

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, November 12, 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: National Grid, NYS (x2), SALS Director – Committee meetings
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *Oct 22 budget workshop*
 - c. Building & Grounds: *Andy will pick up replacement fence pieces from Lowe's*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *Collection Development Policy*
- VII Old Business
 - Planning Services Project - *still need updated front steps estimate, called & emailed Paul Mays, also inquired about scheduling Mid-State Industries for their portion of the Accessibility Improvements Project*
 - Security Cameras Policy – *approval granted by SSPL Director*
 - JA meeting – *discussion of member library fees for 2026 at Dec 11 meeting*
- VIII New Business
 - Vanguard – *Authorized Signers*
 - 2025/2026 Draft Budgets
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Mary for Thurman meeting (10/17 @ 4:30p)
 - o Sarah attending Warrensburg meeting (11/13 @ 7:00p)
 - o Need volunteer for WCSD BOE meeting (12/9 @ 6:00p)
 - December meeting vote on Board positions - *starting Jan. 1, 2025*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, November 19 @ 10:00 AM?
- XII Next Board Meeting: Tuesday, December 3, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, October 1, 2024**

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

Excused: Becky Lawler

Meeting called to order at 10:02am

Motion to approve the consent agenda with edit to remove “forest” so the minutes read “rain garden” was made by Susan, seconded by Mary and approved by board.

Period Of Public Expression:

Sarah reminded board members of the SALS training on 10/10 from 6:30-8:00 and the FOIL training on 10/22 and the Open Law training also on 10/22. Board members need to maintain training to serve on the board.

Correspondence:

- A letter was received from Sarah Dallas regarding FOIL. As an association library, we are not required to respond to FOIL requests. Board agreed that we should attempt to respond to all FOIL requests.
- We received some resource material from Vanguard. We will send it to Becky.

Director’s report:

- Rescheduled CPR/AED refresher took place on 9/23
- Community Survey – the first drawing for the Visa/Mastercard gift card will take place soon.
- NY Fire & Security inspected the fire extinguishers
- UTZ painting was picked up by Bev Saunders
- Voter Registration Day – no sign ups.
- Library was issued a new credit card – fraud charges were detected.
- September programs were discussed
- Upcoming programs for the month were discussed
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: need to begin budget process soon
- Building and Grounds: n/a
- Outreach:
 - John is back doing outreach. Lots of books were returned during last visit for last two times.
- Policy: Security Camera Policy
 - Adjustments were made, waiting to hear from Saratoga Library and will approve at the next meeting.

Old Business

- Vanguard – account transition by December 31, 2025.
- Construction Grant
 - Amendment was approved, a check was sent to Design Function and signs are in production
- Planning Services Project
 - Need updated front steps estimate. Shelby will reach out to Paul Mays
- Security Camera Policy
 - Need to create time frames for saving footage.
- World's Largest Garage Sale
 - All the spots were rented
 - Library will be open on Friday until noon and closed on Saturday due to WLGS.

New Business

- Joint Automation – waiting for next meeting date. They will discuss member library fees for 2026

Other Business:

- Town Board Meetings
 - Mary will attend the Thurman meeting 10/17
 - Susan will attend the Warrensburg town meeting on 11/13

Public Expression: none

Next Board Meeting set for November 12, 2024 at 10:00am

Next Board Committee workshop is set for October 22, 2024 at 10:00am

A motion was made by Mary, seconded by John and approved by the board adjourned at 10:50am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

October 2024

	<u>Oct 24</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	349
NON-OPERATING RECEIPTS	1,076
	<hr/>
Total Income	1,425
Expense	
OPERATING EXPENSES	2,863
PAYROLL, WAGES, BENEFITS & EXPE	12,121
COLLECTION & OTHER CAPITAL EXPE	75
	<hr/>
Total Expense	15,059
Net Ordinary Income	-13,633
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	597
	<hr/>
Total Other Expense	597
Net Other Income	-597
Net Income	<hr/> <hr/> -14,230

