

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda

Tuesday, July 1, 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: No Financials to report yet
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Vanguard*, *G.A. Bove*, *DAFgiving360*, *Adirondack Community Foundation*, *Joint Automation (JA) email*
- V Director's Report: *see attached*
- VI Committee Reports
  - a. Personnel: *n/a*
  - b. Budget & Finance: *n/a*
  - c. Building & Grounds: *n/a*
  - d. Ad Hoc: *n/a*
  - e. Outreach: *John*
  - f. Policy: *Workshop – reviewed/revised Financial Management Plan*
- VII Old Business
  - Changing furnaces from oil to propane –
    - i. *contract with excavation costs received from GA Bove – signed, emailed, deposit check mailed*
    - ii. *deposit picked up by Beadnell Heating & Cooling – waiting on refrigerant parts*
    - iii. *final plans submitted on CRIS*
  - Adirondack Rural Revitalization Program (ARRP) Grant
  - Draft Strategic Plan 2025-2030
  - Adirondack Foundation Lake Placid Education Foundation 2025 – *submitted Increase Archival Attention & Grow Our Young Adult Collection, July notification*
  - Warren County Occupancy Tax
  - Another 100 Years Campaign
  - Master Plan from Butler, Rowland & Mays Architects
- VIII New Business
  - Financial Management Plan
  - Policies
    - i. Privacy and Confidentiality of Library Records
    - ii. Security Cameras
  - Casella Foundation Grant – *application submitted by Sarah 6/9*
- IX Other Business
  - Town Board Meetings
    - o Esther or Mary attending the Thurman meeting (7/17 @ 4:30p)
    - o Need volunteer for Warrensburg meeting (8/13 @ 7:00p)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, July 15, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, August 5, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library  
Board of Trustees Meeting Minutes  
Thursday, June 5, 2025**

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

Excused: Gina Colburn, Becky Lawler

Meeting called to order at 10:05am

Motion to approve the consent agenda was made by John, seconded by Samantha **with changes** to the meeting minutes and approved by the Board.

Period Of Public Expression: Sarah Gebbie-Measeck suggested going out of order from the approved agenda, to focus on items that need discussion and Board approval, prior to Samantha Newcomb leaving at 10:50am.

**Old Business:**

- Changing furnaces from Oil to Propane
  - Motion to pay for the replacement furnaces and HVAC units utilizing monies saved in the Capital Expenditures fund, a Schwab donation, and to borrow the remaining funds needed for this project from the emergency fund, with the provision to take monies designated in the 2026 budget for Capital Expenditures and move them to the emergency fund to repay all funds borrowed, was made by Susan, seconded by John and approved by the Board.
- Draft Strategic Plan
  - Discussed comments/suggestions from Sara Dallas re: Strategic Plan
  - Sarah will try to incorporate comments and present the revised plan to the Board in July.
- Another 100 Year Campaign
  - Discussed need to fundraise for matching funds needed to apply for grants
  - Need to consider changing the financial management plan to allow Board members to fund raise and move the CDs
  - Workshop suggested to review and possibly revise the financial plan was suggested
- Policies – Non Circulating Materials
  - A motion was made by John and seconded by Samantha to change the policy to a procedure and approved by the Board

**Correspondence:**

- Received a letter thanking the library for renewing our insurance for paid family leave and disability

**Director's report:**

- Elevator is in working order
- Advertisement for North Country Living in conjunction with Warrensburg Museum and Chamber of Commerce

- WCSSD 6<sup>th</sup> grade teacher borrowed *Finding Kalman* to read in class, planning to bring students to *Messages From Survivors* exhibit
- Attended SALS Annual Meeting with Sarah and John
- Received Water Test Kits from Water Insecurity Correction Coalition
- Met with Drew Monthie to discuss his upcoming exhibit in the YA Room
  - Artist reception on 6/10 at 5pm
- WCS Student volunteer helped with gardening, signage and displays
- May programs were discussed
- Special programs planned for June 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
  - 2 ladies borrowing books
- Policy:
  - Workshop continued development of the strategic plan, briefly reviewed policies: Web-link Request and Non-Circulating Disposal

#### Old Business

- Annual Sexual Harassment Prevention Training
  - Completed by all trustees, still need information from Gina
- Changing furnaces from Oil to Propane
  - Signed contract with Beadnell Heating & Cooling
- New Trustee
  - Website and Facebook updated
- Adirondack Rural Revitalization Program Grant
  - Library requested approximately \$15,000 – waiting to hear back
- May 20<sup>th</sup> Vote for WCSSD propositions and Library Tax Levy increase
  - Voters approved
- Draft Strategic Plan 2025-2030
  - Feedback received from SALS (see above)

#### New Business

- Adirondack Foundation Lake Placid Education Foundation 2025
  - Submitted a request for \$5000 to increase archival attention and grow the YA collection
  - Award results will be released in July, funds in August
- Warren County Occupancy Tax
  - Online submission created for the Library on County website, 2026 Occupancy Tax Event Funding will open Summer 2025
  - Warrensburg town application found
  - Esther will ask Thurman about their application process
- Another 100 Years Campaign (see above)

- Master Plan from Butler, Rowland & Mays Architects
  - Received final plan
  - No questions or comments for Paul Mays

**Other Business:**

- Town Board Meetings
  - Report from Esther for Thurman town meeting in April
  - Report from Sarah for Warrensburg town meeting in May
  - Report from Sarah for the WCSD BOE Meeting in May
  - No attendance at a meeting in June due to schedule conflicts, attended 2 meetings in May instead
  - Esther or Mary will attend the Thurman town meeting in July (7/17 @ 4:30p)

Public Expression: none

Next Board Meeting set for July 1, 2025 at 10:00am

Next Committee Workshop scheduled for June 17 at 10:00am

Motion to adjourn meeting made by Susan, seconded by John and approved by the Board at 11:54am.

