



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES
REGULAR MEETING

DATE: May 23, 2022

TIME: 7:00PM

Present: Mary Clinch, Sonora Miller, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Devon Tower, Claudia Andres, David Smith

Absent: Barb Costello

Call to Order: 7:02pm

Minutes: The minutes of the April 25, 2022 meeting were presented by David Smith for approval.

- A motion was made by Karran Swayze and seconded by Mary Beth Smith to accept the minutes. The minutes were accepted.

Director's Report:

- Director Sonora Miller advised the board that her report was added to the Dropbox site and shared the major points with the board for discussion.
- Sonora expounded on the various collections of the YFL, free/low-cost services and materials.
- The director advised the board of a \$1500 Niagara County grant available for summer program funding should someone be available to run said program.
- Sonora discussed aspects of the NIOGA monthly newsletter and that volunteers are still needed for the summer reading program.
 - The report was accepted by the board.

TREASURER'S REPORT

Treasurer Maggie Steyn shared the April Financial Report with the board and advised said report has been added to Dropbox.

- Maggie reported that operating costs and expenditures were in line with budget numbers, no unexpected surprises present.
 - The report and recommendations were accepted and filed

Correspondence Report

Karren Swayze reported that for the month of May, thank you notes were sent to Lauren Morse for initiating and assembling the Easter Egg Fund Raising Kits and to Nadine Tidwell for assembling the Take and Make Kits.

- The report was accepted and filed.

Friend's liaison Report

Mary Clinch reported that while attending the Friend's meeting, several points were made:

- A member of their scholarship committee would like to attend the award presentation.
 - Mary advised the Friends that the YFL Board would like someone to join the Sustainability Committee, that the board needs volunteers for various programs, including the upcoming Recycling event.
 - Mary also advised the Friends that the YFL Board is looking to a more efficient, closer working relationship going forward.
- The report was accepted by the Board.

OLD BUSINESS

- Karran Swayze made a motion to accept the updated Bylaws, seconded by Dave Smith. The updated Bylaws were approved by the board.
 - Karran further advised the board that any such necessary Bylaw changes or amendments be made within the next year should the need arise.
- Maggie Steyn advised the board that investments to the CFGB can be made in two stages with the first third (\$33,000) made in July 2022 and the remaining two-thirds (\$67,000) in 2023.
 - Maggie advised a slight change in the investment agreement must be made to accomplish this, with no real change in the spirit of the agreement.
 - Maggie also presented to the board a suggested change in the YFL Investment Policy to allow for investing in the CFGB and suggested said change be reviewed by our lawyer after determining the cost.
- A motion was made by Maggie Steyn to approve the investment policy change, once reviewed and the investment of \$100,000 in the CFGB. Motion seconded by Mary Beth Smith and approved by the board.
- Director Sonora Miller made a presentation on YFL's Collection Development Policy (the choosing of what is present in the YFL's collection of materials). Sonora presented a policy based on Batavia's policy which provides the criteria used to decide what is present in the collection and the steps to be taken when a specific item's presence is challenged by a patron of the library. It includes the ALA Bill of Rights, Freedom to Read and Freedom to view. It also includes the steps to be taken to deselect and withdraw material from the library.
 - Sonora suggested this policy be part of the annual forms that require review and signing off by all board trustees once they have been reviewed by trustees.
- A motion to approve the new policy was tabled until the June meeting to allow all board members the opportunity to review said policies.

NEW BUSINESS

- The Scholarship Committee advised the board the winner is to be announced at the Lewiston-Porter awards ceremony. The scholarship award picnic is planned for the July 25th board meeting and is being held at member Claudia Andre's house (which she has graciously agreed to host).
 - Claudia also raised the possibility of awarding a second scholarship with a combination of money remaining in the scholarship fund and donations, as the top two applicants were separated by 1/2 point. After discussion, it was decided to award only one scholarship this year, as usual.

- Upcoming events include the Recycling event on June 11th. Lauren expressed concern via email of insufficient volunteers which may result in the discontinuation of this successful fund raiser.
 - discussion of then introduction of a petty cash box to make change of donors was discussed and Maggie Steyn volunteered to approach Lauren with the idea of having petty cash to make change for donors. This was approved by the board.
- Dave Smith again expressed concern about communication with P. Stack and the smoke-out scheduled for August 7, 2022. P. Stack is not returning emails and phone calls. Claudia expressed concern that advertising needs to start very soon. Dave will continue to try to further arrange a meeting with P. Stack.
- Mary Beth Smith updated the board regarding a meat raffle to be held in October and the dates available (10/7, 10/14) at the Youngstown Fire Co. (YFC). Hall rental cost is \$150 for three hours. The meat raffle vendor charges \$400 for the event. Maggie Steyn advised a one-day liquor license can be obtained so beer and wine can be sold.
 - general consensus is that this will probably be a very successful fund-raising event.
- The board was advised that the 2022 Congressional grant program has now expired, but that the Ralph C. Wilson grant webinar will air in July. Nothing further is available regarding new grants.

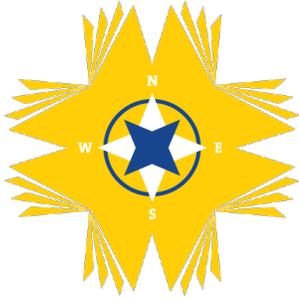
OTHER/ADJOURNMENT

- The board was advised the NYLA is providing webinars over the next three Wednesdays regarding Combatting Racism in Libraries.
- A motion was made to adjourn at 8:54pm by Devon Tower and was seconded by David Smith. Motion was approved.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, June 27, 2022 at 7:00PM.

Respectfully submitted,

David Smith, Recording Secretary



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

May 2022

LIBRARY COLLECTION AND SERVICES OVERVIEW

Circulating library materials collection

- 21,000 books
- 400 large print books
- 2,500 audiobooks (on CD or Playaway) and movies
- 80 magazine subscriptions
- 10,000 items in the digital library (Hoopla and Libby). This includes ebooks, audiobooks, movies, music, tv shows, and graphic novels.

