

Seymour Public Library District Board Meeting Agenda
February 25, 2025 4:30 p.m. at Seymour Library
176-178 Genesee St, Auburn, NY

Connect. Engage. Inspire.

Seymour Library inspires a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment.

The Board of Trustees welcomes residents/cardholders in the library tax district to Seymour Library. There is time reserved at the beginning of each Board meeting for the public to be heard. When the Board President recognizes you, please stand, state your name, and address for the record. The Board of Trustees is pleased to hear relevant comments that pertain to Library business; however, a 3-minute limit is set by the Board to allow for all of the meeting's business to be conducted.

1. Call to Order
2. Adoption of Agenda
3. Public Comment
4. Approval of Consent Agenda
 - 4.1. Minutes of SPLD Board of Trustee meeting held January 28, 2025
 - 4.2. February 2025 Library Report
 - 4.3. Committee Reports
 - 4.3.1. Building
 - 4.3.2. Board Governance
 - 4.3.3. Finance
5. Action Items
 - 5.1.1. Review January 2025 Financial Statements
 - 5.1.2. Review January 2025 Claims
 - 5.1.3. Approve 2024 Annual Report to NYS
 - 5.1.4. Review Employee roster
 - 5.1.5. Approve appointment of Drew Urbanek to Library Clerk, part-time
6. Policy & Procedure Review
 - 6.1. 101 Disposal of Surplus Property
 - 6.2. 504 Investment Policy
 - 6.3. Cash Handling Procedure
7. Discussion Items
 - 7.1. Federal Shift 2025 Risk Assessment
 - 7.2. Extended invitation to Seymour Library Foundation Directors to attend March Building Committee meeting
 - 7.3. Engagement of Beardsley Architects
8. Update from the Friends of Seymour Library (Meg)
9. New Business
10. Adjourn

March 2025 Meetings

3-11-25	building committee
3-13-25	board governance committee
3-18-25	Finance committee (changed from 3/17/25)
3-25-25	Board of Trustees regular meeting

Seymour Public Library District
Board of Trustees Meeting
Date: January 28, 2025

Trustees Present: Clyde Howard, Russ Harkins, Debbie Daloia, Mike McCole, Meg Vanek, Bill Foster, Kim Schulze, Nancy Karpinski, Sylvia Kott

Staff Present: Lisa Carr, Dori Gottschalk-Fielding, Dixie Warner-Webert

Agenda Item	Discussion	Action Taken/Next Steps
Welcome		President Clyde Howard called the meeting to order at 4:30 pm
Adoption of the Agenda	Lisa Carr asked to add the following items to the agenda: credit card change, election update, February Annual Report to New York State, strategic plan update	Motion to accept amended agenda made by Russ Harkins, seconded by Meg Vanek. Carried unanimously.
Approval of Consent Agenda	<ul style="list-style-type: none"> • Minutes of the December 17, 2024 meeting • January 2025 Library Report • January 2025 Grants Report • Committee reports <ul style="list-style-type: none"> ○ Board Governance 1/16/25 ○ Finance 1/21/25 ○ Building 1/14/25 	The Consent Agenda was approved unanimously on a motion by Meg Vanek, seconded by Nancy Karpinski.
Public Comment	none	
Annual Meeting		
Election of Officers	Board Governance presented a slate of officers: President: Clyde Howard Vice President: Russ Harkins Secretary: Kim Schulze Finance Officer: Debbie Daloia	The slate of officers as presented by the Board Governance Committee was approved unanimously.
Committee Appointments	Kim Schulze: Finance, Building, Audit Board Governance: Russ Harkins, Clyde Howard, Meg Vanek, Silvia Kott Finance: Debbie Daloia, Kim Schulze, Building: Mike McCole, Bill Foster, Kim Schulze, Clyde Howard Executive: Clyde Howard, Russ Harkins, Kim Schulze, Debbie Daloia Audit: Debbie Daloia, Mike McCole, Clyde Howard, Kim Schulze	
Conflict of Interest & Code of Ethics	Conflict of Interest forms were signed and returned to Lisa. The Code of Ethics statement did not include an update to language requested at Board Governance. Signing this form was tabled until the February Board meeting.	
ACTION ITEMS		
Review December 2024 Financial Statements		December 2024 Financial Statements approved unanimously on a motion by Bill Foster, seconded by Mike McCole.
Review of December 2024 Claims		December 2024 Claims approved unanimously on a motion by Debbie Daloia, seconded by Russ Harkins.

Annual out of system Library Card Fee	Current out of system card fee is \$60/year and has been at that level for several years. Lisa provided information about average housing costs in Cayuga County, Owasco, Auburn, and Sennett. Data for Fleming was not available.	New out of system fee \$65, approved unanimously on a motion by Clyde Howard, seconded by Meg Vanek.
Nicole McCarthy	This is a grant funded part-time position for one year to develop a Teen Advisory Board and teen programming.	Unanimous approval to appoint Nicole McCarthy to part time position as Youth Services Assistant on a motion by Meg Vanek, seconded by Nancy Karpinski.
Policy Review: NYS Prenatal Leave law	This new law requires <u>private</u> employers to provide paid time off for prenatal care (appointments specifically related to prenatal care). Prenatal Leave is separate from NYS Paid Sick Leave.	Mike McCole suggested waiting until state provides guidelines for public employers such as the Library District.
Credit Card Change		Motion by Debbie Daloia to give Lisa Carr permission to change library credit card to Lyons National Bank, seconded by Bill Foster. Approved unanimously.
DISCUSSION ITEMS		
2024 Fiscal Year Surplus (27,000)	Suggestion to create operations fund	Motion by Kim Schulze, seconded by Meg Vanek to authorize Lisa Carr to negotiate with the auditors the best way to designate surplus on Balance Sheet, approved unanimously.
Central Library Role	No update until March 2025	
Friends Update	Meg Vanek reported Friends bank balance stands at \$41,724.75. Proposed gift to library of \$21,000. Book Nook sales of \$2351. Garden Tour date 6/14/25	
Election Committee	Rethink how Library election process works; Jackie Kolb Election Chair with Dori Gottschalk-Fielding Co-chair	
The Trustees then adjourned to Executive session.		

The meeting was adjourned at

Next Regular Board of Trustees Meeting: February 25, 2025 4:30 pm at the Library

Respectfully submitted,

Kim Schulze, Secretary

Seymour Public Library District

February 2025 Library Report

Agenda items

- Finance Committee: Mike Trapani and Molly Lalonde have resigned from the committee. The Finance Committee reviewed 504 Investment Policy and the 2025 Cash Handling procedures.
- Annual Report to NYS: I will have a print copy of the 2025 report available at the Circulation Desk for anyone who prefers a print version of the report.
- Employee Roster: per the Library Trustee Handbook: *Education Law §226(7) specifies that all personnel actions must be approved by the Board at a legal meeting.*
- Federal Shift 2025 Risk Assessment: the Empire State Library Network (ESLN) hired Stephanie “Cole” Adams to review the impact of the 2025 Federal Shift on libraries. I also included a summary of Executive Orders issued this year (prepared by Stephanie).

Administration (Lisa Carr)

- General updates
 - SLF meeting
 - Annual Report to NYS
 - Review Federal Shift 2025 Risk Assessment with management staff, Board Gov and Board
 - Policy review with Olivia to identify/update policies (and procedures) impacting how patrons get library cards, review lending guidelines
 - Work with FLLS to fix a problem with patron records
 - Community
 - Rotary Club, President-elect, Chair of Auburn Rotary Club Foundation
 - Catalyst Cayuga, Board Secretary
 - Historic and Culture Sites Commission, member organization
 - Cayuga Connect: a regular meeting of the 9 libraries in Cayuga County.
 - Continuing Education
 - Difficult Conversations
 - Cultivating Climate Resilience, Community & Learning Outdoors
 - Practical Ethics for Librarians in the age of AI
 - Embracing Neurodivergence
- Finance
 - Conversations with Allyn Foundation and Emerson Foundation seeking construction grant match
 - Submitted funding requests to both Foundations
 - Met with LNB representatives regarding new credit cards and promoting the library at both branches
 - Met with the new auditors to begin our audit. Prepared information/answered questions as needed. The audit should be completed by the end of February and could be presented to the Board in March.
 - Development work with Dori: reviewing projects and potential grants to support project
- Facilities
 - Worked with Dori & Andy to prepare for changes to the History Discovery Center

- Met with Larry Liberatore & key staff to review the 2019 programmatic assessment to determine if it's still valid
- Scheduled fire extinguisher inspection & prepared for annual fire department inspection (March)
- West Link roof link; short term repair, long term repair
- Follow up with the elevator maintenance company to address inspection failure.
- Personnel
 - Revise evaluation form; schedule evaluations for Technical Services
 - Contact HR consultant for quote to update employee handbook
 - Olivia Wojnar started graduate school! Olivia is enrolled in the online Master of Library and Information Science at San Jose State University.

Development (Dori Gottschalk-Fielding)

- Funding requests completed for Rosen Fund, Micron Green Chips Fund, John Ben Snow Foundation, Emerson Foundation, French and Metcalf Foundations, and Allyn Foundation.
- Funding requests in process for United Way, Stephen T. Riedner Grant, and FLLS Outreach Mini Grant.
- Drafted Friends annual appeal letter.

Reader & Information Services (Mary Lovell)

- Blind Date with a Book going very well
- Provided collection/circulation numbers for 2024 report to NYS
- Will begin purchasing Home Tools with the Everett grant funds. The new collection items will roll out this late winter/early spring.

Programming & Outreach (Jackie Kolb/Jill Hand)

- Reviewed & submitted programming numbers for the 2024 report to NYS.
- Developed a programming planning form.
- Upcoming adult program highlights: *Beginners Crochet class*, *Spring DIY* (March is National Craft Month), *Tips to Navigate Our Misinformation World*, *A Case for Women in Science* with the Cayuga Museum of History & Art, and *Author Talk with Kathy DeJoy-Genkos*.
- Partnering with *aaduna* for a *Fireside Chat with Rev. Dr. Flora Wilson Bridges* on Friday, March 21 at 6 pm. An exclusive event for the Friends of Seymour Library, library staff, the Board of Trustees, and the library Foundation.
- *Nature in Verse*, Seymour Library's 2025 Poetry Contest, launched on 2/13. Submission deadline: March 27.
- Grand Opening of Seymour Library & Cornell Cooperative Extension's Seed Library: Tuesday, April 1 at 6 pm.
- Invited the SPCA to Seymour Library for Paws to Read Storytime on Saturday, March 15 at 11 am. Kids will decorate postcards to send to the pets!
- Reaching out to Westminster Manor, an assisted living facility for an intergenerational storytime and book club. Possible grant funding.
- Meet with Marcella Didio (Librarian at Auburn Junior High School) and Elizabeth Cuddy (Librarian at Auburn High School) to coordinate on the Tween/Teen Advisory Board.

- New teen programming will launch in March & April and includes: Trivia Night, Collage Night, Comic Strip Making, and more!
- Continuing financial literacy (Thinking Money for Kids) program with homeschooling families- three families are participating regularly.
- Attended Book Buddy Program at Genesee Elementary (visits are 2x a month).
- Meeting with E John Gavras Preschool to organize monthly outreach storytimes for their 3PK/UPK classrooms.
- Drop-in Winter Break activities week of 2/17-2/21
- Invited a local Girl Scout representative to table one day during Winter Break, hoping for more collaboration/partnership in the future.

Library Experiences (Olivia Wojnar)

- Library Experiences staff had training with Nicole Gee from Cayuga Community Health Network on 1/9/25 to learn more about local resources for people experiencing homelessness.

Communications & Marketing (Maureen)

Creation of several blogs for February:

- <https://seymourlibrary.org/nature-in-verse-2025-poetry-contest/>
- <https://seymourlibrary.org/spend-winter-break-exploring-and-creating/>
- <https://seymourlibrary.org/your-guide-to-february-in-the-family-space/>
- Creation of content for Seymour Library Events Calendar, ARMA, Facebook

History Discovery Center (Dori)

- In the process of moving collections and furniture between the two rooms and installing counters (Andy and Lin).
- Items in the second room will be reorganized as well as assessed for relevance to the scope of the collection.

Respectfully submitted,

Lisa Carr

Library Director

SEYMOUR PUBLIC LIBRARY

MINUTES OF THE BUILDING COMMITTEE

FEBRUARY 11, 2025

Present: Michael McCole, Clyde Howard, Bill Foster, Kim Schulze, Lisa Carr, Larry Liberatore, Dori Gottschalk-Fielding

Excused: Andy Roblee, Chris Hutchinson

The meeting was called to order at 4:08pm.

A discussion was led by Mr. Howard concerning the possibility of a joint meeting between members of the Building Committee and representatives of the Seymour Library Foundation. Mr. Howard stated that he had broached the subject with the Foundation at the most recent meeting of the Foundation board. The Foundation members expressed a desire to meet and discuss items of mutual interest. It was proposed that Mrs. Carr invite the Foundation to the March Building Committee meeting. If that date doesn't work for Foundation members alternate dates can be suggested.

Mr. Foster asked for a general overview of the Foundation responsibilities and how the organization came into existence. Mrs. Carr provided a short history of the Foundation and its relationship to the library.

A review of Exhibit 1 – Seymour Library Building Conditions Survey & Master Plan Prioritization Updated 2/2025 was conducted. The committee discussed the completed items and pending action items. Mr. McCole stated that masonry issues appear to be one of the most important items remaining to be addressed. Mrs. Carr stated that the rear entry steps are in a significant state of disrepair and crumbling. Building maintenance constructed a wooden step and supports to be placed over one of the steps as a short-term solution. Use of the steps is limited and would only be used by patrons in the event of an emergency. The deterioration of the original entry steps was also briefly discussed, but full discussion was held until later in the meeting.

A discussion was held concerning current issues of concern with the building. Mrs. Carr stated that a recent leak into the West Lobby appears to be from punctures in the EPDM roofing material from falling ice. J&B Roofing has provided the library with a quote to repair the damage and place heavy rubberized matting along the area to prevent further punctures. Mr. Liberatore inquired if pavers could be utilized instead of the matting to reduce the overall cost. Mrs. Carr stated that she would contact J&B to discuss the viability of pavers.

A review of Exhibit 2- Seymour Public Library Program Needs-Meeting Notes prepared by Mr. Liberatore was conducted. Mr. Liberatore stated that he met with Mrs. Carr and key staff members on January 30, 2025, to discuss the building expansion conceptualized in the 2019

Building Master Plan. Mr. Liberatore stated that the review focused on five areas: Essentials, Program Space, Staffing Needs, Storage, Additional Considerations.

Many of the issues first raised in the 2019 Master Plan remain. Limited accessibility to sections of the library, fire safety and limited toilet rooms throughout the building continue to be areas of concern. The library also is in need of expanded program space. The IDEA lab is limited due to office personnel being housed within the room. The need for a large group meeting space originally depicted in the 2019 plan may no longer be necessary as other community spaces have become available; however, the library could utilize a small group space with seating for approximately 30 people. Additional office space is needed to properly house the staff. The current space is inadequate and poorly designed. Additional storage space throughout the building is also needed for building maintenance items and tables/chairs. Further consideration should also be given to the lack of air conditioning throughout the building, the continuing need for extensive masonry repair to the outside and repair/restoration of the original entry way steps. Mrs. Carr stated that the issue with leaks into the storage rooms under the original entry steps remain and the storage area is damp and musty. Mrs. Carr does not believe the leaks have become worse since discussed and examined during a previous Building Committee meeting.

Mrs. Carr discussed items assigned to the Building Committee as part of the library wide Strategic Plan. Exhibit 3 - Celebrate PLACE by connecting the past, present and future was reviewed and discussed. Mrs. Carr stated that she believes the library would benefit from the creation of a facility manager position. Mrs. Carr stated that a significant amount of time is dedicated to building maintenance and upkeep items for which she and other staff members have limited areas of expertise. Mr. Liberatore stated that he would contact various trade organizations to ascertain if position descriptions exist for such positions. The committee agreed to further discuss this matter.

Mrs. Carr discussed areas of New Business focused on the library's attempts to gain matching grant funds for the North Lobby renovation. Mrs. Carr stated that the Allyn and Emerson Foundations have requested information on the project. She and Mrs. Gottschalk-Fielding are preparing the requested items. The John Ben Snow Foundation received information but passed on funding this year as they have already allocated funding to other projects. The French and Metcalf Foundation did not fund this specific request, but requested additional information on the project and updated documentation. Mrs. Carr stated that she is submitting the requested items within the next few days.

