

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, February 4, 2025 @ 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: *Vanguard, Warrensburg Chamber of Commerce*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *Reviewed 2026 Budget, Letters to WCSD BOE*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John, Community surveys*
 - f. Policy: *Collection Development and Material Reconsideration Policy*
- VII Old Business
 - Planning Services Project – *Zoom meeting with Paul Mays 1/13 @ 11:00 AM*
 - JA fees for 2025 and proposal for 2026 - *\$343.06 monthly for 2025, JA Council and two system Boards are hoping to keep the fee budget flat for 2026*
 - CHS financial review for 2024
 - 2025 SALS Construction Challenge Grant – *due March 31st*
- VIII New Business
 - 2026 Budget – *not to exceed 2% tax cap*
 - Renew Trustee term - *Sarah*
 - Renew Director's Contract
 - 2025 Annual Report
- IX Other Business
 - Town Board Meetings
 - o Report from Esther for Thurman meeting (1/16 @ 4:30p)
 - o Sarah attending Warrensburg meeting (2/12 @ 7:00p)
 - o Need volunteer for March WCSD BOE (3/10 @ 6:00p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, February 18, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, March 4, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 7, 2025**

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 10:04am

Motion to approve the consent agenda was made by John, seconded by Mary and approved by Board.
Treasurer reported that the Library has received a check from the school for the tax levy

Period Of Public Expression:

- None

Correspondence:

- Received a letter from Warren County Tourism Dept asking if library has interest in appearing in an email blast.
 - There is a cost involved.
- Received notice from Commerce Bank regarding an update to their payment processing procedures

Director's report:

- No donations yet in the donation box for Martha's Mittens to collect mittens for Veterans
- Archives are moving slowly – progress reports presented
 - Volunteer has other interests
 - Looking at applying for grants from DPHS/NY
- Due to power outage, Director has purchased lanterns and wall flashlights to improve ability of patrons and staff to exit safely
- Spectrum made a site visit to improve wireless speed – it is not yet resolved
- Infant changing stations have been installed in public restrooms
- Electrician prepared outlet to install automatic door opener
- NMS made a visit for the upstairs new section furnace
 - Getting quotes for furnace replacements – oil and propane
- Director submitted information, and letter of intent after this meeting, for The Big Read to SALS – Erica F. completing grant application for the library system.
- The many December programs were discussed
 - Additional programs were offered over the school break
- 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: n/a

- Building and Grounds: n/a
- Outreach: going along
- Policy:
 - Board will need to review 4 policies in 2025
 - Need to finalize Disaster Preparedness Plan

Old Business

- Budget format on our website has been updated
- 2025 draft schedule of board meetings was submitted to the Sun Community News and The Chronicle
- 2025 Compliance Calendar (draft) was distributed to the board.

New Business

- Planning Services Project
 - Zoom meeting with Paul Mays on January 13 at 11:00am
 - Board President discussed some potential organizations for funding
- JA Fees for 2025 and proposal for 2026
 - Our fees will drop 3% in 2025. JA Council is hoping to keep fees flat for 2026
- CHS Financial review for 2024
 - Fees increased by 11%
 - Will use for 2024 and then get quotes from other accounting firms for 2025
- 2025 SALS Challenge Grant
 - Board discussed looking for a grant writer to assist with raising funds through grants

Other Business:

- Town Board Meetings
 - Sarah attended the December Warrensburg CSD meeting
 - Esther will attend the January Thurman town meeting
 - Sarah will attend the February Warrensburg Town Meeting

Public Expression: none

Sarah made a motion to go into executive session. Seconded by John and approved by Board at 11:33
 Sarah made a motion to exit executive session. Seconded by John and approved by Board at 11:47

Next Board Meeting set for February 4, 2025 at 10:00am

The Board Committee workshop is set for January 21, 2025 at 10:00am.

A motion was made by Sarah, seconded by Susan and approved by the board adjourn at 11:47am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
January 2025

Accrual Basis

	Jan 25
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	118
NON-OPERATING RECEIPTS	70
Total Income	188
Expense	
OPERATING EXPENSES	4,919
PAYROLL, WAGES, BENEFITS & EXPE	11,215
COLLECTION & OTHER CAPITAL EXPE	483
12.36a - Transfers Reserve CapEx	13,350
Transfers Between Oper Acc'ts	3,667
Total Expense	33,634
Net Ordinary Income	-33,446
Other Income/Expense	
Other Income	
TRANSFERS	17,017
Total Other Income	17,017
Other Expense	
DESIGNATED FUNDS EXPENDED	15,700
Total Other Expense	15,700
Net Other Income	1,317
Net Income	-32,129