In-house technological collection

- free wifi in the Library
- computers to use in the Library
- magnification machine for the vision impaired

In-house community enrichment collection

- puzzle exchange
- toys in the children's room
- rotating art display

Circulating community enrichment collection

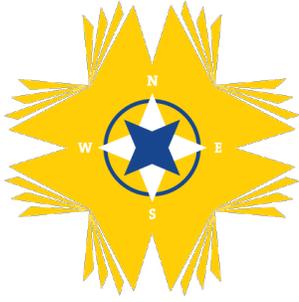
- full spectrum lights (SAD lamps) to check out
- hotspots to check out
- museum passes to check out

Free community materials and services

- free older issues of magazines
- free copies of the Sentinel
- free tax forms and instructions during tax season
- free COVID tests
- free battery recycling drop-off
- free use of the Programming Room for local groups
- free Library card replacement

Low-cost community materials

- low-priced book sale offered year-round



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Office and reference services

- copying in color or black and white
- printing in color or black and white
- faxing
- scanning
- inter-library loan of materials we don't have
- reference service
- tech help by appointment
- home delivery of library materials
- registration hub for National Library Service for the Blind and Print Disabled from Library of Congress

FUNDRAISING AND GRANTS

The Youngstown Free Library has just been awarded a \$1,500 grant from Niagara County through a Community Partnership Fund. This grant will partially fund the 2022 Summer Reading Season for children. Thank you to Irene Myers for facilitating this grant!

NIOGA PARTNERSHIPS

The Nioga Annual Dinner was held on May 18, 2022 at the White Birch Golf Club in Lyndonville, NY. It was lovely to see everyone in person! Youngstown's contributions to the basket raffle, the flowering hanging baskets, were very popular.

PROGRAMS OFFERED IN MAY

LIBRARY EVENTS FOR CHILDREN ACCOMPANIED BY THEIR CAREGIVERS:

Story Hour with Town of Porter Tuesdays, May 3, 10, 17, 24, 31; 9:30-10:30 AM or 11-12 PM

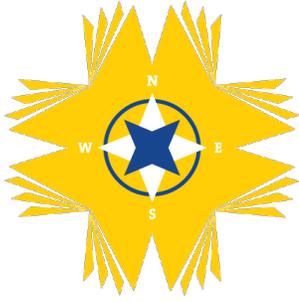
Join the Town of Porter's weekly Story Hour, perfect for toddlers and preschoolers! Every week, we read together, make crafts, and practice socialization skills while having fun! No registration required. Ages 2-6.

LIBRARY EVENTS FOR TEENS AND ADULTS

Friends of the Library Annual Spring Book Sale Friday, May 6; 9:30-6 PM
Saturday, May 7; 9:30-3 PM

The Friends of the Youngstown Free Library are holding their Annual Spring Book Sale at the beginning of May! There will be thousands of titles available and all of them will be sorted and organized. Bag sale is all day Saturday!

Discover & Explore Your Digital Library! Saturday, May 7; 10:30-11:30 AM



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Welcome back to your local library, and how it's evolved to help YOU! Learn how to use your digital library to download and/or stream and download e-books, audiobooks, graphic novels, music, magazines, tv, and movies. Bring your tablet, smartphone, or laptop and prepare to spend an hour or so getting your accounts set up and your questions answered. No registration needed.

Evening Book Club: *The Life We Bury* Wednesday, May 11; 7-8 PM

Join our relaxed, friendly, neighborhood book club! Everyone is welcome. We will be holding this meeting live at the Library, but we will also be offering a simultaneous Zoom option! This month, we'll be discussing *The Life We Bury* by Allen Eskens.

Afternoon Book Club @ the Senior Center: *Manhattan Beach* Tuesday, May 17; 1:30-3 PM

We have resumed meeting in real life at the Lewiston Senior Center, and everyone is welcome! If you'd prefer, we are also offering a live Zoom option so you can attend from home! This month, we'll be discussing *Manhattan Beach* by Jennifer Egan.

Library Board of Trustees Meeting Monday, May 23; 7-8:30 PM

The Library Board is the governing body for the Youngstown Free Library. Its trustees meet regularly to review current issues, budget, policies, and staffing. The community is welcome to attend these meetings. All meeting materials and reports are posted to <https://youngstownfreelibrary.org/library-board-reports.html>

PUBLICITY UPDATES

We maintain an active presence in the community with the following social media:

Facebook: 1.1K followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 51 followers: <https://twitter.com/ytownlibrary>

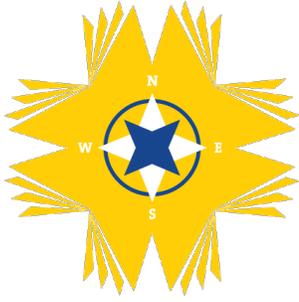
Instagram: 561 followers: <https://www.instagram.com/youngstownfreelibrary>

TECHNOLOGY

A new computer has been installed in the office to replace the 10-year-old computer used by staff. The computer it has replaced has been restored to factory settings and it will then it will become the replacement catalog computer.

VOLUNTEERS: A CALL FOR ADULT VOLUNTEERS

Are you a self-starter? Are you comfortable planning and running something semi-independently or independently? Are you interested in being an important part of the annual Summer Reading Season at the Youngstown Free Library?



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In the past, adult volunteers have been essential to making our past Summer Reading Seasons so successful. Typically, our tiny library offers 50-65 free programs for children every summer. That's a massive number of programs for a library of our size and staff.

For our tiny library, we can only offer these huge programs because of dedicated volunteers who plan and assemble programs on topics that work with their interests and their schedule. In past years, volunteers have created and assembled weekly Take & Make Craft Kits, set up weekly outdoor StoryWalks, run science craft programs, run bicycle repair programs, run book clubs for middle-grade kids, and run hands-on problem-solving programs.

What are you passionate about, and what would YOU like to share with young people in our community?