**Approved by The Richards Library Board of Trustees on**

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**REMINDER: Microsoft Office 2016 & 2019 Support Ending October 2025**

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**From** Largeteau, Michele [REDACTED]  
**Date** Tue 6/17/2025 11:36 AM  
**To** [REDACTED]

Hi All,

**Microsoft is ending support for both Office 2016 and Office 2019 in October.** This means no more security updates or fixes, which could leave our systems vulnerable to malware and cyber threats.

To keep everything running smoothly and securely, we need to upgrade or remove these older versions before the deadline.

**What You Need to Do:**

- **Check your Office version** – From Word application, go to *File>More > Account*.
- **If your PC is running Office 2016 or 2019. Choose one of the following options:**
  - *Upgrade to a supported version* – Purchase Office 2024 (\$125 for Staff PCs, \$40 for Public PCs).
  - *Remove outdated versions* – Contact us to uninstall Office and use the web based version in M365 (Staff PCs only).

Thanks for helping us keep things secure!

Thank you,

--

**Dave MacFarland**  
MVLS-SALS Joint Automation  
Technical Support Specialist / Assistant Network Administrator

📞 518.584.7300 [REDACTED]  
🏠 22 Whitney Place, Saratoga Springs NY 12866

## THE RICHARDS LIBRARY



### Director's Report

June 27, 2025

- Closed for Juneteenth
- Prepping *Archive Room 1* for furnace/HVAC installation – *tidied, removed, relocated*
- Pick up Warrensburg – Proud To Be Litter-Free - *stickers and brochure location*
- Ordered and installed new displays for flyers – *2 wooden, 2 plastic, 1 metal*
- WCSD sixth grade came to view *Messages From Survivors* – *3 separate classes*
- SALS conducted final interviews for the new Director on 6/20
- Final report submitted for the *Accessibility Improvements Project* – *once approved we'll receive the remaining 10% of the award funds*
- Received 2024-2025 Yearbooks from both WCSD buildings
- WCSD student volunteer – *1 session, signage in new display on wall in Adult Room*
- Community Room Use – *school tours mentioned above*
- June Programs:
  - The Richards Library Book Club
  - Homeschool Meet-up
  - Artist Reception for Drew Monthie held in YA Room
  - Sewing with Sarah
  - Children's crafts and face painting at Strawberry Festival
  - Small Tales

### 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 7/17
- StoryWalk – *The Moose and the Goose* by Sean McKenna
- The Richards Library Seed Library & Gardening Workshops
- **Summer Reading Program – 6/30 through 8/22**
- **Messages From Survivors - The Memory Project Productions, Inc.** – started 4/21, will be here through the summer

### Statistics for the Year

Monthly statistics will be included after they become available on July 1.

Respectfully submitted,

*Shelby Burkhardt*

Library Director



# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JULY 2025

SUN MON TUE WED THU FRI SAT

	Stop by our seed library and free gardening workshops!	1 TRL Board Meeting @ 10:00a	2	3	4 Closed for Independence Day 	5
6	7	8  Luzerne Music Center's String Quartet @ 6:00p	9	10  TRL Book Club @ 4:00p	11	12
13	14	15  STEM @ 1:00p  Sewing with Sarah, 5:00-6:30p	16  Story Time & Activity @ 10:30a	17  OATS: Understanding Scam and Fraud @ 2:00p  Preserving Herbs & Veggies @ 5:00p	18	19
20	21	22  Games @ 1:00p	23	24  OATS: AI and Disinformation @ 2:00p	25	26
27	28	29  STEM @ 1:00p	30  Story Time & Activity @ 10:30a	31  Painting w/Patrice, 2:30-4:30p	Travelling exhibit with messages from Holocaust Survivors will be here through the summer!	

- Luzerne Music Center's String Quartet, free to attend for all ages interested. See flyers for more details!
- Preserving Herbs & Veggies is the gardening workshop for JUL. Free to attend for all ages interested. See flyers for more details!
- 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, *Frog Music*.
- Sewing with Sarah hands on help with sewing projects, will meet on Tuesdays for the summer. Details on flyer.
- Story Time & Activity, 2 sessions for JUL, we will read stories and complete a themed activity. Child supervision required. Start time is a little later!
- Painting w/Patrice, for adults and young adults, limited seats, please pre-register. See flyer for details!
- STEM projects and game days are open to all youths interested.
- StoryWalk, *The Moose and the Goose* by Sean McKenna, starts by the main entrance.

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



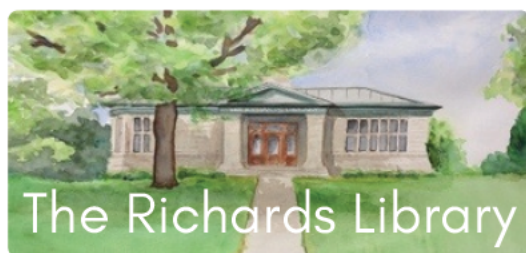
Director, The Richards Library





LUZERNE  
Music Center

CAMP AND FESTIVAL  
ADIRONDACKS NEW YORK



# FACULTY STRING QUARTET CONCERT

Luzerne Music Center's String Quartet is an ensemble of four renowned musicians who serve as faculty at LMC's summer camp in Lake Luzerne, NY. This program is a wonderful opportunity for audiences of all ages to enjoy live chamber music and connect with professional musicians in an intimate setting.

Madeleine Jansen, violin

Eliezer Gutman, violin

Maren Rothfritz, viola

Kayla Herrmann, cello



TUESDAY • JULY 8 • 6 PM

Richards Library • 36 Elm St, Warrensburg, NY 12885



# SEWING WITH SARAH

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

TUESDAY, JULY 15, 5:00–6:30PM  
TUESDAY, AUGUST 12, 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!**







## Understanding Scams and Fraud

**Date:** Thursday, July 17, 2025

**Time:** 2:00 PM

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

The ability to spot a scam is an essential digital skill. In this lecture, we'll review some of the most common scams, offer tips for avoiding them, and go over what to do if you do get scammed. We'll look at sample emails, texts, and deepfakes to see how AI contributes to the increased spread and complexity of scams. We'll also provide helpful resources for staying informed about the latest scams.

