RCS
Community Library
DISCOVER YOURSELF HERE _____

Enrich Lives, Celebrate Community, Inspire Creativity

Board of Trustees Meeting
November 15, 2018
5:30 - 6:00 p.m.

I.   November meeting call to order

II.   Welcome visitors and public comments

III.   Approval of September and October 2018 minutes

IV.   Director's reports

V.   Financial reports

VI.   New Business

       1. "Itty Bitty RCS" installation: November 15-16, 19-20
       2. Facility drainage update
       3. Annual Survey
       4. Security camera policy

VII.   Personnel Update

VIII.   Upcoming Events

       1. Vendor Night - November 15 (Thurs.), 6-8 p.m.
       2. Sweets with Santa December 1 (Saturday) 10:30-12 a.m.

XI.   Adjournment

    <u>The next meeting of the Board of Trustees is scheduled for December 10, 2018.</u>

RCS Community Library
Minutes of the Board of Trustees Monthly Meeting
Monday September 10, 2018

Attendance: Marie Sturges (MS), Megan Aurelia (MA), Antonio Booth (AB), Joe Boehlke (JLB)
Josie Bruno (JB) and Library Director Judith Wines

Absent: Laurie Dickerson and Sheila Schwartz

The meeting was called to order at 7:01 pm by MS

August Meeting Minutes approved by JLB and Seconded by JB with the following corrections:
> The plumber is Larry Black
> Pete Konsul
> The word spring is not capitalized

Director's Report
> Full report is on file with the library
> Outreach
>> PBC 4th graders will begin walking to the library- JW is excited for the opportunity
to reach these students but is disappointed that the school does not have a full-time librarian.

> Highlights:
>> Summer Camps wrapped up this month
>> Camps filled up, confirmation has been requested as some people do not show
up
>> Zucchini Brothers performed, 80 people attended, there was a lot of positive
feedback
>> Storytime on a bus- Elephant & Piggie was very popular
>> Stone bird feeders was a good project

> Building:
>> Study space is now open

> Misc.
>> $5469.00 in donations for the Itty-Bitty space has been received, RCS Community
Library is hoping to raise $9,000.00
>> Children's fiction and non-fiction grows from the summer
>> Adult fiction is up, Adult non-fiction is down,
>> 48 total new patrons
Financials
> CPA's-Meeting planned for October
> Operating Account is good, about $86,000

Tax Levy comes in after Columbus Day

No unusual expenses, electric is a bit high, but the library is using more space, so the expense could be for cooling the additional space

New Business

"Itty Bitty" - $5469.00 has been raised

Chicken BBQ was profitable, made $873.00

Farmer's Market- All vendors were in attendance, no vendors lost money

Security Cameras- proposal from International Built- In Systems

$60.00 wide angle camera ordered, will be installed by staff to see how difficult installation is.

Several cameras requested for high traffic areas for safety concerns

Maps given for the '36er' Challenge

Construction Grant

3 projects requested- Drainage, Solar and LED

Safety is a big concern for library staff

7 interviews have been completed, JW has the list narrowed down to 3 candidates

Upcoming Events

Board & Library Staff Luncheon scheduled for September 11 at 12:30

Vendor Night scheduled for November 15 from 6-8 pm

Sweets with Santa pending schedule for December 1st or 8th TBD

Library Survey to come out- JW asked if there was anything Trustees would like to see on the survey.

Motion to close meeting made by AB, seconded by JLB, motion passed unanimously. Meeting adjourned at 7:50 pm

RCS Community Library
Minutes of the Board of Trustees Monthly Meeting
Monday October 15, 2018

Attendance: Marie Sturges (MS), Megan Aurelia (MA), Antonio Booth (AB) Josie Bruno (JB) and Sheila Schwartz (SS), Library Director Judith Wines

Absent: Laurie Dickerson

The meeting was called to order at 7:02 pm by MS

The minutes were tabled to vote on, as they had not been completed at the time of the meeting.

