

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, September 6, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: n/a
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: September Workshop to review 2023 and draft 2024 budgets.
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: Collection Development Policy/Binder- *review and approve*
- VII Old Business
 - FY2022-2023 State Aid for Library Construction- *progress update, vote to amend the Non-Designated Operating Savings to incorporate grant items*
 - Hickory Mountain Chimney and Masonry- *update on chimney cap and re-pointing estimates*
 - Electrical survey- *invoice coming, need to reach out to NY Fire & Security for carbon monoxide detectors*
- VIII New Business
 - Black fencing by wall- *vote to exceed budgeted amount by the cost of fencing for Grounds Repair & Maintenance*
 - WLGS- *update from Chamber of Commerce*
- IX Other Business
 - Report from Warrensburg Town Board Meeting (8/10).
 - Esther attending Thurman Town Board Meeting (9/8? @ 5:00p). Need volunteer for Warrensburg Town Board Meeting (10/12 @ 7:00p).
 - Mulch- *grant reimbursement this year, addition to budget for future*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, September 20, 2022
- XII Next Board Meeting: Tuesday, October 4, 2022
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, August 2, 2022 @10:00 am

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Suzanne Glebus, Susan Matzner, Gina Colburn, Mary Beadnell, Becky Lawler, and Shelby Burkhardt, Library Director

Meeting called to order at 10:04am

Consent agenda approved. Motion made by John and seconded by Suzanne and approved by board.

Public Expression: None

Correspondence: Acceptance letter from SWDC to add more native plants and mulch to the rain garden

Director's report:

- Approved for SWCD grant
- Received check from SALS
- Northern Mechanical will replace condenser line sets in August
- Bev Saunders returned "Girl with Pearls"
- Donation of small exhibition case
- Programs for July and planned for August
- Jump in statistics for July

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: walk through with Ed Ostberg to identify signage locations. Door signs will have braille. John will remove hedge out front, fencing will be there.
- Outreach: Able to go into facility. Using interest cards to help identify what people want.
- Policy: Sexual Harassment Prevention Policy has been updated to separate reporting form. Mary made the motion to accept, seconded by John, and approved by board. Collection Development Policy/Binder is in progress.

Old Business

- FY 2022-2023 State Aid for Library Construction
 - Can only apply for new construction. Going forward to make library more accessible.
 - Looking into door openers, changing table for infants, Wayfinding and ADA signage
 - Motion to sign assurances for Construction Grant made by Susan, seconded by John and approved by board

New Business

- Electrical survey received, recommended carbon monoxide alarms be installed.
- Estimate from PCC Contracting for chimney cap repair
- PR & Advocacy Trustee Training

Other Business:

- Esther attended July Thurman Town Board Meeting, discussed trying to have a presence in Thurman
- Sue will attend the August Warrensburg Town Meeting
- Esther will attend the September Thurman Town meeting.

Public Expression: none

Next Board Workshop: August 16, 2022 At 10:00am

- Keep date open in case we need to work on construction grant.

Next Board Meeting : Tuesday, September 6, 2022 at 10:00am, Sara Dallas will attend.

Meeting adjourned at 11:00am (Motion by Susan, seconded by Suzanne).

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
August 2022

Accrual Basis

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
PUBLIC GRANTS	1,497
OPERATING RECEIPTS	262
NON-OPERATING RECEIPTS	<u>6</u>
Total Income	<u>1,765</u>
Gross Profit	1,765
Expense	
OPERATING EXPENSES	3,989
PAYROLL, WAGES, BENEFITS & EX...	11,390
COLLECTION & OTHER CAPITAL EX...	<u>252</u>
Total Expense	<u>15,631</u>
Net Ordinary Income	-13,867
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>273</u>
Total Other Expense	<u>273</u>
Net Other Income	<u>-273</u>
Net Income	<u><u>-14,139</u></u>