Here are some ideas to get you started:

- a weekly summer walking club
- fishing or other wildlife program
- an aquarium set up and maintained at the Library
- a program about boats or sailing
- StoryWalk setups on Friday evenings in Falkner Park
- monthly middle-grade or teen book club

To start this conversation, please email Sonora as soon as possible. Thank you for making this summer jam-packed with fun and learning opportunities!

Respectfully submitted,

Sonora R. Miller
Library Director



Notes regarding Financial Reports

as at April 2022 Month End

1 Revenues & Expenditures

For the most part, in line with or below budget.

Revenues:

On track

Expenses:

Our CPA filed our 990 report for 2021; charge of \$400 reflected, as per budget.

Overall slightly under budget.

2 Summary:

SUMMARY	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Rec'd
TOTAL REVENUE:	\$145,850	\$79,852.03	\$5,509.06	\$483.62	\$3,275.40	\$89,120.11	61.10%
TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$9,657.88	\$9,774.55	\$9,263.05	\$38,877.35	26.66%
Net Gain (Loss):	\$0	\$69,670.16	-\$4,148.82	-\$9,290.93	-\$5,987.65	\$50,242.76	

Other:

ERC of \$15,447.19 removed as Restricted from the Balance Sheet and recognized in 2021's accounts.

From [irs.gov](https://www.irs.gov):

"The Employee Retention Credit under the CARES Act encourages businesses to keep employees on their payroll. The refundable tax credit is 50% of up to \$10,000 in wages paid by an eligible employer whose business has been financially impacted by COVID-19."

Respectfully submitted,

Maggie Steyn

May 18th, 2022

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending April 30th, 2022

YOUNGSTOWN FREE LIBRARY 2022	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022 - 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Rec'd
REVENUE							April = 4/12 = 33%
TOWN OF PORTER	\$70,000	\$70,000.00				\$70,000.00	100.00%
NIAGARA COUNTY	\$7,814					\$0.00	0.00%
Y'TOWN VILLAGE	\$1,000					\$0.00	0.00%
LOCAL LIBRARY AID	\$1,386					\$0.00	0.00%
STATE BULLET \$s	\$0					\$0.00	
FRIENDS	\$14,000	\$16.00	\$100.00	-\$438.50	\$418.50	\$96.00	0.69%
FINES/ COPIER/ FAX	\$2,400	\$231.36	\$114.55	\$107.54	\$173.15	\$626.60	26.11%
INTEREST	\$150	\$0.97	\$283.35	\$2.98	\$254.25	\$541.55	361.03%
GIFTS	\$12,000	\$2,663.00	\$372.92	\$386.85	\$2,000.95	\$5,423.72	45.20%
ANNUAL DRIVE	\$27,000	\$6,912.00	\$4,215.00	\$225.00	\$400.00	\$11,752.00	43.53%
MISCELLANEOUS	\$100	\$28.70	\$23.24	\$199.75	\$28.55	\$280.24	280.24%
GRANT FUNDS	\$5,000		\$400.00			\$400.00	8.00%
OTHER INCOME	\$5,000					\$0.00	0.00%
TOTAL REVENUE	\$145,850	\$79,852.03	\$5,509.06	\$483.62	\$3,275.40	\$89,120.11	61.10%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending April 30th, 2022

EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Used
SALARIES (GROSS)	\$83,900	\$6,007.94	\$6,394.67	\$6,302.44	\$6,347.26	\$25,052.31	29.86%
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$307.70	\$307.70	\$1,230.80	30.77%
SOCIAL SECURITY & MEDICARE	\$6,724	\$459.61	\$489.20	\$482.11	\$485.55	\$1,916.47	28.50%
CONTINUING ED. , NETWORKING, MILEAGE	\$160					\$0.00	0.00%
NEW YORK STATE DISABILITY &	\$408	\$166.15		\$150.18		\$316.33	77.53%
WORKER'S COMPENSATION	\$850			\$107.00		\$107.00	12.59%
SALARIES (CHRISTMAS BONUS)	\$200					\$0.00	0.00%
TOTAL PERSONNEL	\$96,242	\$6,941.40	\$7,191.57	\$7,349.43	\$7,140.51	\$28,622.91	29.74%
LIBRARY MATERIALS & SERVICES	Budget for 2022	01/01/2022 - 01/31/2022				Totals Year to Date	% of Budget
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$704.29	179.92	506.89	\$44.98	\$1,436.08	23.60%
HOOPLA (streaming, rental services)	\$4,850	\$337.77	\$332.29	\$401.39	\$399.39	\$1,470.84	30.33%
BOOKS	\$7,500	\$631.51	\$445.11	\$420.45	\$625.20	\$2,122.27	28.30%
COMPUTER SOFTWARE	\$280				\$208.00	\$208.00	74.29%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$86.83	\$150.83	\$166.83	\$45.21	\$449.70	11.41%
BOOK PROCESSING & SUPPLIES	\$1,680	\$99.67	\$126.10	\$30.50	\$34.25	\$290.52	17.29%
PROGRAMMING	\$1,780	\$158.17	\$16.01			\$174.18	9.79%
PUBLICITY & PROMOTION (incl. NFG)	\$1,600					\$0.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.88	\$64.88	\$91.78	\$64.88	\$286.42	34.10%
POSTAGE	\$120	\$2.00	\$4.00		\$2.00	\$8.00	6.67%
INTERNET/PHONE	\$580	\$72.44	\$73.46	\$71.40	\$71.99	\$289.29	49.88%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$2,157.56	\$1,392.60	\$1,689.24	\$1,495.90	\$6,735.30	23.02%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending April 30th, 2022