Richards Library

Monthly Funds Activity Report

January 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Transfer	01/01/2025			2025 LEVY FUNDS => OPERATING	196,452.24	
Check	01/01/2025	6896	WARRENSBURG SEWER DISTRICT	1/1/25-12/31/25 PD FOR THE ENTIRE YEAR		451.00
Bill Pmt -Check	01/02/2025	6891	CINTAS	JANITORIAL		45.71
Bill Pmt -Check	01/02/2025	6892	MODERN MARKETING	CUSTOMIZED PENS		488.45
Bill Pmt -Check	01/02/2025	6893	NATIONAL BUSINESS TECHNOLOGIES*	12/9/24-1/8/25 + OVERAGAG		75.56
General Journal	01/03/2025	PAYROLL		-MULTIPLE-		5,694.35
Deposit	01/05/2025			Deposit	19.00	
Check	01/07/2025	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO CO...	3,666.66	
Check	01/07/2025	6894	RICHARDS LIBRARY	TRANSFER UNUSED 2024 BUDGETED FUNDS		2,404.00
Check	01/07/2025	6895	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER		13,350.00
Bill Pmt -Check	01/07/2025	6897	ANIMAL ADVENTURE AUTHOR LLC	SNOWFLAKE SUNCATCHER & SNACK		186.00
Bill Pmt -Check	01/07/2025	6898	NORTHERN MECHANICAL SERVICES	DIAGNOSTIC, TECH RATE		427.50
Bill Pmt -Check	01/07/2025	6899	SOUTHERN ADIRONDACK LIBRARY SYSTEM	DECEMBER 2024 JA FEES		414.92
Bill Pmt -Check	01/07/2025	6900	WARRENSBURG WATER DISTRICT	10/01/24-12/31/24		53.75
Check	01/11/2025	A/W	SPECTRUM ENTERPRISE #142279801	12/25/24-1/24/25		90.69
Check	01/12/2025	A/W	VERIZON	12/22/24-1/21/25		48.43
Deposit	01/12/2025			Deposit	26.00	
Bill Pmt -Check	01/12/2025	6901	BAKER & TAYLOR	BOOKS		27.41
Check	01/15/2025	A/W	SPECTRUM ENTERPRISE #143161701	1/4/25-2/3/25		129.98
General Journal	01/17/2025	PAYROLL		-MULTIPLE-		5,781.61
Deposit	01/19/2025			Deposit	21.00	
Check	01/21/2025	6902	COMMERCE BANK	#--5609		386.67
Check	01/21/2025	6904	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERA...		16,044.40
Bill Pmt -Check	01/21/2025	6907	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP DUES		160.00
Bill Pmt -Check	01/21/2025	6908	BAKER & TAYLOR			369.76
Bill Pmt -Check	01/21/2025	6909	NATIONAL BUSINESS TECHNOLOGIES*	1/9/25-2/8/25 + OVERAGE		57.75
Bill Pmt -Check	01/21/2025	6910	NORTHERN MECHANICAL SERVICES	BAD TRANSFORMERON BURNER - COMMUNIT...		1,315.94
Check	01/24/2025	A/W	NATIONAL GRID	12/6/24-1/8/25		773.20
Deposit	01/26/2025			Deposit	52.00	
Bill Pmt -Check	01/28/2025	6911	CINTAS	JANITORIAL		45.71
Bill Pmt -Check	01/28/2025	6912	WARRENSBURG CHAMBER OF COMMERCE	MEMBERSHIP DUES		110.00
General Journal	01/31/2025	PAYROLL		-MULTIPLE-		6,120.64
Total 12.39a · Operating Account - GFNB					200,236.90	55,053.43
Tax Levy \$ 4 Next Calendar Year						
Transfer	01/01/2025			2025 LEVY FUNDS => OPERATING		196,452.24
Total Tax Levy \$ 4 Next Calendar Year					0.00	196,452.24
12.39i · NYS Accessibility Grant						
Bill Pmt -Check	01/21/2025	6905	MID-STATE INDUSTRIES, LTD	AUTOMATIC DOOR OPENER & BABY CHANGER		11,940.00
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...		399.00
Total 12.39i · NYS Accessibility Grant					0.00	12,339.00
12.39k · 2022 Grant Sponsored CapEx DF						
Transfer	01/21/2025			TRANSFER GRANT SPONSORED DF FROM DF...	8,599.17	

Richards Library

Monthly Funds Activity Report

January 2025

Accrual Basis

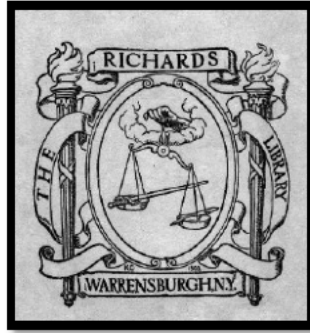
Type	Date	Num	Name	Memo	Debit	Credit
Bill Pmt -Check	01/21/2025	6906	MID-STATE INDUSTRIES, LTD	AUTOMATIC DOOR OPENER & BABY CHANGER		3,760.00
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...	399.00	
Total 12.39k · 2022 Grant Sponsored CapEx DF					8,998.17	3,760.00
DF - Repair Shop Cafe Events						
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...	1.00	
Total DF - Repair Shop Cafe Events					1.00	0.00
Total GFNB #-6131 -Operat & DF					209,236.07	267,604.67
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Check	01/21/2025	6904	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERA...	16,044.40	
General Journal	01/21/2025	INTERNAL PA		PAYMENT OF 2024 FUNDS OWING TO OPERA...	6,400.83	
Total 12.39d · Non-Designated Operating Saving					22,445.23	0.00
12.39e · 2022 Grant Sponsored CapEx Desi						
Transfer	01/21/2025			TRANSFER REMAINING GRANT SPONSORED ...		8,599.17
General Journal	01/21/2025	INTERNAL PA		PAYMENT OF 2024 FUNDS OWING TO OPERA...		6,400.83
Total 12.39e · 2022 Grant Sponsored CapEx Desi					0.00	15,000.00
12.39g · 2025 Operating Budgeted Needs						
Check	01/07/2025	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO CO...		3,666.66
Total 12.39g · 2025 Operating Budgeted Needs					0.00	3,666.66
Total (12.39) · OPERATING SAVINGS #9012					22,445.23	18,666.66
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Reserve for Computers						
Check	01/07/2025	6894	RICHARDS LIBRARY	2024 UNUSED BUDGETED FUNDS	2,404.00	
Total Reserve for Computers					2,404.00	0.00
Reserve - Depreciable Expenditu						
Check	01/07/2025	6895	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER	13,350.00	
Total Reserve - Depreciable Expenditu					13,350.00	0.00
Total GFNB Reserve Sav #40392707					15,754.00	0.00
Total RESERVE FUNDS					15,754.00	0.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						

