

**Agenda**  
**Linwood Community Library Board Meeting**  
**September 26, 2023 at 7:00 pm**  
**Public Notice**

Lisa Turney (Chair)  
Stacey Schmitt

Lea Chrisman  
Sheldon Wheaton

Robert Firth

**Call to Order**

Introduction of Guests, if present

Changes or additions to the agenda, if needed

**Consent Agenda**

*All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.*

- Previous Meeting Minutes
- Treasurer's Report
- Communications for the Board

**Director's Report –**

- Financial reports
- Statistical report

**Old Business**

- Health Insurance
- Proposed Updates to Challenged Materials Policy

**Committee Reports**

- **Building & Equipment**
- **Financial**
- **Personnel and Policies**

**New Business**

- Bills for Payment
- Updates to Request for Reconsideration Form
- Animal Policy
- Post- Thanksgiving Closures

**Public Comments – Please state name and address. 2- minute time limit**

**Executive Session -) Adjournment**

**Next Regular Board Meeting: Tuesday, October 24, 2023 at 7:00 pm**

# Linwood Community Library Board Budget Meeting: August 22, 2023

## Call to Order

**Board Members present: Lisa Turney, Robert Firth, Stacey Schmitt, Sheldon Wheaton, Lea Chrisman**

**Staff Members present: Dalton Torneden**

**Guests: Lynn Shoemaker, Stefanie Brown**

**The meeting was called to order at: 7:06 P.M. by Lisa Turney**

- **Notice of Budget Hearing**  
Notice was published in Lawrence Journal World on August 12, 2023
- **Proposed Budget for 2024**  
Proposed Budget did not exceed Revenue Neutral Rate  
Proposed 2024 Revenue Neutral Rate is 2.784  
Proposed 2024 Budget Mill Levy will be 2.632, the 2023 mill levy was 3.063.

**Bob made a motion to accept the 2024 Proposed Budget as presented. Stacey seconded the motion. Motion carried 5-0**

**Approval: As there is a voting majority in favor of the motion to approve the 2024 Budget for the Linwood Community Library District #1, the motion is carried, 5-0. (With 2 board member vacancies)**

### **Roll Call Vote:**

|                        |            |
|------------------------|------------|
| <b>Robert Firth</b>    | <b>Yes</b> |
| <b>Stacey Schmitt</b>  | <b>Yes</b> |
| <b>Lea Chrisman</b>    | <b>Yes</b> |
| <b>Sheldon Wheaton</b> | <b>Yes</b> |
| <b>Lisa Turney</b>     | <b>Yes</b> |

## Public Comments

None

## Adjournment

**Bob made a motion to adjourn the meeting at 7:28 p.m. Stacey seconded. Motion carried 5/0.**

*Submitted by: Lea Chrisman; Board Secretary*

## Linwood Community Library Board

Lisa Turney; Chair

(03/2026)

## Linwood Community Library Staff

Open Position; Director



# Linwood Community Library Board Meeting: August 22, 2023

## Call to Order

**Board Members present:** Lisa Turney, Robert Firth, Stacey Schmitt, Sheldon Wheaton, Lea Chrisman

**Staff Members present:** Dalton Torneden

**Guests:** Lynn Shoemaker, Stefanie Brown

**The meeting was called to order at:** 7:29 P.M. by Lisa Turney

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** July 25, 2023 Minutes were reviewed by the Board.

### **Treasurer's Report:**

**General Fund Checking:** As of 07.31.2023 Account Balance was \$368,447.17.

The GF Checking has been proved to QuickBooks noting no difference.

**Capital Improvement Fund:** As of 07.31.2023 Account Balance was \$152,189.51.

The CIF Checking has been proven to QuickBooks noting no difference.

**Petty Cash Fund:** Counted by Amy on 08.21.2023.

She stated the balance was \$71.45.

**Communications:** There were no communications received and reviewed by the Board.

**Approval:** Bob moved to approve the Consent Agenda. Stacey seconded. Motion carried 5/0.

## Director's Report

The Summer Reading Program Ended with a pizza party on July 29.

The One Book Many Neighbors End of Program Party was held at Kane Farm on July 30.

The library had an author visit.