Richards Library
Monthly Funds Activity Report
October 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Check	10/01/2024	A/W	COWBELL INS	10/3/24 - 10/3/25		1,460.00
Check	10/01/2024	A/W	VERIZON	9/22/24-10/21/24		34.41
Check	10/01/2024	A/W	SPECTRUM ENTERPRISE #142279801	9/25/24-10/24/24		90.22
Bill Pmt -Check	10/01/2024	6859	BAKER & TAYLOR			440.08
Bill Pmt -Check	10/01/2024	6860	BRALEY & NOXON	MARK PAINT		19.98
Bill Pmt -Check	10/01/2024	6861	MICHAEL FREDERICK	3 BOOKS		75.00
Bill Pmt -Check	10/01/2024	6862	ROUND LAKE LIBRARY	LOST BOOK		16.95
General Journal	10/04/2024	PAYROLL		-MULTIPLE-		6,096.15
Deposit	10/06/2024			Deposit	832.00	
Bill Pmt -Check	10/08/2024	6863	SOUTHERN ADIRONDACK LIBRARY SYSTEM	SEPTEMBER 2024 JA FEES		414.92
Bill Pmt -Check	10/08/2024	6864	WARRENSBURG WATER DISTRICT	7/1/24-9/30/24		48.75
Deposit	10/13/2024			Deposit	85.00	
Check	10/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	10/4/24 - 11/3/24		129.98
Bill Pmt -Check	10/15/2024	6865	CINTAS	JANITORIAL		51.52
Bill Pmt -Check	10/15/2024	6866	FILOMENA RIVIELLO	PUMPKINS 10-8-24		205.00
Bill Pmt -Check	10/15/2024	6867	NATIONAL BUSINESS TECHNOLOGIES*	10/9/24-11/8/24 + OVERAGE		64.75
Bill Pmt -Check	10/15/2024	6868	NEW YORK FIRE & SECURITY	FIRE ALARM SYSTEM INSPECTION		329.95
Bill Pmt -Check	10/15/2024	6869	SOUTHERN ADIRONDACK LIBRARY SYSTEM	Materials Barcode Labels		24.38
Check	10/17/2024	6870	COMMERCE BANK	#--1705		772.22
General Journal	10/18/2024	PAYROLL		-MULTIPLE-		5,886.33
Deposit	10/20/2024			Deposit	17.00	
Deposit	10/27/2024			Deposit	159.95	
Bill Pmt -Check	10/29/2024	6871	NORTHERN MECHANICAL SERVICES			1,031.08
Total 12.39a · Operating Account - GFNB					1,093.95	17,191.67
Total GFNB #-6131 -Operat & DF					1,093.95	17,191.67
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Designated REPAIR CAFE						
Deposit	10/20/2024			Deposit	1.00	
Total Designated REPAIR CAFE					1.00	0.00
Non-Designated Funds - S/A						
Deposit	10/27/2024			Deposit	250.00	
Total Non-Designated Funds - S/A					250.00	0.00
Regina Porter Bequest Funds						
Bill Pmt -Check	10/15/2024	223	BJ'S ARTWORKS FRAMING GALLERY STUDIO	ARCHIVAL RESTORATION		596.80
Total Regina Porter Bequest Funds					0.00	596.80
Total Special Acc't #5976 - GFNB					251.00	596.80
Total TEMPORARY - RESTRICTED BY BOARD					251.00	596.80
Total RESTRICTED FUNDS					251.00	596.80
TOTAL					1,344.95	17,788.47

Important notice: October printed bill delivery delay

nationalgrid

T197**B229**90987***** ALL FOR AADC 120
Richards Library Co
36 Elm St Literature
Warrensburg NY 12885



RE: 36 Elm St, Warrensburg, NY 12885

November 1, 2024

Dear Valued Customer,

We have recently become aware of a production issue that took place at our bill print vendor. This has resulted in a delay in the delivery of your October bill. We are working to resolve this issue as quickly as possible and understand you may have questions regarding the delay as it relates to your account.

When will I receive my bill?

There is a 2-3 week delay in the delivery of your October bill.

Will I be assessed late payment charges?

We have stopped all late payment charges for the next 60 days due to this issue.

Will my November billing date change because of the delay?

We anticipate that normal printed bill delivery will resume for November. Because you are receiving your October bill late, you may be receiving your October and November bills in close proximity to each other. This may not allow adequate time to process your October payment and for it to be reflected on your November bill.

Will my automated payments be impacted?

If your account is enrolled in an automatic payment program (DirectPay or Recurring Payment) your payment was — or will be — deducted from your banking institution according to your usual schedule. Your November bill payment will also be deducted on your regular schedule.

Am I able to view my bill online?

- If you have an online account profile, you can sign into your account and view your bill online at **ngrid.com**
- If you do not have an online account profile, visit **ngrid.com** and click on the "sign up/register" button.

Am I able make a payment on my account?

Yes. To see a list of available payment methods, visit **ngrid.com/billpay**

We understand that it may be difficult to manage multiple bills in close proximity to each other. If you are having difficulty paying your bill, we offer programs and services that can help. Please visit **ngrid.com/hereforyou** for more information.

We apologize for any inconvenience this has caused and understand the importance of timely billing. Please know we are committed to delivering the highest level of service to you.

Sincerely,

National Grid

This is an important notice. Please have it translated.

Este é um aviso importante. Quiera mandá-lo traduzir.
Este es un aviso importante. Sirvase mandarlo traducir.
Avis important. Veuillez traduire immédiatement.
Questa è un'informazione importante, si prega di tradurla.
Sa a se yon avi enpòtan. Tanpri, fè li tradwi.

Это очень важное сообщение. Пожалуйста, попросите чтобы вам его перевели.
Đây là một thông báo quan trọng. Xin vui lòng dịch thông báo này.
這是一個重要的通知。請翻譯一下。
ہم جرت یجرت مع رابطہ اذہ
এটা একটা গুরুত্বপূর্ণ বজিঃপত্ৰি অনুগ্রহ করে এটা অনুবাদ করে ননি।
טצעזרעביא עטיב. גאזאנא עקיסכיוו א זיא סאד



Department of Public Service

Three Empire State Plaza, Albany, NY 12223-1350
www.dps.ny.gov

Public Service Commission
Rory M. Christian
Chair and
Chief Executive Officer

James S. Alesi
David J. Valesky
John B. Maggiore
Uchenna S. Bright
Denise M. Sheehan
Radina R. Valova
Commissioners

September 4, 2024

Dear Community Leader/Elected Official:

On May 28, 2025, Niagara Mohawk Power Corporation (d/b/a National Grid) filed amendments to their electric and natural gas tariff schedules. National Grid is seeking approval from the New York State Public Service Commission (Commission) to increase their annual delivery revenue to be effective April 1, 2025. National Grid serves customers in 37 counties in Upstate, Central and Western New York State.

National Grid is proposing to increase its electrical delivery revenues by approximately \$525 million (a 20 percent increase in base delivery revenues). It is also proposing to increase its gas delivery revenues by approximately \$148 million (28% increase on base delivery revenues). The proposed new rates would result in total monthly bill increases for a typical residential customer of \$18.92 for electric and \$18.34 for gas. According to the filings, National Grid is focused on delivering safe, resilient, and reliable service, meeting the needs of customers, and advancing the goals of the Climate Leadership and Community Protection Act. The filings also propose to maintain energy affordability to mitigate the impact on low-income customers' bills.