Next meeting: March 11, 2025 at 4pm in the IDEA Lab.

Meeting adjourned at 5:36pm.

Submitted by Mike McCole, Building Committee Chair

I. **Priority 1:** Should be performed at first opportunity.

A. MASONRY

1. Repointing, Concrete Cap, Investigation: Repointing of stone and brick, concrete repair/replacement and water infiltration investigation should happen as soon as possible to identify areas of water incursion and to mitigate further water related damage.
2. Masonry Cleaning, Sealing and Miscellaneous Repairs:
 - a) The brick and stone façade should be cleaned and sealed with a breathable clear masonry water repellent to inhibit the penetration of water into the masonry.¹
 - b) Not in original BCS report: assess condition (cleaning and repairs) of brick wall and the brick pillars at Genesee Street
 - c) ~~Relocate scupper above the rear door to another location or a downspout be attached to relocate the area of discharge: (completed Spring 2023)~~
3. Concrete Repair
 - a) Water Leaks: The area at the west wall at the Women’s Room should be addressed: **remove concrete walk against the building, excavate to apply coating to foundation wall, install perforated pipe to capture water and redirect to north garden, cover with gravel.**
 - b) Site Retaining Walls - Investigate existing conditions of all site walls for structural stability. Clean, repoint, restore and/or repair site walls as needed per structural engineer’s investigation recommendations.
 - c) Concrete Walk Pavement – Replace the existing concrete walkway in courtyard area (Area 4). Replace concrete within existing limits of concrete walk and replicate historic scoring pattern. Provide a full depth replacement of concrete and subbase.
 - (1) safety/accessibility/restoration
 - d) Concrete Ramps – Replace existing concrete ramps in Area 2 to meet current New ADA Standards for Accessible Design requirements.
 - e) Concrete Stairs Location #3
 - (1) Consider replacement of concrete steps and installing new handrails/guardrails per code.
 - ~~(2) Consider redirecting the existing building scupper – completed 2023~~
 - (3) Consider adding a concrete landing from the door sill to the bottom of the first stair riser to provide a flush transition from the steps into the employee entrance.
4. Historic Front Entrance/Granite Stairs & Landing - Structural engineer to investigate existing conditions of granite stairs for restoration purposes. Consider repair of granite treads, provide waterproofing to prevent future damage to building foundation, and installation of new handrails per structural engineer recommendations. Provide handrails per code.

¹ Suspected H2O infiltration issues need to be investigated prior to any cleaning. SOL standards direct us to engage in “[c]leaning masonry only when necessary to halt deterioration or remove heavy soiling.” It is not recommended by SOL Standards to clean and seal brick surfaces as a prophylactic measure. Masonry repairs in specific areas should be sufficient without the introduction of non-historic sealant materials, the long-term effects of which are not known.

B. HISTORIC MAIN ROOF - completed Spring 2023

1. ✓ Flashing and Drain Repairs: The first priority must be to stop water infiltration, by repairing or replacing flashings and replacing loose and missing sealants. The drains should be replaced, and new piping installed.
2. ✓ Roof Replacement: The metal roof should be removed and replaced to match the original roof system.
3. ✓ Roof Accessories: When the roof system is replaced, the roof access hatches should be replaced with new curbs and crickets as an integral part of the roof [roof hatches were re-used, they were in good shape].
4. When the roof system is replaced new copper flashings should be installed at the chimneys [all flashings were replaced with PVC]
5. ✓ Skylight Repairs: The skylight glass and copper [lead?] muntins should be replaced with insulated glass panels matching the original concept providing a waterproof and energy efficient system.

II. Priority 2: Can be deferred 3-7 years (2021-2025); requires planned fund development

A. Landscape/Garden (in process Spring 2023) - CSLFRF grant (American Rescue Plan funds)

~~1. Landscape Design: Prepare a landscape master plan for the library in efforts to reduce maintenance, interpret historic knowledge, suggest appropriate plant material, and focus future implementation of gardens/plant material in appropriate spaces for aesthetics and garden's use by library patrons. Completed 2024~~

B. North Lobby project² (scheduled for 2024/25) - NYS DLD Construction Grant

1. Fire Alarm: Upgrade the existing system to an analog addressable system with detection and notification to meet the current NYS Fire Code. The replacement parts for systems of this age are becoming increasingly difficult to obtain. This would include new detection and notification in accordance with code.
 2. Interior - first floor:
 - a) Plaster Repairs: Repair cracks in the plaster walls and ceilings and concrete block in the janitor's closet.
 - b) Refinish wood shelving in the Fiction Room
 3. Site Lighting – complete an overall assessment; paying attention to parking lot
- C. West Lobby³ - completed spring 2023
1. HVAC, PLUMBING & ELECTRICAL:
 - a) ✓ Electric Ceiling Cabinet Heater: Replace electric ceiling cabinet heater in vestibule and provide remote wall-mounted thermostat.
 - b) ✓ Ducted Supply Air and Register: Provide ducted supply air and register in the workroom behind the circulation desk.
n/a

² See Appendix A: North Lobby

³ See Appendix B: West Lobby

III. **Priority 3: Low**

A. **West Roof Lower EPDM Roof System:** The .045 mil thick black EPDM rubber roof should be removed and a .090 mil thick EPDM rubber roof with increased insulation value (R-30), a ½” thick cover board, higher flashing heights for penetrations, a larger sump around the roof drains and a more water-tight metal flashing system at its termination points.

>>> perform regular maintenance/inspection; then replace in 2030 (2023 Bldg Comm. assessment)

IV. **Capital Project⁴ :** addition and alterations that holistically address library needs as indicated in the master plan; requires public fundraising and significant grant awards.

A. **Addition**

1. **Considerations**

- a) **Building Management System (BMS):** Provide a complete Building Management System (BMS) that includes, but is not limited to, Ethernet based network controllers, standalone digital controllers, electric actuated devices, and accessories.
- b) **Outdoor Air Unit (DOAS):** Provide a roof mounted dedicated outdoor air unit (DOAS) to provide ventilation air to the original building and 1972 additions.
- c) **Air Conditioning:** Provide air conditioning to the original building and 1972 additions. The air conditioning system will be a VRV heat recovery system capable of simultaneous heating and cooling.
 - (1) Not part of original BCS: re-evaluate current heating system and determine if moving to geothermal is feasible
- d) **Domestic Hot Water:**
 - (1) Provide RPZ backflow preventer on the makeup water for the HVAC system.
 - (2) Relocate domestic water to above grade and provide an RPZ backflow preventer to meet DOH requirements.
- e) **Sump Pump:** Saw cut the mechanical room floor and provide floor drains and a sump pump for the mechanical equipment and backflow preventer.
- f) **Power:** Take load measurements in the building to verify that the three-phase service is evenly loaded between phases. This is because the three-phase service is supplying single phase panelboards.
- g) **Convenience Outlets:** Provide additional receptacles throughout. This would include two additional panelboards.
- h) **Facility Boundary & Topographic Site Survey [the master landscape plan included a survey but maybe not topographic]:** Consider an updated site survey for the entire parcel inclusive of topographic, subsurface utilities and boundary survey.
- i) **Not part of original BCS: an addition would require the entire building to have sprinklers. The Fire Alarm system scheduled to be installed in 2025-26 should be able to work with future systems.**
- j) **Parking lot improvements (see report)**
 - (1) Fr rept: request to City for new signage designating a “no parking area” on-street for ease of vehicular

⁴ See Appendix C: Addition

circulation and pedestrian safety

2. Window and Door Evaluation: A detailed window, storm and door survey assessing condition, energy efficiency, operability and effectiveness should take place before doing any large scale repairs.
3. Parking & Asphalt Pavement:
 - a) The existing parking area would need to be reconfigured. Improvements would include full depth asphalt replacement, new asphalt, curbing, drainage, lighting and landscaping.
 - b) Additional lands and or easements would need to be obtained to accommodate a new parking area.
 - c) Obtain pavement cores to understand subbase material condition. If the library decides to not pursue a building addition by 2030, then a full depth asphalt pavement replacement with additional drainage infrastructure will help with ponding water and life expectancy of the existing parking area.
4. Masonry

a) Remove and replace concrete cap at south additions. **Was this done during the roof work?**

V. O & M:

A. Current Maintenance considerations

1. West Link roof
2. West entrance columns
3. West Lobby Cove lighting - not resolved
4. Install historic mantel 2nd floor
5. Panic buttons for HDC & basement office (safety)
6. West lobby automatic doors - button not working
7. Goldman garden
 - a) Screen for condenser area
 - b) Roof drain exit
8. Exterior furnishings - regular inspections
 - a) Benches
 - b) Bike rack
 - c) bookdrop

B. WEST ROOF

1. Metal Roof System: The metal roof system should be evaluated for potential leaking especially at the ridges. Existing sealants should be removed and new sealant installed

C. SOUTH ROOF

1. **Pitch Pocket Flashing and Drain & Accessories (was this done?):**
 - a) Rebuild pitch pocket
 - b) Inspect/repair drains, flashings and terminations as required. **Ask I&B for this as part of the spring 2025 inspection**

2. Roof Cleaning: The membrane should be power washed/cleaned and organic growth removed. **Ask JB&B for this as part of the Spring 2025 inspection**
- D. MASONRY
1. Clean interior brick efflorescence.
- E. Interiors - Lower Level
1. Plaster Repairs: The plaster walls and ceiling cracks and previous crack repair attempts should be repaired. **Is this the mezzanine?**
 2. Replace the vanity in the Women's Room.
- F. Interiors - 2nd Floor **[can any of this be folded into north lobby grant project?]**
1. Exit signs should be added or relocated so they are visible from all areas.
 2. Remove Efflorescence and Apply Water Repellant: The efflorescence on the brick walls should be removed and the brick sealed with a clear water-based repellent.⁵
 3. Repair pipe penetrations and the crack in the ceiling.
 4. Historic Book Stack System Floor: At a demonstration area of about 100 square feet, remove paint from the underside of the glass floor, paint steel framing and remove related carpet from the floor above to return the floor to its original intent.
- G. SITE & LANDSCAPING
1. ADA Signage - Replace existing ADA parking space signage and access aisle signage to meet current New York State Building Code (2015) and ADA Standards for Accessible Design (2010).
 2. ~~Wayfinding & ADA Signage - Provide directional signage at the historic north entrance indicating the route to the nearest accessible entrance. Signage to meet current New York State Building Code (2015) and ADA Standards for Accessible Design (2010) requirements. Completed in 2022.~~
 3. ~~Landscaping - Prune and remove dead branches/limbs from existing Norway Maple tree in Area 4 (remove all dead branches that pose a risk); completed in 2021~~
 4. ~~✓ Pruning - Review and evaluate existing vegetation to be selectively pruned.~~
 - a) **New from Landscaping Masterplan: Prune more branches from Norway maples.**
 5. ~~✓ Tree Removals - Remove existing Birch tree and stump (Area 3), and two-winged Euonymus trees and stumps, flanking historic north entrance (Area 4) in efforts to open visibility to the library from Genesee. Completed in 2021~~
 6. Invasive Species Removals - Consider removing existing buckthorn and privet vegetation from Area 5 plant bed and replacing it with ground cover.
 - a) **New from Landscaping Masterplan: remove invasive burning bush and Bradford pears from Locust grove.**
 7. Parking Lot: Pavement Striping – Re-stripe entire parking area and adding “No Parking” hatch mark striping area in front of maintenance shed/trash enclosure. **Scheduled for spring/summer 2025**

⁵ Suspected H2O infiltration issues need to be investigated prior to any cleaning. SOL standards direct us to engage in “[c]leaning masonry only when necessary to halt deterioration or remove heavy soiling.” It is not recommended by SOL Standards to clean and seal brick surfaces as a prophylactic measure. Masonry repairs in specific areas should be sufficient without the introduction of non-historic sealant materials, the long-term effects of which are not known. Cleaning where appropriate should suffice if other water and dampness issues have been mitigated.

8. Trash/Dumpster Area Signage – Replace existing signage in front of maintenance shed/trash enclosure (“No Parking Anytime” signage).

H. HVAC, PLUMBING & ELECTRICAL

1. ~~Pipe installation: Provide pipe insulation on all accessible heating hot water piping.~~
 2. ~~Emergency lighting: Increase the coverage of the existing emergency lighting battery powered units for more coverage. This will include a few additional units to replace older units where the battery life is questionable.~~
 3. Hot Water Boiler:
 - a) Provide code compliant combustion air louver, ductwork and automatic air damper for hot water boiler.
 - b) **A hot water unit heater should be added to maintain the boiler room at an adequate space temperature. necessary?**
 4. Gravity Drain System: Replace gravity drain system on the existing VRV system ductless units serving the Local History room and second floor offices with electric condensate pumps and run drain piping to indirect drain (e.g., floor drain, mop sink, etc.), to eliminate recurring leaks.
- I. Windows
1. Window Repair: The broken window panes should be replaced with matching glass. Some of these panes have historical wired glass.
 - a) ~~West lobby - 2023 south window replaced (due to excessive moisture between glass layers)~~
 - b) Family Space: at least 3 windows with broken panes/chips/cracks
 - c) 1972 additions - south windows - clouded, mold(?)
 - d) Inspection needed to determine other windows needing repair
 2. Paint Window Exteriors: All wood windows and doors should be painted, and sealant replaced around the perimeter of the frames.
- VI. Not Applicable: will not be considered further, or is accounted for in the addition
- A. Main Roof: Lightning Protection System: Consider the installation of a fully grounded lightning protection system along roof edges and chimneys.
 - B. History Discovery Center: Provide wall mounted electric humidifier with top mounted blower pack
 - C. Site Drainage & Infrastructure – Replace existing area drain covers in Area 5 and Area 1 stairwells to improve drainage.
 - D. Landscape Edging - Consider installing landscape edging to all garden areas where the lawn meets mulched beds.
 - E. ADA Ramp - Install an ADA accessible ramp (with handrails) in Area 5 from the lower level alcove towards the existing parking area. Stair #4 would be removed.
 - F. ADA Ramp - Replacing Stair #2 in Area 4 with a ramp/sloped walk to provide an accessible route from the Courtyard, Area 4 to Area 3.

Updated 2/2025

- G. Remove Efflorescence and Apply Water Repellant: The efflorescence on the brick walls should be removed and the brick sealed with a clear water-based repellent.⁶
- H. Basement - The copper pipes in the Lower Stacks Room should be raised above the ceiling and hidden from view.
- I. Backflow Device: Provide a backflow device on domestic cold water make-up piping, air separator, chemical pot feeder and expansion tank with replaceable bladder on the boiler piping system. wait until someone says we need to

⁶ Suspected H2O infiltration issues need to be investigated prior to any cleaning. SOI standards direct us to engage in "[c]leaning masonry only when necessary to halt deterioration or remove heavy soiling". It is not recommended by SOI Standards to clean and seal brick surfaces as a prophylactic measure. Masonry repairs in specific areas should be sufficient without the introduction of non-historic sealant materials, the long-term effects of which are not known.

Appendix A: North Lobby

The grant for this project included the following items. With each DLD grant, we've tried to incorporate items from the original BCS from Bell & Spina.