Upcoming NEKLS Training Sessions.

Library to sell mums from Free State Growers on August 28 and September 11.

- Financial reports: Reviewed by the Board.
- Statistical report: Reviewed and discussed by the Board.

## Old Business

- Health Insurance – QSEHRA Information.  
Take Command was contacted and information was presented.  
The Board felt it was in the best interests of the library to take no action to start this program. The Board may consider continued Health Care Stipends at a later date.

## Committee Reports

**Building & Equipment:** Bob spoke about the stained ceiling tile in the lobby. He has contacted a roofer to look into the situation to see if they can find the source. The HVAC

could also be the cause of the issue. Once resolved, the ceiling tile will be replaced.

**Finance:** Worked to seek a resolution on the credit card charge account.

**Personnel & Policy:** Reviewed and reposted the job description for the vacant Director's Position.

## **Action Items:**

### **New Business**

- **Charge Card Limits** Bob and Dalton did an analysis for the last (4) months of credit card charges. Bob made recommendations that the master credit card account limit be raised and current limits for each card be adjusted, followed by discussion.  
**Bob made a motion to increase the Visa Credit Card account to \$10,000.00**  
**Lisa seconded. Motion carried 5/0.**  
**Bob made a motion to set individual limits for each card as follows:**

|        |            |
|--------|------------|
| Dalton | \$2,000.00 |
| Dennis | \$1,500.00 |
| Teresa | \$3,500.00 |

  
**Stacey seconded the motion. Motion carried 5/0.**
- **Proposed Update to Confidentiality of Library Records Policy**  
Dalton presented the proposed changes. Lisa made a motion to accept the proposed changes to the "Confidentiality of Library Records Policy". Stacey seconded. Motion carried 5/0.
- **Proposed Updated to the Library Cards Policy**  
Dalton presented the proposed changes. Stacey made a motion to accept the updated changes to the "Library Cards Policy". Bob seconded. Motion carried 5/0.
- **Proposed Updates to Records Retention Policy**  
Dalton presented the proposed changes. Bob made a motion to approve the updated "Records Retention Policy" as presented. Lisa seconded the motion.  
Motion carried 5/0.
- **Proposed Updates to Challenged Materials Policy**  
Dalton presented the proposed changes. After discussion, the Board requested that Dalton make some proposed changes. Board will revisit it at the next meeting.
- **Assistant Director Job Description**  
Bob made a motion to approve the Assistant Director's Job Description subject to suggested changes. Sheldon seconded. Motion carried 5/0.
- **Added: Proposed Update to Meeting Space Use Policy**  
Dalton presented the proposed changes. Bob made a motion to accept the amendments to the "Meeting Space Use Policy". Stacey seconded. Motion carried 5/0.
- **Bills For Payment**  
Bob made a motion to approve bills for payment as presented. Lisa seconded.  
Motion carried 5/0.

### **Public Comments**

None

### **Executive Session**

Bob made a motion to enter Executive Session for 20 minutes at 8:12 P.M. Stacey seconded. Motion carried 5/0.

Bob made a motion to exit the Executive Session at 8:31 P.M. Lisa seconded. Motion carried 5/0.

Dalton exited the meeting.

Bob made a motion to enter the Executive session for 60 minutes at 8:35 pm. Stacey seconded. Motion carried 5/0.

Lea made a motion to exit the Executive Session at 9:30 P.M. Bob seconded. Motion carried 5/0.

### **Adjournment**

Approval: Lea moved to adjourn the meeting at 9:31 P.M. Stacey seconded. Motion carried 5/0.