Richards Library
Monthly Funds Activity Report
August 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Bill Pmt -Check	08/02/2022	6470	BAKER & TAYLOR			744.49
Bill Pmt -Check	08/02/2022	6471	BARRIER FREE ELEVATOR SALES & SERVIC...	CONTRACT 6 MONTHS FROM DATE OF INVOICE		900.00
Credit Card Cha...	08/04/2022	2779201	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT	23.00	
Credit Card Cha...	08/05/2022	2779384	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT	23.60	
Credit Card Cha...	08/06/2022	ADOBE	ADOBE	TRANSFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT	192.47	
Deposit	08/07/2022			Deposit	29.00	
Credit Card Cha...	08/08/2022	8737635	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	33.55	
Check	08/12/2022	A/W	TIME WARNER CABLE #2501	08/04/22-09/03/22		129.98
General Journal	08/12/2022	PAYROLL		-MULTIPLE-		5,561.47
Bill Pmt -Check	08/12/2022	6472	LJL3 INCORPORATED	TECH TALK		197.00
Bill Pmt -Check	08/12/2022	6473	NATIONAL BUSINESS TECHNOLOGIES*	7/30/2022-8/29/2022		47.19
Bill Pmt -Check	08/12/2022	6474	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - JULY 2022		368.70
Bill Pmt -Check	08/12/2022	6475	BAKER & TAYLOR			143.89
Bill Pmt -Check	08/12/2022	6476	CINTAS			47.82
Bill Pmt -Check	08/12/2022	6477	COMMERCE BANK	#--1705		1,338.38
Bill Pmt -Check	08/12/2022	6478	NYSIF - WORKER'S COMP	6/1/21-6/1/22 AUDIT ADJ		433.00
Bill Pmt -Check	08/12/2022	6479	SLAPSTICK SCIENCE, INC.	TED LAWRENCE'S TRUNKSIDE TALES		400.00
Bill Pmt -Check	08/12/2022		NYSIF - WORKER'S COMP	QuickBooks generated zero amount transaction for bill payment stub	0.00	
Deposit	08/14/2022			Deposit	66.00	
Credit Card Cha...	08/14/2022	7254428	AMAZON.COM	TRANSFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT	44.42	
Check	08/15/2022	A/W	VERIZON	07/22/22-08/21/22		33.38
Check	08/15/2022	A/W	NATIONAL BUSINESS LEASING	7/15/22 - 8/14/22 INVOICE #77014892		96.56
Check	08/15/2022	A/W	SPECTRUM ENTERPRISE #142279801	07/25/22-08/24/22		99.49
Deposit	08/21/2022			Deposit	40.00	
Bill Pmt -Check	08/23/2022	6480	BAKER & TAYLOR			14.14
Bill Pmt -Check	08/23/2022	6481	BOLTON FREE LIBRARY			5.00
General Journal	08/26/2022	PAYROLL		-MULTIPLE-		5,350.92
Check	08/27/2022	A/W	NATIONAL GRID	07/07/22-08/05/22		578.49
Deposit	08/28/2022			Deposit	42.00	
Total Operating Account - GFNB					494.04	16,489.90
ALA Grant Funds						
Credit Card Cha...	08/08/2022	8737635	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		33.55
Total ALA Grant Funds					0.00	33.55
Director Discretionary Funds						
Credit Card Cha...	08/04/2022	2779201	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT		23.00
Credit Card Cha...	08/05/2022	2779384	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT		23.60
Credit Card Cha...	08/06/2022	ADOBE	ADOBE	TRANSFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT		192.47
Credit Card Cha...	08/14/2022	7254428	AMAZON.COM	TRANSFER DF FUNDS TO OPERATING FOR CREDIT CARD PAYMENT		44.42
Total Director Discretionary Funds					0.00	283.49
Total GFNB #--6131 -Operat & DF					494.04	16,806.94
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	08/05/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	0.85	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.27	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.06	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.27	