Director's Report is on file at the Library
        Good showing for the Farmer's Market
        Mermaid Party was very popular

    Statistics
        Children's literature is up
        Adult numbers are down
        Early childhood programming contributing to these numbers
        Teen fiction and non-fiction is up

    Financial Reports
        Tax levy as not been received at the time of the meeting
        There is a new School Treasurer
        Bond payment will come out of this check
        $6,614.00 has been received in donations for the Itty-Bitty Project
        Paid the basics this month in the way of bills
        The money earmarked from State Senator Amedore has not yet been received

New Business
1. Itty Bitty- JW has seen the cabinetry and it looks good
   a. Installation Dates have been set, November 15-20th are looking like they are the best dates
   b. The design for the crane has changed slightly
   c. JW proposed hosting an online vote for naming the space
   d. JW proposed hosting a reception to open the space, board agreed the best time for this reception would be in January after the holidays.
2. Construction Grant Update
   a. Each library got a bit of their requested funding

      b. RCS Community Library is looking for funding the water mitigation project- 2 companies have submitted proposals- Van Etten & Konsul

      c. JW will ask each business for references and if each has the equipment for the project, as the board is unsure on who to go with for the project

3. Annual Survey
      a. Programs
      b. Ask if patrons are satisfied or not
      c. Name of Itty Bitty

4. Next Monthly Meeting will be held on Thursday November 15, at 5:30 as November 12 is Veteran's Day

5. Motion made to adjourn made by AB, seconded by SS, motion passed unanimously. Meeting adjourned at 8:02

October 2018 Director's Report

Outreach
- The Library partnered with a RCS Middle School science teacher for a program on International Observe the Moon Day. Unfortunately, the moon did not cooperate.
- All three sections of PBC 4th grade visited for a session on Hudson River geography and the chance to select books.
- We held a second prescription drug take back day in partnership with Albany County Sheriff's Office.
- We worked with Roxanne Booth and RCS CSD to ascertain local interest in HSE (GED) classes.

Program Highlights
- Donna Hamilton held another capacity crowd felting program.
- We set up an "escape room" in honor of the 20th anniversary of the publication of Frankenstein. Participants had to follow clues and solve riddles to unlock Frankenstein's brain. All program slots were filled.
- A school-aged "Grossology" program featured feces.
- A YMCA instructor held four cardio-sculpt classes at the Library. Nine people paid for the four sessions. By the fourth week, attendance had dwindled.

Building
- We hard wired two additional security cameras. We have two more still to be installed.
- The partitions were removed by a contractor for personal use.
- The lobby security camera was put to use to catch theft of socks that were being collected for homeless veterans.
- Followed up with Pete Konsul about his experience with excavation work and ownership of necessary equipment.
- I visited the workshop of Rex-Hill to see the cabinetry for the play space and touch base on installation plans.

Miscellaneous
- I attended a three-day governmental accounting workshop offered by the Office of the State Comptroller in Oneonta.
- Patrons now have the ability to pay fines and fees with their credit or debit cards in Encore.
- Met with Brian Melick to plan for 2019 Acoustic Doorways concerts. Planning two local artists (Thomasina Winslow and Al Cash), a tin-can alley band and a family concert. If Arts Council Grant is not funded, we'll drop to three concerts.
- Vendor fair booths filled up quickly.

Category	Total Circ	Borrowed F	Loaned To	Category	Total Circ	Borrowed F	Loaned To	#VALUE!
Adult Audic	308	114	163	Adult Audic	422	243	144	-27%
Adult Fictio	979	321	302	Adult Fictic	992	313	331	-1%
Adult Nonfi	440	261	146	Adult Nonfi	415	206	139	6%
Adult Video	962	307	68	Adult Video	991	276	64	-3%
Electronic	6	6	0	Electronic	11	11	0	-45%
Juvenile Au	19	9	2	Juvenile Au	26	17	6	-27%
Juvenile Fi	1367	232	249	Juvenile Fi	1255	223	301	9%
Juvenile N	227	116	59	Juvenile N	188	87	38	21%
Juvenile Vi	269	40	30	Juvenile Vi	265	30	29	2%
Miscellane	7	0	0	Miscellane	5	0	0	40%
Unknown	30	16	2	Unknown	32	4	2	-6%
YA Audio	1	1	0	YA Audio	4	4	0	-75%
YA Fiction	127	36	49	YA Fiction	148	49	40	-14%
YA Nonficti	8	8	0	YA Nonfict	8	8	0	0%
	1054				1086			-3%
Total:	5804	1467	1070	Total:	5848	1471	1094	-1%

PROGRAMS - October	Attendance-child	Attendance-Adult	Total Attendance	Sessions				
E/C - library	190	155	345	14		E/C Books Circulated		132
E/C - outreach	265	97	362	15		New Patrons		30
school aged-lib	76	15	91	8		Public Computer Sessions		658
school aged-outreach	0	0	0	0		Microfilm Uses		0
Teen			3	1		WiFi Users		435
Adult			63	14				
Tech - one on-one			22	22				
Tech - group			0	0				
Totals			886	74				