**Sign Up Today!**

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

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



## AI and Disinformation

**Date: Thursday, July 24, 2025**

**Time: 2:00 PM**

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

Disinformation refers to false information created to mislead people, and it's nothing new. But today's AI powered tools and social media have made it easier and faster to create and spread disinformation. In this lecture, we'll explore how AI is used to create convincing deepfakes and clone voices, making it challenging to distinguish between real and fake content. We'll also review best practices for evaluating information and explore tech tools that can help identify content created with AI.

**Sign Up Today!**

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

## Strategic Plan

2025-2030

### 1 Introduction

#### 1.1 PLANNING SUMMARY

To ensure our association public library is meeting the needs of our chartered communities, The Richards Library Board of Trustees and Director updated the Strategic Plan originally created in 2019. Using community data from the 2020 Census, the draft Warrensburg Town Plan and the draft Warren County Plan an analysis of our communities served was created. Through a SALS Construction Grant Butler Rowland Mays Architects, LLP were hired to conduct stakeholder interviews, survey the Library building and grounds and then create possible projects to benefit the Library and its community members. A survey was also made available online and in person to community members. The results were collated and shared with the entire board.

#### 1.2 HISTORY OF THE RICHARDS LIBRARY

The Richards Library's history begins with the model generosity of iron magnate Andrew Carnegie. Although his largesse did not extend to the town of Warrensburgh, you may say he did, however, inspire, in a roundabout way, two sisters, Miss Clara Richards of Warrensburgh and Mrs. Mary Richards Kellogg of Elizabethtown to give the town of Warrensburgh a library.

The sisters started by organizing and establishing a small lending library made up of books from the churches located in Warrensburgh and donations from others, including Stewart A. Farrar. In 1890, the Warrensburgh Circulating Library was established in the Church of the Holy Cross, the local Episcopal Church. A one dollar annual fee was instituted for the use of the library.

The sisters eventually felt that the library, although popular, did not meet the requirements of the town, so they were determined to change the current situation and install within the town The Richards Library. A charter was granted by the University of the State of New York on 1 July 1901. The cost for the land and building was \$15,000 with an added endowment of \$40,000, the total cost to the sisters was \$55,000 (Approximately \$2,048,290 in 2025). The Library was built of granite (dolomitic limestone) native to the area and was quarried from David Brown & Sons near the county home. Jonah Hess of Johnstown did the construction and David VanNess, also of Johnstown, did the stonework. A.W. Fuller of Albany was the chosen architect. At the time, funding for the Library came from the State of New York and the town, each contributing \$100 per year (\$3000 each in 2019 money) and the remainder coming from profits supplied by investments through the endowment.

The original Board of Trustees was comprised of Miss Richards, Mrs. Kellogg, Dr. Daniel Brown, MD, Ezra Wilkins Benedict, Principal of the High School and Rev. Harte Purdy, Rector of the Church of the Holy Cross. The members were to serve 5 year terms, each member electing their own replacements, with the sisters being on the Board for life. The only change is that now the Board of Trustees can be comprised of 5-15 members.

The Library collection was initially catalogued by Miss Bartlett of the Pratt Institute and the first librarian was Miss Mary S. Crandall who assumed her duties on 1 September 1901. The Library

continued to expand when the sisters financed and had built an addition in May of 1911. The stone, once again, came from the quarries of David Brown & Sons. In December 1914, a fire destroyed the interior of the Library leaving only the walls and chimney standing. The sisters announced at a Board meeting that they would pay for the reconstruction, but the town would have to replace the books. The Library was rebuilt and reopened in 1915, having been rebuilt by R.H. Rheinlander.

In 1943, Miss Crandall retired due to illness and Mrs. Jennie Cameron was selected to succeed Miss Crandall, having served as an assistant since 1933. Mrs. Cameron served until 1990, when Sarah Farrar assumed her duties until her retirement in 2013. The next Director/Librarian, Michael Sullivan, assumed the duties from 2014 until 2021. Shelby Burkhardt was then named the current Director.

During the years the Library continued to expand. In 1963 a children's room was added and in 1964 the Albert Emerson Wing was built. However, as the years went by, the Library became more and more in need of rehabilitation and expansion. In 2003, funds were again raised to accommodate an expansion of the building. Local entrepreneur/philanthropist Charles A. Wood donated \$50,000 and Mrs. Grace Hastings bequeathed \$100,000 to the Library and a building fund commenced. Assistance also came from then-Assemblywoman Betty O'C. Little and the good people of Warrensburg. To ensure the completion of the expansion and rehabilitation, the Board secured a Library Construction Grant from the New York State Department of Library Development and secured renewable funding from the town in the way of an annual tax levy which would supply operational/administrative support. The Richards Library "re-opened" in October 2013.

\*This narrative was written from facts contained in an article in the Warrensburgh Historical Society newsletter, Vol. 2, Issue 2, dated March 1998, by Sarah Farrar entitled, "The Founding and Early History of The Richards Library".

## 2. DEMOGRAPHICS

It is important to understand the needs and interests of the members of both Warrensburg and Thurman so we can obtain materials and offer programs to better serve them. The demographic data, listed below, is gathered from the most recent U.S. Government Census in 2020 and from the 2024 Annual New York State Library Report.

Warrensburg Population: 3,959

Thurman Population: 1,095

Total Population of Both Chartered Communities: 5,054

Population under 5 years old (Both Communities): 196

School Age Population (5-19; Both Communities): 834

Adult (20-59; Both Communities): 2,429

Seniors (60-85+; Both Communities): 1,538



Hours Open per Week: 47

Library Materials Circulated: 15,564

Interlibrary Loan, Materials Borrowed from Other Libraries: 4,369

Interlibrary Loan, Materials Loaned to Other Libraries: 3,080

Programs Held: 193

Program Attendees: 1,024

Library Visits: 10,854

Funding for Fiscal Year 2024 came from the following sources:

<b>Total:</b>	<b>\$256,147</b>
Ed. Law, Sect. 259 Tax Levy	\$246,624
Warren Co. Aid	\$5,432
LLSA (IMLS Federal Funding)	\$1,560
Library Charges	\$2,531

### 3. VISION STATEMENT

The Richards Library provides opportunities for its patrons to develop as global citizens, where all are welcome to learn, discuss, explore, share and grow. We empower our patrons to make a positive difference in their lives by building partnerships, sharing ideas, and championing the cultural lives of the communities we serve.