### **Next Meeting**

The next regular Board meeting will be **Tuesday, September 26, 2023 at 7:00 P.M.**

*Submitted by: Lea Chrisman; Board Secretary*

### **Linwood Community Library Board**

Lisa Turney; Chair (03/2026)

Sheldon Wheaton; Vice-Chair (03/2027)

Robert Firth; Treasurer (03/2025)

Stacey Schmitt; Vice-Treasurer (03/2024)

Lea Chrisman; Secretary (03/2026)

Open Position (03/2027)

Open Position (03/2025)

### **Linwood Community Library Staff**

Open Position; Director

Dalton Torneden, Assistant Director

Jayne Hopkins; Youth Services

Dennis Shelton; Teen and Marketing

Teresa Reetz, Adult Programing/Collection

Joyce Elder, Bookkeeper

Amy Rosewicz; Programming Assistant

### **Linwood Community Library Board Committees**

#### **Building & Equipment:**

Robert Firth

#### **Personnel & Policy:**

Stacey Schmitt

Sheldon Wheaton

Lisa Turney

#### **Finance:**

Lea Chrisman

Stacey Schmitt

Robert Firth

*Officer and Committee appointments updated July 25, 2023*

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Lisa Turney, Chairperson

Date:

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Lea Chrisman, Secretary

Date:

Treasurer's Report  
for the  
Linwood Community Library  
Board Meeting  
September 26, 2023

General Fund (GF) Checking account balance as of 8-31-2023 was \$342,545.18. The GF Checking account has not been proven to QuickBooks, as the bank reconciliation had not yet been completed.

Capitol Improvement Fund (CIF) Checking account balance as of 8-31-2023 was \$152,688.44. The CIF Checking account has been proven to QuickBooks through 8-31-2023 noting no difference.

Petty Cash was counted by Dalton on 9-25-2023. He stated the balance was \$167.22.





Director's Report  
Submitted by Dalton Torneden  
September 26<sup>th</sup>, 2023

Hello Board Members!

I am pleased to report the new Meraki network hardware has been installed, there were some initial hiccups with back door keyless access and the library's copier/printer. Greg Gantz with NEKLS came out and resolved those issues and our network is working successfully.

We received our first shipment of Mums from Free State Growers as of August 28<sup>th</sup> and have received our second shipment as of September 15<sup>th</sup>. We are charging \$10 per plant. Stop in and grab a Mum while supplies last! You may have noticed the Mums planted around the library. Teresa and her husband, Steve were kind enough to plant them for the library. Thank you to both of them for helping to brighten up the library!

August 4<sup>th</sup> was the last First Friday concert, the City Union Mission Band performed. Our food truck having cancelled at the last minute, the Baptist Church assisted us in preparing hot dogs and hamburgers for our concert goers. A big thank you goes out to Howie Lucas and the Baptist Church for their efforts!

On November 1<sup>st</sup>, Kanopy, which is a digital video streaming app offered to patrons, will be changing its play credit system. Instead of play credits, users will have a monthly ticket allotment. Each ticket represents \$1 in cost to the library. Every title is labeled with a ticket value and viewing window. There will be more flexible content pricing, including reducing the cost of some content to \$1/1 ticket. The Great Courses will also be included in the ticket system. Kanopy reports that this change will provide

clearer insight into the maximum cost per patron each month and better represent the library's costs. It should also provide clearer information and ease of access for patrons to know how many tickets they have. Our pay credit number would change from 6 play credits per user per month to 18 tickets per user per month.

A big thank you to Sheldon! He leveled the ground under our HVAC Fence Gate and adjusted the security bar and latch for smooth access. Thanks to Dennis also for installing a new latch!

Some of you may have noticed the pothole forming as you enter the library's parking lot, I have spoken with KDOT and they are going to try spraying it before possibly applying asphalt to the pothole.

Blue Duck Plumbing came out to the library on August 30<sup>th</sup>, the flush valve on the urinal in the Men's room was repaired and the tailpiece on the right side of kitchen sink was replaced.

Mid West Exterminators were at the library on September 13<sup>th</sup> and performed routine pest control, spraying the library and placing new glue traps in the building.

We look forward to our upcoming events:

September 28<sup>th</sup>, Guitarist Megan Luttrell performs @ 6:30.

September 30<sup>th</sup>, Friends of the Library will be having a book sale @ the community building – 4 – 7 PM. While you are there grab some BBQ from the Lion's Club!

October 7<sup>th</sup>, Fall Festival – the library is partnering with the City and Baptist Church to host this year's Fall Festival, the library will have a pumpkin painting activity for the kids. I will be taking a laptop and library cards in order to sign up potential patrons and other informational items to hand out to attendees.

