

# THE RICHARDS LIBRARY



## Board of Trustees Meeting Agenda

Tuesday, February 6, 2024 @ 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: *Donations in memoriam of Alice Damp*
- V Director's Report: *see attached*
- VI Committee Reports
  - a. Personnel: *Director's Evaluation*
  - b. Budget & Finance: *Letters to the WCSD Board of Education*
  - c. Building & Grounds: *n/a*
  - d. Ad Hoc: *Workshop – reviewed current Strategic Plan (2021-24)*
  - e. Outreach: *John*
  - f. Policy: *n/a*
- VII Old Business
  - JA Agreement – *signed and submitted to SALS*
- VIII New Business
  - Library Advocacy 2024 – *Zoom 2/7 Assemblyman Matt Simpson at 9:30A, 2/8 Senator Daniel Stec at 11:00A*
  - SALS Construction Challenge Grant
  - Mock Book Challenge
- IX Other Business
  - Town Board Meetings
    - o Report from Esther for Thurman meeting (1/18 @ 4:30p).
    - o Sue attending Warrensburg meeting (2/14 @ 7:00p).
    - o Need volunteer for WCSD BOE meeting (3/11 @ 6:00p).
  - Reminder: March 19 Workshop at 9:00AM for Annual Sexual Harassment Prevention Training
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: February 20, 2024
- XII Next Board Meeting: Tuesday, March 5, 2024 @ 10:00 AM
- XIII Adjournment

**The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, January 9, 2024**

Present: John Schroeter, Sarah Gebbie-Measeck, Susan Matzner, Esther McTague, Mary Beadnell, Danielle Robichaud, Gina Colburn, and Shelby Burkhardt, Library Director

Excused: Becky Lawler

Meeting called to order at 10:07am

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

Period Of Public Expression: None

Discussion of new Handbook for Library Trustees. Sarah reviewed the types of libraries in NY, Richards Library is chartered as an association library. She also discussed FOIL laws and NYS requirements for libraries to operate.

Correspondence:

- Christmas cards received were passed around

Director's report:

- Donation of Jazz II sewing machine
- Upstairs furnace needed repair. Northern Mechanical Services completed the repair.
- Community Room has been used by local groups
- Events in December were discussed
- Upcoming events and calendar for January were discussed
- Statistics for the year were presented and discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: the home is admitting more people and expect requests to pick up.
- Policy: n/a

Old Business

- Board meeting schedule for 2024 was distributed.

New Business

- A motion was made by John and seconded by Susan to amend the 2024 Budget. Board approved the amended budget.
- A motion was made by John and seconded by Susan to accept the JA agreement. Board approved the motion.
- Sarah reviewed the new board member orientation packet.

Other Business:

- Town Board Meetings
  - Sarah reported on the WCSD BOE meeting in December
  - Esther volunteered to attend the Thurman Town meeting on Jan. 18
  - Susan volunteered to attend the Warrensburg Town meeting in February.
- Education for Board Members
  - Sarah reviewed the education requirements for board members. She will send out the link to on-line trainings.

Public Expression: none

Next Board Workshop set for January 23 at 10:00am

Next Board Meeting : Tuesday, February 6, 2024 at 10:00am

Sexual Harassment Prevention Training will take place on March 19, 2024 at 9:00 am

A motion was made by Susan and seconded by Mary and approved by the board to go into Executive Session at 10:50 am to discuss the Director's Evaluation for 2023.

A motion was made by John and seconded by Esther and approved by the board to end Executive Session at 11:00 am.

A motion was made by John and seconded by Mary and approved by the board to adjourn the meeting at 11:01 am.