### 4. MISSION STATEMENT

The Richards Library provides a wide range of unbiased sourced materials and utilizes traditional and modern methods that will educate, inform, entertain and provide the basis for a life-long learning experience. We offer the communities of Warrensburg and Thurman a safe space that encourages inquiries, free thought, an exchange of ideas and a forum for discussion. As we strive to expand the communities' global knowledge, we also endeavor to expand and preserve its cultural and historical uniqueness within that global setting and to ensure that The Richards Library remains forever relevant.

### 5. GOALS

#### **Goal 1: Raise the Library's Profile**

Objective: Enhance the Library's visibility and presence within the chartered communities of Warrensburg and Thurman, as well as the Warrensburg Central School District (WCSD).

Feedback from stakeholder meetings highlights a need to communicate more effectively that the Library offers much more than books and that it is a welcoming space for all.

Plan of Action:

- Attend Town of Thurman, Town of Warrensburg, and WUSD Board of Education meetings on a rotating monthly basis to maintain visibility and engagement.
- Establish a presence at Thurman town-wide events, such as the newly created Farmers Market.
- Maintain participation in Warrensburg community events, including its Farmers Market.
- Collaborate regularly with WUSD librarians to align and promote Library programs relevant to current school curricula.
- Diversify and expand advertising strategies. Potential methods include:
  - Requesting the Warrensburg Fire Department to display Library programs on their electronic marquee.
  - Advertising through school announcements and digital displays.
  - Creating take-home flyers for elementary students.
  - Reach out to local churches to have events mentioned at their announcements
- Explore adding an additional social media platform to reach new and varied audiences.

#### Resources:

- Apply for Occupancy Tax funds to support advertising initiatives, such as promoting the Library's calendar of events in local newspapers.
- Purchase a portable chalkboard sign for event promotion at the Farmers Markets and in front of the Library to attract walk-by traffic.

Measurement and Evaluation: Success will be evaluated based on measurable increases in Library visits and program attendance. Tracking these metrics over time will inform the effectiveness of outreach efforts and guide future adjustments.

## **Goal 2: Attract More Young Adult Patrons**

Overview: Library survey results show a significant gap in engagement from individuals aged 11–30. While this demographic can be challenging for libraries to reach, targeted outreach, inclusive programming, and direct engagement are critical steps in building stronger relationships with Young Adults (YA). The Director and Library Staff will work to create opportunities that reflect YA interests and encourage their ongoing participation.

Objective: Continuously evaluate and refine programming for Young Adults, while addressing different age ranges, to ensure offerings are relevant, engaging, and aligned with their interests, with the ultimate goal of increasing their presence and participation in the Library. For the purpose of this plan we will break down the ranges to 11-18 year olds, 18-21 year olds and 21-30 year olds.

Plan of Action:

- Review current programs geared toward 11-18 year olds to identify which are successful and which need to be revised or replaced. This may include surveying similar-sized libraries and communities for proven programming ideas.
- Determine optimal days and times for 11-18 year olds programming through direct feedback and attendance analysis.
- Partner with WCSD to co-develop programs that support the school curriculum while also appealing to students' extracurricular interests for 11-18 year olds. This could involve going to the High School to meet with students for surveying.
- Explore reconfiguring Library spaces—such as swapping the current YA room with the computer area—to provide more natural light, privacy, and a welcoming environment for 11-18 year olds.
- Identify and reach out to organizations that serve 18-21 year olds. This could include community colleges, continuing education programs, skills and trades training programs, North Country Ministries, the Wait House and more. Seek their input on this demographics wants and needs. Establish mutually beneficial partnerships with these organizations and possibly collaborate with them on relevant programs.
- Solicit feedback from 21-30 year olds on their interests, wants and needs. This can be informally done by staff and volunteers. Develop programs and curate spaces that would serve their identified interests. Examples include programs targeted for only this age group including, but not limited to a book club, indoor/outdoor live music or gaming sessions just for Young Adults.
- Appeal to young parents to create a social play group similar to the current homeschool group.

#### Resources:

- Utilize input gathered directly from all age ranges of Young Adults and community stakeholders to inform any new resource needs, including materials, staffing, space reallocation, or technology.
- Recruit older students to start programs that draw in their peers or to mentor to younger students. This could include identifying students who want to go into early education careers and have them read to younger kids.

Measurement and Evaluation: Based on current SALS reporting requirements, we will only be able to measure an increase in YA program attendance of ages 12-18 year old. Anecdotally Library staff can gauge any increase in Library attendance, program attendance and overall engagement of Library services from all the age ranges of 11-30 years old. Attendance figures will continue to be tracked by the Director and Staff as part of their regular responsibilities.

### **Goal 3: Continue to Serve the Older Population (60+) by Increasing Accessibility**

Objective: Identify and address barriers that hinder access to Library services for older adults. These may include physical challenges (e.g., entryways, mobility), digital literacy, navigation within the Library, and ease of accessing materials and receiving assistance from Staff.

Plan of Action:

- Conduct a community survey to gather input from older **community members** and individuals with disabilities, allowing the Library to better understand accessibility challenges from multiple perspectives.
- Collaborate with the Towns of Warrensburg and Thurman to identify senior-specific program needs and opportunities for outreach.
- Maintain and regularly assess existing physical accessibility features such as the elevator, handrails, and entrances/exits to ensure safety and compliance.
- Advocate for a public transit stop at or near the Library, should a public transit system be established in Warrensburg.

Resources:

- Partner with existing organizations that serve homebound individuals to distribute information about Library services.
- Explore options for supporting digital access among seniors, such as:
  - Providing hands-on assistance with the Libby app and other digital tools.
  - Developing a volunteer-based delivery and pickup service for Library materials.

