONAL BUSINESS TECHNOLOGIES*	2/9/24-3/8/24 + OVERAGE		57.22
Bill Pmt -Check	02/13/2024	6763	NORTHERN MECHANICAL SERVICES	REPLACE CONTROL BOARD		872.10
Bill Pmt -Check	02/13/2024	6764	SOUTHERN ADIRONDACK LIBRARY SYSTEM	OVERDRIVE 2024		352.34
Check	02/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	2/04/2024-3/03/2024		129.98
Deposit	02/18/2024			Deposit	108.00	
Bill Pmt -Check	02/20/2024	6765	COMMERCE BANK	#--1705		473.28
Bill Pmt -Check	02/20/2024	6766	LAWLER, BECKY	POSTAGE TO MAIL TAX INFO TO ACCOUNTANT		5.00
Bill Pmt -Check	02/20/2024	6767	STONY CREEK LIBRARY	#0003400174805		22.99
General Journal	02/23/2024	PAYROLL		-MULTIPLE-		6,340.03
Deposit	02/25/2024			Deposit	57.00	
Check	02/27/2024	A/W	NATIONAL GRID	12/7/23-2/6/24 (2 MONTHS)		3,044.45
Bill Pmt -Check	02/27/2024	6768	BAKER & TAYLOR			595.66
Bill Pmt -Check	02/27/2024	6769	CINTAS			51.52
Total 12.39a · Operating Account - GFNB					6,621.67	27,173.78
Total GFNB #--6131 -Operat & DF					6,621.67	27,173.78
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Check	02/01/2024	6753	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS	328.00	
Total 12.39d · Non-Designated Operating Saving					328.00	0.00
12.39f · 2024 Operating Budgeted Needs						
Check	02/01/2024	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2024 OPERATING N...		6,366.67
Total 12.39f · 2024 Operating Budgeted Needs					0.00	6,366.67
Total (12.39) · OPERATING SAVINGS #9012					328.00	6,366.67
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Reserve - Depreciable Expenditu						
Check	02/01/2024	6752	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER	6,500.00	
Total Reserve - Depreciable Expenditu					6,500.00	0.00
Total GFNB Reserve Sav #40392707					6,500.00	0.00

Richards Library

Monthly Funds Activity Report

February 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total RESERVE FUNDS					6,500.00	0.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	02/04/2024			Deposit	100.00	
Total Non-Designated Funds - S/A					100.00	0.00
In Memory - Alice Damp						
Deposit	02/11/2024			Deposit	25.00	
Deposit	02/18/2024			Deposit	50.00	
Total In Memory - Alice Damp					75.00	0.00
Total Special Acc't #5976 - GFNB					175.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					175.00	0.00
Total RESTRICTED FUNDS					175.00	0.00
TOTAL					13,624.67	33,540.45

THE RICHARDS LIBRARY



Director's Report

March 1, 2024

- Closed for Presidents' Day
- Gant submitted for Seed Library - WCSWD
- Annual Report submitted to SALS and NYS
- Barrier Free Elevators completed bi-annual maintenance inspection
- Donation of Merlin Enhanced Vision Magnifier
- Northern Mechanical Services serviced upstairs "old section" furnace
- National Grid supplying electric services again instead of American Power & Gas
- Community Room: Girl Scouts
- February Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Homeschool meet-up
 - Sewing with Sarah
 - Chess Day – 2 sessions
 - Author Event with Rachel Vogel
 - Needle & Cork Compasses

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 (3/14)
- Technology Classes in Partnership with Senior Planet from AARP
- Sewing with Sarah (3/14)
- Homeschool meet-up (3/20)
- Story time & activity
- Children's Film (3/15)

Full March Events Calendar attached

Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

Richards Library
All Transactions for NATIONAL GRID
 January 1, 2021 through February 27, 2024