RCS Community Library
Profit & Loss
October 2018

	Oct 18
Ordinary Income/Expense	
Income	
1000-TAX LEVY	540,718.75
1001-MISC DESK RECEIPTS	960.85
1003-GIFTS	265.00
1004-INTEREST	74.50
1005-FUNDRAISING	540.00
1007-LOCAL LIBRARY SERVICE	430.00
1008-MISCELLANEOUS INCOME	732.52
Total Income	543,721.62
Expense	
2009-PROPERTY/LIABILITY INSURAN	186.00
2010-Repairs	584.47
3000-DIRECTOR SALARY	7,346.70
3001-LIBRARIAN SALARY	11,214.30
3002-LIBRARY ASSISTANT	7,988.49
3003-LIBRARY CLERK	9,345.87
3005-ACCOUNTING	306.00
3006-CUSTODIAN	1,706.46
4000-FICA EMPLOYEE-SS/MC/FED	0.00
4001-STATE- PAYABLE	0.00
4003-AFLAC PAYABLE	10.15
4006-NYSERS	-892.78
4007-WORKER'S COP/DISABILITY	371.44
4008-UNEMPLOYMENT INSURANCE	25.53
4010-FICA/EMPLOYER-SS/MC	2,899.95
4012-MED -EMPLOYER-EXP	-737.70
5000-JUVENILE BOOKS	74.76
5001-ADULT BOOKS	174.15
5003-PERIODICALS & SUBSCRIPTION	50.00
5004-MUSIC	52.74
5005-DVD'S	103.18
5006-ELECTRONIC CONTENT	354.95
6000-PROGRAMMING	109.60
6001-SUMMER READING PROGRAM	16.14
7000- SUPPLIES-OFFICE	37.47
7200-D & O INSURANCE	39.00
7303-Technology Expense	125.00
9000-LOST/DAM BOOKS-OTHER LIBRA	47.93
L7410-61 Supplies-Office	130.75
Total Expense	41,670.55
Net Ordinary Income	502,051.07
Net Income	**502,051.07**

RCS Community Library
Budget vs. Actual 2018-2019
October 2018

	Oct 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1000-TAX LEVY	540,718.75	580,000.00	-39,281.25	93.23%
1001-MISC DESK RECEIPTS	960.85	870.50	90.35	110.38%
1002-GRANTS	0.00	83.33	-83.33	0.0%
1003-GIFTS	265.00	41.66	223.34	636.1%
1004-INTEREST	74.50	41.66	32.84	178.83%
1005-FUNDRAISING	540.00	133.33	406.67	405.01%
1006-ERATE	0.00	33.33	-33.33	0.0%
1007-LOCAL LIBRARY SERVICE	430.00	333.33	96.67	129.0%
1008-MISCELLANEOUS INCOME	732.52			
Total Income	543,721.62	581,537.14	-37,815.52	93.5%
Expense				
2000-Bond Payment	0.00	3,273.42	-3,273.42	0.0%
2001-WATER/SEWER	0.00	45.84	-45.84	0.0%
2002-ELECTRIC	0.00	666.67	-666.67	0.0%
2003-FUEL	0.00	416.66	-416.66	0.0%
2004-TRASH	0.00	50.00	-50.00	0.0%
2005-CUSTODIAL SUPPLIES	0.00	125.00	-125.00	0.0%
2006-VOICE LINES	0.00	100.00	-100.00	0.0%
2007-TELECOMMUNICATION COSTS	0.00	62.50	-62.50	0.0%
2008-FACILITIES IMPROVEMENT	0.00	1,543.16	-1,543.16	0.0%
2009-PROPERTY/LIABILITY INSURAN	186.00	391.67	-205.67	47.49%
2010-Repairs	584.47	250.00	334.47	233.79%
2011-FIXED ASSETS	0.00	583.34	-583.34	0.0%
3000-DIRECTOR SALARY	7,346.70	5,290.57	2,056.13	138.86%
3001-LIBRARIAN SALARY	11,214.30	8,099.23	3,115.07	138.46%
3002-LIBRARY ASSISTANT	7,988.49	6,034.41	1,954.08	132.38%
3003-LIBRARY CLERK	9,345.87	6,719.00	2,626.87	139.1%
3004-SUMMER PROGRAM	0.00	255.00	-255.00	0.0%
3005-ACCOUNTING	306.00	327.08	-21.08	93.56%
3006-CUSTODIAN	1,706.46	1,237.60	468.86	137.89%
4000-FICA EMPLOYEE-SS/MC/FED	0.00			
4001-STATE- PAYABLE	0.00			
4003-AFLAC PAYABLE	10.15			
4006-NYSERS	-892.78	3,325.00	-4,217.78	-26.85%
4007-WORKER'S COP/DISABILITY	371.44	208.34	163.10	178.29%
4008-UNEMPLOYMENT INSURANCE	25.53	150.00	-124.47	17.02%
4010-FICA/EMPLOYER-SS/MC	2,899.95	2,181.09	718.86	132.96%
4012-MED -EMPLOYER-EXP	-737.70	2,208.34	-2,946.04	-33.41%
5000-JUVENILE BOOKS	74.76	750.00	-675.24	9.97%
5001-ADULT BOOKS	174.15	925.00	-750.85	18.83%
5002-ADULT AUDIO	0.00	104.17	-104.17	0.0%
5003-PERIODICALS & SUBSCRIPTION	50.00	125.00	-75.00	40.0%