Measurement and Evaluation: Success will be gauged through community feedback collected via surveys and conversations, as well as observable improvements in Library accessibility and senior participation. Specific attention will be paid to the number of seniors utilizing new services, requesting digital assistance, or participating in related programs.

#### **Goal 4: Maintain and Improve the Library Building**

Objective: Preserve and enhance The Richards Library building as the architectural and cultural crown jewel of Warrensburg, in keeping with the original vision of the Richards Sisters. This includes maintaining both the functionality and historic integrity of the building's exterior and interior to ensure it remains a safe, welcoming, and inspiring space for all members of the community.

Plan of Action:

- Replace the historic stone chimney cap, as recommended by professional contractors, to preserve the building's structural integrity and historical accuracy.
- Repair or replace the cracked historic stone steps at the building's entrance and assess underlying drainage issues to prevent future damage and protect the foundation.

- Repoint all deteriorated mortar joints and apply sealant to soft joints on the exterior to maintain the historic façade and prevent water intrusion.
- Maintain and repair the exterior stone retaining wall as needed to ensure both safety and aesthetics.
- Replace aging oil furnaces with cleaner, more efficient propane furnaces and upgrade to a modern HVAC system to improve sustainability and comfort.

Resources:

- Collaborate with the Towns of Warrensburg and Thurman, Warren County Planning, and New York State agencies, including the Office of Parks, Recreation and Historic Preservation (SHPO) to secure funding.
- Advocate for financial support through the offices of our locally elected NYS Assemblyperson and Senator.
- Seek additional support through historic preservation grants and community fundraising if applicable. This may include subcontracting with a grant writer and/or fundraiser to assist in obtaining and managing grants.

Measurement and Evaluation: Progress will be evaluated based on the successful funding, initiation, and completion of the listed renovation and preservation projects. Long-term success includes both the continued usability of the building and the preservation of its historic character.

### **Goal 5: Increase Exhibits Within the Library**

Objective: Enhance the Library's daily offerings and broaden its appeal by increasing the number and variety of exhibits. These rotating displays—ranging from historical to artistic, musical, and craft-based—will create dynamic experiences for visitors and help attract community members who may not otherwise engage with Library services. Local collaborations will be prioritized to strengthen ties between the Library and the greater Warrensburg and Thurman communities.

Plan of Action:

- The Library Director will engage with local artists, makers, the Warrensburg Central School District (WCSD), and other regional partners to coordinate multiple exhibits throughout the year.
- Focus on securing a diverse array of exhibit types to appeal to different interests and age groups.

Resources:

- Utilize existing gallery rails on the Library's main level, including in the Young Adult Room, to display visual art and other two-dimensional exhibits.
- Host larger or interactive exhibits and programs in the Jeffrey M. Levine Community Room to allow for flexibility and community engagement.

- Make full use of the Library's display infrastructure, including two portable display cases and one wall-mounted case, to feature materials from the Richards Sisters collection and other local contributors.
- Refurbish the display case currently stored in Utility Room B to increase exhibit capacity.

Measurement and Evaluation: Track the number of exhibits hosted annually and record patron engagement through attendance figures, feedback forms, and anecdotal responses. Success will be marked by increased community participation, diversity of exhibits, and partnerships formed.

## 6. Conclusion:

The Richards Library Board of Trustees has formulated a viable and attainable set of goals for the Library to serve the communities of Warrensburg and Thurman. These goals will not only raise the profile of The Richards Library but also enhance the communities the Library serves. The board also recognize that barriers to library access exist, such as transportation, housing, employment, mental health and childcare. While we cannot tackle any of these on our own, we will continue to work with all organizations possible to address these barriers in a comprehensive and equitable fashion. The board will review the strategic plan each calendar year to check in with the progress and completion of each stated goal.



# **The Richards Library** **Fiscal Management Plan**

**July 2025 Edition**

# **The Richards Library**

## **Fiscal Management Plan**

### **Part I: Fiscal Management Plan Policy - Introduction**

The objectives for The Richards Library's Fiscal Management Plan are to construct and maintain a portfolio in an amount tied to the library's Tax Levy and other monetary resources in order to obtain an increasing source of income and revenue for operating expenses, furniture and equipment, capital improvements, enhancement of programs and services or emergency needs as determined by the Board of Trustees. The portfolio is managed by the Board of Trustees in accordance with our Charter as a Private Association Library; as well as The Handbook for Library Trustees of New York State as part of the Board of Trustees' fiduciary responsibility to oversee all aspect of the library's finances with proper checks and balances so the library operates with appropriate due diligence. The Richards Library Board of Trustees acknowledges their custodial care and fiduciary responsibilities of public and non-public funds, restricted and non-restricted monetary resources, and will remain ever mindful to safeguard the same.

### **Part II: Fiscal Management Plan - Structure and Guidelines**

The structure for The Richards Library Fiscal Management Plan consists of three components with defined holding accounts and function. Specifically, they are the Primary Monetary Component, Secondary Monetary Component, and the Optional Monetary Component. These monetary components are to be managed and monitored by The Richards Library Board of Trustees to acquire and generate an adequate amount of revenue and a reasonable amount of income to meet the library's annual budgetary needs.

#### **Section A: Primary Monetary Component**

Primary Monetary Components provide immediate funding for day-to-day operating expenses to meet short-term needs.

##### **1. The Richards Library Operating Account**

The Operating Account is principally funded by the annual tax levy. It shall be the intention of the Board of Trustees to utilize these funds in the best interest of Richards Library and to the benefit of the residents of the Warrensburg School District.

- a) The amount of the Tax Levy is placed on the School Ballot as required under the laws and guidelines of the State of New York; voted on and approved by the residents of the Warrensburg School District, and shall remain in place until an increase is requested.
- b) The Board of Trustees may request an annual increase in the Tax Levy.
- c) The tax levy funds are collected by the Warrensburg School Board for subsequent remittance to The Richards Library.
- d) These funds are considered public funds and are to be deposited into the Operating Checking Account.
- e) Year-end surpluses of these funds shall be transferred to the Operating Savings Account.
- f) These funds are to be used solely for on-going operating expenses of the library under the guidance of the budget.
- g) Funds are prohibited from being allocated to any alternative form and may not be invested.