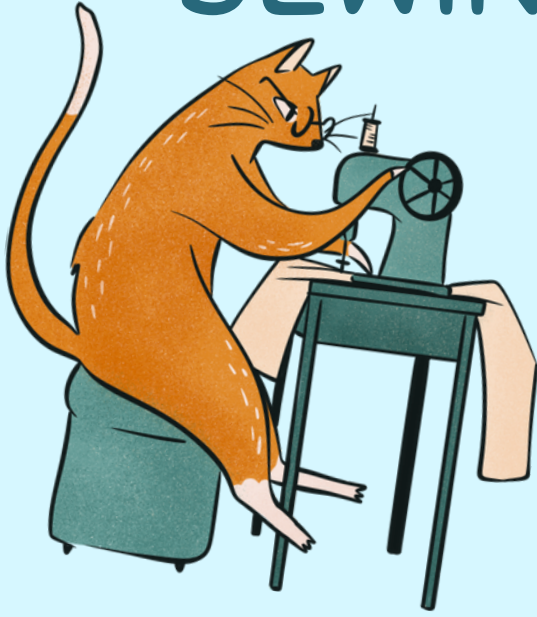
Type	Num	Date	Memo	Amount
Jan 1, '21 - Feb 27, 24				
Check	A/W	02/27/2024	12/7/23-2/6/24 (2 MONTHS)	-3,044.45
Check	A/W	12/28/2023	11/6/23-12/7/23	-1,393.97
Check	A/W	11/15/2023	10/6/23-11/6/23	-953.77
Check	A/W	10/15/2023	9/7/23-10/7/23	-733.45
Check	A/W	09/16/2023	8/7/23-9/7/23	-798.69
Check	A/W	08/16/2023	7/7/23-8/7/23	-884.83
Check	A/W	07/16/2023	6/7/23-7/7/23	-694.80
Check	A/W	06/16/2023	5/8/22-6/7/23	-665.29
Check	A/W	05/15/2023	4/7/22-5/8/23	-754.01
Check	A/W	04/15/2023	3/7/22-4/6/23	-800.68
Check	A/W	03/15/2023	2/7/22-3/6/23	-798.51
Check	A/W	02/15/2023	1/7/22-2/6/23	-800.21
Check	A/W	01/27/2023	12/7/22-1/6/23	-725.80
Check	A/W	12/27/2022	1/4/22-12/7/22	-620.56
Check	A/W	11/25/2022	10/5/22-11/4/22	-537.81
Check	A/W	10/25/2022	9/7/22-10/5/22	-360.28
Check	A/W	09/28/2022	08/07/22-09/05/22	-407.07
Check	A/W	08/27/2022	07/07/22-08/05/22	-578.49
Check	A/W	07/27/2022	06/7/22-7/7/22	-397.59
Check	A/W	06/27/2022	5/6/22-6/7/22	-362.64
Check	A/W	05/27/2022	4/6/22-5/6/22	-274.42
Check	A/W	04/27/2022	3/7/22-4/6/22	-293.98
Check	A/W	03/28/2022	02/04/22-03/07/2022	-393.05
Check	A/W	02/25/2022	1/06/21-02/04/2022	-372.61
Check	A/W	01/27/2022	12/07/21-01/06/2022	-349.09
Check	A/W	12/10/2021	11/04/2021-12/07/2021	-331.05
Check	A/W	11/08/2021	10/06/2021-11/04/2021	-212.11
Check	A/W	10/13/2021	09/08/2021-10/06/2021	-241.37
Check	A/W	09/13/2021	08/06/21-09/08/21	-344.73
Check	A/W	09/04/2021	07/08/21-08/06/21	-296.91
Check	A/W	08/06/2021	06/08/21-07/08/21	-272.55
Check	A/W	07/04/2021	5/7/21-6/8/21	-189.77
Check	A/W	05/28/2021	4/8/21 - 5/7/21	-169.88
Check	A/W	05/06/2021	03/08/2021-04/08/2021	-232.48
Check	A/W	04/03/2021	02/05/2021-03/08/2021	-252.62
Check	A/W	03/06/2021	1/07/21-02/05/2021	-267.97
Check	A/W	01/08/2021	12/07/20-01/07/2021	-257.56
Jan 1, '21 - Feb 27, 24				

IF NATIONAL GRID
 WAS OUR SUPPLIER,
 THIS BILL WOULD
 HAVE BEEN
 \$1290.52 FOR THE
 TWO MONTHS.

