



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Statement of Policy of the Board of Trustees

The objective of the Henrietta Public Library is to serve the varying needs of all members of the community by supplying print and non-print media, professional guidance to information, and other forms of assistance. The library will strive to anticipate and meet the changing needs of the community by thoughtful evaluation and realistic planning for the future. To achieve maximum realization of this general aim of service, the board adheres to the following policies:

- I. To support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.
- II. To maintain membership in the Monroe County Library System.
- III. To offer expertly-selected and organized collections of print and non-print media, as detailed in the Henrietta Public Library Collection Development Policy.
- IV. To offer a wide variety of well-chosen programs.
- V. To promote understanding of the library's objectives and services through a strong public relations program.
- VI. To cooperate with groups and agencies in the community in stimulating educational, cultural, and recreational activities. The director or designee may grant permission to place an exhibit in the library in accordance with the Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials.
- VII. To make the library's facilities available to all members of the public; however, the use of the library or its services may be denied for due cause. Such cause may include destruction or damage to library property, misuse of library facilities, failure to adhere to Code of Conduct, or failure to return materials or pay penalties.
- VIII. To accept any gifts or donations on behalf of the library. Monetary gifts will be deposited in the Trustee Gift or Endowment Fund, as appropriate. All bank accounts shall require two trustee signatures on record at the appropriate financial institution. All gifts will be used at the discretion of the director in cooperation with the board. All gifts and donations are tax deductible.
- IX. To meet our responsibilities to the governing officials of the Town of Henrietta by adhering to the Code of Ethics, by providing monthly minutes of meetings, by proposing an annual budget, by providing an annual report, and other communications as needed.



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- X. To support all New York State laws which affect decisions of the board and the operation of the library including Civil Practice Law, which guarantees the confidentiality of library records, and the Open Meetings Law.
- XI. To support all Federal legislation which affects the decisions of the board and the operation of the library, including the Freedom of Information Act, Americans with Disabilities Act, and the Family Medical Leave Act.
- XII. To review this Statement of Policy at the first meeting of each fiscal year and to adopt any amendments that may seem necessary or desirable.

Adopted March 10, 1958
Tenth Revision February 2000
Reviewed January 2017