Under New York State law, the Commission must consider a utility's proposal and may adopt or reject it, in whole or in part, or modify it. To ensure full public participation, the Commission will hold three in-person public statement hearings and one virtual public statement hearing between **September 17, 2024 and September 25, 2024**, to solicit input and comments from your community regarding the filings. The details of locations, dates, and times are enclosed.

The enclosed announcement provides detailed information on how to participate in the public statement hearings, and how to submit comments regarding the filings. Information regarding the cases can be found at www.dps.ny.gov. From the homepage, click on "File Search" (located under the "Commission Files") heading and enter the associated case numbers (24-E-0322) and (24-G-0323) in the "Search by Case Number" field.



**Department of
Taxation and Finance**

Office of Processing and Taxpayer Services
W A Harriman Campus, Albany NY 12227-0865



RICHARDS LIBRARY
36 ELM ST
WARRENSBURG NY 12885-1625

24090650711200-AC00

Withholding tax changes for 2025

To improve your filing experience, reduce errors, and increase compliance for employer reporting of each employee's information, the Tax Department is streamlining withholding tax and wage reporting forms and Web File applications.

- On Form NYS-45, *Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return*, you must file all parts together as a single return. This includes Part A – *Unemployment insurance (UI) information*, Part B – *Withholding tax (WT) information*, and Part C – *Quarterly employee/payee wage reporting and withholding information*.
- On Form NYS-45, Part C, you must separately report New York State, New York City, and Yonkers tax withheld for **each** employee.
- You can electronically file all withholding tax returns, including amended returns. Our online applications will automatically perform all mathematical calculations and reduce errors.
- You can use ACH debit with any withholding tax application.
- You cannot request a credit across tax years. If you have an overpayment on your fourth quarter return, we will automatically send you a refund.
- You must include your employer mailing address on most forms.
- Corrections to previously filed Forms NYS-1 will no longer be allowed on Form NYS-45. For certain scenarios, you will now amend Form NYS-1 directly. Visit the website below for more details.
- When amending your Form NYS-45 or Form NYS-1, *Return of Tax Withheld*, you must submit a complete new filing (including all return parts and all employee records, not just the changes) to avoid processing delays and penalties. When using Web File, your original information will pre-populate, so it's easier and faster for you to correct errors online.
- We are retiring Forms NYS-45-X, *Amended Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return*, and NYS-45-ATT, *Quarterly Combined Withholding, Wage Reporting, And Unemployment Insurance Return - Attachment*. To file by paper, be sure to follow the updated instructions on Form NYS-45-I.

To prepare for these changes, scan the QR code or visit our website at **www.tax.ny.gov** (search: *withholding*).

To stay up to date, please subscribe to the Tax Department's withholding tax emails



THE RICHARDS LIBRARY



Director's Report

November 8, 2024

- Closed for WLGS (Fri. afternoon and Sat.) and Columbus/Indigenous Peoples Day
- Utz painting – *fixed, returned, and hanging with new hook*
- Ordered and received new picture rail hooks – *changed hooks on heaviest paintings so far*
- Wayfinding signage installed by Design Function
- NMS cleaned all four furnaces and replaced motor blower for “upstairs old section”
 - *Units in okay shape, nearing end of “lifespan”, should look into replacement options with manager, heat pump offered as an option – tax credits available*
- Ordered 2 new public desktops on most recent JA Group Order
- SWANK: Streaming Services – *informational session for new product 2025*
- Community Room Use – Girl Scout meetings, Private Photography workshop, private sessions
- September Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Chess/Checkers – *2 sessions*
 - Needle Felting w/Filomena – *great, full class except for 1 no show*
 - Homeschool Meet-up – *trying new meeting time, good attendance*
 - Sewing w/Sarah - *good, low attendance*
 - Intro to Tech-Talk – *good, low attendance*
 - Warrensburg Repair Café – *great, low attendance*
 - Community Seed Swap and Herbal Lecture – *great, received donations for seed library*
 - OATS: Ipad Essentials Course started 10/31 – *5 week course*
 - Tech help – *2 one-on-one sessions*
 - Garlic Festival – *good turnout and feedback from kids/parents, 1 paper survey*
 - In the Zone – *3 sessions: 2 scavenger hunt, 1 Halloween books and craft*
 - A few treaters for Halloween

Upcoming Events & Programs

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

- See programming calendar and event flyers attached
 - *Life Insurance Informational Session on Nov. 9 postponed, new date TBD*
- Reading at Small Tales on November 21

Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

SENIOR PLANET

FROM AARP



FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Course:

Ipap Essentials Course – Every Tuesday and Thursday at 2:00 PM, Weekly from 10/31 – 12/5

This 5-week course will cover the essentials of how to use the Apple iPad, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using an iPad and the internet to enrich your life!

iPads will be provided for use in class.

Dates – 10/31, 11/5, 11/7, 11/12, 11/14, 11/19, 11/21, 11/26, 12/3, 12/5

Sign Up Today!