- New fire alarm system for the entire building, including detection and notification devices, control and annunciator panels, and required tie-ins to the mechanical and electrical systems throughout the building.
- Repair water damage on ceiling & walls; paint areas east of West Lobby
- Historic North Lobby
 - Conversion and renovation of an existing staff office into a small public Study Room.
 - Conversion and renovation of an existing closet into a small public Study Room.
 - New lighting – specifically for interior skylight
 - Historic marble and bronze fixtures and stonework will be restored as part of the North Lobby renovations.
 - Acoustic panels and new subfloor will be installed in this area to cushion footfalls and noise, which are currently obtrusive in the Lower Level Children's Area.
 - New/updated data
 - New floor covering, paint, and finishes
 - New furnishings
- Walter Lowe Reading Room
 - New lighting
 - interior skylight
 - replace can lights attached to book shelves with something more period appropriate and with better lighting
 - replace radiator on south wall with wall mounted unit
 - add built in cabinetry at south wall to provide lockable storage for program materials/staff needs when using this room for programs
 - New/updated data
 - New subfloor will be installed in this area to cushion footfalls and noise
 - New floor covering, paint, and finishes
 - New furnishings
- 1972 West Addition
 - Abate existing asbestos-containing ceiling, in order to implement replacement of lighting fixtures, data runs, and power access
 - Reconfigure existing footprint to add a tech lab/classroom
 - New/updated data
 - New floor covering, paint, and finishes
 - New furnishings
- DVD and Large Type Books room
 - New lighting for interior skylight
 - Replace can lights with something better
- Second Floor 1972 East addition
 - Add three windows on east wall
 - Reconfigure existing footprint to add a 12-15 person meeting room
 - New/updated data

- New floor covering, paint, and finishes
- New furnishings
- New railing on stairs
- New ceiling treatment over stairs
- Alternates
 - New lighting in the stacks
 - Renovate existing circulation desk as a study/tutor counter, with data and power access and patron seating.
 - Gas insert in the fireplace

~~Appendix B: West Lobby~~

- ~~Modernize elevator~~
- ~~Replace outdated lighting with energy efficient lighting~~
- ~~Replace failing s/e~~
- ~~Installation of two bay windows~~
- ~~Reconfigure Reconfigure existing footprint for staff efficiency~~
 - ~~Create two staff offices~~
 - ~~Create dedicated space for receiving~~
 - ~~Create dedicated space for check in~~
 - ~~Create dedicated space for periodicals and lounge area for patrons~~
- ~~New/updated data~~
- ~~New subfloor will be installed in this area to cushion footfalls and noise~~
- ~~New floor covering, paint, and finishes~~
- ~~New furnishings~~

Appendix C: Addition

CAPITAL IMPROVEMENT: ADDITION AND ALTERATIONS

Building Addition: \$340 - \$375 per sf x 5,040 sf
Existing Interior Finish Improvements: \$40 - \$45 per sf x 20,000 sf
Existing Building Construction Renovation Work: \$50 - \$60 per sf x 20,000 sf
Furnishings Addition: \$35 - \$38 per sf x 5,040 sf
Furnishing Existing Building (Allowance)

Attending: Lisa, Dori, Mary

By: Larry Liberatore

Purpose

- The meeting was held to review and assess the addition conceptualized in the 2019 Master Plan. Some of the same issues remain, however, programmatic needs have changed since the plan was first discussed and developed by Paul Mayes in 2018.
- Primary needs remain valid, including accessibility, fire safety, and toilet rooms on each floor.
- Other needs include offices, and programming spaces, and storage.

Essentials:

- Accessibility.
 - Ability for all patrons to access all floors, including the stacks, is still an important component of an an addition, which would specifically provide equal access to those with limited mobility.
 - The elevator, as originally depicted, appears to satisfy the need.
- Fire Safety.
 - Current egress from the upper floor is tenuous and not in keeping with current fire and life safety code requirements.
 - As originally conceived, an enclosed stairway provides safe egress from all floors.
- Toilet Rooms
 - Single-occupancy toilet rooms on all floors best serve customer needs, especially elderly and those with limited mobility.

Program Space

- IDEA lab needs to be made whole (remove office)
- Large Group Meeting/Programming Space.
 - Need for multi-use space for meetings, public gathering, and programming (i.e. children’s story time).
 - Target 30-40 people
 - Parking may not be an issue since some programs draw a similar number of people.

Staffing Needs:

- Accounting Office – private to maintain confidentiality. (120 SF)
- Technical Services Office – should be close to FedEx/UPS deliveries; cataloging and shelving collections/materials (150 SF)
- Development Office (120 SF)
- Programming Office – need space for a worktable (140 SF)
- Communications Office - (120 SF)
- Central Office Librarian (120 SF)
- Space to accommodate up to 2 interns

Storage:

- General storage needed for building maintenance, chairs, and tables.

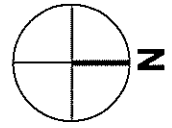
Additional Considerations:

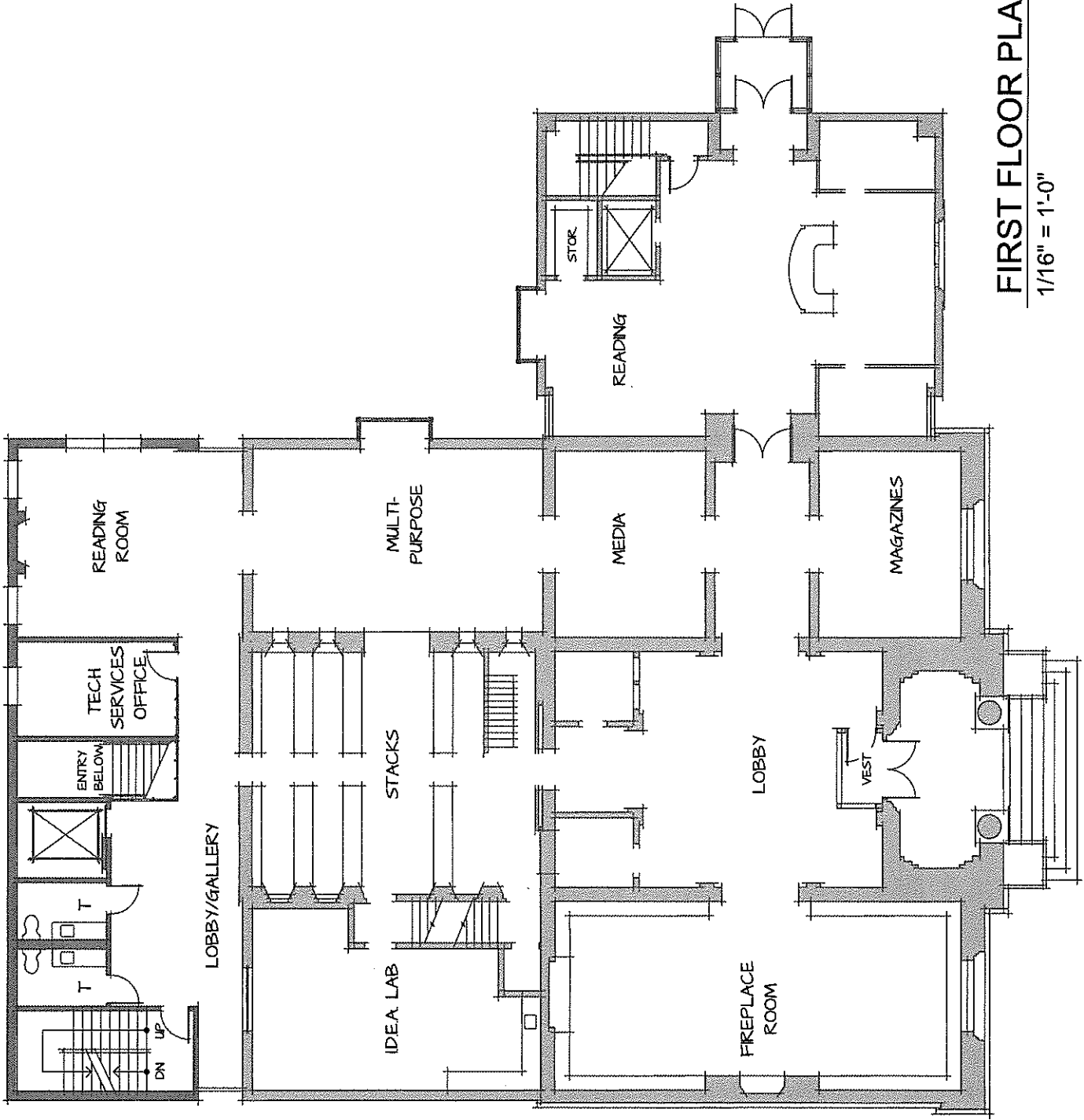
Although discussion was focused on the needs for an addition, additional components in the scope of a capital construction project should include:

- Air conditioning throughout
- Masonry repair
- Repair and restoration of the original entranceway steps and portico



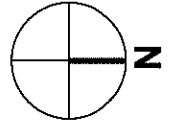
LOWER LEVEL PLAN
 1/16" = 1'-0"

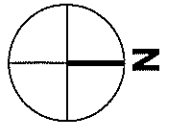
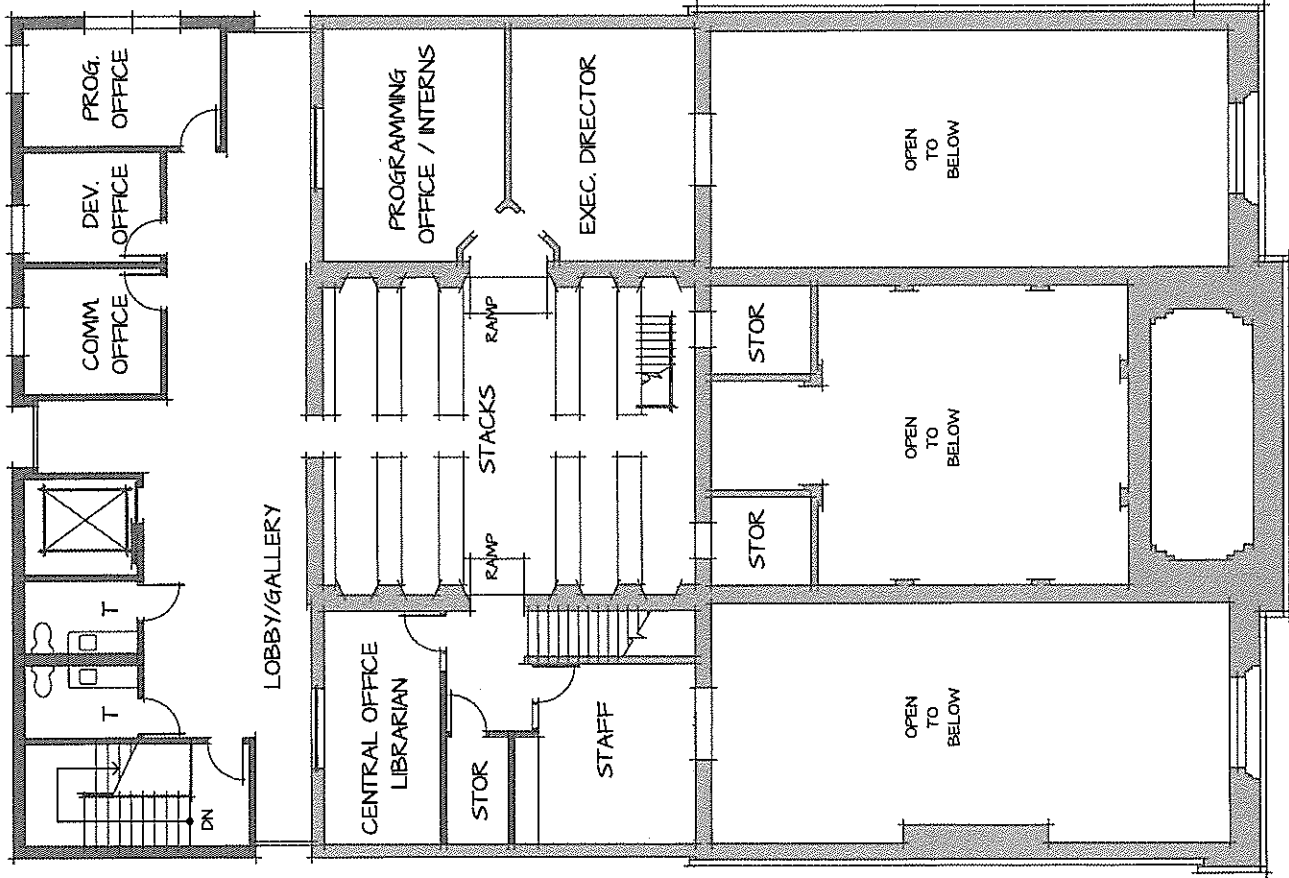




FIRST FLOOR PLAN

1/16" = 1'-0"





SECOND FLOOR PLAN
 1/16" = 1'-0"

Celebrate PLACE by connecting the past, present, and future.

1. Ensure library sustainability
 - a. Work to jointly advance the mission/vision of the Library District by resolving building ownership with mutual goodwill.
 - b. Develop a Facilities Manager position ²⁰²⁴~~2025~~ budget year: job description, # of hours
 - c. Develop a multiyear service-focused facilities plan for maintenance and improvement
2. Make library space, including the grounds, easier to access and more enjoyable to use.
 - a. Design, install and maintain outdoor spaces that provide opportunities for engagement and programming (including wayfinding)
 - i. Q1 2024
 1. Landscaping masterplan completed and approved by District & Foundation
 2. BC prioritizes project areas
 3. Secure cost projections for project areas
 - ii. Q2 2024
 1. incorporate into grant plan

BOARD GOVERNANCE MEETING MINUTES 2/13/2025

Attending Lisa Carr, Russ Harkins, Clyde Howard and Sylvia Kott. Excused Meg Vanek

We reviewed Policy 101(Disposition of Surplus Property) and our review determined that under Procedure #3 rather than state Periodically, we will change to say that a minimum price of \$100 will be the threshold. Change will be made to the current policy.

Our Strategic Plan update will be tabled as we will wait for updates until the March Board Meeting.

Started a discussion on the Risk Assessment document. Main focus is are we as a library at risk due to current climate out of Washington?

In our discussions it was decided that the following items are possible:

- Book challenges will increase
- DEIA podium needs to be clear
- Not dependent on Federal grants
- The risk of challenges is increased but Library policies will not be impacted by Washington decisions
- Will need to re visit Risk #4 with full board participation.

Lisa will bring the document to the full board for discussion.

Next meeting is Thursday March 13th at 4:30.

Respectfully submitted
Russ Harkins

Seymour Public Library District Profit & Loss Budget Performance January 2025

	Jan 2025	Annual Budget	Balance	8% of Year
Ordinary Income/Expense				
Income				
4000 · Tax Revenue	86,937.50	1,043,250.00	956,312.50	8%
4100 · Foundation Income	3,346.70	8,000.00	4,653.30	42%
4200 · State & Local Funding	0.00	14,000.00	14,000.00	0%
4300 · Patron Fees	700.51	3,860.00	3,159.49	18%
4400 · Gifts	13,990.92	24,500.00	10,509.08	57%
4800 · Interest Income	2,544.91	6,700.00	4,155.09	38%
4900 · Miscellaneous Income	277.18		-277.18	
Total Income	<u>107,797.72</u>	<u>1,100,310.00</u>	992,512.28	10%
Gross Profit	107,797.72	1,100,310.00		10%
Expense				
6000 · Administrative	5,335.53	60,820.00	55,484.47	9%
6070 · Communications & Marketing (PR)	615.72	9,770.00	9,154.28	6%
6300 · Building & Grounds	13,723.62	71,280.00	57,556.38	19%
6500 · Materials	3,570.78	63,500.00	59,929.22	6%
7000 · Payroll & Related Expenses	71,668.47	870,025.00	798,356.53	8%
7200 · Programs, Services, Supplies	8.99	2,500.00	2,491.01	0%
7400 · Technology	1,426.23	22,415.00	20,988.77	6%
Total Expense	<u>96,349.34</u>	<u>1,100,310.00</u>	1,003,960.66	9%
Net Ordinary Income	11,448.38	0.00		
Other Income/Expense				
Other Income				
4600 · Grants and Special Income	8,260.00			
4850 · Rent In-Kind Income	13,629.17			
Total Other Income	<u>21,889.17</u>			
Other Expense				
7540 · Rent In-Kind Expense	13,629.17			
9020 · Depreciation Expense	8,995.65			
9030 · Grant/Aid Funded Expenditures	3,394.65			
Total Other Expense	<u>26,019.47</u>			
Net Other Income	<u>-4,130.30</u>			
Net Income	<u><u>7,318.08</u></u>	<u><u>0.00</u></u>		

Seymour Public Library District Balance Sheet Prev Year Comparison As of January 31, 2025

	<u>Jan 31, 2025</u>	<u>Jan 31, 2024</u>
ASSETS		
Current Assets		
Checking/Savings	1,062,077.31	1,229,386.42
Other Current Assets		
1200 · Petty Cash	230.00	253.00
1209 · Taxes Receivable	917,684.96	589,766.08
1210 · Accounts Receivable	1,574.58	2,885.29
1400 · Prepaid Expenses	8,105.59	8,311.32
1410 · Prepaid Insurance	12,251.95	10,982.62
Total Other Current Assets	<u>939,847.08</u>	<u>612,198.31</u>
Total Current Assets	<u>2,001,924.39</u>	<u>1,841,584.73</u>
Fixed Assets		
1502 · Equipment.	7,371.17	9,080.45
1503 · Furniture & Fixtures.	163,080.95	182,274.26
1504 · Improvements.	1,616,794.90	1,704,172.66
Total Fixed Assets	<u>1,787,247.02</u>	<u>1,895,527.37</u>
Other Assets		
1700 · Beneficial Int. Perpetual Trust	4,711,419.32	4,711,419.32
Total Other Assets	<u>4,711,419.32</u>	<u>4,711,419.32</u>
TOTAL ASSETS	<u>8,500,590.73</u>	<u>8,448,531.42</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	24,323.54	6,873.22
Credit Cards	1,557.09	1,854.61
Other Current Liabilities		
2600 · Deferred Tax Revenue	956,312.50	893,750.00
2200 · Payroll Liabilities	41,659.78	37,877.66
2820 · Conditional Grant Advance	551,785.00	551,785.00
Total Other Current Liabilities	<u>1,549,757.28</u>	<u>1,483,412.66</u>
Total Current Liabilities	<u>1,575,637.91</u>	<u>1,492,140.49</u>
Total Liabilities	1,575,637.91	1,492,140.49
Equity		
3100 · Board Designated Funds	190,238.38	290,160.48
3300 · Temp. Restricted Net Assets	29,116.02	33,695.63
3399 · Restricted-Beneficial Interest	4,711,419.32	4,711,419.32
3600 · Unrestricted Net Assets	1,986,861.02	1,922,672.51
Net Income	7,318.08	-1,557.01
Total Equity	<u>6,924,952.82</u>	<u>6,956,390.93</u>
TOTAL LIABILITIES & EQUITY	<u>8,500,590.73</u>	<u>8,448,531.42</u>

Seymour Public Library District

Policy Title: Disposition of Surplus Property

Policy Number 101

Policy Category: Administrative

Effective Date: 11/22/2022

PURPOSE:

To establish a procedure for the disposition of surplus property (excluding real property) for Seymour Public Library System. This policy will supersede all previous policies, written or understood.