OPERATING EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Used
ALMS FEE	\$7,419	\$607.91	\$607.91	\$638.93	\$618.25	\$2,473.00	33.33%
OFFICE SUPPLIES	\$800	\$43.63	\$36.98	\$43.76	\$39.56	\$163.93	20.49%
HOUSEKEEPING	\$80	\$4.08	\$4.08			\$8.16	10.20%
INSURANCE	\$4,500				-\$820.05	-\$820.05	-18.22%
RENT	\$1					\$0.00	0.00%
(SPACE) - Sonitrol	\$800					\$0.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.89	\$64.89	\$91.79	\$64.89	\$286.46	34.10%
POSTAGE	\$120	\$2.00	\$4.00		\$2.00	\$8.00	6.67%
INTERNET/PHONE	\$580	\$72.43	\$73.45	-\$288.60	\$71.99	-\$70.73	-12.19%
TOTAL OPERATING	\$15,140	\$794.94	\$791.31	\$485.88	-\$23.36	\$2,048.77	13.53%
COVID-19 Expenses	Budget for 2022	Actuals 01/01/2022 - 01/31/2022				Totals Year to Date	
LIBRARY MATERIALS & PROCESSING	\$0					\$0.00	0.00%
OFFICE SUPPLIES	\$800	\$37.97	\$28.98			\$66.95	8.37%
CALL FORWARD	\$0					\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$800	\$37.97	\$28.98	\$0.00	\$0.00	\$66.95	8.37%
CAPITAL EXPENDITURE	Budget for 2022						
TECHNOLOGY	\$500					\$0.00	0.00%
OTHER - SPACE iROOMBA & 2nd MEDIFY	\$0					\$0.00	0.00%
TOTAL CAPITAL EXPENDITURES	\$500	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending April 30th, 2022

MISCELLANEOUS	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022 - 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,657	\$250.00	\$250.00	\$250.00	\$650.00	\$1,400.00	38.28%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$3,000	\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00	33.33%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200					\$0.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27					\$0.00	
4. 990 PREPARATION & DEPRECIATION	\$400				\$400.00	\$400.00	
5. W-2 PREPARATION	\$30					\$0.00	
6. 1099 PREPARATION	\$0					\$0.00	0.00%
INVESTMENT & ADVISORY FEES	\$0					\$0.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0					\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$250					\$0.00	
BANK FEES & CHARGES	\$5		\$3.42			\$3.42	68.40%
MISC - OTHER	\$0					\$0.00	
TOTAL MISCELLANEOUS	\$3,912	\$250.00	\$253.42	\$250.00	\$650.00	\$1,403.42	35.87%
TOTAL OPERATING EXPENDITURE	\$145,850	\$10,181.87	\$9,657.88	\$9,774.55	\$9,263.05	\$38,877.35	26.66%
SUMMARY	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022 - 02/28/2022	Actuals 03/01/2022 - 03/31/2022	Actuals 04/01/2022 - 04/30/2022	Totals Year to Date	% of Budget Rec'd
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TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$9,657.88	\$9,774.55	\$9,263.05	\$38,877.35	26.66%
Net Gain (Loss):	\$0	\$69,670.16	-\$4,148.82	-\$9,290.93	-\$5,987.65	\$50,242.76	

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: April 30th, 2022

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$32,510.05
FICA Receivable	\$500.06
Morgan Stanley - 178- Acct	\$307,296.38
Morgan Stanley (Scholarship)	\$1,068.23

TOTAL CURRENT ASSETS **\$341,474.72**

FUND BALANCES

Unrestricted

General (Operating)	\$80,624.72
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$180,624.72

Restricted

Operating Reserve	\$145,850.00	<----- <i>Reset to Operating Expenditure Budget for New Year</i>
Gifts/Grants (Children's Room)	\$15,000.00	
Scholarship (Ruby Carey)	\$1,068.23	
Total Restricted Fund Balance	\$160,850.00	

TOTAL FUND BALANCES **\$341,474.72**



Youngstown Free Library

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YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: May 23, 2022 Time: 7:00 pm

Corresponding Secretary Report

The following thank you notes from the Board of Trustees were sent:

- Lauren Morse for the Easter Egg Fund Raising Kits
- Nadine Tidwell for the Take and Make kits

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees

Hi Board of Trustee Members,

I am resending this document 10 business days before the Board meeting of May 23, 2022 when I will be asking you to approve these Bylaws changes.

I left off the History and the information regarding the Association for this meeting, but that information will be added when it is posted to the website with these changes. If there are any questions, please send them to me. I would like to thank Dave Smith and Maggie Steyn for their help in this matter.

For your review before the vote, I hope the following list of changes will help.

I will ask either Maggie or Sonora to add this document to the Dropbox..
Karran

Some changes to the Board of Trustee Bylaws April 2022

1. Changed the spelling of Bylaws throughout the document.
2. Capitalized Library when referring to the Youngstown Free Library.
3. Took out all spelled out numbers and just left the number.
4. Renumbered Article I.
5. Article I—clarified fiscal year
6. Article II. Moved voting info out into Meetings
7. Article II B changed the **order of the officers** and added the **Corresponding Secretary**
8. Article III. Added **NYS Open Meeting info**
9. Article III A. 2. Replaced meet with **hold** and times with **regular meetings**
10. Article III A. 3. **Library Director bimonthly report** and rest of Board Packet available to **members and the public 24 hours prior to meeting**
11. Article III. A. 4. removed info on determining quorum and replaced with **1 more than 50% of current members**
12. Article III A. 8. added **voting by email in case of time-critical issue**
13. Article III. A. 9. Clarified an **excused absence from scheduled meetings**
14. Article III C. Order of Business **reordered the entire list**
15. Article IV Committees added **Sustainability and Grants**

16. Article V. Removed info on duties of Library Director (as that's personnel)
17. Article V. added Director's submission of bimonthly reports to the Board
18. Article VI changed to **Accountant**
19. Article VII added **G. on privacy** and added the note in the list of additions following the section.
20. Article IX.B. added **or at least**
21. Article IX C. added **and on the Library website.**



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Amended Bylaws for adoption at the Board Meeting May 23, 2022

BYLAWS OF THE BOARD OF TRUSTEES

These Bylaws are intended to govern the Board of Trustees (Board) of the Youngstown Free Library (Library). The Board will assure that the Library is well managed and in a manner that is consistent with the governing state laws and with the policies that the Board has established. It will also adhere to these Bylaws and direct its actions toward the achievement of the Library's mission and goals.