October 12<sup>th</sup>, Bill Nicks will be at the library to bring James Naismith alive to our audience just in time for the start of the KU Men's Basketball season!

That's all for this month, thanks to all that make the library great!

2023 MONTHLY STATS

Linwood Community Library Statistical Report

| Circulation:                     |              |               |             |              |             |
|----------------------------------|--------------|---------------|-------------|--------------|-------------|
|                                  | August 2023  |               | August 2022 |              |             |
|                                  |              | Y-T-D         |             |              |             |
| Adult Books                      | 192          | 1,410         | 158         | 1,319        |             |
| Child Books                      | 369          | 3,480         | 378         | 2,388        |             |
| Young Adult                      | 14           | 141           | 22          | 160          |             |
| Magazines                        | 1            | 9             |             | 16           |             |
| Movies/Videogames                | 175          | 1,293         | 117         | 1,462        |             |
| Music                            |              |               |             |              |             |
| Audiobooks                       | 50           | 253           | 16          | 177          |             |
| Large Print                      | 19           | 203           | 22          | 246          |             |
| Electronic Materials             | 214          | 3,326         | 208         | 1,883        |             |
| Equipment: Video/DVD             |              | -             |             |              |             |
| Equipment: Sports/Games          |              | 1             |             |              |             |
| <b>Total:</b>                    | <b>1,034</b> | <b>10,116</b> | <b>921</b>  | <b>7,451</b> |             |
| % of Change                      | 12.27        | 35.77         |             |              |             |
| New Acquisitions:                |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | Y-T-D       |
|                                  |              | Y-T-D         |             |              |             |
| Adult                            | 74           | 368           | 23          | 403          |             |
| Children                         | 56           | 268           | 2           | 244          |             |
| Young Adult                      | 6            | 24            |             | 78           |             |
| Audiovisual                      | 33           | 180           | 22          | 149          |             |
| Equipment: Video/DVD             |              | 1             |             |              |             |
| Equipment: Sports/Games          |              | 1             |             |              |             |
| <b>Total:</b>                    | <b>169</b>   | <b>842</b>    | <b>47</b>   | <b>874</b>   |             |
| % of Change                      | 259.57       | (3.66)        |             |              |             |
| Inter-Library Loan:              |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | Y-T-D       |
|                                  |              | Y-T-D         |             |              |             |
| NEXT Loaned                      | 298          | 2,180         | 355         | 1,836        |             |
| NEXT Borrowed                    | 103          | 1,073         | 129         | 797          |             |
| ShareIt ILL Loaned               | 2            | 21            | -           | 15           |             |
| ShareIt ILL Rec'd                | -            | 12            | -           | 4            |             |
| <b>Total:</b>                    | <b>403</b>   | <b>3,286</b>  | <b>484</b>  | <b>2,752</b> |             |
| % of Change                      | (16.74)      | 19.40         |             |              |             |
| Programs:                        |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | Y-T-D       |
|                                  |              | Y-T-D         |             |              |             |
| Adult Programs                   | 37           | 305           | 19          | 225          |             |
| Total Adult attendance           | 189          | 1,451         | 177         | 1,150        |             |
| Childrens Programs               | 11           | 108           | 2           | 50           |             |
| Total Childrens attendance       | 55           | 635           | 9           | 415          |             |
| Young Adult Programs             | -            | -             | -           | 12           |             |
| Total YA attendance              | -            | -             | -           | 31           |             |
| Outreach Events                  | 1            | 15            | -           | 1            |             |
| Outreach Attendance Total        | 92           | 664           | -           | 50           |             |
| Total Library Events             | 49           | 428           | 21          | 288          |             |