AMERICAN
 POWER & GAS
 AS SUPPLIER

NATIONAL
 GRID AS
 SUPPLIER

SEWING WITH SARAH



IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY
THURSDAY, MARCH 14, 5:00–6:30PM
THURSDAY, APRIL 11, 5:00–6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting. This is not a presentation, but a drop-in time for people with questions about projects with sewing machines.

Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!





HOMESCHOOL MEET-UP

**MARCH 20
APRIL 17
AT 10:00AM**

**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

Have questions? Contact the Library at 518-623-3011 or Jennifer at merry.bierman@gmail.com

Painting Springtime on Lake George w/Patrice

TUESDAY, APRIL 2, 2:30-4:30PM

IN THE JEFFREY M. LEVINE COMMUNITY ROOM
AT THE RICHARDS LIBRARY, WARRENSBURG, NY



Depicting a view from the southern tip of Lake George, Patrice will guide you to paint brushstrokes of Spring-like colors using vibrant blues and greens across the mountains and various blues on the lake. We will add fresh green grasses in the foreground along with new buds on the trees. All supplies are included and we will paint with acrylic paints. **For ages 8+, limited to 10 seats, and the cost is covered by The Richards Library. Please call 518-623-3011 to pre-register.**

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS MARCH 2024

SUN MON TUE WED THU FRI SAT

					1	2
3	4	5 TRL Board Meeting @ 10:00a OATS: Ipad Essentials Course @ 2:00p	6 Story time & activity @ 10:00a	7 OATS: Ipad Essentials Course @ 2:00p	8	9
10	11	12 OATS: Ipad Essentials Course @ 2:00p	13	14 OATS: Ipad Essentials Course @ 2:00p TRL Book Club @ 4:00p Sewing with Sarah, 5:00-6:30p	15 Children's Film @ 2:30p	16
17	18	19 Library opening at 11:00AM due to Staff Training OATS: Ipad Essentials Course @ 2:00p	20 Homeschool meet-up @ 10:00a Story time & activity @ 2:00p	21 OATS: Ipad Essentials Course @ 2:00p Starting Seeds Indoors, 5:00-6:30p	22	23
24	25	26 OATS: Ipad Essentials Course @ 2:00p	27 Story time & activity @ 10:00a	28 OATS: Ipad Essentials Course @ 2:00p	29	30
31						

- *Lego Days* are free build for any ages. In YA Room.
- *OATS: Chrome Essentials*, 5 week Course, meets twice a week, 10/10 - 11/9. **Limited to 6 participants, pre-registration required.**
- *Story time & activity* will focus on children ages 3-5. Other ages welcome. Start time varies. Child supervision required. Three for March.
- *Sewing with Sarah*, hands on help with sewing machine projects. See flyer for more info.
- For the *Children's Film*, bring water and comfy blankets for sitting. Popcorn provided!
- *Starting Seeds Indoors* Workshop, led by Warren Co. Master Gardener, free for all ages, limited peat pots available.

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



2024 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	645	126	83	28	1504	9	494	500	10	93	133
February	739	178	106	26	1621	16	441	363	6	113	167
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2024 TOTALS	1384	304	189	54	3125	25	935	863	16	206	300
	O/A Att 1688		O/A Comp 243		O/A Circ. 3125						

Richards Library

Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1 Library ID Number 7600636770