DEFINITION:

Surplus library property is any personal or fixed property owned by the Seymour Public Library System that is no longer functional or useful.

SCOPE:

This policy applies to materials owned by SPLD. Items owned by the Seymour Library Foundation will be presented to the SLF Board of Directors for review.

PROCEDURES:

1. All items with a purchased value of \$500 and above will be tagged and included on the Seymour Public Library District inventory.
2. When an item is determined to be surplus, the Library Director or designee will update the inventory list status to "surplus" and will include any pertinent notes about the determination.
3. Surplus items valued over \$100 will be submitted to the SPLD Board of Trustees or the Seymour Library Foundation Board of Directors (depending on ownership) for review before disposal of items. The Library Director will update the list to include details of final disposition, including date, names, etc.
4. Items declared as surplus will be disposed of in one of the following ways, as determined by the library director:
 - a. Public advertised sale or auction.
 - b. Placed on Craigslist, eBay, or similar websites.
 - c. Donated to another library or not for profit agency.
 - d. Trade-in for an upgrade.
 - e. Recycled in the appropriate manner.
 - f. Destruction.
5. Funds received from the sale of surplus property will be deposited into the general operating account. The Director will determine the usage of these funds.

Revision History

Changes	Approved by	Date
Developed by Library Director and Board Governance Committee	Board of Trustees	11/22/22
reviewed by Library Director & Board Gov –put a dollar value on items to be brought to the Board		

Seymour Public Library District Investment Policy

Policy Number: 504

Effective Date: 08/23/2022

- I. **SCOPE:** This investment policy applies to all monies and other financial resources of the Seymour Public Library District (“Library”) available for investment on its own behalf or on behalf of any other entity or individual.
- II. **OBJECTIVES:** The primary objectives of the Library’s investment activities are, in priority order,
 - To conform with all applicable federal, state and other legal requirements (legal);
 - To adequately safeguard principal (safety);
 - To provide sufficient liquidity to meet all operating requirements (liquidity); and
 - To obtain a reasonable rate of return (yield).
- III. **DELEGATION OF AUTHORITY:** The Board of Trustees’ (“Board”) responsibility for administration of the investment program is delegated to the Finance Officer and the Finance Committee who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.
- IV. **PRUDENCE:** All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. For purposes of this policy, “personal business activity” shall mean any involvement whatsoever in any business, including but not limited to banking, investment sales or management, brokerages, or referral activities.
- V. **DIVERSIFICATION:** Subject to the limitations placed on the Library by law and the Board’s fiduciary obligation to adequately safeguard principal, the diversification of investments and deposits by type and location is encouraged.
- VI. **INTERNAL CONTROLS:** It is the policy of the Board for all monies collected by any officer or employee of the Library to transfer those funds to the Bookkeeper within five (5) business days of collection, or within the time period specified by law, whichever is shorter.

The Finance Officer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

- VII. DESIGNATION OF DEPOSITORIES: Funds received by the Library shall be deposited in one or more depository banks duly designated by the Board. Said designation shall be made at the Board's organizational meeting, but may be changed by subsequent vote of the Board. Said depository or depositories shall be located and authorized to do business in New York. Any such depository so designated shall fully collateralize all deposits as provided by law and by this policy.
- VIII. COLLATERALIZING OF DEPOSITS: In accordance with the provisions of General Municipal Law §10, all deposits of the Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by one or more of the following:
1. By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law §10, at least equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
 2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Library for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
 3. By an eligible surety bond payable to the Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- IX. SAFEKEEPING AND COLLATERALIZATION: Eligible securities used for collateralizing deposits shall be held by a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Library to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agency of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

X. **PERMITTED INVESTMENTS:** As authorized by General Municipal Law, the Board authorizes the Finance Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities, or the entity's specific enabling legislation, authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to General Municipal Law §109-b.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Library within two years of the date of purchase.

XI. **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS:** The Library shall maintain a list of financial institutions and dealers approved for investment purposes. All financial institutions with which the Library conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Finance Officer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians and the Finance Officer shall evaluate this list at least annually.

XII. **PURCHASE OF INVESTMENTS:** The Finance Officer is authorized to contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.

- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board.
- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company, only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Library of a perfected interest in the securities.

Inquiries regarding this policy or requests for a printed copy should be directed to: Director, Seymour Public Library District, 176 Genesee Street, Auburn, New York, 13021 (315) 252-2571.

Adopted: October 23, 2018

APPENDIX A
Schedule of Eligible Securities

- XX (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- ___ (ii) Obligations issued or fully insured or guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- ___ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- XX (iv) Obligations insured or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- ___ (v) Obligations insured by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ___ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ___ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ___ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- ___ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- ___ (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- XX (xi) Zero coupon obligations of the United States government marketed as "Treasury strips."

DRAFT

Bank information as of 02/2025:

Tompkins Trust: accounts closed 12/31/2024

- a) Checking
- b) Money Market

Generations Checking

- a) Municipal Checking Payroll
- b) Municipal Savings
- c) Dunn Bequest, Municipal Savings
- d) Checking Construction

Lyons National Bank

- a) Municipal Checking
- b) Money market Account
- c) Business CD (maturity date 3/12/2025)

DRAFT

Revision History

Changes	Approved by	Date
Developed & Approved (from Ellen Bach, Esq)	Seymour Public Library Board of Trustees	10/23/2018
Revised		08/23/2022

DRAFT

Cash Handling Procedure

Opening Procedure (Desk position):

- Retrieve Desk Drawer key from key shelf (behind Check-In) to unlock the cash drawer located in the middle of the circ desk. If the key is missing, notify a manager (Melanie, Olivia, and Lisa have copies of this key).
- In the presence of another employee, count the cash in the Cash Drawer (it should be \$30).
 - Record both your initials/date/amount in the cash drawer notebook.
 - If the amount is less than \$30, email Melanie and let the PIC know.
- Print/Copier money: The Print/Copier bag is for all payments for prints/copies.
 - Melanie will keep a minimum of \$3.00 in the bag when she cashes out so there should be enough to make change.
 - If you need to make change, make change from the Cash Drawer.
 - If there is not enough in the Cash Drawer to make change, use the Cash Box in Drew's office to make change.
 - Put the print/copy payment amount in the Print/Copier bag.
- The Cash Drawer is for all patron fees.

Closing Procedure (Desk position):

- At closing, count the amount of money in the cash drawer. Have another employee count it to make sure the amount matches.
 - Record both your initials/date/amount in the cash drawer notebook.
- Keep \$30 in the drawer and put any amount over \$30 into the "Patron Fees" bag (stored in the cash box in Drew's office). If less, take from the "Patron Fees" bag and notify Melanie and PIC.
- Return the Desk Drawer key to the key shelf behind Check-in.

Weekly Deposit Procedure: Responsibility of Bookkeeper

Every Tuesday afternoon, Melanie will:

- Empty Donation Boxes
 - Count money in the presence of another employee. Both Melanie and the other employee initial cash log.
- Empty Patron Fees and Print/Copies cash bags.
 - Count money in the presence of another employee.
 - Keep amounts separate.
 - Compare Patron Fees collected to Polaris Patron Fees report. Report any discrepancies to Lisa.
- Count & refresh petty cash.
 - Collect & reconcile receipts from the log book.
- Prepare deposit
 - Checks must be deposited within two days of receipt.
 - Attach bank receipt to summary sheet and give packet to Director for review
- Director compares cash count to ILS reports to verify money is registered and deposited correctly. These should be compared to, but not limited to:
 - Previous cash records
 - Amount of patron traffic in library during time period

TO: Empire State Library Network (ESLN)

FROM: Stephanie A. Adams, Esq.

RE: Summary and Analysis of Potential Impact of January 2025 POTUS Executive Orders on Libraries Served by the ESLN

DATE: January 27, 2025

You have requested my expedited input regarding the potential impact on ESLN member organizations of the 33 executive orders issued in the first week of the second term of President Donald Trump, which began January 20, 2025.

The nine regional “reference and research library resources” systems comprising the Empire State Library Network serve:

- Chartered public libraries (of all types)
- Public library systems (cooperative, consolidated, confederated)
- School libraries and school library systems (public and private)
- Hospital libraries (public and private)
- Academic libraries (public and private)
- Libraries of educational agencies (public)
- Law libraries (academic, local, state and federal)
- Archives (public and private)
- Museums (public and private)
- Historical Societies
- Prison libraries
- Other “special libraries,” including libraries at religious corporations and even for-profit businesses.

To provide the requested analysis, starting on page 5, this memo arrays each executive order (“EO”) by name and describes the most notable actual or potential impacts on ESLN-served entities (aside from generally applicable impacts). Because the first EO issued in this term of office rescinded eighty prior EOs, those rescinded EOs are also arrayed.

As the content is vast and intricate, a summary of major takeaways precedes the array. Areas of actual or potential high impact and takeaways for ESLN-served entities are **highlighted in yellow** in both sections.

NOTE: This is a New York State-specific resource.

Thank you for entrusting me with this request.

SUMMARY

The flurry of executive orders issued at the start of the 2025 POTUS term creates many immediate and emphatic changes to federal executive policy. Many of these orders also lay the groundwork for further changes, many of which could directly impact the libraries and library-containing organizations listed above.

Particularly notable impacts, and notable non-impacts (despite the risk of an appearance otherwise), on ESLN-served entities are:

1. The first EO issued on January 20th rescinded EO 14084, which created the federal government's Institute of Museum and Library Service's "President's Committee on Arts & Humanities."

The full text of that rescinded order is below the analysis so that the full impact of this rescission may be discerned.

Organizations representing libraries at the federal level may want to identify the potential impacts and take action to address potential negative impacts of this rescission.

2. The first EO issued on January 20th rescinded Executive Order 14021 of March 8, 2021 (Guaranteeing an Educational Environment Free from Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity).

This rescission, together with other directives in newly issued EOs, are consistent with the U.S. Department of Education's Office for Civil Rights ("OCR") January 24th dismissal of eleven complaints related to removals of library materials based on the identity of the author or nature of the subject matter. In a press release regarding the dismissals, the United States Department of Education stated, "Because this is a question of parental and community judgment, not civil rights, OCR has no role in these matters."

The characterization of removal of library content as "not civil rights" is contrary to law, regulations, and case law in New York, as well as current federal law and case law.

3. Many of the new EOs address definitions, place names, and records.

Archivists, municipal clerks, academic librarians, law librarians, and others should consider the impact on cataloging, displays, and research; supporting organizations should be ready to offer meaningful guidance.

4. The first EO issued on January 20th rescinded EO 13989 of January 20, 2021 “Ethics Commitments by Executive Branch Personnel.”

ESLN members who engage in federal lobbying, or who have lobbyists under contract, should consider the impact of this change.

5. Many of the new EOs address stepped-up enforcement and new measures for deterring illegal immigration.

Organizations in New York **should continue to follow current protocols** for responding to warrants and requests for information.

Library records in New York remain confidential under CPLR 4509; this right to privacy is not rooted in citizenship, visa status, or conviction status.

Organizations in localities that adopted stances limiting cooperation with federal immigration enforcement to only that which is required by law (“sanctuary” jurisdictions) should prepare for the possibility of enhanced scrutiny.

6. Many EOs refer to enhanced and altered use of the military to address illegal immigration.

Institutions should ensure military service leave policies are up to date in the event reservists are deployed; institutions employing military spouses should be alert to the need for supports.

7. Many EOs attempt to alter and/or terminate federal policy and funding incorporating the concepts of “Diversity, Equity and Inclusion.” However, in New York, such programs and funding may be blended with objectives and funding based on New York State Law.

Institutions should evaluate federal programs and funding carefully; boards should take appropriate steps to address risks to funding.

8. It is my observation that the tone and timing of the EOs is designed to create apprehension and perhaps panic. While concern based on the stability of federally funded initiatives is warranted, institutions should take a careful inventory of their vulnerabilities and develop mitigating strategies.

Institutions should inventory actual risks posed by the policy changes and use clarity of information to stay focused on mission while engaging in risk management.

To avoid the negative impacts that could be created by misunderstanding of the EOs, institutional leaders and employees should be trained on the following:

- The manner of responding to law enforcement requests/demands for information remains the same (when in doubt, call your lawyer);
- Library records remain confidential unless demanded via duly authorized subpoena or warrant;
- Any perceived risk to federal funding should be carefully assessed prior to any action being taken; and
- The definitions in the New York Human Rights Law (some of which are in your institution's policy barring Sexual Harassment) remain unchanged.

USING THE EO ARRAY

The EO Array presents the EOs issued and rescinded between January 20 and January 24, 2025.

EOs setting policy beyond rescinding previous EOs start on page 17.

Where significant change is made, it is noted in commentary.

Where state and local law will preserve the status quo, it is noted in commentary.

Where change or uncertainty may be created, warranting stepped-up attention by potentially impacted institutions, it is noted in commentary.

Areas of actual or potential high impact on ESLN-served entities, warranting particular attention, are highlighted in yellow.

When possible, EOs covering the same topic area, or interrelated areas, are bulleted together for coherence and efficiency (climate, immigration/border, COVID, etc.).

ARRAY OF EXECUTIVE ORDERS

NAME: Initial Rescissions of Harmful¹ Executive Orders and Actions

Rescinds:

- Executive Order 13985 of January 20, 2021 (Advancing Racial Equity and Support for Underserved Communities Through the Federal Government).
- Executive Order 14091 of February 16, 2023 (Further Advancing Racial Equity and Support for Underserved Communities Through the Federal Government).

Potentially impacts: All federal entities; all federal grant recipients GOING FORWARD.

Commentary: EO 13985 created efforts within the Domestic Policy Council and Office of Management and Budget to identify ways to promote equity for “underserved communities” as defined by the EO. Operations and grant funding tied to this initiative are ended.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 13986 of January 20, 2021 (Ensuring a Lawful and Accurate Enumeration and Apportionment Pursuant to the Decennial Census).

Potentially impacts: All organizations supporting the federal census; organizations with grants and funding based on federal census tabulations.

Commentary: This action shows the “EO ping-pong” that happens when administrations change; EO 13986 actually rescinded an earlier EO of the previous administration. Census-supporting institutions will see the impact in instructions as to how the census is conducted.