| Attendance Total                 | 336          | 2,750         | 19          | 1,646        |             |
| Meeting Room Uses                | 4            | 6             | -           | 10           |             |
| Meeting Attendance               | 11           | 11            | -           | 77           |             |
| <b>Total Attend:</b>             | <b>347</b>   | <b>5,511</b>  | <b>205</b>  | <b>3,369</b> |             |
| % of Change                      |              | 63.58         |             |              |             |
| Electronic Materials Use:        |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | % of Change |
|                                  |              | Y-T-D         |             | Y-T-D        |             |
| <b>Consortial Users</b>          |              |               |             |              |             |
| Flipster Magazines               |              | 1,547         |             | 2,230        | (30.63)     |
| Lynda Users                      |              | 46            |             | 124          | (62.90)     |
| <b>Local Uses</b>                |              |               |             |              |             |
| Cloud Library                    | 26           | 197           | 22          | 304          | (35.20)     |
| Kanopy (Dec 2020)                | 3            | 39            | -           | 67           | (41.79)     |
| Hoopla                           | 101          | 679           | 79          | 552          | 23.01       |
| Overdrive                        | 84           | 630           | 88          | 825          | (23.84)     |
| <b>Total Local Use:</b>          | <b>214</b>   | <b>3,138</b>  | <b>482</b>  | <b>4,102</b> |             |
| % of Change                      |              | (23.50)       |             |              |             |
| Miscellaneous:                   |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | % of Change |
|                                  |              | Y-T-D         |             | Y-T-D        |             |
| Door Count                       | 622          | 4,965         | 399         | 3,720        | 33.47       |
| Reference                        | -            | 5             | 15          | 131          | (96.18)     |
| Computer Use                     | 31           | 117           | 19          | 338          | (65.38)     |
| Wireless Activity                | 207          | 2,554         | 226         | 3,019        | (15.40)     |
| Website Users                    | N/A          | -             | 241         | 2,037        | (100.00)    |
| Website Sessions                 | 515          | 2,592         | 617         | 3,526        | (26.49)     |
| Public Service Hours             | 238.5        | 1,493         | 174.5       | 1,470        | 1.53        |
| FB Video Views                   | -            | -             | -           | 685          | (100.00)    |
| FB Reach                         | 1,522        | 10,743        | 1,688       | 3,832        | 180.35      |
| Engagements - Youth              | -            | -             | -           | 462          | (100.00)    |
| Twitter Visits                   | -            | -             | -           | -            |             |
| Tweet impressions                | -            | -             | 488         | 8,001        |             |
| Mailchimp                        |              |               |             |              |             |
| Total Emails Sent                | 4            | 29            | 3           | 9            |             |
| Total Email Receipts             | 1,549        | 11,730        | 1,226       | 3,503        |             |
| Total Emails Opened              | 847          | 6,096         | 697         | 1,912        |             |
| Faxes ( Per Patron Use)          | -            | 101           | -           | -            |             |
| Copies ( Per Patron Use)         | 10           | 177           | -           | -            |             |
| Notary ( Per Patron Use)         | 2            | 5             | -           | -            |             |
| Borrowers:                       |              |               |             |              |             |
|                                  | August 2023  |               | August 2022 |              | Y-T-D       |
|                                  |              | Y-T-D         |             |              |             |
| Borrowers end of month           | 657          |               |             |              |             |
| Borrower Accounts used           | 87           | 716           |             |              |             |
| Borrowers Added                  | 3            | 49            |             |              |             |
| Borrowers Renewed                | 28           | 150           |             |              |             |
| Borrowers Deleted                | 0            | 15            |             |              |             |
| <b>Total Check Outs/ Renewal</b> | <b>821</b>   | <b>6,835</b>  |             |              |             |
| Adult Checkouts/Renewals         | 306          | 2,401         |             |              |             |
| Youth Checkouts/Renewals         | 514          | 4,433         |             |              |             |