## **2. The Richards Library Endowment**

The original Endowment (\$40,000.00) was a gift from the Richards Sisters to provide *perpetual support* for the library. Additional endowment funds (\$10,000.00) were gifted at a later date. The sum total of the original principal endowments (\$50,000.00) plus changes in market value are and shall remain as permanently restricted funds.

- a) The Endowment consist of two Mutual Funds to be maintained at The Vanguard Group, namely the Vanguard Wellesley Income Fund and Vanguard Total Bond Market Index Fund.
- b) Additional investments can be derived from non-public unrestricted and non-designated sources and will become a permanent part of the Endowment.
- c) Library assets may be invested in Mutual Funds that hold Stocks and Bonds or held in an all in one Mutual Fund.
- d) Library assets may not be invested in commodities, futures, derivatives, direct foreign investments from an individual country or individual domestic stocks.
- e) These Mutual Fund(s) are in place to provide a steady and sustainable stream of immediate income as well as a moderate level of growth.
- f) Interest, dividends, and realized capital gains will be harvested and transferred by automatic direct deposit into the Reserve Savings Account as designated Director's Discretionary Funds.
- g) Unrealized gains in market value may not be harvested as income.
- h) Principal (Net Asset Value) may not be invaded for the operations of the library and would constitute a violation of existing Endowment Laws and Guidelines.
- i) Only in the case of declaring a stat of duress and the petitioning of the courts for a direct order may the principal (Net Asset Value) be invaded.

## **3. Emergency Cash Reserve Account**

- a) This account should be held in a separate Savings Account to insure immediate access for an unforeseen expenditure or other unexpected event.
- b) Principal, no greater than 50% of the total account, may be invaded for an emergency declared by the Board of Trustees, defined as an urgent capital improvement or operational need. Any action by the Board of Trustees to invade principal must include provisions for repayment of the principal invaded within a reasonable period of time as defined by the Board of Trustees.

## **4. Operating Savings Account**

- a) The Operating Savings Account serves as a holding depository account for annual surplus funds remaining in the Operating Checking Account each calendar year's end to be transferred into. (i.e., surplus tax levy funds)
- b) Principal and accumulated earnings may only be transferred to the Operating Checking Account for the sole purpose of covering deficit shortages or shortfalls in budgeted operational expenditures

## **5. Capital Improvement Fund**

- a) This is a designated sub-account within the Reserve Savings Account that provides money to the Richards Library for capital improvement projects. Utilization of this money for any other purpose is strictly prohibited.
- b) Primary funding for this fund shall be obtained from the School District Tax Levy.

Annual Budgets will include a line item for a Capital Improvement transfer in an amount of, but not limited to, five thousand dollars (\$5,000.00).

- c) All money designated for capital improvement projects shall be held in the Capital Improvement Fund sub-account within the Reserve Savings Account.
- d) Money shall remain in this account for appropriate and designated disbursement as determined by the Richards Library Board of Trustees.
- e) Principle may be invaded at any time, provided a quorum of the voting Board is present and agrees to do so. There shall be no requirements for repayment of principle.
- f) The Capital Improvement Reserve Fund sub-account account shall not reach a zero balance, nor shall it be closed or eliminated.

## **Section B: Secondary Monetary Components**

### **1. Gifts and Donations**

- a) All gifts and donations shall be held as temporarily restricted funds, either as designated or non-designated funds, in the Special Account Checking.
- b) Designated gifts and donations are required to be utilized solely for the intended purposes of the donors and shall be maintained as sub-accounts of separate identity within the Special Account Checking.
- c) Non-designated gifts shall be held on deposit as temporarily restricted funds until a determination for the use of funds is determined and approved.
- d) Determination of the use of non-designated gifts and donations shall be at the sole discretion of the Board, requiring a majority vote for approval.

### **2. Grants**

- a) Government Grants shall be considered Public Money. If designated, the Grant must be used according to the guidelines specified therein. If non-designated, meaning, the Grant has no guidelines specified therein; the Board of Trustees will make a determination as to its use.
- b) Public Grants shall also be considered Public Money. These Grants received from public institutions including but not limited to: The Southern Adirondack Library System, shall be used for operating expenses. If designated, the Grant must be used according to the guidelines specified therein. If non-designated, meaning the Grant has no guidelines specified therein, the Board of Trustees will make a determination as to its use.
- c) Private Grants from individuals, Corporations and Foundations shall be considered Non-Public Money. If designated, the Grant must be used according to the guidelines specified therein. If non-designated, meaning, the Grant has no guidelines specified therein; the Board of Trustees will make a determination as to its use.
- d) Grant money shall not be invested.
- e) Grant monies shall be held in the Operating Checking as segregated sub-accounts.

### **3. Fund Raising**

The objectives of Fund Raising are to provide a reasonable source of funds for future improvements to Richards Library and other projects determined by the Board of Trustees.

- a) Fund Raising and similar events may be sponsored by any organization on behalf of the Richards Library Board of Trustees.

- b) If designated, the funds must be used according to the guidelines specified. If non-designated, the proceeds shall be managed by the Board of Trustees and expended as per priority and needs demand.
- c) Proceeds from Fund Raising and similar events shall not be invested.