1.2 Library Name RICHARDS LIBRARY

1.3 Name Status (State use only) 00 (for no change from previous year)

1.4 Structure Status (State use only) 00 (for no change from previous year)

1.5 Community Warrensburg

1.6 Beginning Fiscal Reporting Year 01/01/2023

1.7 Ending Fiscal Reporting Year 12/31/2023

1.8 Is the library now reporting on a different fiscal year than it reported No on in the previous Annual Report?

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

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

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	36 ELM STREET
1.15	City	WARRENSBURG
1.16	Zip Code	12885
1.17	Mailing Address	36 ELM STREET
1.18	City	WARRENSBURG
1.19	Zip Code	12885
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(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
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	war-director@sals.edu
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://therichardslibrary.com/
1.24	Population Chartered to Serve (per 2020 Census)	5,054
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	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
- 1.28 Indicate the type of charter the library currently holds (select one): 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
- 1.30 Date the library was last registered 10/17/1907
- 1.31 Federal Employer Identification Number 141364588
- 1.32 County WARREN
- 1.33 School District Warrensburg Central School
- 1.34 Town/City Warrensburg
- 1.35 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 current library director/manager.

- 1.37 First Name of Library Director/Manager Shelby
- 1.38 Last Name of Library Director/Manager Burkhardt
- 1.39 NYS Public Librarian Certification Number N/A

1.40 What is the highest education level of the library manager/director? 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

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

Note: Note: There are no staff working in the budgeted Librarian (certified) position. Shelby Burkhardt, sburkhardt@sals.edu, library manager.

1.43 E-mail Address of the Director/Manager sburkhardt@sals.edu

1.44 Fax Number of the Director/Manager (518) 623-2426

1.45 Does the library charge fees for library cards to people residing outside the system's service area? N

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, Y N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

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 Warrensburg Central School District

2. Indicate the type of municipality or district holding the public vote School District
3. Date the vote was held (mm/dd/2023) 05/16/2023
4. Was the vote successful? Y/N Y
5. What type of public vote was it? school district ballot proposition (Ed. Law Â§259(1)(a))
- 6a. Most recent prior year approved appropriation from a public vote: \$214,030
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$32,594
- 6c. Total proposed appropriation (manually sum of 6a and 6b): \$246,624

Note: Note: The total proposed appropriation to the library for 2024.

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 2023) 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. N

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

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

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

Unusual Circumstances

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

1. Name of contracting municipality or district N/A

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A

5. Enter the appropriate code for range of services provided (select one): 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 Note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

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	4,808
2.2	Adult Non-fiction Books	4,018
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,826
2.4	Children's Fiction Books	3,298
2.5	Children's Non-fiction Books	1,809
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,107
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	13,933

Other Print Materials

2.8	Total Uncataloged Books	317
2.9	Total Print Serials	50
2.10	All Other Print Materials	28

Note: Note: 16 vertical files 12 maps, posters, blueprints, etc.

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	395
------	--	-----

2.12	Total Print Materials (Total questions 2.7 and 2.11)	14,328
------	--	--------

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	12,008
2.14	Local Electronic Collections	2
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	17
2.17	Audio - Downloadable Units	6,079
2.18	Video - Downloadable Units	1
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	5,401

Note: Note: eMagazines added to collection in 2023. Still 17 Yearbooks on CD.

2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	23,506
------	--	--------

Non-Electronic Materials

2.21	Audio - Physical Units	985
2.22	Video - Physical Units	2,369
2.23	Other Circulating Physical Items	73

Note: Note: Microfilm

2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,427
------	--	-------

Grand Total / Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS**
(Total questions 2.12, 2.20 and 2.24) 41,261

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 865

2.27 All Other Print Materials 22

Note: Note: 22 serials

2.28 Electronic Materials 6,862

2.29 All Other Materials 322

2.30 **Total Additions (Total questions 2.26 through 2.29)** 8,071

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.
Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 9,652

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

3.2 Registered resident borrowers 1,325

3.3 Registered non-resident borrowers 174

Please report information on WRITTEN POLICIES as of 12/31/23.
WRITTEN POLICIES (Answer Y for Yes, N for No)
Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

- | | | |
|-----|---|---|
| 3.4 | Does the library have an open meeting policy? | Y |
| 3.5 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6 | Does the library have an Internet use policy? | Y |
| 3.7 | Does the library have a disaster plan? | N |

Note: Note: The disaster plan draft is in progress. Two additional board workshops were held in 2023 to go over research materials and expand outline for the disaster plan for the library. High priority project to be finalized and approved by the Board in 2024.