¹ Small note on the word “harmful”: this term was also used in various EOs issued in 2021 that rescinded EOs of the previous administration.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 13988 of January 20, 2021 (Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation).

Potentially impacts: Federal institutions and those being investigated by them for alleged violations will be impacted by shifting definitions and scope of discrimination based on gender and sexual orientation.

Commentary: In New York State, discrimination based on gender and sexual orientation is barred by the state's Human Rights Law; anti-discrimination policies governed by state law are not impacted by this rescission, so current "Sexual Harassment" and "Anti-Discrimination" policies should not be changed due to this EO.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 13989 of January 20, 2021 (Ethics Commitments by Executive Branch Personnel).

Potentially impacts: ALL organizations using lobbyists.

Commentary: This rescission changes ethics rules for appointees of executive agencies. This will change the playing field for lobbying; organizations engaged in federal lobbying should discuss the impact with their lobbyists.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds:

- Executive Order 13990 of January 20, 2021 (Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis).
- Executive Order 14008 of January 27, 2021 (Tackling the Climate Crisis at Home and Abroad).
- Executive Order 14027 of May 7, 2021 (Establishment of the Climate Change Support Office).
- Executive Order 14030 of May 20, 2021 (Climate-Related Financial Risk).
- Executive Order 14037 of August 5, 2021 (Strengthening American Leadership in Clean Cars and Trucks).
- Executive Order 14044 of September 13, 2021 (Amending Executive Order 14007).

- Executive Order 14057 of December 8, 2021 (Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability).
- Executive Order 14082 of September 12, 2022 (Implementation of the Energy and Infrastructure Provisions of the Inflation Reduction Act of 2022).

Potentially impacts: Organizations collaborating on federal energy and climate change-related risk mitigation initiatives impacted by federal regulation and policy.

Commentary: The rescission shows policy shift regarding climate change and the environment.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 13992 of January 20, 2021 (Revocation of Certain Executive Orders Concerning Federal Regulation).

Potentially impacts: Matters and entities overseen by federal regulatory agencies.

Commentary: This is really about clearing the table of the past administration's approach; the rescinded EO provided:

It is the policy of my [President Biden] Administration to use available tools to confront the urgent challenges facing the Nation, including the coronavirus disease 2019 (COVID-19) pandemic, economic recovery, racial justice, and climate change. To tackle these challenges effectively, executive departments and agencies (agencies) must be equipped with the flexibility to use robust regulatory action to address national priorities. This order revokes harmful policies and directives that threaten to frustrate the Federal Government's ability to confront these problems, and empowers agencies to use appropriate regulatory tools to achieve these goals.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds:

- Executive Order 14009 of January 28, 2021 (Strengthening Medicaid and the Affordable Care Act).
- Executive Order 13987 of January 20, 2021 (Organizing and Mobilizing the United States Government to Provide a Unified and Effective Response To Combat COVID-19 and To Provide United States Leadership on Global Health and Security).

- Executive Order 13995 of January 21, 2021 (Ensuring an Equitable Pandemic Response and Recovery).
- Executive Order 13996 of January 21, 2021 (Establishing the COVID-19 Pandemic Testing Board and Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats).
- Executive Order 13997 of January 21, 2021 (Improving and Expanding Access to Care and Treatments for COVID-19).
- Executive Order 13999 of January 21, 2021 (Protecting Worker Health and Safety).
- Executive Order 14000 of January 21, 2021 (Supporting the Reopening and Continuing Operation of Schools and Early Childhood Education Providers).
- Executive Order 14002 of January 22, 2021 (Economic Relief Related to the COVID-19 Pandemic).
- Executive Order 14003 of January 22, 2021 (Protecting the Federal Workforce).
- Executive Order 14099 of May 9, 2023 (Moving Beyond COVID-19 Vaccination Requirements for Federal Workers).
- Executive Order 14070 of April 5, 2022 (Continuing To Strengthen Americans' Access to Affordable, Quality Health Coverage).

Potentially impacts: Not assessed as part of this memo.

Commentary: The bulk of these orders pertains to the prior administration's handling of COVID-19, which while important, is beyond the scope of the current analysis.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14004 of January 25, 2021 (Enabling All Qualified Americans to Serve Their Country in Uniform).

Potentially impacts: Employees also serving in any branch of the armed forces as well as employees who are family of members serving in any branch of the armed forces.

Commentary: The rescinded EO put in place policy and procedure permitting openly transgender individuals to serve in the military and directed the military to create a process that would enable service members to take steps to transition gender while serving. To the degree PFML and other benefits are tied to military service of employees and their family members, the rescission of this EO should be a point of awareness for employers in New York.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14006 of January 26, 2021 (Reforming Our Incarceration System to Eliminate the Use of Privately Operated Criminal Detention Facilities).

Potentially impacts: Prison librarians, other librarians offering programs to incarcerated individuals.

Commentary: The rescinded EO barred the Attorney General from renewing Department of Justice contracts with privately operated criminal detention facilities, as consistent with applicable law.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14007 of January 27, 2021 (President's Council of Advisors on Science and Technology).

Potentially impacts: Faculty at institutions with academic libraries.

Commentary: This rescission is another major policy shift regarding energy and technology.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds:

- Executive Order 13993 of January 20, 2021 (Revision of Civil Immigration Enforcement Policies and Priorities).
- Executive Order 14010 of February 2, 2021 (Creating a Comprehensive Regional Framework to Address the Causes of Migration, To Manage Migration Throughout North and Central America, and To Provide Safe and Orderly Processing of Asylum Seekers at the United States Border).
- Executive Order 14011 of February 2, 2021 (Establishment of Interagency Task Force on the Reunification of Families).
- Executive Order 14012 of February 2, 2021 (Restoring Faith in Our Legal Immigration Systems and Strengthening Integration and Inclusion Efforts for New Americans).
- Executive Order 14013 of February 4, 2021 (Rebuilding and Enhancing Programs to Resettle Refugees and Planning for the Impact of Climate Change on Migration).
- Executive Order 14015 of February 14, 2021 (Establishment of the White House Office of Faith-Based and Neighborhood Partnerships).

- Executive Order 14022 of April 1, 2021 (Termination of Emergency with Respect to the International Criminal Court).

Potentially impacts: To simplify things, please see the notes on the new EOs related to immigration and border matters.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14018 of February 24, 2021 (Revocation of Certain Presidential Actions).

Potentially impacts: Certain federal institutions and funding.

Commentary: This represents another scattershot array of policy changes ranging from federal architecture to funding of law enforcement.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14019 of March 7, 2021 (Promoting Access to Voting).

Potentially impacts: All entities involved in the dissemination of voter registration materials and information.

Commentary: The rescinded order required federal agencies to develop ways to “expand citizens’ opportunities to register to vote and to obtain information about, and participate in, the electoral process.”

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14020 of March 8, 2021 (Establishment of the White House Gender Policy Council).

Potentially impacts: Organizations contributing to the White House Gender Policy Council’s organized efforts to end gender-based violence.

NAME: Initial Rescissions of Harmful Executive Orders And Actions

Rescinds: Executive Order 14021 of March 8, 2021 (Guaranteeing an Educational Environment Free from Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity).

Potentially impacts: All educational institutions receiving federal funding. To simplify things, please see the notes on the new EOs related to education.

Commentary: The rescinded EO directed revision of the US Education Department's "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance."

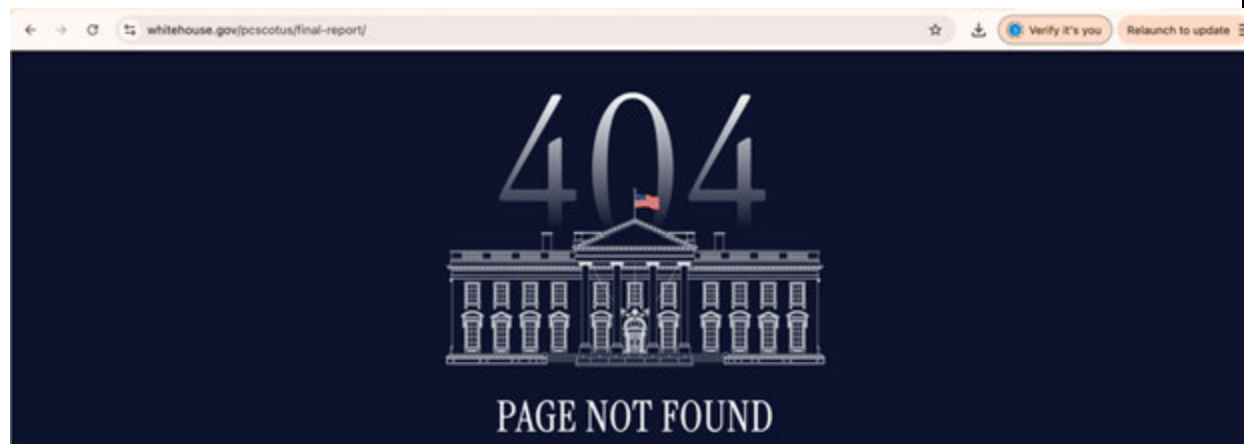
NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14023 of April 9, 2021 (Establishment of the Presidential Commission on the Supreme Court of the United States).

Potentially impacts: Law librarians, law faculty, archivists.

Commentary: The rescinded EO created a commission to produce a report regarding the history of the Supreme Court; the commission was to sunset after the report was filed.

As of this date the report has been removed from whitehouse.gov:



NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14029 of May 14, 2021 (Revocation of Certain Presidential Actions and Technical Amendment).

Potentially impacts: Federal institutions and funding, with a unique impact on federal museums and archives.

Commentary: This EO revokes the Biden administration's revocation of the following Trump EOs: Preventing Online Censorship, Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence, Building and Rebuilding Monuments to American Heroes, Rebranding United States Foreign Assistance to Advance American Influence, Building the National Garden of American Heroes, and Protecting Americans from Overcriminalization Through Regulatory Reform.

NAME: Initial Rescissions of Harmful Executive Orders And Actions

Rescinds:

- Executive Order 14031 of May 28, 2021 (Advancing Equity, Justice, and Opportunity for Asian Americans, Native Hawaiians, and Pacific Islanders).
- Executive Order 14045 of September 13, 2021 (White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Hispanics).
- Executive Order 14049 of October 11, 2021 (White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Native Americans and Strengthening Tribal Colleges and Universities).
- Executive Order 14050 of October 19, 2021 (White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Black Americans).
- Executive Order 14089 of December 13, 2022 (Establishing the President's Advisory Council on African Diaspora Engagement in the United States).

Potentially impacts: People and initiatives supported by the various commissions created.

Commentary: The rescinded EOs created advisory commissions to develop ways to support the identified populations and other supportive measures.

NAME: Initial Rescissions of Harmful Executive Orders And Actions

Rescinds: Executive Order 14035 of June 25, 2021 (Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce).

Potentially impacts: Federal institutions (law libraries, prison libraries, libraries within regional federal offices).

Commentary: The rescinded EO mandated the creation of a “Government-Wide Diversity, Equity, Inclusion, and Accessibility Initiative and Strategic Plan” and related initiatives.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14052 of November 15, 2021 (Implementation of the Infrastructure Investment and Jobs Act).

Potentially impacts: Entities near impacted infrastructure projects.

Commentary: Entities depending on infrastructure projects should pay attention to potential changes to identified projects and new opportunities.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14055 of November 18, 2021 (Nondisplacement of Qualified Workers Under Service Contracts).

Potentially impacts: Federal contractors and subcontractors.

Commentary: The rescinded EO required that a successor contractor or subcontractor hire the predecessor’s employees, “thus avoiding displacement of these employees.”

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14060 of December 15, 2021 (Establishing the United States Council on Transnational Organized Crime).

Commentary: This is part of a shift on how terrorism and crime is defined and addressed.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds:

- Executive Order 14069 of March 15, 2022 (Advancing Economy, Efficiency, and Effectiveness in Federal Contracting by Promoting Pay Equity and Transparency).
- Executive Order 14143 of January 16, 2025 (Providing for the Appointment of Alumni of AmeriCorps to the Competitive Service).

Potentially impacts: Federal employees.

Commentary: Executive departments and agencies can no longer appoint AmeriCorps alumni noncompetitively to competitive positions.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14074 of May 25, 2022 (Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety).

Potentially impacts: Librarians serving law enforcement; prison librarians.

Commentary: The rescinded EO set in motion coordinated efforts to increase equity in law enforcement and to reduce excessive criminal sentences. In particular, the US Attorney General was required to maintain “best practices” for law enforcement.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14075 of June 15, 2022 (Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals).

Potentially impacts: Federal protections as applied to all employees, contractors, and visitors at all institutions.

Commentary: The rescinded EO set into motion a network of protections for LGRTQ+ individuals; neither the rescinded EO nor any EO adopted reduce such protections as created by state law enforced by the State of New York.

<p>NAME: Initial Rescissions of Harmful Executive Orders and Actions</p> <p>Rescinds: Executive Order 14084 of September 30, 2022 (Promoting the Arts, the Humanities, and Museum and Library Services).</p>
<p>Potentially impacts: All ESLN-served organizations.</p>
<p>Commentary: The rescinded EO created the federal government’s Institute of Museum and Library Service’s “President’s Committee on Arts & Humanities.” The full text of that rescinded order is below the analysis, so the full impact of this rescission may be discerned.</p> <p>IMPACT: Organizations representing libraries at the federal level should identify the potential impact and take action to address potential negative impacts. Served organizations should expect to see this remedial action happen as soon as possible.</p>

<p>NAME: Initial Rescissions of Harmful Executive Orders and Actions</p> <p>Rescinds: Executive Order 14087 of October 14, 2022 (Lowering Prescription Drug Costs for Americans).</p>
<p>Potentially impacts: Hospital librarians and benefit plan administrators at large institutions may be asked about this.</p>
<p>Commentary: The rescinded EO required the HHS Secretary to submit a report with a plan and timeline to test certain price reduction models. Following the submission of the report, the Secretary was required to take appropriate actions to test any health care payment and delivery models discussed in the report.</p>

<p>NAME: Initial Rescissions of Harmful Executive Orders and Actions</p> <p>Rescinds: Executive Order 14110 of October 30, 2023 (Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence).</p>
<p>Potentially impacts: Though not directly, any institution using generative AI technology may be affected.</p>
<p>Commentary: This action represents a deregulatory intent by POTUS.</p>

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds: Executive Order 14124 of July 17, 2024 (White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity Through Hispanic-Serving Institutions).

Potentially impacts: Members at institutions of higher education that have an enrollment of at least 25 percent Hispanic undergraduate full-time-equivalent students and satisfy other criteria, including with respect to enrollment of needy students and expenditures per full-time-equivalent undergraduate student.

Commentary: Eliminates the White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity Through Hispanic-Serving Institutions and the President's Board of Advisors on Hispanic-Serving Institutions.

NAME: Initial Rescissions of Harmful Executive Orders and Actions

Rescinds:

- The Presidential Memorandum of March 13, 2023 (Withdrawal of Certain Areas off the United States Arctic Coast of the Outer Continental Shelf from Oil or Gas Leasing).
- The Presidential Memorandum of January 6, 2025 (Withdrawal of Certain Areas of the United States Outer Continental Shelf from Oil or Natural Gas Leasing).
- The Presidential Memorandum of January 6, 2025 (Withdrawal of Certain Areas of the United States Outer Continental Shelf from Oil or Natural Gas Leasing).
- Executive Order 14094 of April 6, 2023 (Modernizing Regulatory Review).
- Executive Order 14115 of February 1, 2024 (Imposing Certain Sanctions on Persons Undermining Peace, Security, and Stability in the West Bank).
- The Presidential Memorandum of January 14, 2025 (Certification of Rescission of Cuba's Designation as a State Sponsor of Terrorism).
- The Presidential Memorandum of January 14, 2025 (Revocation of National Security Presidential Memorandum 5).
- Executive Order 14134 of January 3, 2025 (Providing an Order of Succession Within the Department of Agriculture).
- Executive Order 14135 of January 3, 2025 (Providing an Order of Succession Within the Department of Homeland Security).
- Executive Order 14136 of January 3, 2025 (Providing an Order of Succession Within the Department of Justice).
- Executive Order 14137 of January 3, 2025 (Providing an Order of Succession Within the Department of the Treasury).