## **Section C: Optional Monetary Component**

Optional Monetary Components provide growth of assets and some income for operating expenses to meet long-term needs

### **1. Certificates of Deposit (one-year ladder)**

- a) Maintain 5 separate CDs
- b) Invest CDs as most financially beneficial to the Library while ensuring staggered maturity dates.
- c) Realized earnings will be harvested and transferred by automatic direct deposit into the Reserve Savings Account as designated Director's Discretionary Funds.
- ~~d) These CDs provide meaningful growth of purchasing power and maintains purchasing power at maturity.~~
- ~~e) Realized earnings will be harvested and transferred by automatic direct deposit into the Reserve Savings Account as designated Director's Discretionary Funds.~~
- ~~f) Principal invasion is limited to 50% of the one year laddered CDs.~~
- ~~g) Renewal of one year laddered CDs shall be for a specified amount.~~
- ~~h) Elimination of a one year laddered CD is prohibited, as that action will disrupt the CD ladder.~~
- ~~i) Two (2) one year ladder CDs shall be maintained at all times.~~
- ~~j) If invaded, upon the next one year renewal cycle the one year ladder CD must be returned to the original amount.~~
- ~~k) Necessary funds should be accumulated over the next one year period to restore the invaded CD to the original amount.~~
- ~~l) During this one year period of fund accumulation, the principal in the other one year laddered CD may not be invaded.~~
- ~~m) Strict adherence to the guidelines set forth is strongly recommended.~~

### **2. Certificates of Deposit (three-year ladder)**

- ~~a) These CDs provide meaningful growth of purchasing power and maintains purchasing power at maturity.~~
- ~~b) Realized earnings will be harvested and transferred by automatic direct deposit into the Reserve Savings Account as designated Director's Discretionary Funds.~~
- ~~c) Principal invasion is limited to 50% of the three year laddered CDs.~~
- ~~d) Renewal of three year laddered CDs shall be for a specified amount.~~
- ~~e) Elimination of a three year laddered CD is prohibited, as that action will disrupt the CD ladder.~~
- ~~f) Three (3) three year ladder CDs shall be maintained at all times.~~
- ~~g) If invaded, upon the next three year renewal cycle, the three year ladder CD must be returned to the original amount.~~
- ~~h) Necessary funds should be accumulated over the next three year period to restore the invaded CD to the original amount.~~
- ~~i) During this three year period of fund accumulation, the principal of the other three year laddered CD may not be invaded.~~
- ~~j) Strict adherence to the guidelines set forth is strongly recommended.~~

### **3. US Treasury Savings Bonds (Series E and I)**

This Treasury Direct Account is strongly recommended for future consideration as interest rates improve, and can be held as a Primary Monetary Component or as a Secondary Monetary Component

### **4. Mutual Funds**

Mutual Funds may be considered for long-term growth of principal. Strongly recommended funds include:

- Vanguard's Balanced Index Fund
- STAR Fund
- Wellington Fund
- Total Bond Market Index Fund
- Treasury Inflation-Protected Securities Fund
- Short-Term Federal Fund

Stock Market Funds may also be considered, with mindful attention of the added volatility and risk associated with all stock mutual funds. Recommended funds include:

- Windsor Fund
- Windsor II Fund
- Morgan Growth Fund
- U.S. Growth Fund
- Total Stock Market Index Fund.

- a) Assets for these possible future investments should be derived from Non-Public unrestricted and non-designated sources.
- b) Library assets may be invested in Mutual Funds that hold Stocks and Bonds or held in an all-in-one Mutual Fund, however, the allocation to stocks may not exceed 60% of the overall assets in the total investment.
- c) Library assets may not be invested in commodities, futures, derivatives, direct foreign investments from an individual country or individual domestic stocks.
- d) Realized interest, dividends, and capital gains, may be harvested and principal invaded (limited) to purchase other investments, generate additional income or to replenish Emergency Cash Reserve.
- e) Strict adherence to the guidelines set forth is strongly recommended.
- f) These options may be considered and enacted by the Board of Trustees at any time.

## **Part III: Fiscal Management Plan - Changes and Reviews**

1) Changes to the Fiscal Management Plan may be made by a majority vote of the Richards Library Board of Trustees at any regularly scheduled or special meeting.

- a) When change is deemed necessary it shall be placed on the agenda for a full and open discussion by the Board of Trustees (see limitations set forth in Part IV).
- b) Each Board Member shall be notified in advance of the meeting at which the change(s) will be discussed.
- c) A quorum of Board Members shall be required to attend this meeting.



2) Reviews of the Richards Library Fiscal Management Plan shall be conducted with a majority of the Board present at least once a year. However, a review every six months is recommended.

- a) The review is an assessment and a measurement of the effectiveness of the Fiscal Management Plan. The Plan should evolve as present economic and financial conditions change.
- b) The Board shall evaluate each component of the Fiscal Management Plan. A look at the past provides the Board with accurate information relating to Plan performance.
- c) Simple questions must be asked: “Is the Plan meeting both the short and long term needs of Richards Library?” .... “Do the objectives and strategies of the Plan need to be adjusted?” .... “What, if anything, should be done to improve the Plan?”

#### **Part IV: Declaration of Permanence**

The Richards Library Board of Trustees hereby declares this Fiscal Management Plan to be an official formal document. In doing so The Board preserves the financial integrity and secures a stable source of funding for the Richards Library. Furthermore, The Board of Trustees explicitly establishes the following as ***“Permanent Core Components”*** of The Richards Library Fiscal Management Plan which shall remain continuing and enduring without fundamental or marked change.

##### **1. Tax Levy**

##### **2. The Richards Library Operating Account**

##### **3. The Richards Endowment Fund**

**Net Asset Value of Original Principal**

**The Vanguard Group Mutual Funds**

**(a) Wellesley Income Fund**

**(b) Total bond Market Index Fund**

##### **4. Emergency Cash Reserve Account**

##### **5. Operating Savings Account**

##### **6. Capital Improvement Reserve Fund**

~~1. Tax Levy (School District Model)~~

~~2. The Richards Library Operating Account~~

~~3. The Richards Library Endowment~~

~~\$50,000.00 Principal (Net Asset Value)~~

~~The Vanguard Group Mutual Funds~~

~~a) Wellesley Income Fund (minimum investment/balance of \$30,000.00)~~

~~b) Total Bond Market Index Fund (minimum investment/balance of \$20,000.00)~~

~~4. Emergency Cash Reserve Account (established balance of \$25,000.00)~~

~~5. Operating Savings Account~~

~~6. Capital Improvement Reserve Fund~~

The above accounts which have been designated as ***“Permanent Core Components”*** by The Richards Library Board of Trustees are intended to provide a financially sound foundation to build upon and therefore changes shall be prohibited and excluded from the guidelines set forth in **Part III: Fiscal Management Plan - Changes and Reviews**. However, changes to other components or options in The Richards Library Fiscal Management Plan may be considered in accordance with the guidelines set forth. The members of The Richards Library Board of Trustees unanimously, without challenge, do so mandate and affirm this Declaration of Permanence from this time hence forth.