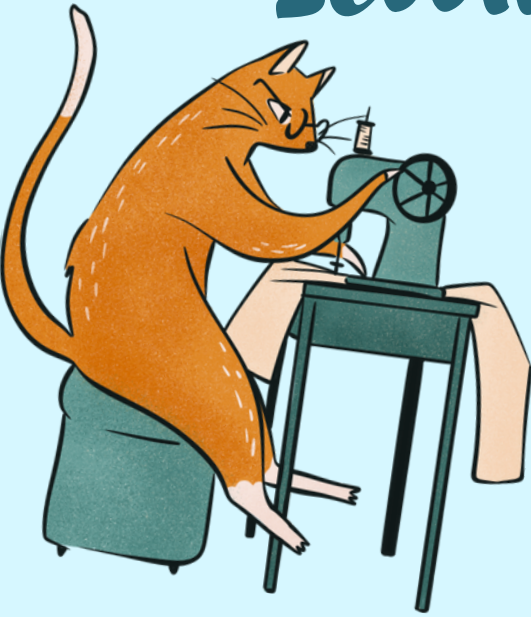
Call: [518] 623-3011

Email: lkeith@sals.edu

SEWING WITH SARAH

IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY

THURSDAY, NOVEMBER 7, 5:00–6:30PM
THURSDAY, DECEMBER 5, 5:00–6:30PM



Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine or hand sewing. 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 of your machine or sewing projects. This is not a presentation, but a drop-in time for people with questions and projects with sewing machines or hand sewing.

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





HOMESCHOOL MEET-UP

**THURSDAY, NOV. 20
AT 1:00PM**

**WEDNESDAY, DEC. 18
AT 1:00PM**

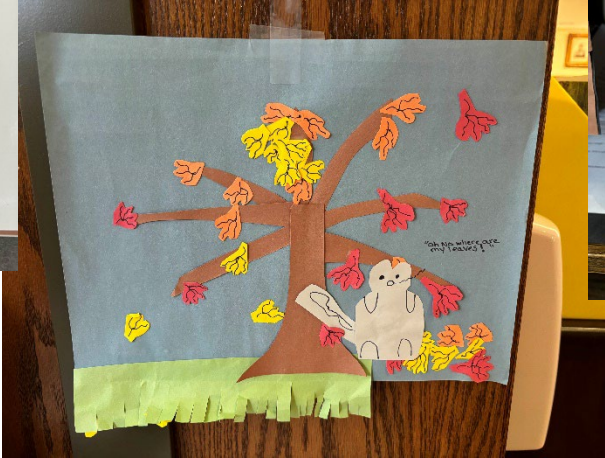
**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

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



CRAFT THURSDAYS

@

**THE RICHARDS
LIBRARY**

**EVERY THURSDAY IN NOV. AND
DEC. FROM**

3:00 PM ~ 6:30 PM

**SUPPLIES PROVIDED TO WORK ON OR
TAKE HOME. WE ALSO HAVE ORIENTAL
TRADING CRAFTS.**

OPTIONS WILL VARY FROM WEEK TO WEEK

FOOD FOR FINES

A decorative border surrounds the central text area, featuring various food items in cans and boxes. From left to right, the items include: a can of tomato sauce, a box of macaroni and cheese, a can of green beans, a box of corn, a can of soup, a box of cereal, a can of coffee, a box of instant noodle soup, a can of fruit, a box of cereal, a can of soup, a box of cereal, a can of coffee, a box of instant noodle soup, a can of fruit, and a box of cereal.

**NOVEMBER 12 -
DECEMBER 14, 2024**

The Richards Library will be accepting canned or boxed goods as payment for overdue fines.

1 can/box = \$1

Suggested: meat, vegetables, fruits, sauce, gravy, pasta, soup, beans, cooking oil, peanut butter, apple sauce, oats, spices, coffee, food for dogs/cats, etc.

NO EXPIRED ITEMS.

All donations will be given to the First Presbyterian Community Pantry on Stewart Farrar Ave in Warrensburg, NY.