Article I. The Organization

- A. The name of the organization shall be the Youngstown Free Library.
- B. The purpose of the organization is to provide superior library service to the residents, adults and children of the residents of the communities of the Village of Youngstown and the Town of Porter.
- C. The fiscal year of the library shall be **January 1-December 31**.

Article II. Board of Trustees

A. Membership and Terms

- 1. The Library shall be governed by a Board of Trustees. The Board shall consist of 9 to 13 trustees who will be elected at the Annual Meeting of the Youngstown Free Library Association.
- 2. The term of office for an elected trustee will be 3 years and the election will be arranged so that all terms do not expire during the same year.
- 3. Trustees will be limited to 3 successive 3-year terms. An individual may be re-elected to the Board after an absence of 1 year.
- 4. A vacancy occurring on the Board, other than by expiration of the term of office, will be filled as soon as possible by election by the Board for the remainder of the term of that particular position.

5. All Board members must be members of the Association. (Refer to the Association Constitution for details of membership).
6. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.
7. All actions of the Board are as a unit. No Board member shall act on behalf of the Board on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

B. Officers

1. The Board will elect annually the following officers: a **President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary**.
2. Officers will be elected at the first regular meeting of the year by a majority vote of the members present. This meeting is held in January.
3. The duties of such officers shall be as follows:
 - a. The **President** shall preside at all meetings of the Board, authorize any special meetings, appoint all committee members, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - b. The **Vice-President**, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President.
 - c. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members as the Board may designate.
 - d. The **Recording Secretary** shall keep a true and accurate record of all meetings and shall perform other duties as are generally associated with that office.
 - e. The **Corresponding Secretary** shall keep a true and accurate record of correspondence sent and received in the name of the Library and shall perform other duties as are generally associated with that office.

C. Duties

The NYS Handbook for Library Trustees c. 2018 lists as follows the Duties of the Trustees:

1. Create and develop the mission of the library;
2. Regularly plan and evaluate the library's service programs based on community needs;
3. Select, hire, and regularly evaluate a qualified library director;
4. Secure adequate funding for the library's service program;
5. Exercise fiduciary responsibility for the use of public and private funds;
6. Adopt policies and rules regarding library governance and use;
7. Maintain a facility that meets the library's and community's needs;
8. Promote the library in the local community and in society in general;

9. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and public.

Article III. Meetings

A. Regular Meetings

1. All regular meetings, together with the Annual Meeting of the Youngstown Free Library Association (see Constitution) as well as any committee meeting, which may, by virtue of the number of Board members appointed to that committee constitute a *majority* of Board members, are subject to the NYS Open Meetings law. (***Opengovernment.ny.gov***)
2. The Board will hold no fewer than 8 regular meetings each year; the dates and times will be established at the first meeting of the year.
3. The **President** will provide an agenda prior to all regular meetings. The **Recording Secretary** shall provide minutes of the previous meeting. The **Treasurer** shall provide a bimonthly financial report. The **Library Director** shall provide a bimonthly report on the operation of the Library. These documents shall constitute the 'Board Packet' and shall be made available to the Board members and the general public 24 hours prior to each meeting.
4. The quorum shall be 1 more than 50% of the current Board Membership. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
5. Motions may be passed by a simple majority of those Board members present. Voting by proxy is not permitted.
6. In the case of a time-critical issue, the Board may vote by an email. First, every member of the Board must respond to the call for a vote, in writing (by email) – so the President will have to ensure all members have responded to the email request. Second, the vote must be unanimous (less any legitimate recusals or abstentions, such as for conflict of interest), allowing the Board President to declare the motion passed by unanimous written consent. Finally, the Board should affirm the email vote at the next meeting so it is recorded in the minutes.
7. Each Trustee shall have one vote, irrespective of office held.
8. A Trustee must be present either in person or via technology to have his/her vote counted.
9. Attendance at Board meetings is important for the overall effectiveness of the governance of the Library. Any trustee with three unexcused absences from scheduled Board meetings in a 12month period: shall be deemed to have resigned. An excused absence is one where the President has been notified in advance.
10. All procedures and practices not listed above shall be in accord with Robert's Rules of Order.

B. Special Meetings

Special meetings of the Board may be called by the **President** or upon written request submitted to the **President** by 3 trustees. All Board members will be notified of special meetings in sufficient time to ensure maximum attendance and will be informed to the

reason for the meeting. No business may be transacted at such a special meeting except the stated business.

C. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.

1. Call to Order by the President
2. Determination of a quorum and Remarks by the President (if desired)
3. Period for public comment
4. Approval of prior Meeting Minutes
5. Treasurer's Bimonthly Report
6. Director's Bimonthly Report
7. Committee Reports as available
8. Old Business
9. New Business
10. Other Business
11. Reminder of next Board meeting
12. Adjournment

Article IV. Committees

- A. The Following will be standing committees:
Executive, Nominating, Finance, Personnel, Sustainability, Scholarship and Grants. Ad hoc committees may be created with the approval of the Board.
- B. Non-Board members may be appointed to committees to add special expertise on issues dealt with by the committee.
- C. All committee actions will be subject to approval by the Board of Trustees.

Article V. Library Director

- A. The Board shall appoint a **Director** who shall be the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board.
- B. The **Library Director** shall submit to the Board bimonthly reports on the operation of the Library.
- C. The **Library Director** may speak on all matters under discussion at Board meetings; but will not have the right to vote thereon.

Article VI. Accountant.

The Board will employ an independent party under contract to provide accounting services to the Library.

Article VII. Library Bill of Rights

The Board subscribes to the American Library Association's Library Bill of Rights, as cited in the *Library Policies Manual*. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. 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.
- B. 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.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- F. Libraries which 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.
- G. 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;

inclusion of "age" reaffirmed January 23, 1996; added confidentiality in library use, January 29, 2019.