**Revised:** January 2020  
March 2021  
July 2025

## Privacy and Confidentiality of Library Records Policy

The following are rules and regulations approved by The Board of Trustees of The Richards Library. These will be reviewed every 5 years or as needed to reflect evolving privacy standards and technologies. These privacy protections apply equally to all Library patrons, regardless of age, race, national origin, immigration status, gender identity, sexual orientation, or other protected characteristics

The Richards Library protects the privacy of patron records and the confidentiality of patron Library use as required by law. New York Civil Practice (CVP) Law & Rules § 4509 states:

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

Therefore, New York public libraries cannot disclose personal identifiable information from a library user’s records except:

1. Upon Request or Consent of the User;
2. To The Extent Necessary for the proper Operation of the Library;
3. Pursuant to Subpoena, Court Order or Where Otherwise Required by Statute.

Library Records Include: Circulation records; Workstation logs; Security video; Information sought or received; Materials consulted, bought, or acquired; Database search records; Interlibrary loan records; Program registration information; Sign-up sheets; Material complaint forms; E-mails; Voicemails OR any other such records, with personally identifiable uses of materials, facilities, programs or services that may be accumulated.

Personally Identifiable Information includes, but is not limited to, names, addresses, phone numbers, email addresses, library card numbers, internet usage data, and any data that can be linked to an individual.

The Library will collect only the minimum necessary personal data required for operations and will regularly review and securely dispose of records no longer needed. The Library may disclose information to cooperating libraries to assist patrons and provide for interlibrary loans.

Since the Library is part of the Southern Adirondack Library System (SALS), information is gathered through the Joint Automation Project, which allows interlibrary loans for libraries within SALS. The Joint Automation Project does not record patron usage of database searches, individual member library computer use or interlibrary loan requests for materials outside of the systems. Library records that are not necessary for the proper operation of member libraries and our systems are purged after 30 days. You can find out more about how SALS protects patron data privacy at <https://salsblog.sals.edu/data-privacy/>

Parents or guardians requesting records of children under the age of 18 may be asked to provide proof of custodial authority. Requests will be complied with as soon as practicable. Requestors who are denied may appeal to the Richards Library Board of Trustees.

All staff must refer any request for Library records from law enforcement to the Library Director. The Library will not release any records without a court order or subpoena reviewed by legal counsel. If there is cause to believe that a criminal act has been committed on Library property or with Library resources, the Library will cooperate with law enforcement authorities to obtain patron consent or a court order for release of privileged Library records for criminal investigation and prosecution. **The Library staff will cooperate fully with law enforcement to the extent allowed by law (do we want to keep this?).** All Library staff will receive annual training on this policy, including procedures for handling patron data and law enforcement requests.

Summer Reading: Participants in NYPL's Summer Reading program should be aware that information that is provided by participants may be accessible by teachers at Warrensburg Central Schools. In addition, certain participants in the Summer Reading program may be invited to attend special events (e.g., events for students who have read the most books, etc.) Personal information of these participants may be shared in connection with such invitations and events.

Written parental consent for use of identifiable photos of children under the age of 18 will be obtained before said photos are published or publicly displayed.

Reformatted, Revised, Reviewed and Approved by the Board of Trustees 1 December 2020

**Not sure where to put this. SALS addresses 3<sup>rd</sup> party vendors in the link I added. The Library ensures that digital services and platforms used (including website analytics, eBooks, and databases) protect patron privacy and comply with this policy. Third-party vendors must agree to confidentiality terms consistent with the Library's policy.**

## **Security Camera Policy**

In order to provide a safe and secure environment for patrons, Staff and the Library's assets, The Richards Library Board of Trustees has established the following policy in regard to the use of security cameras at The Richards Library. These rules are effective April 19, 2018 and will be reviewed every five years **to ensure it reflects best practices in privacy and equity. This policy applies equally to all library patrons, regardless of age, race, national origin, immigration status, gender identity, housing status, or other characteristics. All individuals are entitled to privacy and equitable treatment while using the library.**

### **Purpose:**

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

### **Privacy and Confidentiality:**

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

To the extent that any recorded images include identifiable persons **or images of patrons that may be linked to identifiable usage of Library services,** such record shall be treated as confidential as interpreted by NYS Civil Practice Law and Rules, CVP§4509-Library Records, and as accepted by NYLA, and reads as:

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

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

### **Public Notice:**

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

### **Data Storage and Access:**

All footage is stored on secure, password-protected servers accessible only to authorized staff. Remote access, if any, is encrypted and monitored (is this accurate?). Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for a period of 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The Library is not obligated to store images past the 14-day limit. Cameras will not be monitored continuously by Library Staff.

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

Security camera footage will not be released to law enforcement or other third parties without a valid court order or subpoena reviewed by legal counsel. Staff are not authorized to share or review footage without the express direction of the Library Director. In such cases, the Board President and SALS Director will be notified by the Library Director or their designee. Law Enforcement officials may be given copies of recorded material if the Library is initiating criminal proceedings against person/persons who have committed damage to Library property, assaulted a Staff member, or other serious, related offenses.

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

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

Library staff will receive regular training on this policy, patron confidentiality, and the handling of footage requests.



**Approved and adopted by The Richards Library Board of Trustees April 19, 2018**  
**Reviewed and approved on October 6, 2020 Revised, reviewed, and approved on November 12, 2024**

*Permission was obtained from the Aurora Public Library, Aurora, IL, The Warren County Library, Belvidere, NJ and the Elizabeth Public Library, Elizabeth, NJ, to use, alter and/or adapt excerpts from each of their library policies to formulate this current policy on April 17, 2018. Permission was obtained from Saratoga Springs Public Library, Saratoga Springs NY, to use excerpts from their library policy to formulate this current policy on November 12, 2024*