Richards Library
Monthly Funds Activity Report
August 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.27	
Total Director's Discretionary Fund					5.72	0.00
Total GFNB Reserve Sav #40392707					5.72	0.00
RESERVE FUND CD's @ GFNB						
CD #839682 (1 YEAR LADDER)						
General Journal	08/05/2022	CD #839...		RESERVE CD INTEREST EARNED	0.85	
General Journal	08/05/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
CD #839683 (1 YEAR LADDER)						
General Journal	08/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
CD #839684 (3 YEAR LADDER)						
General Journal	08/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.06	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
CD #839685 (3 YEAR LADDER)						
General Journal	08/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
CD #839686 (3 YEAR LADDER)						
General Journal	08/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	08/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.27
Total CD #839686 (3 YEAR LADDER)					1.27	1.27
Total RESERVE FUND CD's @ GFNB					5.72	5.72
Total RESERVE FUNDS					11.44	5.72
TOTAL					505.48	16,812.66

THE RICHARDS LIBRARY



Director's Report

September 1, 2022

- Northern Mechanical Services replaced condenser line sets, additional protective wrapping
- Smoking by HVACs after hours
- NYS Construction Grant will be submitted 9/6
- Barrier Free Elevators provided maintenance (all looks good), next is inspection
- Programs:
 - Sand art Butterflies and Bracelets
 - Virtual Underwater Tour of LG
 - Ozobots: Coding Robots
 - Film: *Dreambuilders*
 - Ted Lawrence's Trunkside Tales
 - Painting with Patrice
 - Story Time & Activity-3
 - Warrensburg Summer Program Library tour and reading
 - Read at Small Tales
 - Take and Make Crafts
 - Tech Help
 - Warren County Historian's Challenge

Upcoming Events & Programs

** Program flyers can be found on The Richards Library website, our Facebook page, or at the Library. **

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (9/15)
- Apple Festival at the Riverside Farmers' Market (9/16, 3-6p)

Statistics for the Year

See attached *2022 Monthly Statistics*.

Respectfully submitted,

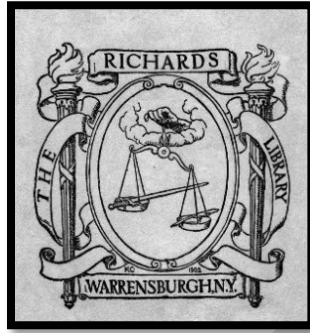
Shelby Burkhardt

Library Director

2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April	561	85	92	2	1267	12	431	447	2	101	242
May	530	110	89	1	1209	6	351	334	16	67	243
June	611	121	109	0	1362	8	420	387	6	113	317
July	780	189	83	0	1792	11	427	395	12	66	368
August	766	173	91	2	1675	14	428	426	3	133	373
September											
October											
November											
December											
2022 TOTALS	4755	862	718	10	10858	109	3268	3134	88	800	2062
	O/A Att 5617		O/A Comp 728		O/A Circ. 10858						

The Richards Library



Collection Development, Materials Selection & Reconsideration Policy

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

The Board of Trustees delegates the responsibility for the selection of resources to the Library Director as employed by The Richards Library to develop and enhance the collection. The goal of the collection is to secure for all residents of The Richards Library service area informational, educational, technological, cultural, and recreational materials in varied formats including digital and print.

The Richards Library observes and respects The Library Bill of Rights formulated by The American Library Association.

1. Selection refers to the decision to add material to the collection, retain material already in the collection, or remove material from the collection. It does not refer to guidance in assisting the Library patron.
2. The Richards Library acknowledges a particular interest in Adirondack history; therefore, it will seek to acquire appropriate state, county and local public documents. The Richards Library is not under any obligation to add to its collections everything about the Adirondacks or produced by authors, printers or publishers with Adirondack connections.
3. In selecting materials for the collection, The Richards Library will regard the special, commercial, industrial, cultural and civic enterprises of the community.
4. Responsibility for the reading, listening, viewing, or participating with library materials by children rests with the parent or legal guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
5. The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Criteria of Selection:

Each resource is considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

The Library Director applies his/her judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, the Library Director consults reviews, bibliographies and other evaluative sources. However, the Library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to local interests and needs
- Appropriateness and effectiveness of medium to content
- Number and nature of requests from the library district public
- Historical significance
- Usefulness to patrons with special needs
- Importance as a document of the times
- Relation to existing collection, alternative formats and other material on the subject
- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence, integrity and purpose of the author/artist/publisher
- Attention of critics, reviewers, media, and/or the public
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation and/or ease of use
- Representation of a minority point of view
- Relevance to the experiences and contributions of diverse populations
- Artistic presentation and experimentation
- Quality of illustrations
- Originality, vitality, readability or ability to sustain interest
- Effective characterization

- Authenticity of historical or social setting
- Value of resource in relation to its cost
- Lack of availability elsewhere

Special Considerations for Collection Areas

1. Children's, Pre-Teen and Young Adult Collection

The Children's, Pre-Teen and Young Adult (YA) collection provides materials which anticipate the diverse needs, interest, tastes, and backgrounds of children from birth through middle school grades and high school. These materials should provide enjoyment for children, pre-teens and YAs to inspire and cultivate in them a love of books and reading, stimulate their creative powers and appreciation of beauty, encourage them to develop their mental capacities, meet their personal informational needs, educational needs and help them recognize a broad spectrum of moral and social values. Additional appropriate materials are provided to help adults understand and work with children, pre-teens and YAs.

The Library does not limit young children, to use of the children's collection. Therefore, a child's parent or guardian, **not** the Library, must be responsible for the materials chosen by the child.

2. Electronic Resources

Electronic resources, including websites and electronic databases, provide opportunities to expand the scope of information available to users. Providing connections to global information, services and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present unique challenges.

Some information accessed electronically through the Library's internet connection may not meet the Library's selection policy. The provision of access does not imply sponsorship or endorsement by the library. Furthermore, the Library's Internet Use Policy establishes guidelines for access. Parents and legal guardians who are concerned about their children's use of the internet should provide guidance to their children.

The General Criteria for Selection of Materials in traditional formats apply to the selection of electronic databases as well. However, because electronic formats require non-traditional means of acquisition, storage and access, some additional criteria must be considered:

- Ease of navigation and training requirements
- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Comparison of cost and content with other formats available
- Vendor delivery of timely updates and retention of historical data
- Networking capabilities
- Availability of remote access

- Ownership of product: purchase or lease

3. Local History/Community Information

The Library makes a commitment to provide information for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about the Adirondacks and the region, and the state in general. The Library also provides basic historical and genealogical material about the areas from which The Richards Library was predominantly settled.

Especially in regard to works by local authors, materials in the local history collection may or may not meet selection criteria in other respects, the local interest taking precedence over other factors.

4. Periodicals and Newspapers

In order to serve a diverse population, the Library provides a range of reference and recreational interest periodicals and newspapers. Emphasis is given to titles included in periodical indexes or published locally. Specialized titles are considered in relation to subject need, cost and availability in area libraries.

5. Gifts

Please note that, due to space constraints and limited processing resources, the Library is unable to accept all materials offered to us. Donors who have books that are in good condition that they think would be appropriate for the Library's circulating collections should contact the Library Director. The Library reserves the right to dispose of unsolicited materials in any manner it deems appropriate. Due to the temporary shelf life of paperback monographs, the Library accepts limited donations in this format.

Gifts of materials that are accepted by the Library become the absolute and unconditional property of the Library and cannot be returned to the donor for any reason. Once the Library takes possession of an item, the Library is free to make all decisions with respect to the retention, storage, processing, use, and disposition of that item. Materials, including portions of collective gifts, which the Library determines are not suitable for accessioning into the collections may be offered for sale, or otherwise disposed of in accordance with the Library's established policies and procedures. In accordance with the Library's standard policies, Donors are granted the same right to access and use materials they have donated as other members of the public. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

5. Archives

The Archives maintained by The Richards Library is mainly a repository of items (artifacts) and manuscripts/monographs (books, photographs, records and papers) collected by, or possessed by, the founders of The Richards Library, Miss Clara Richards and Mrs. Mary C. (Richards) Kellogg. The archives also maintain other items and manuscripts related to the people and history of the local communities of Warrensburg and Thurman, New York. Not to mention, artifacts and documents that pertain solely to the Library as an institution and its related administrative obligations and history.