- | | | |
|------|---|---|
| 3.8 | Does the library have a board-approved conflict of interest policy? | Y |
| 3.9 | Does the library have a board-approved whistle blower policy? | Y |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

Note: Note: Persons in local nursing home and homebound persons as needed.

- | | | |
|------|--|---|
| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | N |
| 3.13 | Does the library have large print books? | Y |
| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y |

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS,
Windoweyes or NVDA

Yes

refreshable Braille commonly
referred to as a refreshable Braille
display

No

screen magnification software,
such as Zoomtext

No

electronic scanning and reading
software, such as OpenBook

No

3.16 Is the library registered for
services from either 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)?

N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A 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 of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a Number of Sessions Targeted at
Children Ages 0-5

33

Note: Note: 19 Story times & activity had zero attendance.

3.17b [Attendance at Sessions Targeted at
Children Ages 0-5](#)

164

3.18a Number of Sessions Targeted at
Children Ages 6-11

19

Note: Note: 1 Summer Story Hour had zero attendance.

3.18b Attendance at Sessions Targeted at Children Ages 6-11 170

3.19a Number of Sessions Targeted at Young Adults Ages 12-18 0

3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 0

3.20a Number of Sessions Targeted at Adults Age 19 or Older 51

Note: Note: 14 Tech/digital literacy programs and 3 sewing programs had zero attendance.

3.20b Attendance at Sessions Targeted at Adults Age 19 or Older 119

3.21a Number of General Interest Program Sessions 6

Note: Note: 2 craft workshops for all ages had zero attendance.

3.21b Attendance at General Interest Program Sessions 72

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) 109

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) 525

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions 93

Note: Note: 39 program sessions had zero attendance.

3.24b Total Live Onsite Program Attendance 295

Note: Note: 39 program sessions had zero attendance.

3.25a Total Live Offsite Program Sessions 16

3.25b Total Live Offsite Program Attendance 230

3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	109
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	525

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	680
Note: Note: Take and make crafts.		
3.32	Attendance at One-on-One Program Sessions	680
Note: Note: Take and make crafts.		

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N
3.34	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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 1

3.37 Children registered for the library's summer reading program 26

3.38 Young adults registered for the library's summer reading program 2

3.39 Adults registered for the library's summer reading program 0

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 28

3.41a Children's program sessions - Summer 2023 10

3.41b Children's program attendance - Summer 2023 54

3.42a Young adult program sessions - Summer 2023 0

3.42b Young adult program attendance - Summer 2023 0

3.43a Adult program sessions - Summer 2023 2

3.43b Adult program attendance - Summer 2023 11

3.44 Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a) 12

3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	65
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	0
3.55	Total Collaborators (total 3.48 through 3.54)	1

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
------	---	---

3.57a	Focus on birth - school entry (kindergarten) sessions	33
Note: Note: 19 sessions had zero attendance.		
3.57b	Focus on birth - school entry (kindergarten) attendance	164
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	33
3.61	Total Attendance	164
3.62 - Collaborators (check all that apply):		
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.
 ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

Note: Note: Provide information to community for Tri-County Literacy Center that provides free adult literacy tutoring, English as a new language tutoring, and high school equivalency tutoring to Warren, Washington and Saratoga counties. <https://trilitcenter.org/> Tutors from Tri-County Literacy and private tutors will tutor community members throughout the year at our library.

3.64a Total group program sessions

3.64b [Total group program attendance](#)

3.65a Total one-on-one program sessions

3.65b [Total one-on-one program attendance](#)

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

Note: Note: Provide information to community for Tri-County Literacy Center that provides free adult literacy tutoring, English as a new language tutoring, and high school equivalency tutoring to Warren, Washington and Saratoga counties. <https://trilitcenter.org/>

3.68a	Children's program sessions	
3.68b	Children's program attendance	
3.69a	Young adult program sessions	
3.69b	Young adult program attendance	
3.70a	Adult program sessions	
3.70b	Adult program attendance	
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	
3.73b	One-on-one program attendance	
3.74	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	32

Note: Note: 14 sessions had zero attendance.