Article VIII. Legal Obligations

- A. Notwithstanding any other provisions of these articles, the Youngstown Free library is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not

permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) or corresponding provisions of any subsequent law.

- B. No part of the net earnings of the Youngstown Free Library shall inure to the benefits of any member, trustee, director, officer of the organization or any other private individual (except that reasonable compensation may be made for services rendered to or for the Youngstown Free Library), and no member, trustee, or officer of the Youngstown Free Library or any other private individual shall be entitled to share in the distribution of any of the Youngstown Free Library's assets on the dissolution of the Library.

- C. In the event of the Library's dissolution all of the remaining assets and property of the Youngstown Free Library shall, after payment of all necessary expenses thereof, be distributed to libraries that qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local governments for a public purpose, subject to the approval of Justice of the Supreme Court of the State of New York.

- D. No substantial part of the activities of the Youngstown Free Library shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distributions of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

In any year in which the Youngstown Free Library is a private foundation as described in Section 509(a), the organization shall distribute its income for said period in such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941(d) retain an excess business holdings as to subject the organization to tax under section 4944, or (b) make any taxable expenditures as defined in IRC 4945 or corresponding provisions of any subsequent Federal tax laws.

Article IX. Bylaws

- A. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all members at least 10 days prior to the voting session. A simple majority of the whole Board shall be sufficient for adoption of an amendment.

- B. These Bylaws will be reviewed and up-dated as necessary, or at least every 5 years.

- C. A copy of these Bylaws will be maintained in the Library, in the Library Policy Manual, and on the Library website.

APPROVED BY THE YOUNGSTOWN BOARD OF TRUSTEES

DATED: _____

**Notes on Progress regarding the Library establishing a foundation with the
Community Foundation for Greater Buffalo (CFGB) -
The “Youngstown Free Library Foundation”**

The Finance Committee has met twice since the last Board meeting and Maggie has had several email and phone ‘conversations’ with Andrew Gaerte of CFGB who was assigned as our liaison

Finance Committee determined that we could meet the “Initial Contribution” of \$100,000 in two stage payments upon the maturing of two of our investments.

- The first would be of \$33,000 upon the maturing of a Treasury Bill on July 26th 2022.
- The second (balance) would be \$67,000 upon the maturing of a CD on June 1st 2023.

The agreement we would sign to accomplish this would be their “Start-Up Organization Fund Agreement” (copy attached).

Re: “Item 5. Distributions” on the Agreement, we opted for the second: “Endowment, invasion permitted” i.e. should we need access to emergency funds, we can draw upon the \$100,000+, but will first need to provide CFGB with the relevant minutes from our Board meeting indicating the request for withdrawal was approved by a majority vote.

We would need to amend our Finance Policy and our Investment Policy to reflect the new depository of our funds. These will be hopefully be finalized shortly and presented at our June Board meeting for adoption.

The decision to become an Organization with the CFGB will need to be presented to our CPA for appropriate accounting.

(CFGB provide quarterly statements. We will not see a distribution from our Fund until 5 Quarters have passed.)

When the Finance Committee has determined the necessary changes to the Investment Policy, the Committee seeks approval from the Board to forward the amended Policy together with the ‘Start-Up Organization Fund Agreement’ to our lawyer Stephanie Cole Adams Esq. for her review. We should anticipate a fee for this review. (We only have \$250 in the Annual Budget for the Legal fees.) We will ask for an estimate first.

Maggie
05-19-2022

Start-Up Organization Fund Agreement

This START-UP ORGANIZATION FUND AGREEMENT (“Agreement”) is made this ___day of _____, 2022, between the Community Foundation for Greater Buffalo, Inc. (“Foundation”) and the Youngstown Free Library (“Organization”) to create a fund (“Fund”) of the Foundation.

1. *Name of Fund.* The name of the Fund created by this Agreement is:
Youngstown Free Library Foundation
2. *Initial Contribution.* Upon signing this Agreement, the Organization will irrevocably transfer and deliver the following to the Foundation: \$33,000
3. *Management.* The Foundation agrees to accept cash and other valuable property acceptable to the Foundation transferred to it by the Organization and others who wish to participate in the Fund. The Foundation will have exclusive control over the investment, reinvestment and management of assets comprising the Fund. The Fund is open-ended and can be added to at any time.
4. *Purpose.* The purpose of the Fund is to provide current support to the Organization or its successor in accordance with the Foundation’s Guidelines for Operation of Start-Up Organization Funds, as amended from time to time.
5. *Distributions.* All contributions and investment earnings will be accumulated and no distributions will be made until total contributions to the Fund equal or exceed \$100,000, or until June 30, 2025 (“Completion Date”), whichever comes first.

A. If contributions to the Fund prior to the Completion Date equal or exceed \$100,000, distributions will be made in accordance with the following, *selected by Organization*:

 (*endowment, spending policy distributions only*) Distributions will be made in accordance with the spending and other policies of the Foundation in effect from time to time, and on such other terms and conditions as the Foundation’s Board of Directors deems to be appropriate.

 X (*endowment, invasion permitted*) Distributions will be made in accordance with the spending and other policies of the Foundation in effect from time to time, and on such other terms and conditions as the Foundation’s Board of Directors deems to be appropriate. In addition, distributions in excess of current spending policy may be made from the Fund in furtherance of its charitable purposes. The Foundation agrees to receive requests for such distributions from the governing board of the Organization, provided the following conditions are met: must be approved by a majority vote of the Board, evidenced by a certified resolution or other documentation reasonably acceptable to the Foundation.

 (*not an endowment, invasion permitted*) Distributions will be permitted in any amount and as such the Foundation agrees to receive requests for distributions up to and including the full balance of the Fund. The Foundation agrees to receive requests for such distributions

from the governing board of the Organization, provided the following conditions are met:

The Board of Directors welcomes and gives consideration to the recommendations of the Organization, although the ultimate determination of the amount and manner of distribution resides within the Foundation's Board of Directors.