Weeding:

Weeding is an essential and ongoing element in The Richards Library collection development process. The purpose of weeding is to discard dilapidated, dated, irrelevant, or non-factual materials from the

collection. The Library Director shall be responsible for weeding the collection according to the criteria listed below, and all weeded materials will be donated to the public free of charge, recycled or disposed of in an ecological friendly manner.

Criteria for Weeding:

M= Misleading--factually inaccurate

U= Ugly--worn beyond mending or rebinding

S= Superseded--by a new edition or by a much better book on the subject

T= Trivial--of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the library's community

E= Elsewhere--the material is easily obtainable from another library

Reconsideration of Library Materials:

The Trustees of The Richards Library support The Library Bill of Rights, Freedom to Read and Freedom to View for all of its patrons. However, should a patron object to a specific library document or presentation, they may have the material reconsidered by adhering to the following procedures:

- The patron (not a company or organization) will be asked to fill out The Richards Library Material Reconsideration Form.
- The Director will reply in writing to the patron that the form has been received and a review team has been called to read/view the content, in a timely manner.
- If the review team considers the item appropriate, it will remain in the collection, if not, it will be removed, in a timely manner.
- The patron will be notified of the decision in writing, in a timely manner.
- If the patron is dissatisfied with the findings of the review team, they may appeal to The Richards Library Board of Trustees.
- The Board will then review the item and has the final determination to say as to the suitability of the item for the collection of The Richards Library.

Review Team:

The review team shall consist of three (3) members from the community. One from Warrensburg, one from Thurman and one of the school librarians, if possible.

Censorship:

The Richards Library will not condone or participate in any change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

Sources:

American Library Association

<http://www.ala.org/advocacy/banned/challengeslibrarymaterials/essentialpreparation/workbooksletn>

Belinda Boon, *The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* (Austin, Texas: The Texas State Library, 1995).

Kalamazoo Public Library <http://www.kpl.gov/>
New York Libraries Trustees Online <http://www.nylto.org/>

New York Public Library <http://www.nypl.org/help/about-nypl/legal-notice/policy-gifts-materials>

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019; inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view

that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Richards Library Material Reconsideration Form

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email Address _____

Do you represent self? _____

Organization? _____

1. Resource on which you are commenting:

_____ Book _____ Video _____ Display _____ Graphic Novel
_____ Magazine _____ Library Program _____ Audio Recording
_____ Newspaper _____ Electronic information/network (please specify) _____ Other

Title _____

Author/Producer/Presenter _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? (i.e., read the entire book, viewed the entire presentation, etc.) _____

4. What concerns you about the resource? (use other side or additional pages if necessary) _____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

**Revised by the American Library Association Intellectual Freedom Committee
June 27, 1995**

**Revised by The Richards Library Board of Trustees: February 6, 2017
Reformatted, Reviewed and Approved: April 19, 2018
Reviewed, Revised and Approved: September 12, 2019
Reviewed, Revised and Approved: April 6, 2021**



PROJECT ESTIMATE

fence

CONTACT: SULLIVAN, MICHAEL
CUST #: 160155713SALESPERSON: SUMNER, SAMUEL
SALES #: 1834917

PROJECT NUMBER: 739671845

DATE ESTIMATED: 07/22/22

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
22	758830	GRAND EMPIRE XL PANEL	504094	1253.56
0	254097	GRAND EMPIRE FENCE PANEL	504018	0.00
0	5138553	Grand Empire Left Transition U	504001	0.00
23	758833	GRAND EMPIRE XL 5-FT POST/STAK	504070	287.04
TOTAL FOR ITEMS				1540.60
FREIGHT CHARGES				0.00
DELIVERY CHARGES				79.00
TAX AMOUNT				113.37
TOTAL ESTIMATE				1732.97

This Quote is valid until 07/25/22.

MANAGER SIGNATURE_____
DATE

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