Approved by The Richards Library Board of Trustees on

**Richards Library**  
**Monthly Statement of Revenues & Expenses**  
**January 2024**

Accrual Basis

	Jan 24
Ordinary Income/Expense	
Income	
PUBLIC FUNDING	184,968
OPERATING RECEIPTS	125
NON-OPERATING RECEIPTS	90
Total Income	185,183
Gross Profit	185,183
Expense	
OPERATING EXPENSES	2,949
PAYROLL, WAGES, BENEFITS & EX...	9,138
COLLECTION & OTHER CAPITAL EX...	709
Total Expense	12,796
Net Ordinary Income	172,388
Other Income/Expense	
Other Expense	
DF-ACCESSIBILITY IMPROVEMENTS	750
DESIGNATED FUNDS EXPENDED	353
Total Other Expense	1,103
Net Other Income	-1,103
Net Income	171,284

# Richards Library

## Monthly Funds Activity Report

### January 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #--6131 -Operat &amp; DF</b>						
<b>Operating Account - GFNB</b>						
Check	01/01/2024	6735	WARRENSBURG SEWER DISTRICT	1/1/24-12/31/24 PD FOR THE ENTIRE YEAR		451.00
Deposit	01/04/2024			Deposit	184,968.00	
Deposit	01/07/2024			Deposit	19.00	
Bill Pmt -Check	01/09/2024	6736	BAKER & TAYLOR			25.25
Bill Pmt -Check	01/09/2024	6737	BRALEY & NOXON			11.98
Bill Pmt -Check	01/09/2024	6738	CINTAS	JANITORIAL		49.93
Bill Pmt -Check	01/09/2024	6739	NATIONAL BUSINESS TECHNOLOGIES*	1/9/24-12/8/24 + OVERAGE		57.22
Bill Pmt -Check	01/09/2024	6740	PETTY CASH	REPLENISH PETTY CASH		60.00
Bill Pmt -Check	01/09/2024	6741	SOUTHERN ADIRONDACK LIBRARY SYSTEM	DEC 2023 AUTOMATION FEES		383.15
Bill Pmt -Check	01/09/2024	6742	WARRENSBURG WATER DISTRICT	4TH QUARTER 10/01/23-12-31-23		48.75
Check	01/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	12/25/23-1/24/23		96.92
General Journal	01/12/2024	PAYROLL		-MULTIPLE-		5,780.10
Deposit	01/14/2024			Deposit	32.00	
Deposit	01/14/2024			Reimbursement Deposit	4.67	
Check	01/15/2024	A/W	VERIZON	12/22/23-1/21/24		34.66
Check	01/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	1/04/2023-2/03/2024		129.98
Check	01/15/2024	A/W	VERIZON	1/22/23-2/21/24		34.48
Check	01/20/2024	6744	COMMERCE BANK	#--1705		1,318.45
Bill Pmt -Check	01/20/2024	6745	BRALEY & NOXON			67.96
Deposit	01/21/2024			Deposit	23.00	
Bill Pmt -Check	01/22/2024	6746	BAKER & TAYLOR			16.46
Bill Pmt -Check	01/22/2024	6747	BRALEY & NOXON	LOCK DEICER- PTR TAPE		12.98
Bill Pmt -Check	01/22/2024	6748	CURTIS LUMBER	INSULATION & INSULATION KNIFE		81.98
General Journal	01/26/2024	PAYROLL#1		-MULTIPLE-		6,081.49
General Journal	01/26/2024	PAYROLL#2		-MULTIPLE-		67.93
Deposit	01/28/2024			Deposit	51.00	
Bill Pmt -Check	01/31/2024	6749	BAKER & TAYLOR	books		557.04
Bill Pmt -Check	01/31/2024	6750	BRODART COMPANY	reddi corners		95.99
Bill Pmt -Check	01/31/2024	6751	CINTAS			49.93
Total Operating Account - GFNB					185,097.67	15,513.63
<b>DDF - Planning Services Project</b>						
Bill Pmt -Check	01/09/2024	6734	BUTLER ROWLAND MAYS	PRELIMINARY PLANNING & GRANT SERVICES		353.28
Total DDF - Planning Services Project					0.00	353.28
<b>NYS Grants Dept (Accessibility)</b>						
Bill Pmt -Check	01/20/2024	6743	BUTLER ROWLAND MAYS	#1 - BRMA PROJECT #24-47-01 THROUGH 1/8/24		750.00
Total NYS Grants Dept (Accessibility)					0.00	750.00
<b>SALS Construction Grant</b>						
Bill Pmt -Check	01/09/2024	6732	BUTLER ROWLAND MAYS	VOID: PRELIMINARY PLANNING & GRANT SERVICES	0.00	
Bill Pmt -Check	01/09/2024	6733	BUTLER ROWLAND MAYS	PRELIMINARY PLANNING & GRANT SERVICES		266.72
Total SALS Construction Grant					0.00	266.72
Total GFNB #--6131 -Operat & DF					185,097.67	16,883.63
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB</b>						
<b>Non-Designated Funds - S/A</b>						
Deposit	01/14/2024			Deposit	0.33	