## Statistical Analysis for the Month of August 2023

**Circulation**, checkouts for adult books held steady at a total of 192 checkouts for the month, our top adult book checkout categories were Fiction, Non-Fiction and Mystery. August's total Children's Checkouts were a total of 369 items from July's 735, the drop can be attached specifically to checkouts of picture books. My belief is that this drop can be attributed to the conclusion of Summer Reading and the start of the school year. Movie/videogame check out numbers stayed the same as the previous month at a total of 175 items. The categories most often checked out were DVD's (Adult) and Children's Nintendo Switch games.

**New Acquisitions**, August saw the library at its highest monthly acquisition point for the year at the acquisition of 169 new items for the month.

**Programs**, Adult program attendance remains steady. Our last First Friday concert saw 92 people attending to see the City Union Mission Band perform on Main Street. We are seeing another drop in Children's program attendance. 55 participants in 11 programs vs. last month's 12 programs with 126 in attendance.

**Electronic Materials Use**, there was a drop-in usage of Overdrive eBooks, 30 items from last month's 84 items. There are no Flipster stats this month. Statistics for Lynda (LinkedIn Learning) will no longer be collected. This was a service provided by NEKLS and they have discontinued this service due to a lack of usage. LinkedIn learning offered courses in business, creativity, and technology.

**Miscellaneous**, there was a drop in the total door count from last month, 207 people came through the library doors in August from July's 323. Website sessions were up at 515 sessions from last month's 387 sessions.

Collection Development and Programming Expenses vs Budget 2023

E-Books, Books, Audio Books,  
Video Games, DVD's,  
Periodicals, Electronic Serial  
Subscription

Programming

| Month     | Spent     | Monthly Budget | Spent     | Monthly Budget | Monthly Total Spent | Cumulative Monthly Spent | Cumulative Monthly Budget | % Spent to Cumulative Monthly Budget | % Spent to Annual Budget |
|-----------|-----------|----------------|-----------|----------------|---------------------|--------------------------|---------------------------|--------------------------------------|--------------------------|
| January   | 2,459.28  | 3,100.00       | 482.80    | 1,375.00       | 2,942.08            | 2,942.08                 | 4,475.00                  | 65.74%                               | 5.48%                    |
| February  | 1,139.17  | 3,100.00       | 178.81    | 1,375.00       | 1,317.98            | 4,260.06                 | 8,950.00                  | 47.60%                               | 7.93%                    |
| March     | 1,541.50  | 3,100.00       | 711.47    | 1,375.00       | 2,252.97            | 6,513.03                 | 13,425.00                 | 48.51%                               | 12.13%                   |
| April     | 2,707.07  | 3,100.00       | 859.68    | 1,375.00       | 3,566.75            | 10,079.78                | 17,900.00                 | 56.31%                               | 18.77%                   |
| May       | 3,186.74  | 3,100.00       | 1,409.22  | 1,375.00       | 4,595.96            | 14,675.74                | 22,375.00                 | 65.59%                               | 27.33%                   |
| June      | 1,758.00  | 3,100.00       | 2,713.70  | 1,375.00       | 4,471.70            | 19,147.44                | 26,850.00                 | 71.31%                               | 35.66%                   |
| July      | 3,100.22  | 3,100.00       | 2,670.18  | 1,375.00       | 5,770.40            | 24,917.84                | 31,325.00                 | 79.55%                               | 46.40%                   |
| August    | 2,959.57  | 3,100.00       | 2,111.67  | 1,375.00       | 5,071.24            | 29,989.08                | 35,800.00                 | 83.77%                               | 55.85%                   |
| September |           | 3,100.00       |           | 1,375.00       | 0.00                | 29,989.08                | 40,275.00                 | 74.46%                               | 55.85%                   |
| October   |           | 3,100.00       |           | 1,375.00       | 0.00                | 29,989.08                | 44,750.00                 | 67.01%                               | 55.85%                   |
| November  |           | 3,100.00       |           | 1,375.00       | 0.00                | 29,989.08                | 49,225.00                 | 60.92%                               | 55.85%                   |
| December  |           | 3,100.00       |           | 1,375.00       | 0.00                | 29,989.08                | 53,700.00                 | 55.85%                               | 55.85%                   |
|           | 18,851.55 | 37,200.00      | 11,137.53 | 16,500.00      | 29,989.08           |                          |                           |                                      |                          |

# Current Policy

## Challenged Materials

### A. Precepts of Freedom

The Linwood Community Library adheres to and wholly supports the Library Bill of Rights and Freedom to Read statements.

