

Date: 18 October 2022

To: Town of Richmond Selectboard

From: Richmond Free Library Trustees

Re: Library generated revenue

In the past few years, the Town Center Building Committee has reviewed needed repairs and upgrades for Town Buildings and established a triage of work. 201 Bridge Street, the Town building currently occupied by the Richmond Free Library, has been a beneficiary of that work with the completion of an HVAC system that provides heat, cooling, and ventilation. It is currently undergoing additional improvements from the installation of heat pumps for ventilation in the mezzanine, an ADA compliant mechanized entry door, and water fountains that meet current health standards for public assembly buildings. The Town Center has also commissioned mold mitigation of walls in the basement. Other necessary work in the Library has been identified. 203 Bridge Street, the Town building occupied by the Town Offices, the Post Office and various community groups, also has had various necessary safety and upgrade projects identified.

These projects have been paid or will be paid by the Town Center Fund, most of the balance having been collected by the rent of the 3<sup>rd</sup> floor to the Chittenden East School District and the Post Office.

In the prior six years, the Richmond Free Library has collected a little over \$56,000 in revenues, including FY 2021 when it collected only \$1,000. Those funds have been deposited with the Town Clerk and then into the general fund.

The Trustees recommend that library revenue be applied to the Town Center Fund. Given that most of the revenues are generated from the use of the community room, then the revenues should be used to maintain and improve that space rather than put into the general fund.