3.76b **Total group program attendance** 21

3.77a **Total one-on-one program sessions** 16

Note: Note: Walk-in tech help.

3.77b **Total one-on-one program attendance** 16

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1 **Adult Fiction Books** 5,783

4.2 **Adult Non-fiction Books** 1,654

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 7,437

4.4 **Children's Fiction Books** 2,700

4.5 **Children's Non-fiction Books** 459

4.6 **Total Children's Books (Total questions 4.4 & 4.5)** 3,159

4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** 10,596

CIRCULATION OF OTHER MATERIALS

4.8 **Circulation of Adult Other Materials** 3,290

4.9 **Circulation of Children's Other Materials** 770

4.10 **Circulation of Other Physical Items (Total questions 4.8, 4.9)** 4,060

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	14,656
------	--	--------

ELECTRONIC USE

4.12	Use of Electronic Material	1,721
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4.13	Successful Retrieval of Electronic Information	22
------	--	----

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	1,743
------	--	-------

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	16,377
------	--	--------

4.16	Total Collection Use (Total questions 4.13 & 4.15)	16,399
------	--	--------

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	3,929
------	---	-------

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
------	--	-----

Note: Note: In Fall of 2023, the library moved to partially fine free. We only charge fines on new print materials.

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	223
------	------------------------------	-----

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
-------	---	-------------------

4.20	Does the library offer virtual reference?	N
------	---	---

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	3,852
------	-----------------------------	-------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	3,247
------	-----------------------------	-------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	55,282
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	MVLS-SALS Joint Automation Staff
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 584-7300

5.12 IT contact's email address computersupport@sals.edu

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	1
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	0
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	2.54
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.54

6.13 VACANT TOTAL PAID STAFF
(Total questions 6.3, 6.5, 6.7, 6.9 & 0.00
6.11)

SALARY INFORMATION

6.14	FTE - Library Director (certified)	0
6.15	Salary - Library Director (certified)	\$0
6.16	FTE - Library Manager (not certified)	1
6.17	Salary - Library Manager (not certified)	\$46,000
6.18	FTE - Librarian	0
6.19	Salary - Librarian	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

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, 2023**. 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.

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
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. 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

- | | | |
|--|--|---|
| 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 |
| 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 |
| 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 |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | 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 |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |

- | | | |
|------|---|---|
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | 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 |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | 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 |
| 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 |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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

8.1	Main Library	1
-----	--------------	---

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	47.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	47.00

8.10 Annual Total Hours - Main Library 2,324.00

Note: Note: Open 47 hours per week for 52 weeks. Subtracted 120 hours for holidays closed and other hours lost due to closing for bad weather, etc.

8.11 Annual Total Hours - Branch
Libraries 0.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 **Annual Hours Open - Total Hours
Open (Total questions 8.10 through
8.12)** 2,324.00

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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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 |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 36 Elm St. |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Warrensburg |
| 6. | Zip Code | 12885 |
| 7. | Phone (enter 10 digits only) | (518) 623-3011 |
| 8. | Fax Number (enter 10 digits only) | (518) 623-2426 |
| 9. | E-mail Address | war-director@sals.edu |
| 10. | Outlet URL | https://therichardslibrary.com/ |
| 11. | County | Warren |
| 12. | School District | Warrensburg Central School District |
| 13. | Library System | Southern Adirondack Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,324 |

16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	19
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1901
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013
25.	Square footage of the outlet	8,530
26.	Number of Internet Computers Used by General Public	8
Note: Note: 5 desktops and 3 laptops		
27.	Number of uses (sessions) of public Internet computers per year	1,299
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	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
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
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	2,967
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	7600636770
38.	<i>FSCSID</i>	NY0631
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023) 12

NUMBER OF TRUSTEES AND TERMS

- 10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-15
- 10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7
- 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A

Note: Note: Library has a range.