# Richards Library

## Monthly Funds Activity Report

### January 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Deposit	01/28/2024			Deposit	40.00	
Total Non-Designated Funds - S/A					40.33	0.00
<b>In Memory - Alice Damp</b>						
Deposit	01/21/2024			Deposit	50.00	
Total In Memory - Alice Damp					50.00	0.00
Total Special Acc't #5976 - GFNB					90.33	0.00
Total TEMPORARY - RESTRICTED BY BOARD					90.33	0.00
Total RESTRICTED FUNDS					90.33	0.00
<b>TOTAL</b>					<b>185,188.00</b>	<b>16,883.63</b>

# THE RICHARDS LIBRARY



## Director's Report

February 2, 2024

- Closed for New Years and MLK Jr. Day
- Closed early 1/9 and 1/16 due to snowy road conditions
- Seed Library planning with Meghan Kerr (CCE) and Shellie Wise (Master Gardener)
- Annual Report Portal opened 1/26, due to SALS by 2/16 – *Trustee education*
- Community Room: Girl Scouts, private meetings
- January Programs:
  - The Richards Library Book Club
  - Read at Small Tales
  - Homeschool meet-up
  - Sewing with Sarah
  - Chess Day – *1 session*
  - Crazy Art

### Upcoming Events & Programs

\*\* Events 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 (2/15)
- Technology Classes in Partnership with Senior Planet from AARP
- Sewing with Sarah (2/15)
- Homeschool meet-up (2/21)
- Story time & activity
- Author Event with Rachel Vogel
- STEM: Needle/Cork Compasses

**\*Full February Events Calendar attached\***

### Statistics for the Year

See attached *2024 Monthly Statistics*.

Respectfully submitted,

*Shelby Burkhardt*

Library Director

**The Richards Library**  
**Seed Library Workshops 2024**

1. March 21, 5-6:30PM, Starting Seeds Indoors
2. April 18, 5-6:30PM, Planning and Starting Your Garden
3. May TBD, Pollinators and General Growing Q&A
4. June TBD, Container Gardening and How to Use What You Harvest
  - i. Cold weather edition
5. July TBD, Summer into Fall Gardens/Best Planting Practices
6. August TBD, Saving Seeds: Wet and Dry Collection Methods
7. September TBD, How to Use What You Harvest and Seed Recollection Q&A
  - i. Warm weather edition
8. October TBD, Return Seeds to Library and Community Seed Swap

March and April workshops will be led by Shellie Wise, Master Gardener that help create Crandall Public Library's Seed Library. We will also have Master Gardeners, from Cornell Cooperative Extension, at the library each month, in addition to leading the workshops, to answer questions and assist with distributing seeds and informational handouts. Dates and times to be determined.