RCS Community Library
Budget vs. Actual 2018-2019
October 2018

	Oct 18	Budget	$ Over Budget	% of Budget
5004-MUSIC	52.74	83.34	-30.60	63.28%
5005-DVD'S	103.18	208.34	-105.16	49.53%
5006-ELECTRONIC CONTENT	354.95	666.67	-311.72	53.24%
5007-UHLS CATALOG	0.00	522.59	-522.59	0.0%
6000-PROGRAMMING	109.60	252.34	-142.74	43.43%
6001-SUMMER READING PROGRAM	16.14	83.34	-67.20	19.37%
6002-SRP PERFORMERS	0.00	45.84	-45.84	0.0%
7000- SUPPLIES-OFFICE	37.47	333.34	-295.87	11.24%
7001-SUPPLIES-PROCESSING	0.00	83.34	-83.34	0.0%
7002-POSTAGE	0.00	83.34	-83.34	0.0%
7003-ANNUAL MAILING	0.00	383.34	-383.34	0.0%
7004-PUBLICITY / SIGNWORK	0.00	25.00	-25.00	0.0%
7100-MEMBERSHIP DUES	0.00	83.34	-83.34	0.0%
7101-CONFERENCE & STAFF DEV	0.00	162.50	-162.50	0.0%
7102-TRAVEL	0.00	125.00	-125.00	0.0%
7200-D & O INSURANCE	39.00	58.34	-19.34	66.85%
7201-AUDITOR	0.00	300.00	-300.00	0.0%
7202-LEGAL CONSULTANT	0.00	208.34	-208.34	0.0%
7300-COPIER LEASE	0.00	266.67	-266.67	0.0%
7301-SOFTWARE & LICENSES	0.00	93.34	-93.34	0.0%
7302-TECHNOLOGY RESERVE	0.00	104.17	-104.17	0.0%
7303-Technology Expense	125.00			
7304-Hardware	0.00	250.00	-250.00	0.0%
9000-LOST/DAM BOOKS-OTHER LIBRA	47.93			
L7410-61 Supplies-Office	130.75			
Total Expense	41,670.55	49,870.61	-8,200.06	83.56%
Net Ordinary Income	502,051.07	531,666.53	-29,615.46	94.43%
Net Income	**502,051.07**	**531,666.53**	**-29,615.46**	**94.43%**

RCS Community Library
Balance Sheet
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
B-1567 Reserve Fund	121,123.03
B-6254 Cash-Operating	11,820.03
B1840 Cash-Capital Fund Savings	8,600.01
B201-00 Cash Payroll	10,215.63
B3142 Cash-Savings	523,212.80
B5546-Board Reserve Fund	15,258.32
B8058 Capital Fund Checking	26.00
B8884-Acoustic Doorways Savings	5,655.19
L202-00 Petty Cash	200.00
L204-00 Desk Receipts	-0.35
Total Checking/Savings	696,110.66
Other Current Assets	
L380-12 Misc. Receivable	4,700.00
L909-02 Unrestricted Fund Balan	-2,065.00
L909-04 Unrestricted Net Assets	34,668.00
Undeposited Funds	200.00
Total Other Current Assets	37,503.00
Total Current Assets	733,613.66
Fixed Assets	
L500-10 Building Improvements	76,167.96
L500-11 Computer Equipment	62,022.20
L500-12 Furniture & Fixtures	126,580.08
L510-00 Accumulated Depreciatio	-152,681.07
Total Fixed Assets	112,089.17
TOTAL ASSETS	**845,702.83**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
L600-00 Accounts Payable	30,121.33
Total Accounts Payable	30,121.33
Other Current Liabilities	
L1600-00-Deferred Outflow of Re	-150,330.00
L602-00 Accrued Vacation	0.15
L604-00-Accrued ERS Liability	9,269.00
L700-00 FICA Payable	-0.29
L710-00 SWT PAYABLE	-0.39
L720-05 FSA deduction (p/r)	0.36
L730-00 AFLACA/P	-0.36