For purposes of this paragraph 5, understanding that the Foundation's spending policy and applicable laws aim at maintaining the value of the Fund, spending policy is determined from time to time in compliance with then current laws but without regard to any percentage-of-asset-value limitation or other ceiling.

B. If contributions to the Fund, in the aggregate, do not total at least \$100,000 by the Completion Date, the Organization may request distribution of the entire Fund balance to a named organization that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. The Organization must make such a request within two years following the Completion Date.

6. *Administration.* The Fund will be administered under the Foundation's guidelines and policies, as amended from time to time.
7. *Fee.* The Foundation will be entitled to charge the Fund for reasonable administrative expenses, in accordance with the Foundation's fee policy in effect from time to time.
8. *Variance power.* As authorized in its Certificate of Incorporation and required by federal tax law, the Board of Directors of the Foundation has the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations if in the sole judgment of the board, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served. In exercising this power, the Board will attach substantial importance to the charitable intent of the Organization.

Community Foundation for Greater Buffalo, Inc.

Youngstown Free Library
Board of Trustees:

By: Clotilde Dedecker, President/CEO

Board President

Date: _____

Date: _____

Board Vice President

Date: _____

Board Treasurer

Date: _____

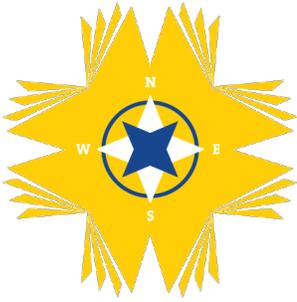
Guidelines for Operation of Start-Up Organization Funds

As of August 1, 2011

1. **Guidelines are part of Agreement.** All Start-Up Organization Funds will be governed by a written Start-Up Organization Fund Agreement between the Community Foundation for Greater Buffalo, Inc. and the Organization. These guidelines are considered to be a part of each such Fund Agreement.
2. **Minimum initial contribution.** A minimum initial transfer of \$25,000 will be required to create an Start-Up Organization Fund.
3. **Additional contributions.** Additional transfers in any amount may be added to Start-Up Organization Funds at any time.
4. **Completion Date.** The Completion Date shall be no longer than three years from the date of the intital Start-Up Organization Fund agreement.
5. **Form of requests for distributions.** Where a Fund Agreement provides that the Foundation will consider requests from the Organization, such requests must be made according to the terms set forth in the Fund Agreement and be made in writing, by fax, or by electronic communications to the Foundation by either the current Chairman of the Board or the Chief Executive Officer of the organization. The request must be accompanied by evidence that the organization has authorized the requested distribution (e.g. a copy of approved Board minutes).

If any assets transferred to the Fund by the Organization are subject to donor-imposed restrictions, the Organization must notify the Foundation of those restrictions, and the Foundation will comply with those restrictions. For example, if an original donor of assets being transferred to the Fund specifically stated that the historic principal of her gift was not to be spent, then the Foundation will uphold this restriction when determining the distribution amount. In this case, if the organization requests a distribution for the entire amount of the Fund balance, the Foundation may require confirmation from the organization that it will preserve the historic principal, so as to honor the original donor's intention.

6. **Distribution Decisions.** Federal Tax regulations require the Foundation to have the final decision on the amounts and recipients of distributions.
7. **Reports to Organization.** The Foundation will provide Organization, on a quarterly basis, a statement of contributions to and distributions from the Fund.



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Collection Management Policy for Library Materials

GENERAL PRINCIPLES

Collection Objectives

The Youngstown Free Library is chartered to serve those who live and work within the boundaries of the Library's service area (Town of Porter west of Porter Center Road). Its collection of library materials is selected primarily for those residents and the employees of businesses located there. The Library's primary collection objective is to provide expertly selected books and library materials to aid this community in:

- The acquisition and development of print and non-print literacies.
- The pursuit of education, information, gainful employment and lifelong learning.
- The free and joyful exercise of leisure.
- Self-government and participation in local and global affairs.
- Affirming the common bonds of humanity and nourishing the spirit within.
- The advancement of humankind.

As a member of the Nioga Library System, Youngstown Free Library patrons have access to all materials within the library system plus various other sources available through technology. These additional resources allow the Library to focus the collection it acquires to Town of Porter residents living west of Porter Center Road and those who work within the Library service area.

Intellectual Freedom

The Library will purchase and license material (including print, non-print and electronic resources) based on the criteria presented in this policy. Inevitably, some materials may be considered objectionable or offensive to some members of our community or beyond, but the selection of any material or electronic resource for the Library's collection does not constitute an endorsement of its contents or points of view. Instead, the Library's role is to provide free and equitable access to information and stories from many perspectives and on many topics and opinions. To succeed in its mission, the Library must protect the freedom of all to choose their own information and the form in which it is presented. To that end, the Youngstown Free Library affirms as part of its Collection Management Policy the following documents of the American Library Association:

Library Bill of Rights

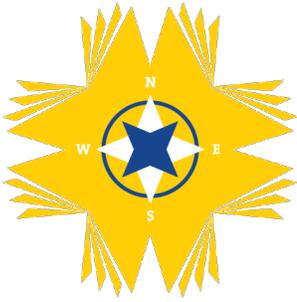
(<http://www.ala.org/advocacy/intfreedom/librarybill>)

Freedom to Read Statement

(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

Freedom to View Statement

(<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>)



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Selection Objectives

The Library will acquire and organize a collection of materials that will:

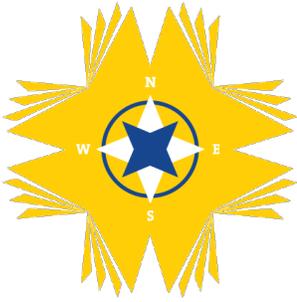
- Enable library users to find current, reliable information and have access to ideas and works in all fields of knowledge, and in multiple formats.
- Enable the Library to promote programs that will stimulate and expand the reading interests of both children and adults, and to coordinate this work with that of other educational, social, and cultural groups in the community.
- Enable patrons to supplement formal studies and pursue self-education.
- Enable Library users to become more competent in their work and more enlightened as citizens.
- Encourage creativity and increase the public's appreciation of the humanities and sciences.
- Enable Library users to have access to up-to-date information about Niagara County, including history, heritage, local organizations, social and economic problems, opportunities and resources.