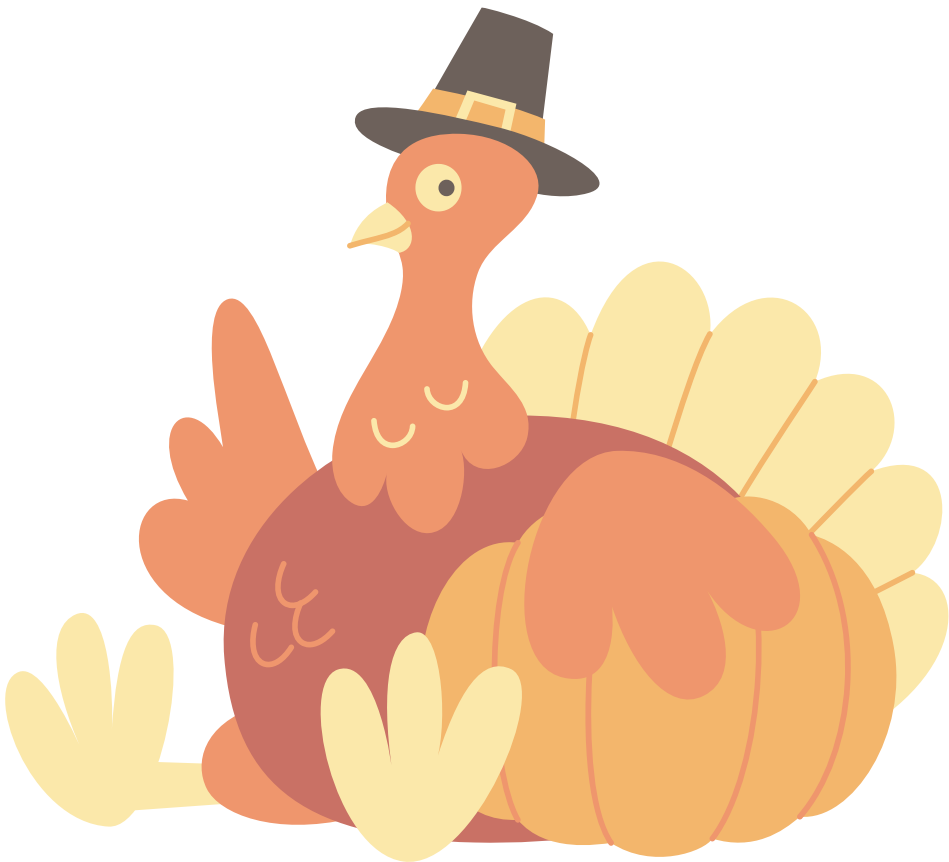
FOOD FOR FINES

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				Craft Thursdays, 3:00- 6:30p for Nov/Dec	1	2
3	4	5 OATS: Ipad Essentials Course @ 2:00p	6	7 OATS: Ipad Essentials Course @ 2:00p TRL Book Club @ 4:00p Sewing with Sarah, 5:00-6:30p	8	9 Life Insurance Informational Session, 9:30- 11:00a
10	11 Closed for Veterans' Day	12 TRL Board Meeting @ 10:00a OATS: Ipad Essentials Course @ 2:00p	13	14 OATS: Ipad Essentials Course @ 2:00p	15	16
17	18	19 OATS: Ipad Essentials Course @ 2:00p	20 Homeschool Meet-up @ 1:00p	21 OATS: Ipad Essentials Course @ 2:00p	22	23
24	25	26 OATS: Ipad Essentials Course @ 2:00p	27 Story Time & Activity @ 10:00a	28 Closed for Thanksgiving Day	29	30

- *Craft Thursdays* in the YA Room, for any ages, supplies provided to work on take home or Oriental Trading crafts. Options will vary week to week.
- *OATS Classes* are tech classes geared towards seniors, 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan.
- *TRL Book Club* is discussing, *Machines Like Me*.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- *Homeschool Meet-up* meets monthly for the school year. Times will vary. Details on flyer.
- *Story Time & Activity*, 1 session for Nov, Thanksgiving themed, will focus on children ages 3-5. Other ages welcome. Child supervision required.

To pre-register for programs, or ask questions, 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	759	156	113	23	1470	14	435	442	13	106	237
April	797	212	112	28	1471	32	500	462	4	137	245
May	722	170	115	26	1427	20	467	479	2	214	198
June	781	172	126	26	1479	25	456	422	31	119	207
July	900	212	137	7	1956	18	404	410	10	82	373
August	900	178	116	6	1736	26	453	417	33	100	429
September	695	126	99	7	1278	18	442	421	35	48	312
October	712	188	95	19	1183	5	369	377	154	101	457
November											
December											
2024 TOTALS	7650	1718	1102	196	15125	183	4461	4293	298	1113	2758
	O/A Att 9368		O/A Comp 1298		O/A Circ. 15125						

Collection Development, Materials Selection & Reconsideration Policy

Purpose

The following are rules and regulations approved by The Richards Library Board of Trustees. The Board of Trustees delegates the responsibility for the selection of resources to the Library Director as employed by The Richards Library to develop and enhance the collection. The goal of the collection is to secure for all residents of The Richards Library service area informational, educational, technological, cultural, and recreational materials in varied formats including, but not limited to digital and print.

Criteria of Selection

Each resource is considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

The Library Director applies their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, the Library Director consults reviews, bibliographies and other evaluative sources. However, the Library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

Below are criteria the Library Director may use as a guideline to select resources to develop and enhance the Library collection:

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to local interests and needs
- Appropriateness and effectiveness of medium to content
- Number and nature of requests from the library district public
- Historical significance
- Usefulness to patrons with special needs
- Importance as a document of the times
- Relation to existing collection, alternative formats and other material on the subject
- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence, integrity and purpose of the author/artist/publisher
- Attention of critics, reviewers, media, and/or the public
- Comprehensiveness and depth of treatment

- Clarity, accuracy, logic of presentation and/or ease of use
- Representation of a minority point of view
- Relevance to the experiences and contributions of diverse populations
- Artistic presentation and experimentation
- Quality of illustrations
- Originality, vitality, readability or ability to sustain interest
- Effective characterization
- Authenticity of historical or social setting
- Value of resource in relation to its cost
- Lack of availability elsewhere

Special Considerations for Collection Areas

1.Children's, Pre-Teen and Young Adult Collection

The Children's and Young Adult (YA) collection provides materials which anticipate the diverse needs, interest, tastes, and backgrounds of children from birth through middle school grades and high school. These materials should provide enjoyment for children, pre-teens and YAs to inspire and cultivate in them a love of books and reading, stimulate their creative powers and appreciation of beauty, encourage them to develop their mental capacities, meet their personal informational needs, educational needs and help them recognize a broad spectrum of moral and social values. **Additional appropriate materials are provided to help adults understand and work with children, pre-teens and YAs.**

Responsibility for the reading, listening, viewing, or participating with library materials by children rests with the parent or legal guardian. Selection will not be inhibited by the possibility that adult materials may inadvertently come into the possession of minors.

2. Electronic Resources

Electronic resources provide opportunities to expand the scope of information available to our patrons. Providing connections to global information, services and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present unique challenges. Some information accessed electronically through the Library's internet connection may not meet the Library's selection policy. The provision of access does not imply sponsorship or endorsement by the Library. Furthermore, the Library's Internet and Equipment Use Policy establishes guidelines for access. Parents and legal guardians who are concerned about their children's use of the internet should provide guidance to their children. The general criteria for selection of materials in traditional formats apply to the selection of electronic databases as well. However, because electronic formats require non-traditional means of acquisition, storage and access, some additional criteria must be considered:

- Ease of navigation and training requirements

- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Comparison of cost and content with other formats available
- Vendor delivery of timely updates and retention of historical data
- Networking capabilities
- Availability of remote access
- Ownership of product: purchase or lease

The Southern Adirondack Library ON demand (SALON) also provides an online collection of electronic content for patrons of The Richards Library. Their Collection Development Policy is available at <https://salsblog.sals.edu/about-us/policies/salon-overdrive-policies/>

3. Local History/Community Information

The Library makes a commitment to provide information for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about the Adirondacks, the region and the state in general. The Library also provides basic historical and genealogical material about the areas from which The Richards Library was predominantly settled. Especially in regard to works by local authors, materials in the local history collection may or may not meet selection criteria in other respects, the local interest taking precedence over other factors.