RCS Community Library
Balance Sheet
As of October 31, 2018

	Oct 31, 18
Total Other Current Liabilities	30,478.53
Total Current Liabilities	60,599.86
Total Liabilities	60,599.86
Equity	
L909-00 Net Assests	355,969.34
L909-00 Unrestricted Fund Balan	-2,064.68
Unrestricted Net Assets	41,373.31
Net Income	389,825.00
Total Equity	785,102.97
TOTAL LIABILITIES & EQUITY	**845,702.83**

Cindy Rowzee

25 Orchard Avenue, Ravena, NY 12143   (518) 423-3689   cindy.rowzee@gmail.com

November 6, 2018

October 2018 Report to the RCS Community Library Board of Trustees

In looking over the reconciliations for October of 2018 I noticed the same issues that I had previously. There was also an issue with the Reserve Fund, a transaction that had previously been listed for $1.65 was not listed as reconciled and did not appear in the outstanding area. I am not sure if this was something that had been cleared up or just deleted. The numbers did reconcile though when I removed this from my list. Lori was supposed to be talking to the Accountant in order to find out why transactions she had previously cleared somehow end up showing as uncleared and I am wondering if this is the start of cleaning some of that up.

I was able to verify the reconciliations on all accounts for the month of October 2018.

Cindy Rowzee

tomorrow

Lara shihab-eldin <laraeldin@gmail.com>   Wed, Nov 14, 2018 at 2:32 PM
To: Judith Wines <director@rcscommunitylibrary.org>
Cc: Rexhill Furniture <info@rexhillfurniture.com>, Janine Soper <janinesoper@gmail.com>, Justin King <rexhillfurniture@gmail.com>

Hi Judith,

Welcome back, hope you had a wonderful trip! I was just finalizing our planned installation sequence, (please see below)
I think Justin and the Rexhill team are working on loading up the larger millwork components today, for arrival sometime Thursday morning, (I'll let them confirm estimated time of arrival)

Our plan is to stagger our installation teams, so that we can work our way around the walls and each other. Rexhill will start on the Hudson River Bench side, and then LE Design will arrive Friday to begin the 'wall work' on that side, and then move around the room. Apple Tree Wall Components will be delivered Monday, and we'll all continue wall work and remaining millwork installation then.

We will likely need **one more day** following Thanksgiving for final shelf 'filling' & miscellaneous toy installation- I'll have a better idea of that day on the 20th, but we'll plan to wrap it all up that final week of November!

Itty Bitty Installation Sequence & Schedule

Thursday, November 15th:
Rexhill Installation Team arrives, unpacking, delivery of millwork, begin Hudson River Bench side construction.

Friday, November 16th:
Rexhill to continue millwork installation (townscape side)
LE Installation Team arrives (Lara, Andrea, Sanjay, Pam, Shawna), to begin wall projection, painting on Hudson River side, unpacking some toys learning products.

Monday, November 19th:
Rexhill to continue millwork installation (townscape/ apple tree / crane)
LE Installation Team (Lara, Andrea, Sanjay, Pam, Shawna, Janine), to continue wall painting on Hudson River, Apple Tree side, unpacking some toys learning products.
Delivery of remaining Fabhaus Milled Items (Birds, Apple Tree etc)

Tuesday, November 20th:
Rexhill to continue millwork installation work outstanding.
LE Installation Team (Lara, Andrea, Janine), to continue wall painting Apple Tree side, unpacking/ assembling.