Richards Library
Monthly Funds Activity Report
 January 2025

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...	50.00	
Deposit	01/26/2025			Deposit	20.00	
Total Non-Designated Funds - S/A					70.00	0.00
Brick Donation Funds						
Deposit	01/26/2025			Deposit	50.00	
Total Brick Donation Funds					50.00	0.00
Designated REPAIR CAFE						
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...		1.00
Total Designated REPAIR CAFE					0.00	1.00
Designated Face Painting						
General Journal	01/22/2025	PER SHELBY		DESIGNATED FUNDS ADJUSTMENT PER SHE...		50.00
Total Designated Face Painting					0.00	50.00
Total Special Acc't #5976 - GFNB					120.00	51.00
Total TEMPORARY - RESTRICTED BY BOARD					120.00	51.00
Total RESTRICTED FUNDS					120.00	51.00
TOTAL					247,555.30	286,322.33

The Richards Library



Collection Development, Materials Selection & Reconsideration Policy

The following are rules and regulations approved by The Richards Library Board of Trustees. These are effective February 6, 2017 and will be reviewed every 5 years.

Purpose

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

Purchasing is based upon the Library's community informed Strategic Plan and tied to the annual budget. 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/>

2. 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.

3. 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. A review committee consisting of the Library Director, a member of the community and a trustee, will read, view or listen to the materials in its entirety. Professional reviews will be researched and read and a written decision will be made by the review committee and delivered to the patron. If the patron is not satisfied, they may write a letter to the Board of Trustees stating the reasons for their objection and the Trustees' decision will be final. An objection can only be brought by someone who resides inside the Library's taxing district. 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/workbookslet>
[u](#)

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).

Crandall Public Library, Selection Policies for Library Materials, 2004, chrome-extension://efaidnbmnribpcajpcglclefindmkaj/https://www.crandalllibrary.org/assets/Documents-PDFs/Admin/Policies/Crandall-policies-on-selection-and-challenges-to-materials.pdf

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. 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

ensorship 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

Reviewed, Revised and Approved: February 4, 2025

THE RICHARDS LIBRARY



Director's Report

February 1, 2025

- Closed New Year's Day and MLK Jr. Day
- Martha's Mittens donation box – *collecting for Veterans for Valentine's Day 2025*
- Mid-State Industries' hired contractor completed installation of automatic door opener
- NMS made 2 visits to gather information for propane furnace replacements
- Updated Job List for Andy – *see attached*
- 2025 Annual Report opened – *due to SALS by 2/9*
- Big Read grant details sent to SALS/Erica and submitted – *results in April*
- Federal tax forms and instructions arrived – *still waiting on NYS*
- Community Room Use – Head Start, tutoring
- December Programs:
 - The Richards Library Book Club
 - STEM: Rube Goldberg Machines
 - In the Zone – 2 sessions – *Cubetto and Ozobots borrowed from SALS*
 - Lego Days – 1 *session*
 - Homeschool Meet-up
 - Sewing w/Sarah
 - OATS: Getting to Know Your Smartphone
 - Small Tales
 - Story time & activity
 - Tech help – 1 *one-on-one session*

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
- Reading at Small Tales on February 20

Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

Andy's Job List

Updated 1/10/2025

In-progress

- Installation of fencing along upper border wall – complete in spring
 - Fix fence pieces for proper installation
- Re-painting façade above front entrance – complete in spring
- Replace picture hangings along gallery rail with new ones – almost done

Outdoor work

- Measure lean of border wall
- Clean gutters – in spring
- Repair pillars by main entrance, as needed, and mend border marker
- Refinish outer front door – stain
- Re-do wooden slats on HVAC air intake area
- Gravel and river rock deliveries
 - Place gravel under HVAC lines (?) and as needed around building
 - River rocks are behind rain garden

Indoor work

- Take recycling to landfill – mostly plastic and magazines
 - Tax documents will need to go once 2024 end of year finances are finished.
- New screws for inner front door
- Secure shorter bookshelves in Adult Room to wall
- Remove window covers for Emma to clean behind – in spring
- Re-tape duct insulation in Furnace/Utility Room B
 - Could you go through with the shop vac, too? Dust, saw dust, etc.
- Increase height of new and popular book display (~6-8")
- Fire-proof book return box**
 - Waiting on drawings from architect
- Install new employee handrails**
 - Also add color and padding to overhead wall space for safety
- Build painting storage for small archive
- Install picture molding in Adult room display case
- Paint around Archive door

Items noted as deficiencies on previous building survey.

- An electrician needs to be contacted about light fixtures in Adult Room. – Shelby will do this.