The Board of Trustees has also adopted the following American Library Association statements:

Statement on Labeling  
Diversity in Collection  
Challenged Materials  
Expurgation of Library  
Materials  
Free Access to Libraries  
for Minors

### B. Process for the Reconsideration of Library Materials

1. The Director handles all challenges of materials. An appointment may be set up for the complainant to meet with the Director in person or by telephone.
2. If the meeting is in person, a private area should be chosen. The Director and another staff or board member will listen calmly and courteously. The individual or group must be treated with dignity.
3. The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after the meeting, the complainant will be requested to complete the form "Reconsideration of Library Materials". The complainant must be properly identified and the form must be filled out in its entirety.
5. Upon receiving the completed form, the Director will appoint a 3 member committee consisting of the Director or his/her designee from the staff, a board member, and a library user from the community. The committee will consider available professional reviews of the material as part of the reconsideration process.
6. Within 60 days after receiving the completed form, written notification of the decision of the committee will be given to the complainant.
7. If the complainant is not satisfied with the committee decision, an appeal may be made to the Board of Trustees within 30 days of the committee decision.
8. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision of the committee will be considered by the Board. The Board's decision will be final.

# Proposed Changes to Policy

## Challenged Materials

### A. Precepts of Freedom

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Statement on Labeling  
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2. If the meeting is in person, a private area should be chosen. The Director and another staff or board member will listen calmly and courteously. The individual or group must be treated with dignity.
3. The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after the meeting, the complainant will be requested to complete the form "Reconsideration of Library Materials". The complainant must be a properly identified library card holder and the form must be filled out in its entirety.
5. Upon receiving the completed form, the Director will appoint a 3-member committee consisting of the Director or his/her designee from the staff, a board member, and a library user from the community. The committee will consider available professional reviews of the material as part of the reconsideration process.
6. Within 60 days after receiving the completed form, written notification of the decision of the committee will be given to the complainant.

7. If the complainant is not satisfied with the committee decision, an appeal may be made to the Board of Trustees within 30 days of the committee decision.
8. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision of the committee will be considered by the Board. The Board's decision will be final.

Approved by Library Board: December 23, 2008, *Revised, September 26, 2023*



Linwood Community Library  
Request for Reconsideration of Library Material

Title of work \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_  
Date of publication \_\_\_\_\_

Request initiated by \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Request made on behalf of \_\_\_\_\_ Yourself  
\_\_\_\_\_ An organization (name) \_\_\_\_\_  
\_\_\_\_\_ Other group (name) \_\_\_\_\_

Suggested action (what do you want the library to do?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To help us as we re-evaluate this work, please answer the following questions.

Did you read or view the entire work? \_\_\_\_\_ If not, which portions?  
\_\_\_\_\_

To what do you object? Be specific and cite pages, if a book.  
\_\_\_\_\_  
\_\_\_\_\_

What do feel might be the result of reading (listening or watching) this work?  
\_\_\_\_\_  
\_\_\_\_\_

What is positive about the work?  
\_\_\_\_\_  
\_\_\_\_\_

What resources would you recommend we consult as we re-evaluate this work?  
\_\_\_\_\_

In its place, what work would you recommend on the same subject?  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for Reconsideration of Library Material

The trustees of the Linwood Community Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Linwood Community Library, 19649 Linwood Road, PO Box 80, Linwood, Kansas. 66052.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you represent yourself?  Or an organization?

Name of Organization \_\_\_\_\_

Are you an active library cardholder?      Yes      No

1. Resource on which you are commenting:

Book (e-book)

Magazine

Digital Resource

Newspaper

Movie

Audio Recording

Game

Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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

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6. What action are you requesting the committee consider?

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Signature of Individual Requesting Reconsideration: \_\_\_\_\_

**Revised: 2023/09**



## The Freedom to Read Statement

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 Statement

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**





## 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 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.

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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

## **Kansas Library Association Statement on Intellectual Freedom – February 28, 2022**

The Kansas Library Association supports and upholds the principles of intellectual freedom for all Kansans and promotes the rights guaranteed by the First Amendment to the United States Constitution. The Kansas Library Association objects to all attempts to censor library materials and stands with librarians, library staff, school administrators, and educators as they select and provide access to thoughtful, representative collections for the Kansas communities they serve.

Kansas librarians are credentialed professionals with robust [core values](#). Kansas library professionals work across communities to develop policies and procedures to guide our efforts in providing the most representative and diverse collections possible for the entire populations we are charged to serve. We take pride in our enormous responsibility to provide access to the most comprehensive record of human history and thought available.