*Initial Seed Library Hours:*

*March 22 to April 26*

*Monday & Friday 10am-noon*

*Thursday 4pm-6pm*

*And by appointment. Seed library hours may change after April 26, TBD.*



# THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS FEBRUARY 2024

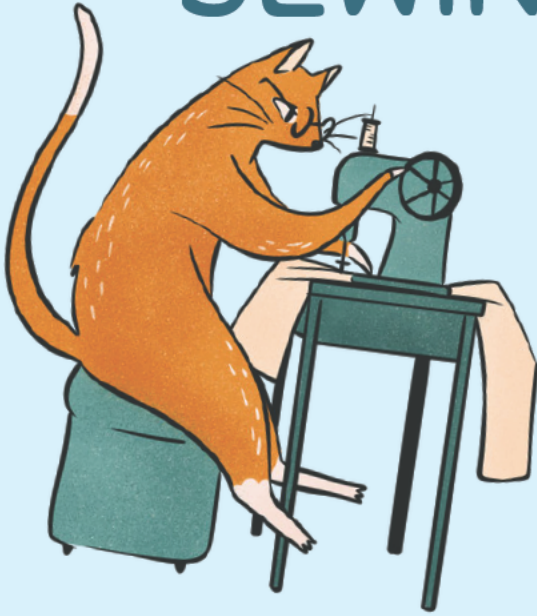
SUN	MON	TUE	WED	THU	FRI	SAT
				1 Intro to Tech-Talk @ 2:00p  TRL Book Club @ 4:00p  Chess Day, 3:00- 6:30p	2 	3
4	5	6  TRL Board Meeting @ 10:00a	7	8   Chess Day, 3:00- 6:30p	9	10
11	12	13  OATS: Facebook @ 2:00p	14  Story time & activity @ 10:00a	15  Chess Day, 3:00- 6:30p Sewing with Sarah, 5:00-6:30p	16	17
18 	19  Closed for Presidents' Day	20  Author event w/Rachel Vogel @ 2:30p	21  Homeschool meet-up @ 10:00a  Story time & activity @ 2:00p	22  Program w/Logan @ 2:30p Chess Day, 3:00- 6:30p	23	24
25	26	27  OATS: Ipad Essentials Course @ 2:00p	28  Story time & activity @ 10:00a	29  OATS: Ipad Essentials Course @ 2:00p Chess Day, 3:00- 6:30p		

- **Chess Day** (or checkers) open to all ages. We have 2 chess boards. If you can, bring one along!. In YA Room.
- **Intro to Tech-Talk** for all ages to learn how to use this self-guided technology teaching resource.
- **Story time & activity** will focus on children ages 3-5. Other ages welcome. **Start time varies.** Child supervision required. **Three for Feb.**
- **Sewing with Sarah**, hands on help with sewing projects. See flyer for more info.
- **Author event w/Rachel Vogel.** Reading from her book, *Nugget & Bandit's First Winter*. Craft and cookies too!
- **Program w/Logan:** Magnetic Needle/Cork Compasses. Recommended 5 years and up. Child supervision required.
- **OATS classes** teach technology skills to adults 50+ years old. See flyer for more info.
- **OATS: Ipad Essentials, 5 week Course**, meets twice a week, 2/27 - 3/28. Limited seats, pre-registration required.

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



# SEWING WITH SARAH



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

THURSDAY, JANUARY 18, 5:00–6:30PM  
THURSDAY, FEBRUARY 15, 5:00–6:30PM

**Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting. This is not a presentation, but a drop-in time for people with questions about projects with sewing machines.**

**Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!**





# **HOMESCHOOL MEET-UP**

**JANUARY 17  
FEBRUARY 21  
AT 10:00AM**

**AT THE RICHARDS LIBRARY  
IN WARRENSBURG, NY**

**IN THE JEFFREY M. LEVINE COMMUNITY ROOM**

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

Have questions? Contact the Library at 518-623-3011 or Jennifer at [merry.bierman@gmail.com](mailto:merry.bierman@gmail.com)



# The Richards Library

Proudly Presents

## Nugget & Bandit's First Winter A Chapter, Cookies, and Craft

February 20th at 2:30pm





## STEM: DIY Needle & Cork Compass

Join us for a STEM program in the Jeffrey M. Levine Community Room on **Feb. 22<sup>nd</sup> at 2:30PM!** We will be creating simple magnetic compasses using needles and corks, teaching the concepts of how compasses and the magnetic poles of the Earth function.