We're also so excited to see this project come to fruition, looking forward to spending some quality time at the wonderful RCS community library!
Please let us know if you have any additional questions!
[Quoted text hidden]

RCS Community Library Annual Survey

Section 1: Please check <u>one</u> answer for each of the following:

1. How would you rate each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Customer service	☐	☐	☐	☐	☐
Collection (books, DVDs, music, newspapers, etc.)	☐	☐	☐	☐	☐
Programs (classes, storytimes, etc.)	☐	☐	☐	☐	☐
Online services (website, catalog, research databases, etc.)	☐	☐	☐	☐	☐
ILL (Inter-library loan)	☐	☐	☐	☐	☐
Library policies	☐	☐	☐	☐	☐
Computers and printers	☐	☐	☐	☐	☐
Internet access	☐	☐	☐	☐	☐
Facilities	☐	☐	☐	☐	☐
Hours of operation	☐	☐	☐	☐	☐
Overall, how would you rate the library?	☐	☐	☐	☐	☐

Section 2: We value your opinions. Please answer the following questions:

2. What do you value <u>most</u> about the library?

3. How could the library or its services be improved?

4. This fall, the Library is opening a new children's space inspired by our local community, designed to promote play based learning. Two possible names for this space are Playful Learning and Itty Bitty RCS. We welcome suggestions for other possible names for this space.

Thank you for your time! If you have questions about this survey or about the library, please contact us at <u>Director@rcscommunitylibrary.org</u>. To be entered into our raffle, fill out the attached slip

Digital Video Surveillance Policy (draft 11.14.18)

Purpose

The Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Access to Digital Images

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by the RCS Community Library's Confidentiality Policy.

Images are not be routinely monitored in real time. Staff may do occasional spot checks of footage.

Only the Director or Assistant Director is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given authorization to access this equipment on a limited basis.

Use/Disclosure of Video Records

Video records and still photographs may be used by authorized members of Library staff to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
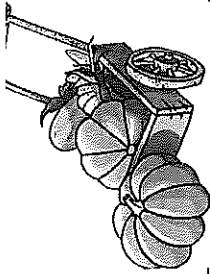
Access to Security Camera Footage

The Library does not make security camera footage or still photographs available to the public. Requests for access to images from law enforcement must be made in writing. The Library may require a warrant, sub peona or court order from law enforcement.
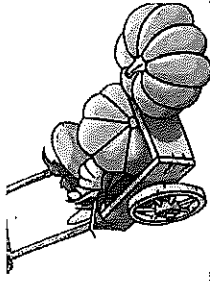
Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, a designee.

Retention of Digital Images

Recorded digital video images are stored on hardware in a locked area in the Library. Recordings are retained for no longer than 14 days unless required as part of an ongoing investigation or litigation.

RCS COMMUNITY LIBRARY
November

Have you ever read to a dog? Stop by the Library on Tuesdays and Thursdays at 4 pm to meet Dixie and her person, Ms. P! Dixie loves to listen to kids read, so bring your favorite book along to share!

*Registration required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 **Preschool Storytime** 10 am	**2** **Romp & Read** 10 am	**3**
4	**5** **LEGO League** 6 – 7 pm	**6** **Romp & Read** 10 am **Tuesday Matinee** *Three Identical Strangers* 2 pm ***Give Thanks Paint & Sip** 6 pm	**7** **Art Box** Thanksgiving Table drop-in! 6:30 pm	**8** **Preschool Storytime** 10 am	**9** **Romp & Read** 10 am	**10** **Harry Potter Celebration** drop–in 11 am – 4 pm *Fantastic Beasts and Where to Find Them* 2 pm
11	**12** Veterans Day CLOSED	**13** **Romp & Read** 10 am **Tuesday Matinee** *The Book Group* 2 pm	**14** **Lunch Time Books** *There, There* 12 noon **Juice and Jammies** 6:30 pm	**15** **Preschool Storytime** 10 am **Vendor Night FUNdraiser** 6 – 8 pm **Board Meeting** 7 pm	**16** **Romp & Read** 10 am	**17** ***Cinnamon Buns with Hal Warner** 1 pm
18	**19** **LEGO League** 6 – 7 pm	**20** **Romp & Read** 10 am	**21** Close at 5 pm	**22** Join us at the **Ravena Turkey Trot** 8 am Thanksgiving CLOSED	**23** CLOSED	**24** **The Golden Girls:** *Trivia, favorite episodes* 2:00 – 3:30 pm
25	**26** **LEGO League** 6 – 7 pm	**27** **Romp & Read** 10 am **Non Fiction Books** *Church of Spies* 10 am **Last Tuesday Books** *The Female Persuasion* 6 pm	**28**	**29** **Preschool Storytime** 10 am **Incredibles 2** 2 pm	**30** **Romp & Read** 10 am	**1** **Sweets with Santa** 10:30 – 12:30 *Build a Gingerbread House 11:30 am

***How to Start Your Business**
6:30 pm