SELECTION POLICY

Selection Criteria

Ultimate responsibility for selection of materials rests with the Library Director, who manages the Library within the framework of policies determined by the Board of Trustees. Initial selection of materials is designated to professional Librarian staff. Selection is a judgmental and interpretive process, involving general knowledge of the subject and its importance; familiarity with materials already available in the collection, in the system, and at the system's central library; awareness of publishing trends in general and on the subject particularly; and familiarity with the needs of the community. Items are selected for various reasons as outlined below, but all items selected should have a reasonable probability of being needed and used by the local community:

- Relevance to interests and needs of the community.
- Extent of publicity, critical review, and current or anticipated demand.
- Current or historical significance of the author or subject.
- Local significance of the author or subject.
- Relevance to the existing collection's strengths and weaknesses.
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry.
- Availability of materials in the Nioga Library System or other library collections using interlibrary loan.
- Suitability of format to library circulation and use; durability.
- Accuracy and timeliness.
- Price, within the context of the Library's materials budget.
- Available space in the collection.



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Patron Recommendations

Patrons request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through interlibrary loan. Librarians determine the best method for delivery of materials using the selection criteria.

Gifts and Donations

The Library accepts gifts and donations of material in accordance with its Gift Policy.

Deselection and Withdrawal

The Library's collection is constantly changing. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. With the exception of the local history collection (which contains out-of-print and hard-to-replace materials), Library collections are subject to regular weeding. Designated professional librarians review the collection to maintain its vitality and usefulness to the community.

The Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library book sales serve as an instrument for the Library, reselling and redistributing materials that are withdrawn from the collection or donated to the Library, per the guidelines of the Gift Policy.

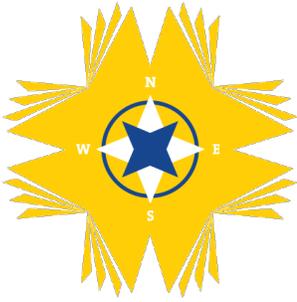
The following criteria are used in deselecting materials for withdrawal:

- Damage or poor condition.
- Number of copies in the collection or system.
- No longer relevant to the needs and interest of the community.
- Current demand and frequency of use.
- No anticipated demand due to forthcoming sequels, adaptations or events.
- No longer accurate or timely.
- Local interest.
- Availability elsewhere including other libraries and online.

The Library does not automatically replace missing, worn or damaged materials or materials lost and paid for by patrons. The need for replacement is judged by the age of the material, availability of more recent and/or comprehensive materials, public demand for the title, and cost of replacement.

Request for Reconsideration of Library Materials

If a resident of the Youngstown Free Library service area (Town of Porter west of Porter Center Road) wishes the Library to consider the removal or reclassification of a work (e.g. to change the



Youngstown Free Library

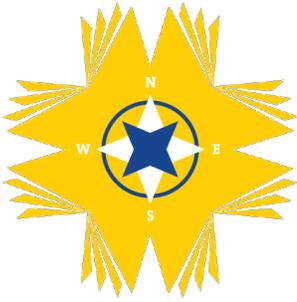
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location of a young adult title to adult), a “Request for Reconsideration of Library Materials” form may be submitted. This form should be completed in its entirety and mailed or delivered to the Library Director in order to initiate a review of the item in question. Once such a request is received:

- The Library Director will review the material in light of the Collection Management Policy and consider the resident’s request.
- The Library Director will reply to the request with a decision in writing, including (if needed) instructions for appealing that decision to the Board of Trustees.
- If the resident chooses to appeal the Library Director’s decision, their appeal will be presented to the Board of Trustees at the soonest possible regularly-scheduled meeting.
- Sufficient copies of the material will be provided to the Board of Trustees for each member to review, either through interlibrary lending or through the purchase of additional copies if needed.
- When each trustee has had sufficient time to review a copy of the material, a final decision on the resident’s request will be made and written notice of that decision will be sent to the resident.
- The final authority for the removal or retention of library materials by resident’s request resides with the Board of Trustees.



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Request for Reconsideration of Library Materials

Your name (print): _____

Residential address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Do you represent yourself or an organization? _____

Resource on which you are commenting:

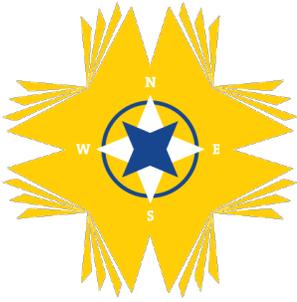
Book Video Library Display Magazine Audio Electronic Information Other:

Title, author, and other identifying elements of material: _____

1. What are your concerns? Please be specific; (book: cite page numbers or audio disc number and time) (magazine/newspaper: issue and page numbers) (music: specific lyrics) (film/TV series: scene, time, or action)

2. Have you read/listened to/viewed the entire item? Yes or No

If you have not read/listened to/viewed the entire item, what part have you read/listened to/viewed?



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3. What do you think may be the result or consequence of reading, listening to or viewing this item?

4. Would this material be better suited for a different age level? _____

5. In place of the item to which you object, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic?

6. Have you read the library's Collection Management Policy? Yes or No

7. Does the material support any of the Library's collection goals in any of these ways?

- The acquisition and development of print and non-print literacies.
- The pursuit of education, information, gainful employment and lifelong learning.
- The free and joyful exercise of leisure.
- Self-government and participation in local and global affairs.
- Affirming the common bonds of humanity and nourishing the spirit within.
- The advancement of humankind.

8. What action are you requesting the library to consider?

Signature: _____ Date: _____

Please submit this completed form to the attention of the Library Director.