- Executive Order 14138 of January 3, 2025 (Providing an Order of Succession Within the Office of Management and Budget).
- Executive Order 14139 of January 3, 2025 (Providing an Order of Succession Within the Office of the National Cyber Director).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the Council on Environmental Quality to Act as Chairman).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the Office of Personnel Management to Act as Director).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the Office of Science and Technology Policy to Act as Director).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the United States Agency for Global Media to Act as Chief Executive Officer).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the United States Agency for International Development to Act as Administrator).
- The Presidential Memorandum of January 3, 2025 (Designation of Officials of the United States International Development Finance Corporation to Act as Chief Executive Officer).

Commentary: These rescissions should not directly impact ESLN members or served organizations.

*****END OF RECISSION LIST*****

NAME: RESTORING FREEDOM OF SPEECH AND ENDING FEDERAL CENSORSHIP

Potentially impacts: All federal institutions, effective immediately. All ESLN-served institutions, but without immediate effect.

Commentary: This EO sets the table for a change as to how federal agencies interpret and enforce matters centered on speech and action, vis-à-vis the First Amendment.

NAME: ENDING THE WEAPONIZATION OF THE FEDERAL GOVERNMENT

Potentially impacts: (Specifically listed are) DOJ, SEC, and FTC.

Commentary: This is likely to be challenged as an *ex post facto* law.

NAME: RETURN TO IN PERSON WORK

Potentially impacts: All federal employees.

Commentary: While much has been made of this order, the language in the order does leave room for remote work arrangements that are due to disability accommodations or other specific arrangements.

NAME: REGULATORY FREEZE PENDING REVIEW

Potentially impacts: Any library or archive assisting with development and publication of federal regulations, or archiving/providing access to same.

Commentary: This EO suspends the publication of (most) federal rulemaking for until at least March 19, 2025.

NAME: HIRING FREEZE

Potentially impacts: All open librarian/information management positions in federal offices, with exceptions (Social Security, Medicare, VA).

Commentary: This EO is a general federal hiring freeze and does not focus on library and information management positions but can impact filling those roles. There is a mechanism for applying for an exemption.

NAME: DELIVERING EMERGENCY PRICE RELIEF FOR AMERICAN FAMILIES AND DEFEATING THE COST-OF-LIVING CRISIS

Potentially impacts: Institutions with green/sustainability plans.

Commentary: this is a broad executive order that asks the heads of all executive departments and agencies to develop plans to reduce expenses, including expenses related to climate policy. Institutions with sustainability and green energy plans should pay close attention to what emerges as a result of this EO.

NAME: PUTTING AMERICA FIRST IN INTERNATIONAL ENVIRONMENTAL AGREEMENTS

Potentially impacts: Institutions with green/sustainability plans.

Commentary: This EO takes the US out of the Paris Climate Accords and directs various federal agencies to take steps to revoke and rescind policies implemented to advance the international climate finance plan. Institutions with sustainability and green energy plans should pay close attention to what emerges as a result of this EO.

NAME: GRANTING PARDONS AND COMMUTATION OF SENTENCES FOR CERTAIN OFFENSES RELATING TO THE EVENTS AT OR NEAR THE UNITED STATES CAPITOL ON JANUARY 6, 2021

Potentially impacts: Archives and collections with materials depicting certain events of January 6, 2021, as criminal.

Commentary: The EO describes the pardons and commutations as the beginning of a “process of national reconciliation.” Institutions with exhibits and collections addressing January 6, 2021, should a) have well-developed and thoughtful positions as to how archived and collected materials are presented, and b) be ready to have such positions challenged.

NAME: APPLICATION OF PROTECTING AMERICANS FROM FOREIGN ADVERSARY CONTROLLED APPLICATIONS ACT TO TIKTOK

Potentially impacts: Institutions providing access to TikTok (particularly public and academic libraries).

Commentary: Libraries whose technology and internet access provide users with access to TikTok should thoroughly review this EO and keep abreast of this case, which has First Amendment as well as national security implications.

NAME: WITHDRAWING THE UNITED STATES FROM THE WORLD HEALTH ORGANIZATION

Potentially impacts: Any institution receiving funds from or working with the WHO.

Commentary: this EO blames the World Health Organization for certain consequences arising from the COVID-19 pandemic and directs United States agencies to cease funding and prepare to withdraw as soon as possible.

NAME: RESTORING ACCOUNTABILITY TO POLICY-INFLUENCING POSITIONS WITHIN THE FEDERAL WORKFORCE

Potentially impacts: All federal employees.

Commentary: Reinstates and amends 2020 EO removing civil service protections for policy-related federal employees and rescinds Biden EO on the same issue.

NAME: HOLDING FORMER GOVERNMENT OFFICIALS ACCOUNTABLE FOR ELECTION INTERFERENCE AND IMPROPER DISCLOSURE OF SENSITIVE GOVERNMENTAL INFORMATION

Potentially impacts: “At least 51 former intelligence officials” (presumably none of whom work for an ESLN-affiliated organization, but who knows?)

Commentary: Archivists and librarians curating political collections should review this EO to see how it addresses the line between classified materials and materials shared in memoirs and other publications.

NAME: DECLARING A NATIONAL EMERGENCY AT THE SOUTHERN BORDER OF THE UNITED STATES

Potentially impacts: All with employees in the military and military reserves.

Commentary: This presidential proclamation sets the stage for the US military to patrol the southern border.

NAME: MEMORANDUM TO RESOLVE THE BACKLOG OF SECURITY CLEARANCES FOR EXECUTIVE OFFICE OF THE PRESIDENT PERSONNEL

Potentially impacts: Everyone, but not any library group specifically.

Commentary: This is one to watch, as it allows the President and White House Counsel to add people to a “list of personnel” automatically granted security clearance.

NAME: AMERICA FIRST TRADE POLICY

Potentially impacts: Institutions purchasing and licensing collection content.

Commentary: This memorandum is the kick-off to the “tariffs” and other practices that have been discussed by the POTUS. Libraries and other information and content-providing organizations will want to keep an eye on the costs of print and e-content as well as the intellectual property impacts referenced here.

NAME: CLARIFYING THE MILITARY’S ROLE IN PROTECTING THE TERRITORIAL INTEGRITY OF THE UNITED STATES

Potentially impacts: All institutions with employees in the military or military reserves.

Commentary: This EO directs the Secretary of Defense to deliver, by January 30th, a revision of Unified Command Plan to enable use of the US military to “seal the borders and maintain the sovereignty, territorial integrity, and security of the United States by repelling forms of invasion, including unlawful mass migration, narcotics trafficking, human smuggling and trafficking, and other criminal activities.”

NAME: UNLEASHING AMERICAN ENERGY

Potentially impacts: All institutions with environmental and sustainability initiatives tied to federal policy and/or funding.

Commentary: For larger institutions with comprehensive sustainability and green energy utilization plans, it is worth paying attention to this executive order and the diverse array of changes it implements to ensure programs can either be adapted or practices adjusted as warranted.

NAME: REALIGNING THE UNITED STATES REFUGEE ADMISSIONS PROGRAM

Potentially impacts: Institutions with federally funded refugee resettlement and support services and programs.

Commentary: Many ESLN-served institutions participate in the resettlement and support of refugees who come to live in the State of New York. This executive order suspends the United States Refugee Admissions Program for at least three months (90 days) while it is “realigned” go be “in the interests of the United States.” During that time, the Secretary of State and the secretary of Homeland Security may jointly determine to admit refugees on a case-by-case basis. Institutions with grant funding based in support of these programs may want to confirm such funding is not suspended.

NOTE: POTUS clearly anticipates some pushback on this because, unlike other EOs issued at the same time, this one contains a “severability clause,” meaning if one part of it is found to be illegal the rest of it remains in place.

NAME: PROTECTING THE MEANING AND VALUE OF AMERICAN CITIZENSHIP

Potentially impacts: Archives and other institutions with curated displays and collections on U.S. citizenship, law libraries, academic libraries.

Commentary: this is the much-vaunted “birthright citizenship” EO. The order appears to argue that the reference to birthright citizenship in the 14th amendment doesn’t mean that people who are born within the United states are automatically “subject to the jurisdiction thereof” (and in this EO’s legal daisy-chain reasoning, thus a citizen), and directs that as of February 19, 2025, citizenship shall not be granted to everyone born here (see the EO for the specifics).

The lawsuits are already filed on this one, and the order has been temporarily blocked by a judge.

NAME: SECURING OUR BORDERS

Potentially impacts: Any organization working with and/or serving people accused of being in the United States illegally.

Commentary: This order relates not only to border security but enforcement of immigration law throughout the entire country. It also directs the development of additional measures and international cooperation to further restrict access to the United States.

Organizations serving people accused of being in the United States illegally should stay closely attuned to developments. Employers should continue to use the same practices for verifying an individual's ability to work within the United States.

Libraries offering confidential library services should continue to carefully evaluate law enforcement requests for confidential library records and to have all such warrants and subpoenas reviewed by legal counsel prior to responding to them.

Libraries with security cameras should make a policy-based decision as to whether the footage on such cameras is a "library record" or not, as this will impact the ability of law enforcement and others to demand copies of such footage, particularly from municipal and other public library types.

NAME: PUTTING PEOPLE OVER FISH: STOPPING RADICAL ENVIRONMENTALISM TO PROVIDE WATER TO SOUTHERN CALIFORNIA

Potentially impacts: People, fish, librarians within NYSDEC, and other environmental agencies and organizations.

Commentary: In all seriousness, this memorandum is a sign of similar environmental state-v.-federal policy to come.

NAME: RESTORING THE DEATH PENALTY AND PROTECTING PUBLIC SAFETY

Potentially impacts: Law Librarians, law firm in-house librarians, prison librarians.

Commentary: The EO order the US Attorney General to seek the death penalty for all capital crimes (e.g. murder, treason, espionage, and terrorism).

NAME: PROMOTING BEAUTIFUL CIVIC ARCHITECTURE

Potentially impacts: Libraries within or institutions within viewing distance of federal public buildings, libraries with the “Guiding Principles for Federal Architecture” in their collection.

Commentary: This memorandum revives a previous Trump Administration position that federal public buildings “should be visually identifiable as civic buildings and respect regional traditional and classical architectural heritage in order to uplift and beautify public space.”

NAME: RESTORING ACCOUNTABILITY FOR CAREER SENIOR EXECUTIVES

Potentially impacts: Federal senior executives

Commentary: Institutions familiar with navigating state Civil Service laws will hear an echo of familiarity in this memorandum which guts some of the longstanding protections for federal Senior Executive Service (SES) employees. This one will likely go to court.

NAME: DECLARING A NATIONAL ENERGY EMERGENCY

Potentially impacts: All libraries serving federal, state and local environmental and energy infrastructure agencies, authorities, government entities, and NGO advocacy groups.

Commentary: This is a sweeping EO that sets the stage for a sea change in the generation and utilization of energy. The need for accurate information and the consensus on what that information is will create library and information management service needs.

NAME: TEMPORARY WITHDRAWAL OF ALL AREAS ON THE OUTER CONTINENTAL SHELF FROM OFFSHORE WIND LEASING AND REVIEW OF THE FEDERAL GOVERNMENT’S LEASING AND PERMITTING PRACTICES FOR WIND PROJECTS

Potentially impacts: All libraries serving federal, state and local environmental and energy infrastructure agencies, authorities, government entities, and NGO advocacy groups.

NAME: REEVALUATING AND REALIGNING UNITED STATES FOREIGN AID

Potentially impacts: All federal departments and agencies with responsibility for United States foreign development assistance programs.

Commentary: These programs are suspended for 90 days while being reevaluated, with exceptions for programs granted a waiver by the US State Department.

NAME: ORGANIZATION OF THE NATIONAL SECURITY COUNCIL AND SUBCOMMITTEES

Potentially impacts: This is important but does not impact library organizations directly.

NAME: THE ORGANIZATION FOR ECONOMIC COOPERATION AND DEVELOPMENT (OECD) GLOBAL TAX DEAL (GLOBAL TAX DEAL)

Potentially impacts: This is important but does not impact library organizations directly.

NAME: PROTECTING THE AMERICAN PEOPLE AGAINST INVASION

Potentially impacts: All institutions, to the degree increased enforcement of immigration laws and enhanced measures can impact them, with a focus on those in “sanctuary” jurisdictions (which prohibit voluntary government cooperation with immigration authorities).

Commentary: Among many other provisions to step up and enhance enforcement of immigration law, section 17 of this EO, provides: “The Attorney General and the Secretary of Homeland Security shall, to the maximum extent possible under law, evaluate and undertake any lawful actions to ensure that so-called “sanctuary” jurisdictions, which seek to interfere with the lawful exercise of federal law enforcement operations, do not receive access to federal funds. Further, the Attorney General and the Secretary of Homeland Security shall evaluate and undertake any other lawful actions criminal or civil that they deem warranted based on any such jurisdiction’s practices that interfere with the enforcement of federal law.”

Based on this, it is wise for institutions to evaluate if they are in a sanctuary jurisdiction (although it is not a category defined by law) and be ready to face enhanced scrutiny on that basis.

NAME: UNLEASHING ALASKA'S EXTRAORDINARY RESOURCE POTENTIAL

Potentially impacts: This is important but does not directly impact library organizations in New York, except perhaps librarians at offices of the EPA and Army Corps of Engineers.

NAME: PROTECTING THE UNITED STATES FROM FOREIGN TERRORISTS AND OTHER NATIONAL SECURITY AND PUBLIC SAFETY THREATS

Potentially impacts: Employers who employ those needing work visas.

Commentary: Larger institutions that rely on employees issued work visas should track this one.

NAME: AMERICA FIRST POLICY DIRECTIVE TO THE SECRETARY OF STATE

Potentially impacts: All federal agencies setting/working with foreign policy.

Commentary: This EO directs the Secretary of State to ensure that "the foreign policy of the United States shall champion core American interests and always put America and American citizens first."

NAME: ESTABLISHING AND IMPLEMENTING THE PRESIDENT'S "DEPARTMENT OF GOVERNMENT EFFICIENCY"

Potentially impacts: All users of government-wide software, network infrastructure, and information technology.

Commentary: This EO renames an existing agency—the United States Digital Service—to the United States D.O.G.E. service and establishes a temporary organization (the "US DOGE Service Temporary Organization") with an 18-month agenda. The purpose of the organization shall be "to commence a software modernization initiative to improve the quality and efficiency of government-wide software, network infrastructure, and information technology." As described in

this EO, the scope of the D.O.G.E. is much more limited than reporting has implied.

NAME: DEFENDING WOMEN FROM GENDER IDEOLOGY EXTREMISM AND RESTORING BIOLOGICAL TRUTH TO THE FEDERAL GOVERNMENT

Potentially impacts: All institutions

Commentary: This EO asserts that it is the policy of the United states to “recognize only two sexes, male and female,” and “they are not changeable.” The EO then cites numerous federal authorities where this policy will be advanced “within 30 days” (by February 19th).

There is content in this EO that, if used by an organization in New York to dismiss or discriminate against an employee, would be grounds for a discrimination lawsuit.

All organizations in New York should use extreme caution before relying on any rhetoric or declaration in this executive order, which is completely contrary to the New York State Human Rights Law and corresponding regulations and caselaw in the State of New York.

NAME: ENDING RADICAL AND WASTEFUL GOVERNMENT DEI PROGRAMS AND PREFERENCING

Potentially impacts: Federal offices, agencies, departments, and programs; federal grant and other funding recipients.

Commentary: This is a very broad EO with another “severability clause” (meaning if it is part of it is found to be illegal, other parts of it will remain in effect). The EO directs the cessation and systematic dismantling of all federal programs and offices to promote “environmental justice,” “equity,” and “diversity equity, inclusion, and accessibility.”

There will be litigation regarding this; institutions with potential impact should pay close attention.

NAME: REFORMING THE FEDERAL HIRING PROCESS AND RESTORING MERIT TO GOVERNMENT SERVICE

Potentially impacts: Federal offices, agencies, departments, and programs

Commentary: This directs the formation of a new “Federal Hiring Plan” coordinated with other changes to hiring, retention, and promotion of federal employees.

NAME: DESIGNATING CARTELS AND OTHER ORGANIZATIONS AS FOREIGN TERRORIST ORGANIZATIONS AND SPECIALLY DESIGNATED GLOBAL TERRORISTS

Potentially impacts: This EO does not directly affect ESLN members or served organizations.