HOMESCHOOL MEET-UP

WEDNESDAY, JAN. 8
AT 10:00 AM

WEDNESDAY, FEB. 5
AT 10:00 AM

AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY

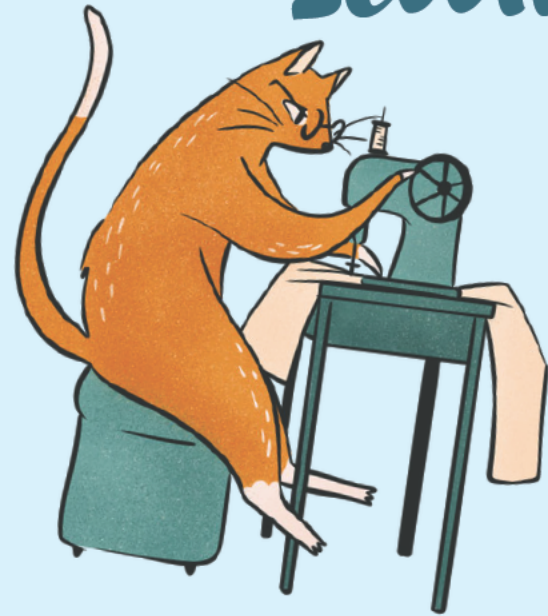
IN THE JEFFREY M. LEVINE COMMUNITY ROOM

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

SEWING WITH SARAH



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

THURSDAY, JANUARY 9, 5:00–6:30PM
THURSDAY, FEBRUARY 13, 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!



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS FEBRUARY 2025

SUN

MON

TUE

WED

THU

FRI

SAT

						1
2	3	4 TRL Board Meeting @ 10:00a	5 Homeschool Meet-up @ 10:00a	6 Lego Thursdays, 3:00- 6:30p for Jan/Feb Paper Circuits Holiday Cards, 3:00- 6:30p TRL Book Club @ 4:00p	7	8
9	10	11 OATS: Understanding Internet Plans @ 2:00p	12	13 Paper Circuits Holiday Cards, 3:00- 6:30p Sewing with Sarah, 5:00-6:30p	14	15
16	17 Closed for Presidents' Day	18 OATS: AI & Disinformation @ 2:00p	19 Story Time & Activity @ 10:30a	20 STEM: 3D Paper Circuits @ 2:30p	21 Children's Film @ 2:30p	22
23	24	25	26	27	28	

- *Lego Thursdays* in the YA Room, for any ages, self-guided. Paper Circuits Holiday Cards will also be offered the three Thursdays before Valentine's Day.
 - *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 two books, *The No. 1 Ladies Detective Agency* and *A Walk in the Woods*.
 - *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
 - *Homeschool Meet-up* meets monthly for the school year. Times may vary. Details on flyer.
 - *Story Time & Activity*, 1 session for Feb., will focus on children ages 3-5. Other ages welcome. Child supervision required. Start time is a little later!
 - *STEM projects* are open to all youths interested.
 - For the *Children's Film*, bring water and comfy blankets for sitting. Popcorn provided! Film TBD.
- To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.**



2025 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	674	108	93	11	1308	49	436	447	26	70	238
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2025 TOTALS	674	108	93	11	1308	49	436	447	26	70	238
	O/A Att		O/A Comp		O/A Circ.						
	782		104		1308						

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

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

Board of Education
Warrensburg Central School District
103 Schroon River Road
Warrensburg, NY 12885

February 4, 2025

Dear Superintendent Langworthy & Members of the Board of Education:

In accordance with NYS Education Law, Section 259, the members of The Richards Library Board of Trustees voted unanimously at their February 4, 2025 Board meeting NOT to exceed the 2% Tax Cap for the upcoming May 2025 Tax Levy vote for FY 2026.

Please enter into the official record of the Board of Education meeting scheduled for February 10, 2025.

Sincerely,

Sarah Gebbie-Measeck
President
The Richards Library Board of Trustees, *et al*

cc: File
Mr. Kevin Geraghty, Warrensburg Town Supervisor
Ms. Debra Runyon, Thurman Town Supervisor

THE RICHARDS LIBRARY



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Board of Education
Warrensburg Central School District
103 Schroon River Road
Warrensburg, NY 12885

February 11, 2025

Dear Superintendent Langworthy & Members of the Board of Education:

The Richards Library Board of Trustees request that, pursuant to Section 259 of the New York State Education Law, the Warrensburg Central School District Board of Education place the following proposition before the voters at the May 2025 School District election:

“Resolved that pursuant to Education Law, Section 259, the Board of Education of the Warrensburg Central School District is authorized to increase the current levy and collect an annual tax, year after year, separate and apart from the annual school district budget, to the amount of \$269,524, which shall be paid to The Richards Library for the support and maintenance of the library, with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Warrensburg Central School District.”

The total increase in the requested levy amount is \$4,048, which does NOT exceed the 2% tax cap. This request is prompted by the increased payroll expenses in adherence to NYS mandatory employment law changes, ever-increasing operating expenses, as well as our desire in the continuance of providing enhanced library services to all residents of the School District.

We would be happy to provide you with additional information or respond to any question you may have regarding the above.