- 10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5 years
- 10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. N

Note: Note: All trustees have participated in trustee education in 2023, except for Danielle Robichaud, whom started partway through the year. She has begun trustee education for 2024.

BOARD MEMBER SELECTION

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

Note: Note: Board members are voted into their terms by the current, sitting Board members, after a review/interview of possible candidates.

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

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. 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 previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|----------------------------|------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | John |
| 3. | Last Name of Board Member | Schroeter |
| 4. | Mailing Address | 339 South Johnsburg Rd |
| 5. | City | Warrensburg |
| 6. | Zip Code (5 digits only) | 12885 |
| 7. | E-mail address | kentschroet@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |

Note: Note: Term expires year changed from 2025 to 2026 in order to stagger the number of trustee terms expiring within a single year. Received guidance from SALS to make these term changes. New term dates approved at May 2, 2023 Board Meeting.

- | | | |
|-----|---|-----|
| 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 |
|-----|---|-----|

14. The date the Oath of Office (mm/dd/yyyy) was taken N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Esther

3. Last Name of Board Member McTague

4. Mailing Address 29 River Rd

5. City Warrensburg

6. Zip Code (5 digits only) 12885

7. E-mail address richardslibraryemct@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month April

10. Term Begins - Year (year) 2022

11. Term Expires December

Note: Note: Term expires month changed from April to December in order to have all trustee terms expiring in December. Received guidance from SALS to make these term changes. New term dates approved at May 2, 2023 Board Meeting.

12. Term Expires - Year (yyyy) 2027

- | | | |
|-----|---|-----|
| 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 |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|-------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Becky |
| 3. | Last Name of Board Member | Smith-Lawler |
| 4. | Mailing Address | 25 King St |
| 5. | City | Warrensburg |
| 6. | Zip Code (5 digits only) | 12885 |
| 7. | E-mail address | blsmithlawler@yahoo.com |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | December |

12. Term Expires - Year (yyyy) 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

14. The date the Oath of Office (mm/dd/yyyy) was taken N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Danielle

3. Last Name of Board Member Robichaud

4. Mailing Address 204 Library Ave

5. City Warrensburg

6. Zip Code (5 digits only) 12885

7. E-mail address richardslibrarydanielle@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month July

Note: Note: Joined Board in July to replace vacancy by Suzanne Glebus.

10. Term Begins - Year (year) 2023

11. Term Expires December

12. Term Expires - Year (yyyy) 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. No

Note: Note: Trustee is filling the remainder of Suzanne Glebus' term, which was to run from January 2022 to December 2026. Danielle started on the Board at our July 2023 meeting.

14. The date the Oath of Office (mm/dd/yyyy) was taken N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

16. Is this a brand new trustee? Y

1. Status Filled

2. First Name of Board Member Susan

3. Last Name of Board Member Matzner

4. Mailing Address P.O. Box 361

5. City Warrensburg

6. Zip Code (5 digits only) 12885

7. E-mail address richardslibrarysue@gmail.com

8. Office Held or Trustee Secretary

9. Term Begins - Month December

10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2025

Note: Note: Term expires year changed from 2026 to 2025 in order to stagger the number of trustee terms expiring within a single year and to have the next term begin in January going forward. Received guidance from SALS to make these term changes. New term dates approved at May 2, 2023 Board Meeting.

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
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Mary
3. Last Name of Board Member Beadnell
4. Mailing Address 913 Schroon River Rd
5. City Warrensburg
6. Zip Code (5 digits only) 12885
7. E-mail address richardslibrarymary@gmail.com

8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027

Note: Note: Term expires year changed from 2026 to 2027 in order to stagger the number of trustee terms expiring within a single year. Received guidance from SALS to make these term changes. New term dates approved at May 2, 2023 Board Meeting.