4. Gifts

Please note that, due to space constraints and limited processing resources, the Library is unable to accept all materials offered to us. Donors who have books that are in good condition that they think would be appropriate for the Library's circulating collections should contact the Library Director. The Library reserves the right to dispose of unsolicited materials in any manner it deems appropriate. Due to the temporary shelf life of paperback monographs, the Library accepts limited donations in this format. Gifts of materials that are accepted by the Library become the absolute and unconditional property of the Library and cannot be returned to the donor for any reason. Once the Library takes possession of an item, the Library is free to make all decisions with respect to the retention, storage, processing, use, and disposition of that item. Materials, including portions of collective gifts, which the Library determines are not suitable for accessioning into the collections may be offered for sale, or otherwise disposed of in accordance with the Library's established policies and procedures. In accordance with the Library's standard policies, Donors are granted the same right to access and use materials they have donated as other members of the public. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Weeding

Weeding is an essential and ongoing element in The Richards Library collection development process. The purpose of weeding is to discard dilapidated, dated, irrelevant, or non-factual materials from the

collection. The Library Director shall be responsible for weeding the collection according to the criteria listed below, and all weeded materials will be donated to the public free of charge, recycled or disposed of.

M= Misleading - factually inaccurate

U= Ugly - worn beyond mending or rebinding

S= Superseded by a new edition or by a much better book on the subject

T= Trivial - of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the Library's community

E= Elsewhere - the material is easily obtainable from another library

D= Duplicates – due to limited space no duplicates

Reconsideration of Library Materials

The Richards Library Board of Trustees support The Library Bill of Rights, Freedom to Read and Freedom to View for all its patrons. The Library will not condone or participate in any change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

If a patron objects to any print or non-print materials in the Library collection they must inform the Library in writing of the title and the nature of their objection. The Library Director or their designee will read, view or listen to the materials in its entirety. Professional reviews will be researched and read and a decision will be made by the Library Director. The Director will be happy to discuss the decision with the patron. If a patron is not satisfied, they may write a letter to the Board of Trustees stating the reasons for their objection and the Trustees will then act upon the matter. An objection can only be brought by a patron of the Library. After a decision has been made on an objected title then it cannot be objected to again for five years.

Sources

American Library Association

<http://www.ala.org/advocacy/banned/challengeslibrarymaterials/essentialpreparation/workbooks1ctn>

Belinda Boon, *The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Austin, Texas: The Texas State Library, 1995).

Kalamazoo Public Library <http://www.kpl.gov/> New York Libraries Trustees Online <http://www.nylto.org/>
6 of 12 New York Public Library <http://www.nypl.org/help/about-nypl/legal-notice/policy-gifts-materials>

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019; inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge

and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only

to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

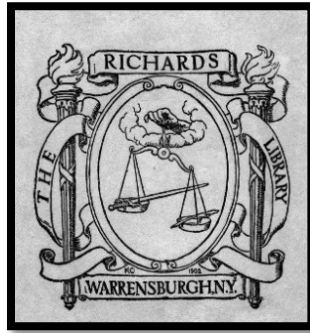
This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Revised by the American Library Association Intellectual Freedom Committee June 27, 1995

Revised by The Richards Library Board of Trustees: February 6, 2017 Reformatted, Reviewed and Approved: April 19, 2018 Reviewed, Revised and Approved: September 12, 2019 Reviewed, Revised and Approved: April 6, 2021 Reviewed, Revised and Approved: September 6, 2022

The Richards Library



Security Camera Policy (DRAFT)

In order to provide a safe and secure environment for patrons, Staff and the Library's assets, The Richards Library Board of Trustees has established the following policy in regard to the use of security cameras at The Richards Library.

Purpose:

Since Library Staff are unable to provide direct supervision over all areas within the Library and its grounds, the security cameras are placed at select locations in order to observe and record visible activities of persons within the Library and its property. Observation of activity, whether in real time or from digital records storage, shall be limited to activities that are specific to Library operations and those that may affect the safety and security of Library patrons, Staff and Library assets. A real-time monitor is placed at the Circulation Desk for use by the Director and Staff.

Privacy and Confidentiality:

Camera placement will be determined by the Director or their designee. The placement of cameras is for the safety of the Staff and patrons, which is the first priority; protection of Library property is of secondary importance. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as interpreted by NYS Civil Practice Law and Rules, CVP§4509-Library Records, and as accepted by NYLA, and reads as:

“Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”

Library Staff may view cameras in real time. Protected information shall be held in confidence by Library Staff under the Library's *Code of Ethics*, as found on the Library's website under *Policies*.

Public Notice:

Signage shall be conspicuously displayed at the Library advising of the recording of video images. Conversations or other audible communications are not monitored or recorded by the security cameras.

Data Storage and Access:

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for a period of 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The Library is not obligated to store images past the 14-day limit. Cameras will not be monitored continuously by Library Staff.

The Director may archive footage to an external flash drive, pursuant to the purpose of this policy, and store it in a controlled area. Access to the archived footage is restricted to designated Staff: Library Director and their designee. Archived footage involved in litigation will be kept as long as it is needed. All other archived footage will be kept up to a year before deletion.