Sincerely,

Sarah Gebbie-Measeck
President
The Richards Library Board of Trustees, *et al*

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

Richards Library (1/21/25)	2026		Recommended
	Budget		Amended
	(approved 11/12/24)	Notes	2026 Budget
OPERATING INCOME			
PUBLIC FUNDING (1e)	265,476	New Levy Amount	265,476
Public Grants	7,000	More realistic	7,000
Operating Receipts	2,160	Currently about \$180 per month	2,160
TOTAL OPERATING INCOME	274,636		274,636
EXPENSES			
COLLECTION & OTHER CAPITAL EXPENDITURES			
Grant Supported Capital Improvements	0		0
Equipment/Equipment Replacement			
Computer Equipment	5,000	Have and additional \$5,379.80 in	5,000
Other Equipment		designated funds as of 1/17/25	
Total Equipment/Equipment Replacement	5,000		5,000
Collection			
Periodicals	500		500
Reference Periodicals	150		150
Ebooks - Audio	800		800
Audio/Visual - DVDs/CDs	2,250		2,250
Ebooks - Printed	9,500		9,500
Total Collection	\$ 13,200		\$ 13,200
Total COLLECTION & OTHER CAPITAL EXPENDITURES	18,200		18,200
OPERATING EXPENSES			
Accounting Review, Tax Prep & Services (11c)	5,885	2025 = \$6,100 (Increase of \$605)	6,800
Archival Preservation (24e)	100		100
Automation Fees (14)	5,310	Per Shelby - 2025 amount	5,310
Banking Supplies (13)	90		90
Building Repairs & Maint (16)	5,750	Per Shelby preference	5,750
Capital Improvements			
Continuing Ed - Board, Director & Staff	400		400
Copier Usage Contract (13)	900	\$71 average per month	900
Electric (16)	8,000	Now using NG as supplier	8,000
Electronic Materials & 2% Overdrive	525		525
Elevator Monitoring (16)			

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

Richards Library	2026		Recommended
	Budget		Amended
	(approved 11/12/24)		2026 Budget
Elevator FMA & Inspections (16)	2,000	Per Shelby - 2 @ \$945	2,000
Elevator Repairs & Maintenance (16)	900		900
Equipment Repairs & Maintenance (16)	100		100
Fire Alarm System Inspect (16)	400		400
Fire Alarm System Monitor (16)	305		305
Fire Extinguisher Inspections (16)	175		175
Grounds Repairs & Maint (16)	1,500		1,500
Heating Fuel (16)	8,000	24/25 Prepaid \$8,872.50 w/credit	8,000
Insurance Expense (23)	9,000	Increased costs	9,000
Internet Services (16)	1,600	\$130 per month	1,600
Janitorial Supplies & Exp(16-E)	1,050	Increased costs	1,050
Library Operating Supplies(24a)	1100		1,100
Library Programs (24b)	4,000		4,000
Memberships & Dues (24c)	250		250
Mileage Reimbursement	1,500	Contractual - must budget for	1,500
Miscellaneous			
Advertising / Promotional			
Amazon Prime	200	Per Shelby	0
Payroll Supplies	175	Time cards, etc. - increased costs	175
Personnel Search Expenses			
Landfill & Miscellaneous	60		60
Movie License Renewal (14)	230	Per Shelby	230
Office & Computer Supplies Expenses (13)	1,500	OK per Shelby	1,500
Payroll Processing (11c)	2,200	Increased pricing	2,200
Postage (13)	225	Increased postal costs	225
Security Alarm Monitoring, Etc (16)	400	More realistic	400
Sewer District Tax	451		451
Sprinkler Inspection (16)	800	Per Shelby - 2025 Contract signed	800
Telephone Expense (16-E)	1,600		1,600
Water (16)	350	Town increased H2O rates by 2.45%	350
Total OPERATING EXPENSES	67,031		67,746

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

Richards Library	2026		Recommended
	Budget		Amended
	(approved 11/12/24)		2026 Budget
WAGES & BENEFITS			
Wages (5/7)	170,000	Increase of \$0.50 /hr	170,000
Employer's SS/Medicare Expense (10)	13,388	7.65% of gross	13,388
Workers' Comp, Disability, PFL (9)	2,000		2,000
Total WAGES & BENEFITS	\$ 185,388		\$ 185,388
TOTAL EXPENSES	\$ 270,619		\$ 271,334
NET OPERATING SURPLUS (DEFICIT)	\$ 4,018		\$ 3,303
LESS CAPITAL EXPENDITURES RESERVE FUNDS TRANSFER	13,350		13,350
NET SURPLUS (DEFICIT)	(9,333)		(10,048)
TRANSFERS FROM OPERATING SAVINGS		Designate Funds for 2026 Operating Budget	6,000
NET SURPLUS (DEFICIT) AFTER TRANSFERS	(9,333)	Tax Levy Increase to Request	(4,048)
		Tax Levy request would be \$269,524	
		(WILL NOT EXCEED 2% TAX CAP)	

Richards Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7600636770	7600636770
1.2	Library Name	RICHARDS LIBRARY	<i>RICHARDS LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Warrensburg	<i>Warrensburg</i>
1.6	Beginning Fiscal Reporting Year	01/01/2024	<i>01/01/2023</i>
1.7	Ending Fiscal Reporting Year	12/31/2024	<i>12/31/2023</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
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	<i>N/A</i>
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	<i>N/A</i>

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024	<i>01/01/2023</i>
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024	<i>12/31/2023</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	36 ELM STREET	<i>36 ELM STREET</i>
1.15	City	WARRENSBURG	<i>WARRENSBURG</i>
1.16	Zip Code	12885	<i>12885</i>
1.17	Mailing Address	36 ELM STREET	<i>36 ELM STREET</i>
1.18	City	WARRENSBURG	<i>WARRENSBURG</i>
1.19	Zip Code	12885	<i>12885</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 623-3011	<i>(518) 623-3011</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 623-2426	<i>(518) 623-2426</i>
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	war-director@sals.edu	<i>war-director@sals.edu</i>
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	https://therichardslibrary.com/	<i>https://therichardslibrary.com/</i>
1.24	Population Chartered to Serve (per 2020 Census)	5,054	<i>5,054</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	<i>ASSOCIATION</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	<i>Other</i>
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	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>