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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Sarah
3.	Last Name of Board Member	Gebbie-Measeck
4.	Mailing Address	7 Echo Lane
5.	City	Warrensburg

- | | | |
|-----|---------------------------|--------------------------------|
| 6. | Zip Code (5 digits only) | 12885 |
| 7. | E-mail address | richardslibrarysarah@gmail.com |
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
- Note:** Note: Term expires month changed from July to December in order to have the trustee terms all expiring in December. Received guidance from SALS to make these term changes. New term dates approved at May 2, 2023 Board Meeting.
- | | | |
|-----|---|------|
| 12. | Term Expires - Year (yyyy) | 2024 |
| 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 |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | 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? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

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

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

1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Warren County
3.	Amount	\$5,393
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$219,423

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,501
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$6,792

Note: Note: SALS Construction Challenge Grant and AARP OATS Grant.

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$8,293
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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	\$14,940
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Note: Note: NY State Aid for Library Construction awarded for Accessibility Improvements Project.

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$5,390
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11.15	Fund Raising	\$100
11.16	Income from Investments	\$21
11.17	Library Charges	\$2,607
11.18	Other	\$742
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$8,860
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$251,516
11.21	BUDGET LOANS	\$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$76,696
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)	\$328,212

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
12.2	Other Staff	\$143,157
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$143,157
12.4	Employee Benefits Expenditures	\$14,203
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$157,360

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$10,900
12.7	Electronic Materials Expenditures	\$421
12.8	Other Materials Expenditures	\$2,408
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$13,729

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$33,553
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$33,553
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$33,553

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$8,608
12.19	Telecommunications	\$3,010
12.21	Professional & Consultant Fees	\$5,275
12.22	Equipment	\$18,676
12.23	Other Miscellaneous	\$913
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$36,482

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$4,598
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0

12.28	Total (Add Questions 12.26 and 12.27)	\$0
Other Loans		
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$245,722
TRANSFERS		
Transfers to Capital Fund		
12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$33,780
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$33,780
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$279,502
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$48,710
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$328,212

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). 03/05/2024

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 02/21/2023

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2022-12/31/2022

12.44 Indicate type of audit (select one): Other (specify using the State note)
Note: Note: Audit review by outside accountant.

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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

13.2 All Other Revenues from Local Sources \$0

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

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

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$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
16.2	Total Librarians	0.93
16.3	All Other Paid Staff	2.35
16.4	Total Paid Employees	3.28

16.5 State Government Revenue \$16,441

Note: Note: The library was awarded State Aid for Library Construction for our Accessibility Improvements Project.

16.6 Federal Government Revenue \$0

16.7 Other Operating Revenue \$15,652

16.8 Total Operating Revenue \$251,516

16.9 Other Operating Expenditures \$74,633

16.10 Total Operating Expenditures \$245,722

16.11 Total Capital Expenditures \$0

16.12 Print Materials 14,300

16.12a Total Physical Items in Collection 17,727

16.13 Total Registered Borrowers 1,499

16.14 Other Capital Revenue and
Receipts \$0

16.15 Number of Internet Computers
Used by General Public 8

16.16 Total Uses (sessions) of Public
Internet Computers Per Year 1,299

16.17 Wireless Sessions 2,967

Note: Note: Wireless sessions count was double checked. Records indicate that while the number of sessions each month varied from 2022 to 2023, there were the same total number of wireless sessions in both years.

16.18 Total Capital Revenue \$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID 7600636770

17.2 Interlibrary Relationship Code ME

17.3	<i>Legal Basis Code</i>	NP
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	MD1
17.7	<i>FSCS ID</i>	NY0631
17.8	<i>SED CODE</i>	631201700010
17.9	<i>INSTITUTION ID</i>	800000035969

SUGGESTED IMPROVEMENTS

Library Name: The Richards Library

Library System: Southern Adirondack Library System

Name of Person Completing Form: Shelby Burkhardt

Phone Number: (518) 623-3011

I am satisfied that this resource
(Collect) is meeting library needs: Agree

Applying this resource (Collect)
will help improve library services
to the public: 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!