When dealing with Law Enforcement officials, access will only be allowed when pursuant to a subpoena, court order, or when otherwise required by law. In such cases, the Board President and SALS Director will be notified by the Library Director or their designee. Law Enforcement officials may be given copies of recorded material if the Library is initiating criminal proceedings against person/persons who have committed damage to Library property, assaulted a Staff member, or other serious, related offenses.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users or footage that is archived and to be used in a criminal case commenced by the Library. If the Library receives a request from a member of the general public to inspect security camera footage, they will be advised to obtain legal standing via an attorney or Law Enforcement official.

Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Library Director or their designee.

**Approved and adopted by The Richards Library Board of Trustees April 19, 2018
Reviewed and approved on October, 6 2020**

Permission was obtained from the Aurora Public Library, Aurora, IL, The Warren County Library, Belvidere, NJ and the Elizabeth Public Library, Elizabeth, NJ, to use, alter and/or adapt excerpts from each of their library policies to formulate this current policy on April 17, 2018. Permission was obtained from Saratoga Springs Public Library, Saratoga Springs NY, to use excerpts from their library policy to formulate this current policy on November 8, 2024.

Re: SSPL Security Camera Policy

From Burkhardt, Shelby <SBurkhardt@sals.edu>

Date Fri 11/8/2024 2:58 PM

To Burkhardt, Shelby <SBurkhardt@sals.edu>

I just had a phone call with Ike (Issac Pulver), Saratoga Springs Public Library Director, on November 8, 2024 around 14:45, following up on our request to use a statement from SSPL Security Camera Policy in our corresponding policy, which is currently under review and being revised by The Richards Library Board of Trustees. Ike approved use of the statement from their policy. He also mentioned their policy was drafted with assistance from their attorney.

Statements used, and slightly altered, "Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Director or designated Person in Charge.", and, "Recorded data is secured in a controlled area."

Respectfully,
Shelby

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

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

Sent: Thursday, November 7, 2024 4:11 PM

To: Pulver, Issac <ipulver@sals.edu>

Subject: Re: SSPL Security Camera Policy

Hi Ike,

I am following up on my email below. Please see attached my Library's draft Security Cameras Policy.

I see you have an automatic reply that you won't be back in the office until tomorrow, 11/8. I'll likely give you a call midday if I haven't received an email reponse by then.

Thank you!

Best,
Shelby

Shelby Burkhardt
Library Director
The Richards Library

<https://therichardslibrary.com/>

(518) 623-3011

sburkhardt@sals.edu

From: Burkhardt, Shelby

Sent: Thursday, September 26, 2024 4:14 PM

To: Pulver, Issac <ipulver@sals.edu>

Subject: SSPL Security Camera Policy

Hi Ike,

I hope this message finds you well!

I am reaching out to obtain permission to use a statement from your Security Camera Policy, as attached.

My Board would like to use, "Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Director or designated Person in Charge."

I am also wondering about your Library's reasoning for maintaining necessary security camera recordings for at least three years (last sentence in policy)? Our policy needs time frame guidance on retaining necessary recordings.

Thank you!

Best,
Shelby

Shelby Burkhardt
Library Director
The Richards Library

<https://therichardslibrary.com/>

(518) 623-3011

sburkhardt@sals.edu

RICHARDS LIBRARY



36 Elm Street
Warrensburg, NY 12885
(518) 623-3011

BOARD RESOLUTION SIGNATURES OF AUTHORITY

At a meeting of the Board of Directors of Richards Library, having its principal place of business at 36 Elm Street, Warrensburg, New York, a quorum being present, the following Resolution was made and adopted on the 12th day of November, 2024:

Therefore, it is resolved by the affirmative votes that the authorized signers of the Vanguard account(s) held by Richards Library, effective immediately shall be:

John Schroeter, Trustee

Gina Colburn, Treasurer

RESOLUTION

RESOLVED, that this Board of Trustees does hereby authorize and direct **John Schroeter, Trustee**, and **Gina Colburn, Treasurer**, as authorized signers of the Vanguard account(s) held by Richards Library, effective immediately, to act on behalf the Richards Library.

Sarah Gebbie-Measeck
President of the Board

Shelby Burkhardt
Library Director

Cc: Vanguard NIGO
Reference #18103446
Fax: 484-582-4546

*****FOR INTERNAL USE ONLY*****

Richards Library
(11/8/24)

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
OPERATING INCOME							
PUBLIC FUNDING (1e)	246,624	246,624	246,624	246,624	265,476	New Levy Amount	265,476
Public Grants	6,992	6,992	9,500	9,500	7,000	More realistic	7,000
Operating Receipts	2,463	1,654	985	985	2,160	Currently about \$180 per month	2,160
TOTAL OPERATING INCOME	\$ 256,079	\$ 255,270	\$ 257,109	257,109	274,636		274,636
EXPENSES							
COLLECTION & OTHER CAPITAL EXPENDITURES							
Grant Supported Capital Improvements			\$ 15,000				
Equipment/Equipment Replacement							
Computer Equipment	\$ 2,930		5,000	3,000	★ 5,000	Have \$2,975 of Designated Funds	5,000
Other Equipment							
Total Equipment/Equipment Replacement	\$ 2,930	\$ -	\$ 5,000	3,000	5,000		5,000
Collection							
Periodicals	506	90	800	500	500		500
Reference Periodicals			300	150	150		150
Books - Audio	419	125	1,500	800	800		800
Audio/Visual - DVDs / CDs	1,728	966	3,500	2,250	2,250		2,250
Books - Printed	9,846	8,169	11,000	9,500	★ 10,000		9,500
Total Collection	\$ 12,499	\$ 9,350	\$ 17,100	13,200	\$ 13,700		\$ 13,200
Total COLLECTION & OTHER CAPITAL EXPENDITURES	\$ 15,429	\$ 9,350	\$ 37,100	16,200	18,700		18,200
OPERATING EXPENSES							
Accounting Review, Tax Prep & Services (11c)	5,495	5,495	5,300	5,300	5,690	Increased \$195	5,885
Archival Preservation (24e)			250	100	100		100
Automation Fees (14)	4,469	3,319	4,979	4,979	5,310	Per Shelby - 2025 amount	5,310
Banking Supplies (13)	117	117	90	90	90		90
Building Repairs & Maint (16)	8,023	5,866	5,750	5,000	5,750	Per Shelby preference	5,750
Capital Improvements							
Continuing Ed - Board, Director & Staff	29		1,000	400	400		400
Copier Usage Contract (13)	782	634	804	804	900	\$71 average per month	900
Electric (16)	9,790	5,511	9,180	9,180	7,500	Now using NG as supplier	8,000
Electronic Materials & 2% Overdrive	352	352	525	525	525		525
Elevator Monitoring (16)							