**Recommended ages 5 and up, adult supervision required.**



**Presented by The Richards Library in Warrensburg, NY.**

# SENIOR PLANET

FROM **AARP**



## FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

## Upcoming Topics:

Ipap Essentials Course – Every Tuesday and Thursday at 2:00 PM, Weekly from 2/27 – 3/28

This 5-week course will cover the essentials of how to use the Apple iPad, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using an iPad and the internet to enrich your life!

**iPads will be provided for use in class.**

Dates – 2/27, 2/29, 3/5, 3/7, 3/12, 3/14, 3/19, 3/21, 3/26, 3/28

## Sign Up Today!

Call: [518] 623-3011

Email: [Ikeith@sals.edu](mailto:Ikeith@sals.edu)

2024 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	645	126	83	28	1504	9	494	500	10	93	133
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2024 TOTALS	645	126	83	28	1504	9	494	500	10	93	133
	O/A Att 771		O/A Comp 111		O/A Circ. 1504						



# THE RICHARDS LIBRARY



**“A GATEWAY TO KNOWLEDGE AND ADVENTURE”**

ESTABLISHED 1901  
36 ELM STREET  
WARRENSBURG, NEW YORK 12885-1625  
(518) 623-3011  
(518) 623-2426 – FAX

Board of Education  
Warrensburg Central School District  
103 Schroon River Road  
Warrensburg, NY 12885

January 30, 2024

Dear Superintendent Langworthy & Members of the Board of Education:

In accordance with NYS Education Law, Section 259, the members of The Richards Library Board of Trustees voted unanimously at their December 5, 2023 Board meeting to exceed the 2% Tax Cap for the upcoming May 2024 Tax Levy vote for FY 2025.

Attached you will find a copy of the Approved Board minutes reflecting the aforementioned vote (highlighted). Please enter into the official record of the Board of Education meeting scheduled for February 12, 2024.

Sincerely,

Sarah Gebbie-Measeck  
President  
The Richards Library Board of Trustees, *et al*

Attached: Approved December 5, 2023 Board Minutes of The Richards Library

cc: File  
Mr. Kevin Geraghty



# THE RICHARDS LIBRARY



**“A GATEWAY TO KNOWLEDGE AND ADVENTURE”**

ESTABLISHED 1901  
36 ELM STREET  
WARRENSBURG, NEW YORK 12885-1625  
(518) 623-3011  
(518) 623-2426 – FAX

Board of Education  
Warrensburg Central School District  
103 Schroom River Road  
Warrensburg, NY 12885

February 6, 2024

Dear Superintendent Langworthy & Members of the Board of Education:

The Richards Library Board of Trustees request that, pursuant to Section 259 of the New York State Education Law, the Warrensburg Central School District Board of Education place the following proposition before the voters at the May 2024 School District election:

*“Resolved that pursuant to Education Law, Section 259, the Board of Education of the Warrensburg Central School District is authorized to increase the current levy and collect an annual tax, year after year, separate and apart from the annual school district budget, to the amount of \$265,476, which shall be paid to The Richards Library for the support and maintenance of the library, with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Warrensburg Central School District.”*

The above request is prompted by the increased payroll expenses in adherence to NYS mandatory employment law changes, ever-increasing operating expenses, as well as our desire in the continuance of providing enhanced library services to all residents of the School District.

We would be happy to provide you with additional information or respond to any question you may have regarding the above.

Sincerely,

Sarah Gebbie-Measeck  
President  
The Richards Library Board of Trustees, *et al*

**2024 Construction Challenge Grant**  
**Southern Adirondack Library System**  
**Deadline: April 1, 2024**

SALS will offer Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. All SALS member libraries are encouraged to apply. These funds can be used to work with architects, engineers or other professionals to develop plans, or to perform repairs, renovations or touch ups to improve the libraries' physical space.