NAME: RESTORING NAMES THAT HONOR AMERICAN GREATNESS

Potentially impacts: Archivists, academic librarians, librarians supporting geography teachers and cartographers

Commentary: This is the EO lauding former president William McKinley, restoring his name to a very tall mountain in Alaska located in Denali National Park and Preserve (which will retain that name), and renames the Gulf of Mexico of the Gulf of America (despite the fact that it was never called this in the past).

NAME: GUARANTEEING THE STATE’S PROTECTION AGAINST INVASION

Potentially impacts: Academic librarians, law librarians, law school librarians, law firm librarians, helping government lawyers, NGO lawyers, and others determine the meaning of “invasion” in Article IV, Section 4 of the U.S. Constitution.

Commentary: There will be litigation.

NAME: KEEPING AMERICANS SAFE IN AVIATION

Potentially impacts: Academic librarians, law librarians, law school librarians, and law firm librarians who may help others determine the constitutionality of the order in this memorandum.

Commentary: This memorandum directs the federal aviation administration to cease all diversity and inclusion efforts and to evaluate all hires conducted under such programs. There will be litigation.

NAME: ENDING ILLEGAL DISCRIMINATION AND RESTORING MERIT BASED OPPORTUNITY

Potentially impacts: Academic librarians, law librarians, law school librarians, and law firm librarians helping others determine the constitutionality of this EO and actions based on it.

Also: “state and local bar and medical associations, and institutions of higher education with endowments of over 1 billion.”

Commentary: This EO, among other things, requires the development of steps or measures to deter private DEI programs that “constitute illegal discrimination or preferences.”

As part of this plan, certain agencies shall identify up to “9 potential civil compliance investigations” of “publicly traded corporations, large not-for-profit corporations or associations, foundations with assets of \$500 million or more, state and local bar and medical associations and institutions of higher education with endowments of over \$1 billion.”

Institutions that fit within the described targeted entities may want to prepare for this enhanced scrutiny.

In the State of New York, such programs are often intended to ensure compliance with the New York State Human Rights Law and certain conditional funding (grants); discontinuance of specific programs should not be undertaken without deep and careful consideration, risk assessment, and advice of legal counsel.

NAME: FEDERAL RECOGNITION OF THE LUMBEE TRIBE OF NORTH CAROLINA

Potentially impacts: Law librarians, staff in NY's 5 chartered Indian Libraries (the Lumbee are in part descended from members of tribes located in New York).

Commentary: This was part of the array, so it is included in this list.

NAME: STRENGTHENING AMERICAN LEADERSHIP IN DIGITAL FINANCIAL TECHNOLOGY

Potentially impacts: Any institutions investing in cryptocurrency.

Commentary: This EO bans the US government from issuing a digital currency, revokes a Biden executive order regulating digital assets and associated guidance, directives, and policies, and creates a cryptocurrency working group.

NAME: DECLASSIFICATION OF RECORDS CONCERNING THE ASSASSINATIONS OF PRESIDENT JOHN F KENNEDY, SENATOR ROBERT F. KENNEDY, AND THE REVEREND DR. MARTIN LUTHER KING, JUNIOR

Potentially impacts: Libraries, archives, and museums maintaining collections pertaining to JFK, RFK, and MLK.

Commentary: This EO orders the federal government to produce a plan for the release of all records related to the assassinations of JFK, RFK, and MLK.

NAME: PRESIDENT'S COUNCIL OF ADVISORS ON SCIENCE AND TECHNOLOGY

Potentially impacts: Stakeholders as listed below.

Commentary: This EO establishes the eponymous President's Council of Advisors on Science and Technology, which is tasked with soliciting "information and ideas" from the "research community; the private sector; universities; national laboratories; State, local, and Tribal governments; foundations; and nonprofit organizations."

NAME: REMOVING BARRIERS TO AMERICAN LEADERSHIP AND ARTIFICIAL INTELLIGENCE

Potentially impacts: Institutions using AI technology.

Commentary: This EO requires the federal executive branch to identify and make changes that “sustain and enhance America’s global AI dominance in order to promote human flourishing, economic competitiveness, and national security.”

NAME: ENFORCING THE HYDE AMENDMENT

Potentially impacts: Hospital librarians may be asked about this.

Commentary: Rescinds two Biden EOs that protected access to reproductive healthcare services and orders the federal government to ensure that federal funds are not used for abortion care.

NAME: MEMORANDUM FOR THE SECRETARY OF STATE, THE SECRETARY OF DEFENSE, AND THE SECRETARY OF HEALTH AND HUMAN SERVICES

Potentially impacts: Librarians serving NGOs that operate in foreign countries.

Commentary: This memorandum reinstates the “Mexico City Policy,” which prohibits the use of federal funding to organizations that provide abortion counseling or referrals or advocate for abortion access in foreign countries.

Executive Order 14084—Promoting the Arts, the Humanities, and Museum and Library Services

September 30, 2022

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Policy. The arts, the humanities, and museum and library services are essential to the well-being, health, vitality, and democracy of our Nation. They are the soul of America, reflecting our multicultural and democratic experience. They further help us strive to be the more perfect Union to which generation after generation of Americans have aspired. They inspire us; provide livelihoods; sustain, anchor, and bring cohesion within diverse communities across our Nation; stimulate creativity and innovation; help us understand and communicate our values as a

people; compel us to wrestle with our history and enable us to imagine our future; invigorate and strengthen our democracy; and point the way toward progress.

It is the policy of my Administration to advance the cultural vitality of the United States by promoting the arts, the humanities, and museum and library services. To that end, my Administration will advance equity, accessibility, and opportunities for all Americans, particularly in underserved communities as defined in Executive Order 13985 of January 20, 2021 (Advancing Racial Equity and Support for Underserved Communities Through the Federal Government), so that they may realize their full potential through the arts, the humanities, and access to museum and library services. Additionally, we will strengthen America's creative and cultural economy, including by enhancing and expanding opportunities for artists, humanities scholars, students, educators, and cultural heritage practitioners, as well as the museums, libraries, archives, historic sites, colleges and universities, and other institutions that support their work.

Under my Administration, the arts, the humanities, and museum and library services will be integrated into strategies, policies, and programs that advance the economic development, well-being, and resilience of all communities, especially those that have historically been underserved. The arts, the humanities, and museum and library services will be promoted and expanded to strengthen public, physical, and mental health; wellness; and healing, including within military and veteran communities. We will enhance access to high-quality arts and humanities education and programming with the aim of enabling every child in America to obtain the broad creative skills and enrichment vital to succeed. My Administration's efforts to tackle the climate crisis will be bolstered through Federal and societal support for and advancement of the arts, the humanities, and museum and library services. We will also safeguard and promote the artistic and cultural heritage of the United States and its people domestically and internationally. Finally, my Administration will strengthen our Nation's democracy, increase civic engagement and public service, bolster social cohesion, and advance the cause of equity and accessibility by lifting up more—and more diverse—voices and experiences through Federal support for the arts, the humanities, and museum and library services.

Sec. 2. The President's Committee on the Arts and the Humanities. (a) There is established within the Institute of Museum and Library Services (IMLS) the President's Committee on the Arts and the Humanities (Committee) to inform and support the national engagement with Americans necessary to advance the arts, the humanities, and museum and library services.

(b) The Committee shall be structured as follows:

(i) The Committee shall be composed of the Chairperson of the National Endowment for the Arts (NEA), the Chairperson of the National Endowment for the Humanities (NEH), the Director of the IMLS, and no more than 25 additional persons who are

not full-time officers or employees of the Federal Government (non-Federal members) who shall be appointed by the President. The non-Federal members:

(A) shall be selected from among private individuals and State, local, and Tribal officials;

(B) shall have a diversity of backgrounds, experiences, and areas of expertise; and

(C) shall have a demonstrated interest in and commitment to support for the arts, the humanities, and museum and library services.

(ii) The Librarian of Congress, the Secretary of the Smithsonian Institution, the Director of the National Gallery of Art, and the Chairman of the Board of Trustees of the John F. Kennedy Center for the Performing Arts shall be invited to serve as additional, non-voting members of the Committee.

(iii) The President shall designate a Chair or two Co-Chairs from among the non-Federal members of the Committee.

(c) The Committee shall be solely advisory and shall provide recommendations to the President and the heads of the NEA, NEH, and IMLS on:

(i) advancing the policy objectives set forth in section 1 of this order, including with respect to community well-being; economic development and mobility; public, physical, and mental health; education; resilience and adaptation, as well as combatting climate change; civic and democratic engagement; and support for the artistic and cultural heritage of the United States;

(ii) promoting philanthropic and private sector engagement with and support for the arts, the humanities, and museum and library services to advance the policy objectives set forth in section 1 of this order;

(iii) enhancing the effectiveness of Federal support for the arts, the humanities, and museum and library services to advance the policy objectives set forth in section 1 of this order; and

(iv) catalyzing the engagement of the Nation's artists, humanities scholars, cultural heritage practitioners, and leaders in the arts, the humanities, and museum and library services, including with respect to:

(A) engagement in significant cultural events; and

(B) promoting the recognition of excellence in the arts, the humanities, and museum and library services, and their relevance to our Nation's social and economic well-being.

(d) The Committee's recommendations pursuant to subsection (c) of this section shall be conveyed in accordance with subsection (g) of this section.

(e) The Committee shall be administered as follows:

(i) The IMLS shall provide funding and administrative support for the Committee, including facilities, staff, equipment, and other support services, to the extent permitted by law and subject to the availability of appropriations. Private funds accepted under the IMLS's gift authority may be used to pay expenses of the Committee, as appropriate and consistent with applicable law.

(ii) The Director of the IMLS may designate an Executive Director to coordinate the work of the Committee. The Executive Director shall report to the Director of the IMLS and shall meet with all of the heads of the NEA, NEH, and IMLS on a quarterly basis.

(iii) Members of the Committee shall serve without compensation for their work on the Committee, but shall be allowed travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in the Government service (5 U.S.C. 5701-5707).

(f) The Committee shall meet twice a year.

(g) On an annual basis, and at other times as appropriate, the Chair or Co-Chairs of the Committee shall report to the President through the heads of the NEA, NEH, and IMLS on the Committee's progress in carrying out its mission, any recommendations it has, and its plans for the coming year.

(h) Insofar as the Federal Advisory Committee Act, as amended (5 U.S.C. App.), may apply to the Committee, any functions of the President under that Act, except that of reporting to the Congress, shall be performed by the Director of the IMLS, in consultation with the heads of the NEA and NEH, and in accordance with guidelines issued by the Administrator of General Services.

(i) The Committee shall terminate 2 years from the date of this order, unless extended by the President.

Sec. 3. Interagency Cooperation to Advance the Arts and Humanities. (a) The heads of executive departments and agencies and White House policy councils, including those listed below, or their designees, who must be senior officials, shall advise, coordinate with, and consider undertaking joint projects and initiatives with the heads of the NEA, NEH, and IMLS, as appropriate and consistent with applicable law, to advance the policy objectives set forth in section 1 of this order:

- (i) the Department of State;
- (ii) the Department of the Treasury;
- (iii) the Department of Defense;
- (iv) the Department of Justice;
- (v) the Department of the Interior;
- (vi) the Department of Agriculture;

- (vii) the Department of Commerce;
- (viii) the Department of Labor;
- (ix) the Department of Health and Human Services;
- (x) the Department of Housing and Urban Development;
- (xi) the Department of Transportation;
- (xii) the Department of Energy;
- (xiii) the Department of Education;
- (xiv) the Department of Veterans Affairs;
- (xv) the Office of Management and Budget;
- (xvi) the Small Business Administration;
- (xvii) the General Services Administration;
- (xviii) the Corporation for National and Community Service;
- (xix) the National Institutes of Health;
- (xx) the National Science Foundation;
- (xxi) the Domestic Policy Council;
- (xxii) the National Economic Council;
- (xxiii) the Gender Policy Council;
- (xxiv) the White House Climate Policy Office; and
- (xxv) the Office of Science and Technology Policy.

(b) The heads of agencies described in section 3502(5) of title 44, United States Code, are encouraged to comply with the provisions of this section.

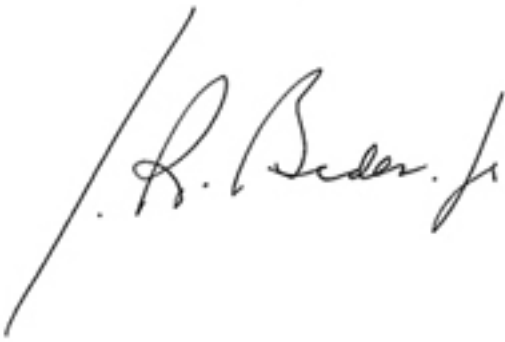
(c) The heads of the NEA, NEH, and IMLS shall consider joint initiatives that would further the policy objectives set forth in section 1 of this order, and then may carry out those initiatives to the extent permitted by law.

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department or agency, or the head thereof; or
- (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

A handwritten signature in black ink, appearing to read "J. R. Biden Jr.", written in a cursive style.

JOSEPH R. BIDEN JR.

The White House,

September 30, 2022.

Risk to assess	How to assess it	How to respond
<p>1. Risk that federal grant contracts and funding in motion will not be available as planned.</p>	<p>Appoint a sub-committee of trustees to inventory all current federal grants and funding and assess its stability.</p> <p>Create a “Federal Funding Summary” outlining the amounts and actions at stake.</p> <p>NOTE: Many organizations will ask the director to create this list and Summary. That is fine, but organizations must stay in touch with their employee leadership (director, executive director, president, etc.) to make sure they have enough capacity to perform routine work AND the work created by new pressures. While boards should not micromanage, this is a time for rolling up the board’s sleeves.</p>	<p>If the amounts and programs identified in the Summary are significant enough AND there is an insufficient cash reserve to survive a disruption:</p> <ol style="list-style-type: none"> 1. Consult an attorney on developing a litigation plan for immediate relief; 2. Consider if a line of credit or other temporary source of liquidity is available; or 3. Do both of the above. <p>If the amounts identified are within budgeted contingencies, resolve to be ready to pay out of reserve, while identifying a plan to pursue the amounts.</p> <p>If the amounts identified represent minimal disruption, develop a plan to track, but not take drastic action.</p> <p>Board minutes should reflect that the board undertook this exercise.</p>