1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	07/11/1901	<i>07/11/1901</i>
1.30	Date the library was last registered	10/17/1907	<i>10/17/1907</i>
1.31	Federal Employer Identification Number	141364588	<i>141364588</i>
1.32	County	WARREN	<i>WARREN</i>
1.33	School District	Warrensburg Central School	<i>Warrensburg Central School</i>
1.34	Town/City	Warrensburg	<i>Warrensburg</i>
1.35	Library System	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>

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	<i>Shelby</i>
1.38	Last Name of Library Director/Manager	Burkhardt	<i>Burkhardt</i>
1.39	NYS Public Librarian Certification Number	N/A	<i>N/A</i>
1.40	What is the highest education level of the library manager/director?	Bachelor's Degree	<i>Bachelor's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A	<i>N/A</i>
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	<i>N</i>

1.43	E-mail Address of the Director/Manager	sburkhardt@sals.edu	<i>sburkhardt@sals.edu</i>
1.44	Fax Number of the Director/Manager	(518) 623-2426	<i>(518) 623-2426</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>

Public Votes / Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	<i>Y</i>
------	---	---	----------

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	<i>Warrensburg Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2024)	05/21/2024	<i>05/16/2023</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	<i>school district ballot proposition (Ed. Law §259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$246,624	<i>\$214,030</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$18,852	<i>\$32,594</i>
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$265,476	<i>\$246,624</i>

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 2024) 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 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 N/A
2. Indicate the type of municipality or district holding the public vote N/A
3. Date the last successful vote was held (mm/dd/yyyy) N/A N/A
4. What type of public vote was it? N/A
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A N/A

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N N

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

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

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

N N

2. LIBRARY COLLECTION

Physical 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 (2.1-2.16) 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.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	4,935	4,808
2.2	Adult Non-fiction Books	4,088	4,018
2.3	Total Adult Books (Total questions 2.1 & 2.2)	9,023	8,826
2.4	Children's Fiction Books	3,538	3,298
2.5	Children's Non-fiction Books	1,955	1,809
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,493	5,107
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	14,516	13,933

Other Print Materials

2.8	Total Uncataloged Books	317	317
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2.9	Total Print Serials	45	50
2.10	All Other Print Materials	101	28
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	463	395
2.12	Total Print Materials (Total questions 2.7 and 2.11)	14,979	14,328

ALL OTHER MATERIALS

2.13	Audio - Physical Units	1,091	985
2.14	Video - Physical Units	2,465	2,369
2.15	Other Circulating Physical Items	5	73
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	3,561	3,427

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	18,540	41,261
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	861	865
2.19	All Other Print Materials	19	22
2.20	All Other Materials	241	322
2.21	Total Additions (Total questions 2.18 through 2.20)	1,121	8,071

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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)	10,854	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	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	1,283	1,325
3.3	Registered non-resident borrowers	164	174

Please report information on WRITTEN POLICIES as of 12/31/24.

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

Please report information on ACCESSIBILITY as of 12/31/24.

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

3.13 Does the library have large print books? Y Y

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

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

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

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

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.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a	Number of Sessions Targeted at Children Ages 0-5	31	33
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	164	164
3.18a	Number of Sessions Targeted at Children Ages 6-11	30	19
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	334	170
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	0	0
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	0	0
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	98	51
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	231	119
3.21a	Number of General Interest Program Sessions	34	6
3.21b	Attendance at General Interest Program Sessions	295	72

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	193	109
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	1,024	525
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	176	93
3.24b	Total Live Onsite Program Attendance	771	295
3.25a	Total Live Offsite Program Sessions	17	16
3.25b	Total Live Offsite Program Attendance	253	230
3.26a	Total Live Virtual Program Sessions	0	0
3.26b	Total Live Virtual Program Attendance	0	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	193	109
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	1,024	525
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	0	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0	0
3.31	One-on-One Program Sessions	574	680
3.32	Attendance at One-on-One Program Sessions	574	680

3.33	Did your library offer teen-led activities during the 2024 calendar year?	N	N
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.34b	Does your library use Facebook for promotion?	Yes	
3.34c	Does your library use Instagram for promotion?	No	
3.34d	Does your library use Twitter/X for promotion?	No	
3.34e	Does your library use TikTok for promotion?	No	

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	30	26
3.38	Young adults registered for the library's summer reading program	3	2
3.39	Adults registered for the library's summer reading program	0	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	33	28
3.41a	Children's program sessions - Summer 2024	13	10

3.41b Children's program attendance - Summer 2024	35	54
3.42a Young adult program sessions - Summer 2024	0	0
3.42b Young adult program attendance - Summer 2024	0	0
3.43a Adult program sessions - Summer 2024	2	2
3.43b Adult program attendance - Summer 2024	13	11
3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	15	12
3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	48	65
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	Y
COLLABORATORS		
3.48 Public school district(s) and/or BOCES	1	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	1

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	11	33
3.57b	Focus on birth - school entry (kindergarten) attendance	138	164
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	26	0
3.59b	Combined audience attendance	13	0
3.60	Total Sessions	37	33
3.61	Total Attendance	151	164
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)		No
d.	Health care providers/agencies		No
e.	Other (describe using the State note)	No	No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N N

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 ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N N

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	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	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 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	61	32
3.76b	Total group program attendance	19	21
3.77a	Total one-on-one program sessions	22	16
3.77b	Total one-on-one program attendance	22	16

4. LIBRARY TRANSACTIONS

Circulation / 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	5,822	5,783
4.2	Adult Non-fiction Books	1,858	1,654
4.3	Total Adult Books (Total questions 4.1 & 4.2)	7,680	7,437
4.4	Children's Fiction Books	2,488	2,700
4.5	Children's Non-fiction Books	659	459
4.6	Total Children's Books (Total questions 4.4 & 4.5)	3,147	3,159
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	10,827	10,596