The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

**GRANT REQUIREMENTS:**

- *WALK-THROUGH:* You must conduct a walk-through of your building with someone from your community. This should be someone who makes use of the library regularly, or who would like to make use of it but a building element prevents them from doing so. A one-page narrative with the community member's name and observations while participating in the walk-through must be attached to the application, and should be used to help you determine what construction project you will undertake. We have provided a guide you may use for the walk-through.
- *APPLICATION:* The application must state a clear goal and objectives. Grant funds may be used to purchase equipment, materials, supplies, labor, professional services (for example, design services needed in order to apply for NYS Construction Grants later in the calendar year or the following year).
  - Examples:
    - Wiring (JA must be looped into these projects)
    - Lighting
    - Accessibility
    - Furniture
    - Shelving
    - Roof or masonry repair
    - Hiring a professional (architect, engineer, etc.) for plan development
    - Project may take place in building, parking lot or property owned by the library
  - The funds cannot be used to pay for library staff.
  - The proposed project can be in conjunction with a larger building project.
  - Projects cannot have started prior to this application being made available, and must be completed prior to the Final Report deadline of April 1, 2025.
  - The project must fit into the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or attached to the application.
- *BUDGET:* Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.

- **PHOTO DOCUMENTATION:** Provide photographs of the proposed project area.
- **FINAL REPORT:**
  - A final report, including receipts, a written narrative and photos of the completed project area, is required and due by April 1, 2025. The goal and objectives identified in the project application must be referenced in this report.
  - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

### **APPLICATION QUESTIONS:**

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- What are the goals and objectives of your project?
- How will this project change the library building?
- How will this project benefit your patrons?
- What is the timeline for the project?
- What tools will you use to evaluate the program quantitatively (i.e. Statistics)?
- What tools will you use to measure the program’s success qualitatively?

### **APPLICATION CHECKLIST:**

- ☐ WALK-THROUGH NARRATIVE
- ☐ COMPLETED APPLICATION
- ☐ PROJECT BUDGET
- ☐ PHOTO DOCUMENTATION
- ☐ LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

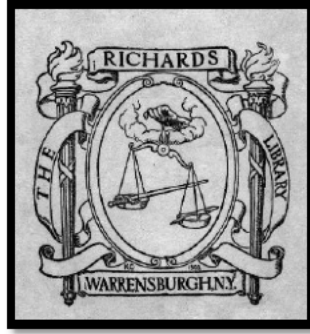
Complete the online application and submit all documents as PDFs through the online application portal by April 1, 2024:

<https://www.surveymonkey.com/r/2LBPCHX>

The SALS Board of Trustees meets April 16, 2024. Libraries with approved projects can expect to receive grant funds the last week of April or the beginning of May 2024.

Hand-written applications will not be accepted.

# 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; 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 Richards Library Board of Trustees 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/>



## **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.

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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 Warrensburg

State NY

Zip 12885

Phone [REDACTED]

Email Address [REDACTED]

Do you represent self? yes

Organization? none

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 Gender Queer

Author/Producer/Presenter Mai a Kababe

2. What brought this resource to your attention?

read that it was the most banned book in U.S.

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

4. What concerns you about the resource? (use other side or additional pages if necessary) pornographic nature/pics, specifically

pg. 171

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

sexuality + gender identity w/o displaying  
pornography

**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  
Reviewed, Revised and Approved: September 6, 2022**

## Richards Library Material Reconsideration Form

Burkhardt, Shelby <SBurkhardt@sals.edu>

Fri 2/2/2024 3:50 PM

I hope this message finds you well.

I am writing to inform you that your Richards Library Material Reconsideration Form for the title of *Gender Queer* by Maia Kobabe was received.

The next step in the process is for us to gather a review team with three members from the communities of Warrensburg and Thurman. You will be updated once the committee has reviewed the material above and made a determination if it should remain in the collection. We endeavor to complete this in a timely manner.

Please reach out with additional questions or concerns. I can be reached by this email address or the phone number in the signature block below.

Thank you.

Best,  
Shelby Burkhardt

Library Director  
The Richards Library  
<https://therichardslibrary.com/>  
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sburkhardt@sals.edu