<p>2. Risk that a critical partner's federal funding will not be available as planned.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. The partner is a primary awardee of a federal contract, and you are a sub-awardee; 2. The partner has hired your organization, and the funding source is federal; 3. Your organizations are in on a venture 50-50, and the partner org is 100% federally funded. 	<p>This risk is different than the first, as it is due to the potential instability of critical partners, a risk which may be more difficult to assess (they should be doing the same exercise in #1).</p> <p>Appoint a sub-committee to inventory all collaborative initiatives and create a "Critical Partner Federal Funding Summary" outlining the amounts and actions at stake and the likelihood of disruption.</p> <p>Be ready to (diplomatically) approach partners for their assessment of funding stability.</p>	<p>If the amounts and/or actions identified are mission critical, immediately meet with the partner(s) to assess possible outcomes.</p> <p>In the event funding or activity could be immediately interrupted, develop your own contingency plan and make sure the partner is aligned.</p> <p>Document any adjustments to the current arrangement in writing.</p> <p>Confirm with the partner that all statements (press releases, social media, etc.) on the impacts will be joint or at least issued only after mutual approval.</p> <p>Board minutes should reflect that the board undertook this exercise.</p>
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<p>3. Risk that federal information services (websites, databases, offices, etc.) needed to perform mission-critical functions are not available or reliable.</p> <p>NOTE: This is a risk to any type of business right now, but is uniquely acute to libraries, educators, and cultural organizations that are the custodians of history and our country’s collective intellectual property.</p>	<p>Inventory critical federal information services that your organization particularly needs.</p> <p>Inventory critical resources your organization may be PARTICULARLY able to supply to others.</p> <p>Establish a “Critical Federal Information Resources Continuity” sub-committee to work with the director or executive director and employees to assess how the gaps can be filled and if your institution can help fill them for others.</p> <p>The role of the committee is to help conduct the inventory and to assist with budgetary considerations.</p> <p>The role of the board is to review any final operational or budget adjustments and draw a firm line as to how much institutional energy should be used on this.</p> <p>The plan can also consider networking with aligned institutions to avoid redundant work.</p>	<p>It is important for a governing board to know that this risk may hit your organization’s talent pool very hard, especially if it has the capacity to fill gaps for a served community.</p> <p>The role of a governing board is to 1) be aware this may be a direct or collaborating agency need; and 2) help determine if contingency resources should be directed to this, including overtime and temporary re-allocation of duties or temporary additional assistance.</p> <p>This exercise (and many of the others) may put stress on your institution’s talent pool. The work of the board should be to help distill what is needed and to make tough calls about what will be done (and how it will be funded) and where boundaries need to be drawn.</p> <p>Board minutes should reflect that the board undertook this exercise.</p>
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<p>4. Risk of current workforce instability due to employees impacted by legal changes, heightened investigations, and enforcement related to employee personal factors.</p>	<p>For a board’s standing Personnel Committee, this is your chance to shine.</p> <p>For a board without such a standing committee, forming an ad hoc 2025 Federal Shift Personnel Impacts Committee could be helpful.</p> <p>The board committee should examine how the Shift is affecting/could affect:</p> <ol style="list-style-type: none"> 1. Job applications and candidates 2. Full-time employees generally 3. Part-time employees generally 4. Employees in the military and military spouses, including reservists 5. Employees who are transgender 6. Employees who are non-binary 7. Employees of color 8. Employees leading and/or participating in DEI work 9. Employees who live in poverty 10. Employees from families with undocumented residents 11. Employees legally in the U.S. but with factors that may still 	<p>This is a chance to develop short programs and actions that show employees and job candidates they are valued and that your institution respects them. This is simultaneously a retention tool, a morale-booster, and most likely also a productivity tool.</p> <p>Examples of such actions would be:</p> <ol style="list-style-type: none"> 1. Dusting off your institution’s “Equal Opportunity Employer” statement (New font? Larger poster? Hey, it’s still the law!) so job candidates are assured they will be welcome; 2. Bringing in an Employee Assistance (“EAP”) Plan representative to showcase the supports they have for employees feeling stressed. For employers without an EAP, this is a good time to explore setting one up. 3. Working with the local bar association to provide access to lawyers who your workforce may need. Some firms may even
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	<p>cause fear of wrongful arrest or deportation</p> <p>12. Employees fearing workplace violence</p> <p>13. Chilling impacts on programs and collection decisions (“self-censorship”)</p> <p>Because your institution’ workforce is unique, this list will vary. It should be based on the overall goal of assuring employees that they are valued, respected, and important members of the team.</p> <p>NOTE: Boards should bear in mind that living in fear is very de-stabilizing, even if the fear is, from a different point of view, not based in reality or on something likely to occur.</p>	<p>agree to a one-time consultation for a set rate that could be paid for as part of an EAP.[4]</p> <p>4. Reviewing your Code of Conduct and other rules to ensure your policies require that all employees are treated with respect by the public.</p> <p>5. Review your Workplace Violence Prevention Plan and ensure it is up to date.</p> <p>6. Review your collection management policies and ensure they are clear and current.</p> <p>Board minutes should reflect that the board undertook this exercise on an ongoing basis until all identified concerns are addressed.</p>
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<p>5. Risk of retribution, or negative impact due to fear of retribution, for past and current diversity, equity and inclusion (DEI) initiatives.</p>	<p>The anti-DEI rhetoric in the 2025 Federal Shift is clear.^[5]</p> <p>Any governing board concerned that past and current DEI-type initiatives could bring retribution (or even legal action) should inventory those programs so they can be systematically, tactically, and deliberately assessed for both success, ongoing viability, and legal compliance.</p> <p>NOTE: For institutions subject to FOIL,^[6] carefully conducting this legal analysis with your attorney will keep portions of the review attorney-client privileged.</p>	<p>The good news is that DEI initiatives should ALWAYS be routinely reviewed for compliance and to measure outcomes. So, if not assessed before, now may be the time.</p> <p>When your inventory of programs is ready, review it with an attorney experienced in civil rights law (state and federal).</p> <p>For institutions worried that your inventory will be “discoverable” or otherwise used as evidence against you... with careful attention to the details, the “discovery” of your final analysis should be a strength. “DEI,” although not a static concept, is generally not illegal.^[7]</p> <p>Board minutes should reflect that the board undertook this exercise.</p>
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<p>6. Risk of losing normal sense of confidence due to changes and strife among federal entities.[8]</p>	<p>Americans are used to a certain type of stability: Niagara Falls keeps flowing, the Buffalo Bills keep losing,[9] and the federal government, while occasionally irksome, keeps on going.</p> <p>The 2025 Federal Shift is different. For generations, most drastic federal changes have been due to expansion, rather than the sudden possibility that the government will markedly[10] contract, leaving the country with less regulation, less centrally distributed resources, and less federal oversight.</p> <p>Regardless of where you fall on the political spectrum, the 2025 Federal Shift is manifesting that type of drastic change, creating strife in the federal government, and creating fear among members of the public.</p> <p>When fear is impacting one source of stability, it is wise to confirm stability in other places.</p>	<p>If not done before, this is the time to ensure that your institution has positive and well-established local relationships with:</p> <ol style="list-style-type: none"> 1. First responders (take your pick: police, sheriff, state troopers, ambulance, fire, etc.) 2. Local government 3. County government 4. State government representatives <p>Written cooperation agreements with or simple letters from these parties are good to have.</p> <p>Boards, this exercise calls for a delicate balance with your director (or executive director). Although they are generally the primary public representatives of your organizations, if your relationships need work, it might be good for the board to (carefully) provide some backup. This should be very carefully planned.</p> <p>Board minutes should reflect that the board maintains these relationships on an ongoing and cyclical basis.</p>
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<p>7. Risk of institutional mission, vision and strategic plan being perceived as out of step with the expectations of the times; corollary risk of sudden changes to mission, vision, and strategic plan being criticized as bowing to external pressures.</p>	<p>Regardless of what type of organization you lead, it exists to serve a defined community. During the past few decades, many institutions have adjusted their mission, vision and strategic plan to contain commitments to serving their entire communities, and as part of that, to intentional efforts to counter the impact of past harms to parts of their communities.</p> <p>It is the task of your board to continually assess your institution's mission, vision, and strategic plan. A mission that is out-of-step is a risk; a mission that is changed on a whim is also a risk.</p> <p>Any changes to mission, vision, and strategic planning should be done on a carefully planned and thoughtfully paced basis.</p>	<p>If the spirit of the times calls for examination of your institution's mission, vision, or strategic plan, carefully design the process of evaluation.</p> <p>Generally, this is at least a year's long process, with assessment, input from the community, and other carefully measured factors considered prior to any changes being made.</p> <p>A quick change to mission, vision, or a strategic plan based on political climate is a risk. A thoughtful evolution, informed by defined factors and based in a careful analysis, is wise.</p> <p>Such a process should only be via a board resolution approving a fully developed plan for assessment of the mission, vision, and/or strategic plan.</p>
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<p>8. Risk of not channeling volunteers optimally</p>	<p>During stressful times, many people seek comfort in volunteering at a place they see as a positive asset to their community. Your institution is likely such a place.</p> <p>Ironically, being able to accept volunteers takes a LOT of work. On the flip side, having to deny volunteers due to lack of preparation lets an opportunity for community engagement and service pass by.</p> <p>As a board, ensuring your institution is ready to accept volunteers in an orderly way mitigates the risk of not being ready to accept them.</p>	<p>Adopt a volunteer policy;</p> <p>Always use a volunteer letter or sign-up sheet that confirms the terms of the volunteer service;</p> <p>Confine volunteering to certain well-articulated activities and ensure your institution's insurance covers volunteers performing those activities;</p> <p>Develop mission-aligned group activities for volunteers to help with.[11]</p>
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<p>9. Risk of missed opportunity: not hiring talent[12] made available due to federal reduction-in-force efforts; corollary risk of not supporting community members impacted by reduction-in-force and program elimination efforts.</p>	<p>This one is pretty grim, but I have to put it in here: unquestionably, there is going to be a wave of new talent available.</p> <p>If your organization has been lacking in applicants or has been considering a workforce expansion, now may be the time. The 2025 Federal Shift is going to impact many workers, and their strengths and talents may be just what your institution needs.</p> <p>Assessing this will require a deep review by the board (or a committee) and the director/leadership. Is there a gap or project that suddenly available talent could fill?</p> <p>At the same time, your community may be impacted by people harmed by the federal reductions in force and program eliminations. These people may need supports that are part of the mission of your institution to provide.</p>	<p>After assessment: Isolate, create, and post the opportunities at your institution;</p> <p>And, at the same time: Isolate, articulate and reach out with supports that can be provided by your institution to displaced workers.</p> <p>Board minutes need not reflect that the board undertook this exercise, but certain actions (for instance, a needs assessment, budgeting for a new position or support initiative, etc.) will be confirmed by resolution.</p>
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<p>10. Risk of operating under the feeling of an overall Existential Threat</p>	<p>The reasoning, planning, and tactics of the 2025 Federal Shift are causing some educational and cultural institutions to worry about a threat to their very existence.</p> <p>It can be very easy to succumb to an overall feeling of dread. However, just like the preceding nine risks, an overall concern of, <i>“Is this the end?”</i> must be broken down into <i>“HOW would this be the end?”</i></p> <p>Every institution has unique bedrocks, but in this environment, the three essential elements of strength are:</p> <ol style="list-style-type: none"> 1. People (community and workers); 2. Intellectual freedom;^[13] and 3. Funding. <p>For this reason, actively planning to offer mission-aligned services to your community, promoting intellectual freedom, and fiscal planning to secure diverse funding are the antidotes to fear of an overall Existential Threat.</p>	<p>To ensure 2025 Federal Shift factors cannot coalesce into an overall Existential Threat, it is important to:</p> <ol style="list-style-type: none"> 1. Remain connected to your institution’s served community and workforce; 2. Commit to preserving intellectual freedom, which is a backbone of any library, educational institution, or cultural organization; and 3. Track your funding, and ensure it comes from a diversity of stable sources. <p>Relying on ONE funding source is never a good idea; using a diverse array of funders and building an appropriate fund balance^[14] is the way to stay calm in the face of threats and rapid change.</p>
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In addition to the above, below is a chart of specific considerations of the 2025 Federal Shift for library entities:

Type of Library	Particular risk or impacts
Higher Education Libraries	<p>Academic libraries may feel the stress on students and the workforce related to sweeping immigration enforcement. A resource for this is here: https://wnylrc.org/raq/responding-leo-others-requests-library-user-information.</p> <p>Academic libraries may feel the stress on students and the workforce related to efforts to reset gender and sex definitions that govern legal rights. Guidance from institutional legal counsel and HR regarding legal protections in New York State may be helpful.</p> <p>Academic libraries will feel the impacts of changes to U.S. Department of Education oversight (impacts FAFSA, FERPA, OCR, Clery Act compliance, VAWA compliance, and the related NCAA oversight of gender equity in sports).</p> <p>Academic libraries will feel the impacts of federal action that “changes” information (place names, federal definitions, etc.).</p> <p>Critically, academic libraries face a risk of tangential treatment during institutional assessment of risks listed in the chart above; directors, this is a good time to work closely with your provost/functional officer.</p>

<p>Prison libraries</p>	<p>Resumption of use of privately owned prisons (see Executive Order 14148)</p> <p>Prison libraries of all types will see impacts related to sweeping immigration enforcement.</p> <p>Prison librarians, particularly those in federal prisons, will feel the stresses related to federal efforts to reset gender and sex definitions that govern legal rights.</p>
<p>Law Libraries (Federal, State, and local)</p>	<p>Federal law librarians will feel the impacts of the federal worker/civil service overhaul from the 2025 Federal Shift.</p> <p>All law librarians in New York State will see an uptick in requests for information related to conflicts between federal and state laws.</p>
<p>Government Archives (Federal, State and local)</p>	<p>Federal archives are already experiencing the impacts of the federal worker/civil service overhaul from the 2025 Federal Shift.</p> <p>Federal archives will be stress-tested for how information is preserved.</p> <p>All government archives will see an uptick in requests for information related to the status of federal records at particular times.</p> <p>If your board oversees, works with, or relies on the services of a government archive, now is the time to solidify connections and pay attention to the stability and reliability of the critical resources it provides.</p>

<p>Municipal Libraries</p> <p>(and libraries serving municipal areas, i.e., all your local public libraries)</p>	<p>Your local government (city, town, village) may be impacted by the first nine factors in the chart above.[15]</p> <p>Even if your library doesn't directly receive federal funding, your library should stay engaged in how the 2025 Federal Shift is impacting your community. When your mission, capacity, and budget allow, be ready to step into the breach if there is a reduction in services.</p> <p>Don't forget to check in with your county government, which administers public health and other community-serving programs.</p>
<p>School District Public Libraries</p>	<p>Your school district may be taking numerous steps to address impacts developing due to changes in the U.S. Department of Education as well as other impacts. Even if your library is completely uncoupled from its district, awareness is important.</p>
<p>Cooperative Library Systems</p>	<p>As member libraries are impacted, it is wise to continually measure the effects on 1) library workers and served communities; 2) intellectual freedom; and 3) funding. This can be done by something as simple as a shared form or document where members are asked to describe impacts.</p> <p>If there are negative funding impacts, assisting with risk management efforts to bridge the gap and/or fight for funding continuity can be critical. Access to expert advice (government agencies, advocacy organizations, grant specialists, lawyers,</p>

	<p>financial planners, employee wellness, union leadership, etc.) will be essential.</p>
<p>Confederated and Consolidated Library Systems</p>	<p>The added pressure on county and municipal budgets—and the political dynamics in your region—will require continuous monitoring in addition to the factors to be considered by cooperative library systems.</p>
<p>Public School Libraries and Public School Library Systems</p>	<p>As public school boards address conflicting federal and state definitions and the impact of immigration enforcement tactics, working with school district’s board, legal counsel, and administration to keep the library a safe and steady presence is important. The school library, and the obligation to maintain the confidentiality of school library records, should be emphasized whenever possible. For more on that, see an forthcoming Ask the Lawyer submission regarding union rep advocacy for public school librarians.</p>
<p>Genealogical and Historical Society Libraries Preservation and Landmark Society Libraries</p>	<p>In recent years, many genealogical and historical societies have worked to ensure their mission is accessible to indigenous, Black diaspora, and newer immigrant people in their served communities. They have also focused on archival materials related to the history of women and LGBTQ+ people. Meanwhile, historic preservation and landmark groups have worked to ensure they are protecting properties related to these communities.</p> <p>Because of the important roles such organizations play in a community’s sense of self, there may be more pressure to reassess</p>

	<p>current commitments. For this reason, the assessments in 5 and 7 in the chart above are particularly important.</p>
<p>Museum Library</p>	<p>A museum may feel the same pressure as that directed at historical societies, etc. In addition, museums dedicated to a particular purpose (science, art, heritage, etc.) may feel the tension created by different federal and state definitions and protections. For this reason, attention to mission, vision, and strategic plans as outlined in the chart above may be of critical importance; the library within the organization should be ready to provide materials for that analysis.</p>
<p>Symphony or Philharmonic Library or Archive</p>	<p>A library within a music organization may feel the impact of immigration enforcement and may be able to help put the current times in context by sharing materials from past performances during turbulent times.</p>
<p>Hospital Libraries</p>	<p>It is reported that at least one hospital in New York has already denied medical treatment due to the recent executive order pertaining to care for transgender youth.^[16] Hospital librarians should be ready to connect physicians and administrators with the latest information. It might also be a good time to hang out with your buddy, the local law librarian.</p>

<p>Religious (mosque, church, temple, etc.) libraries and archives</p>	<p>Leadership of religious organizations will need to assess their response to federal action related to immigration, LGBTQ+ employees and members, and the risk to collaborative initiatives. Libraries and archives within religious organizations should be there to assist leaders in appreciating how past leadership addressed times of change.</p>
<p>Regulatory Agency Library (State and Federal) Librarians</p>	<p>State and federal regulatory agency libraries (EPA, NYS DEC, etc.) perform a critical role providing access to laws, regulations, rules, policies, guidance, and investigations. As of this writing, at the federal level, these records are being removed at an unprecedented rate. State agencies who depend on and coordinate with federal regulators will need to coordinate a response; librarians and other critical record-keepers should be prepared to assist.</p>