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,642	3,290
4.9	Circulation of Children's Other Materials	1,095	770
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,737	4,060
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	15,564	14,656
4.12	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	Yes
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	No	

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	272	223
4.14a	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	<i>CT - Annual Count</i>
4.15	Does the library offer virtual reference?	N	<i>N</i>

Interlibrary Loan / E Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	4,369	3,852
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	3,080	3,247
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E-RATE

4.18	Does the library file for E-rate benefits?	N	<i>N</i>
4.19	Is the library part of a consortium for E-rate benefits?	N	<i>N</i>
4.20	If yes, in which consortium are you participating?	N/A	<i>N/A</i>

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to No
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to No
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to No
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to Yes
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to No
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 679
during the reporting period

5.20 The total circulation of e-serials 250
during the reporting period.

5.21 The total circulation of e-audio 1,410
during the reporting period

5.22 The total circulation of e-videos N/A
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

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	37
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0	0
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	1	1
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	0	0
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	2.54	2.54
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.54	3.54
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	0	0
6.15	Salary - Library Director (certified)	\$0	\$0

6.16	FTE - Library Manager (not certified)	1	<i>1</i>
6.17	Salary - Library Manager (not certified)	\$46,800	<i>\$46,000</i>
6.18	FTE - Librarian	0	<i>0</i>
6.19	Salary - Librarian	\$0	<i>\$0</i>

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, 2024**. 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 | <i>Y</i> |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | <i>Y</i> |
| 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 | <i>Y</i> |
| 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 | <i>Y</i> |
| 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 | <i>Y</i> |
| 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 | <i>Y</i> |

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y		Y
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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		<i>1</i>
8.2 Branches	0		<i>0</i>
8.3 Bookmobiles	0		<i>0</i>
8.4 Other Outlets	0		<i>0</i>
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1		<i>1</i>

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	47.00		<i>47.00</i>
8.7 Minimum Weekly Total Hours - Branch Libraries	0.00		<i>0.00</i>
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00		<i>0.00</i>
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	47.00		<i>47.00</i>
8.10 Annual Total Hours - Main Library	2,320.00		<i>2,324.00</i>
8.11 Annual Total Hours - Branch Libraries	0.00		<i>0.00</i>
8.12 Annual Total Hours - Bookmobiles	0.00		<i>0.00</i>

8.13 Annual Hours Open - Total 2,320.00 2,324.00
 Hours Open (Total questions 8.10 through 8.12)

9. SERVICE OUTLET INFORMATION

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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.

Outlet fields 5 6, 11 14, and 20 23 should be locked.

1.	Outlet Name	RICHARDS LIBRARY	<i>RICHARDS LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	36 ELM STREET	<i>36 ELM STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	WARRENSBURG	<i>WARRENSBURG</i>
6.	Zip Code	12885	<i>12885</i>
7.	Phone (enter 10 digits only)	(518) 623-3011	<i>(518) 623-3011</i>
8.	Fax Number (enter 10 digits only)	(518) 623-2426	<i>(518) 623-2426</i>
9.	E-mail Address	war-director@sals.edu	<i>war-director@sals.edu</i>
10.	Outlet URL	https://therichardslibrary.com/	<i>https://therichardslibrary.com/</i>
11.	County	WARREN	<i>WARREN</i>

12.	School District	Warrensburg Central School District	<i>Warrensburg Central School District</i>
13.	Library System	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,320	<i>2,324</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	71	<i>19</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1901	<i>1901</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013	<i>2013</i>
25.	Square footage of the outlet	8,530	<i>8,530</i>
26.	Number of Internet Computers Used by General Public	7	<i>8</i>
27.	Number of uses (sessions) of public Internet computers per year	1,498	<i>1,299</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>

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	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
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	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	3,332	<i>2,967</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	7600636770	<i>7600636770</i>
38.	<i>FSCSID</i>	NY0631	<i>NY0631</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. 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, 2024 to December 31, 2024)	11	<i>12</i>
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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	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	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	N/A
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	5 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y	N



BOARD MEMBER SELECTION



10.7	Enter Board Member Selection Code (select one):	O - other (specify using the State note)	<i>O - other (specify using the State note)</i>
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List Officers and Board Members as of February 1 of the CURRENT year.

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	<i>Filled</i>
2.	First Name of Board Member	John	<i>John</i>
3.	Last Name of Board Member	Schroeter	<i>Schroeter</i>
4.	Mailing Address		
5.	City	Warrensburg	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	12885	<i>12885</i>
7.	E-mail address	kentschroet@gmail.com	<i>kentschroet@gmail.com</i>

8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Esther	<i>Esther</i>
3.	Last Name of Board Member	McTague	<i>McTague</i>
4.	Mailing Address		
5.	City	Warrensburg	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	12885	<i>12885</i>
7.	E-mail address	richardslibraryemct@gmail.com	<i>richardslibraryemct@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	April	<i>April</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</i>

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

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Vacant	<i>Filled</i>
2.	First Name of Board Member	N/A	<i>Danielle</i>
3.	Last Name of Board Member	N/A	<i>Robichaud</i>
4.	Mailing Address	N/A	
5.	City	N/A	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	N/A	<i>12885</i>
7.	E-mail address	N/A	<i>richardslibrarydanielle@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
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.	N/A	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?		<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Susan	<i>Susan</i>