*****FOR INTERNAL USE ONLY*****

Richards Library

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
Elevator PMA & Inspections (16)	2,713	2,713	1,800	1,800	1,900	Per Shelby - 2 @ \$945	2,000
Elevator Repairs & Maintenance (16)	1,184	606	900	900	900		900
Equipment Repairs & Maintenance (16)			100	100	100		100
Fire Alarm System Inspect (16)			400	400	400		400
Fire Alarm System Monitor (16)	252	252	305	305	305		305
Fire Extinguisher Inspections (16)	100	100	175	175	175		175
Grounds Repairs & Maint (16)	1,089	577	1,650	1,500	1,500		1,500
Heating Fuel (16)	4,532	2,627	7,098	7,098	6,500	24/25 Prepaid \$8,872.50 w/credit	8,000
Insurance Expense (23)	8,189	6,192	8,834	8,834	9,000	Increased costs	9,000
Internet Services (16)	1,560	1,287	1,600	1,560	1,600	\$130 per month	1,600
Janitorial Supplies & Exp (16-B)	1,039	687	760	700	1,050	Increased costs	1,050
Library Operating Supplies (24a)	466	212	1,400	1,100	1,100		1,100
Library Programs (24b)	4,518	3,672	4,000	3,800	★ 5,000		4,000
Memberships & Dues (24c)	232	157	500	250	250		250
Mileage Reimbursement			1,500	1,500	1,500	Contractual - must budget for	1,500
Miscellaneous							
Advertising / Promotional	192	192	192				
Amazon Prime	192	144	165	192	180	Per Shelby - paying October - 1 year	200
Payroll Supplies	155	121		165	175	Time cards, etc. - increased costs	175
Personnel Search Expenses							
Landfill & Miscellaneous			60	60	60		60
Movie License Renewal (14)			207	207	★ 220	Per Shelby	★ 230
Office & Computer Supplies Expenses (13)	843	688	1,600	1,500	1,500	OK per Shelby	1,500
Payroll Processing (11c)	2,110	1,392	1,820	1,820	2,200	Increased pricing	2,200
Postage (13)	228	224	200	200	225	Increased postal costs	225
Security Alarm Monitoring, Etc (16)	359	359	200	200	400	More realistic	400
Sewer District Tax	451	451	451	451	451		451
Sprinkler Inspection (16)			760	760	760	Per Shelby - 2025 Contract signed	800
Telephone Expense (16-B)	1,546	1,121	1,600	1,600	1,600		1,600
Water (16)	211	98	200	200	216	Town increasing H2O rates by 2.45%	350
Total OPERATING EXPENSES	\$ 61,218	\$ 45,166	\$ 66,355	63,755	65,532		67,031

*****FOR INTERNAL USE ONLY*****

Richards Library

	12 Month Actual Oct 23 - Sept 24	9 Month Actual Jan - Sept 2024	2024 Budget (approved 1/9/24)	2025 Budget (approved 12/5/23)	Re-visit 2025 Budget		Worksheet 2026 Budget
WAGES & BENEFITS							
Wages (5/7)	146,150	105,261	153,760	165,960	★ 165,960	Increase of \$0.50 /hr	★ 170,000
Employer's SS/Medicare Expense (10)	11,181	8,052	11,763	12,696	★ 12,696	7.65% of gross	★ 13,388
Workers' Comp, Disability, PFL (9)	1,442	1,149	3,000	3,000	2,000	Reduce by \$1K	2,000
Total WAGES & BENEFITS	\$ 158,973	\$ 114,462	\$ 168,523	\$ 181,656	\$ 180,656		\$ 185,388
TOTAL EXPENSES	\$ 235,620	\$ 168,978	\$ 271,978	\$ 261,611	\$ 264,888		\$ 270,619
NET OPERATING SURPLUS (DEFICIT)	\$ 20,459	\$ 86,292	\$ (14,869)	\$ (4,502)	\$ 9,748		\$ 4,018
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	6,500	6,500	\$ 6,500	13,350	13,350		13,350
NET SURPLUS (DEFICIT)	13,959	79,792	(21,369)	(17,852)	(3,602)		(9,333)
TRANSFERS FROM OPERATING SAVINGS	6,367	6,367	\$ 21,367		3,666	Designated funds for 2025 Budget	
NET SURPLUS (DEFICIT) AFTER TRANSFERS	20,326	86,159	(2)	(17,852)	64		(9,333)

2026 BUDGET

Need to review again in 2025 in order to determine if amounts are realistic, and then decide whether to cut expenses or go for another tax levy increase. A 2% cap would only be \$5,309.