Kansas librarians unequivocally support the right of parents to choose materials for their children, but that right does not permit parents to make choices for entire classrooms, schools, cities, counties, or states. Through educational and professional experiences, librarians see and understand the connections and purposes made possible by our collections. We unambiguously reject the assertion that removing, relocating, or labeling a selection will somehow protect children from the content contained within. We affirm the role of credentialed and experienced professional librarians who bring the ethical frameworks and vocational engagement to make public, school, academic, and special libraries safe places for all who use them.

Kansas librarians support the ALA [Freedom to Read](#) as a principle of a democratic society that rests on the premise that people can and do use informed critical thinking to make appropriate decisions for themselves and their families.

Kansas librarians are guided by the ALA [Library Bill of Rights](#), including the proposition that a "person's right to use a library should not be denied or abridged because of origin, age, background, or views."

Kansas librarians promote the ALA [Code of Ethics](#) and the ALA [Core Values of Librarianship](#) and recognize privacy and confidentiality as fundamental components of intellectual freedom.

Kansas librarians support the rights of users to access, read, evaluate, and use materials as they see fit. We champion and celebrate these rights.

### **Bill of Rights:**

**Amendment I:** Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or *abridging the freedom of speech*, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

**Amendment IX:** The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

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Holly Mercer, Kansas Library Association (KLA) President  
Officers of the Kansas Library Association Board

Intellectual Freedom

The Linwood Community Library Board of Directors endorses the Library Bill of Rights, Freedom to Read statement, and Freedom to View statement of the American Library Association and the Intellectual Freedom statement of the Kansas Library Association.

## Current Policy

### Animals in the Library

The only animals allowed in the library are service animals. Exceptions may be approved by the Director, such as animals in the library for a featured library program or event.

## Proposed Update to Policy

### **Animals in The Library Policy**

The Linwood Community Library strives to provide a safe and welcome environment for everyone. Therefore, in accordance with the Americans with Disabilities Act (ADA), service animals are allowed to accompany their handlers anywhere individuals with disabilities are allowed to enter. Service animals are defined under the Americans with Disabilities Act as being trained to do work or perform tasks for the benefit of a person with a disability. Pets, therapy dogs, and emotional support animals are not considered service animals under the ADA.

**Only service animals or animals used in a program or event are allowed in the library.** Service animals are only dogs and miniature horses (see below) that have been individually trained to take a specific action when needed to assist a person with a disability to do work or perform tasks, including trained psychiatric dogs. Therefore, any other type of animal is not allowed in the Library.

The task(s) performed by the dog or a miniature horse must be directly related to a person's disability.

- Pets, therapy animals, and comfort animals are not classified as service animals by the ADA and are not allowed in the Library unless specified for a program or event.
- Animals in carriers are not allowed in the Library.
- Animals in bags or purses are not allowed in the Library.
- Service animals must be in physical proximity with their handler and under handler control at all times.
- Service animals may not be left unattended by their handler at any time.
- Service animals must be on a leash or harness at all times unless the use of a leash or harness interferes with the animal's effective performance of its designated task(s). If the animal cannot be leashed or harnessed, it must be under the handler's control via voice, signals, or other effective means at all times.
- Service animals must not display disruptive behavior such as barking and growling.
- Service animals must be housebroken and their handler is responsible for any upkeep or clean-up of the animal.

If a service animal's behaviors or actions pose an unreasonable or direct threat to the health or safety of others, or do not conform to these guidelines, **they may not remain in the Library facility**. In accordance with ADA guidelines, non-compliance of guidelines can be grounds for a request by library staff to remove a service animal from the Library facility. If the service animal is excluded from the Library facility, the individual with the disability is welcome to stay and will be reasonably accommodated by Library staff.

### **Miniature Horses**

In addition to the provisions about service dogs, the Department's ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) The same policies listed above apply for miniature horses.

### **How does one know whether or not an animal is a service animal?**

The U.S. Department of Justice Civil Rights Division states:

**Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (Retrieved August 1, 2023, from

**When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.**

Allergies or fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be

accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Staff are not required to provide care for or supervision of a service animal.

<https://www.ada.gov/resources/service-animals-2010-requirements/>)

*Revised, September 26, 2023*