3.	Last Name of Board Member	Matzner	<i>Matzner</i>
4.	Mailing Address	██████████	██████████
5.	City	Warrensburg	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	12885	<i>12885</i>
7.	E-mail address	richardslibrarysue@gmail.com	<i>richardslibrarysue@gmail.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	December	<i>December</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Mary	<i>Mary</i>
3.	Last Name of Board Member	Beadnell	<i>Beadnell</i>
4.	Mailing Address	██████████	██████████
5.	City	Warrensburg	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	12885	<i>12885</i>
7.	E-mail address	richardslibrarymarybeadnell@yahoo.com	<i>richardslibrarymary@gmail.com</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>

10.	Term Begins - Year (year)	2022	2022
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2027	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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Sarah	<i>Sarah</i>
3.	Last Name of Board Member	Gebbie-Measeck	<i>Gebbie-Measeck</i>
4.	Mailing Address		
5.	City	Warrensburg	<i>Warrensburg</i>
6.	Zip Code (5 digits only)	12885	<i>12885</i>
7.	E-mail address	richardslibrarysarah@gmail.com	<i>richardslibrarysarah@gmail.com</i>
8.	Office Held or Trustee	President	<i>President</i>
9.	Term Begins - Month	January	<i>July</i>
10.	Term Begins - Year (year)	2025	<i>2019</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2029	<i>2024</i>

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

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

1. Source of Funds	School District	<i>School District</i>
2. Name of funding County, Municipality or School District	Warrensburg Central School District	<i>Warrensburg Central School District</i>
3. Amount	246,624	<i>\$214,030</i>
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5. Written Contractual Agreement	N	N
1. Source of Funds	County	<i>County</i>

2.	Name of funding County, Municipality or School District	Warren County	<i>Warren County</i>
3.	Amount	\$5,432	<i>\$5,393</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>
5.	Written Contractual Agreement	N	<i>N</i>
11.2	TOTAL LOCAL PUBLIC FUNDS	\$252,056	<i>\$219,423</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,560	<i>\$1,501</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$6,792</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,560	<i>\$8,293</i>

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	<i>\$14,940</i>
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$3,879	\$5,390
11.15	Fund Raising	\$100	\$100
11.16	Income from Investments	\$13	\$21
11.17	Library Charges	\$2,531	\$2,607
11.18	Other	\$800	\$742
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$7,323	\$8,860
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$260,939	\$251,516
11.21	BUDGET LOANS	\$0	\$0
Transfers / Grand Total			
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$48,710	\$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)	\$309,649	\$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	\$0
12.2	Other Staff	\$149,130	\$143,157
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$149,130	\$143,157
12.4	Employee Benefits Expenditures	\$12,938	\$14,203
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$162,068	\$157,360

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$9,663	\$10,900
12.7	Electronic Materials Expenditures	\$352	\$421
12.8	Other Materials Expenditures	\$2,290	\$2,408
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$12,305	\$13,729

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$14,444	\$33,553
12.14 From Other Funds (72OF)	\$0	\$0
12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$14,444	\$33,553
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$20,020	\$0
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$34,464	\$33,553

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$7,473	\$8,608
12.19 Telecommunications	\$3,271	\$3,010
12.21 Professional & Consultant Fees	\$7,587	\$5,275
12.22 Equipment	\$2,596	\$18,676
12.23 Other Miscellaneous	\$1,072	\$913
12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$21,999	\$36,482

Contracts / Debt Service / Transfers / Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$4,979	\$4,598
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

Other Loans

12.29 Budget Loans (Principal and Interest)	\$0	\$0
12.30 Short-Term Loans	\$0	\$0
12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$235,815	\$245,722

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)	\$0	\$0
12.34 From Other Funds (76OF)	\$0	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36 Transfer to Other Funds	\$16,879	\$33,780
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$16,879	\$33,780
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$252,694	\$279,502
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$56,955	\$48,710
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$309,649	\$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)	03/29/2024	02/21/2023
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2023-12/31/2023	01/01/2022-12/31/2022
12.44 Indicate type of audit (select one):	Other (specify using the State note)	Other (specify using the State note)

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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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	\$0
13.2 All Other Revenues from Local Sources	\$0	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
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13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$0	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.00	0.00
16.2	Total Librarians	0.93	0.93
16.3	All Other Paid Staff	2.35	2.35
16.4	Total Paid Employees	3.28	3.28
16.5	State Government Revenue	\$1,560	\$16,441
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$7,323	\$15,652
16.8	Total Operating Revenue	\$260,939	\$251,516
16.9	Other Operating Expenditures	\$61,442	\$74,633
16.10	Total Operating Expenditures	\$235,815	\$245,722
16.11	Total Capital Expenditures	\$0	\$0
16.12	Print Materials	14,878	14,300
16.12a	Total Physical Items in Collection	18,439	17,727
16.13	Circulation of Children's Physical Material	4,242	
16.14	Total Registered Borrowers	1,447	1,499

16.15 Other Capital Revenue and Receipts	\$0	\$0
16.16 Number of Internet Computers Used by General Public	7	8
16.17 Total Uses (sessions) of Public Internet Computers Per Year	1,498	1,299
16.18 Wireless Sessions	3,332	2,967
16.19 Total Capital Revenue	\$0	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

SUGGESTED IMPROVEMENTS

Library Name:	The Richards Library	<i>The Richards Library</i>
Library System:	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
Name of Person Completing Form:	Shelby Burkhardt	<i>Shelby Burkhardt</i>
Phone Number:	(518) 623-3011	<i>(518) 623-3011</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>

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!

I really enjoyed the multi-year history for available questions.

At various times, the "Note" button was not responsive to mouse clicks.