

LELAND TOWNSHIP PUBLIC LIBRARY

POLICIES AND PROCEDURES MANUAL

The policies and procedures included in this Manual have been approved and adopted by the Board of Directors (the “Library Board”) of the Leland Township Public Library (the “Library”) as a guide to the Board and staff in their administration of the Library. By using the resources of the Library, patrons are considered to have accepted these policies and procedures and to have agreed to abide by their applicable terms and conditions. Policies or procedures may be subsequently amended or deleted, and additional policies or procedures may be adopted, by action of the Library Board.

Severability Statement

Each of the policies and procedures included in this Manual, and each of the provisions thereof, are intended to be severable. If a policy or procedure, or any provision thereof, is found by a court of competent jurisdiction to be unenforceable for any reason, that finding shall not affect the remaining provisions.

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Appendix I	Freedom to Read
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I. MISSION STATEMENT

The mission of the Leland Township Public Library is to provide library materials and services for the enjoyment, education and enrichment of township residents and visitors of all ages.



LIBRARY HOURS OF OPERATION

Sunday	Closed
Monday	10 am to 5 pm
Tuesday	10 am to 5 pm
Wednesday	10 am to 6 pm
Thursday	10 am to 5 pm
Friday	10 am to 5 pm
Saturday	10 am to 2 pm



II. MATERIAL SELECTION

The Library Board and staff of the Library believe that the right to read is an important part of the intellectual freedom that is basic to democracy. The Library has adopted the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (see Appendix I and Appendix II to this Manual). The purpose of this policy is to guide and assist staff in the maintenance of the collection as reflected in the Library's mission and goals.

Selection of books and other materials purchased for the Library rests with the Director who may delegate some responsibilities to other staff members. Suggestions from the public are welcome but must meet the selection criteria. The Library also pays close attention to the professional, commercial, industrial, cultural and civic enterprises of the community. Circulation statistics and counts of in-house use of materials will be maintained to assist in decision-making.

Materials in various media will be selected in an attempt to satisfy educational, informational, cultural and recreational needs of people of all ages in our communities. Selections will include both basic books of permanent value and timely materials of fiction and non-fiction including materials on current issues and problems which reflect the specific interests and needs of the community. The Library also maintains a permanent Michigan Collection and encourages its use by residents and visitors alike.

Other criteria which apply are: reputation and significance of the author, importance of subject matter to the collection, scarcity of material on the subject, availability of material elsewhere in the area, timeliness or permanence of the material, reputation and standards of the publisher, price. Special efforts are made to purchase materials by local authors and artists.

Children's materials are selected to provide pleasurable reading for reading's sake, and to provide informational sources in fields of knowledge which are of interest to children of varying ages and reading ability. Criteria for selection include literary and artistic worth, accuracy, suitability of content and vocabulary to the age of the readers, contribution to the balance of the total collection, and price.

Materials under consideration for purchase are examined and read when possible. The recognized selection tools published for the use of librarians, including reviews in newspapers, magazines and on-line resources will also be utilized.

The selection of material does not constitute an endorsement by the Library of the viewpoints expressed in the material. Material is not excluded because of the race, nationality, gender, sexual orientation or the political or religious views of the writer.

Approved: May 29, 2018

III. WITHDRAWAL OF MATERIALS (DESELECTION)

Materials will be withdrawn from the collection as necessary, in the opinion of the Director, to maintain the collection in accordance with the Library's Materials Selection policy and available space. Among the reasons for withdrawing materials are physical damage or wear, obsolete information, unnecessary duplication, and lack of popularity. Decisions will be based on accepted professional practice and the judgement of the Director. Specialists may be consulted to determine the continued relevance and reliability of materials.

Withdrawn materials may be offered to other libraries, organizations or institutions that can make use of them, discarded, sold in used book sales, or otherwise disposed of.

Materials are not automatically withdrawn because of complaint or controversy, but patron comments are welcome and will be considered. Individuals having serious concerns about the appropriateness of any Library material may request reconsideration of the item.

Approved: May 29, 2018

IV. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library fully endorses the principles set forth in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association, which are included as Appendix I and Appendix II to the Library's Policy Manual. Materials available in the Library present a diversity of viewpoints, enabling Library users to make the informed choices necessary in a democracy. In selecting materials, the Library also attempts to satisfy the diverse interests of our community. The Library supports the public's right of access to its resources, even though their content may be controversial, unorthodox, or unacceptable to some.

Persons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Director. If the person wishes to pursue the matter, the Director will provide the person with (a) the form of Request for Reconsideration of Library Materials appended to this policy, (b) the Library's Material Selection Policy, and (c) Appendices I and II to the Library's Policy Manual.

Upon receipt by the Director of a completed Request for Reconsideration:

1. The Director, with appropriate professional staff, will (a) review the Request and the material in question with a view to whether it conforms to the Library's Material Selection Policy, (b) survey appraisals of the material in professional reviewing sources, and (c) weigh the merits of the material against its alleged faults in order to form an opinion based on the materials as a whole and not on passages isolated from context.
2. Within 15 business days following receipt of the Request, the Director provide to the submitter a written determination regarding the Request, stating the reasons for that decision.
3. If the submitter is not satisfied with the Director's decision, the submitter may make a written appeal of that decision to the Library's Board of Directors within 10 business days following the date of delivery of the Director's determination.
4. The Board of Directors will include deliberation of the appeal on the agenda for its next regular meeting, and the Director will notify the submitter of the time, date and place of that meeting.
5. The Director will notify the submitter of the decision of the Board of Directors by letter within 7 days following the meeting.

The Board of Directors reserves the right to limit the length of public comments at its meetings. The material in question will remain in circulation for the duration of the foregoing process.

Approved February 22, 2022

[Leland Library letterhead]

Request for Reconsideration of Library Materials

Requestor's Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Please check one:

Representing: Self__ Organization__

Organization Name: _____

Address: _____

Telephone: _____

E-mail: _____

Item you wish to bring to our attention: Book __ Video __ Audio __ Other __

Title: _____ Publication Date: _____

Author: _____ Publisher: _____

How was this item brought to your attention? _____

Have you read the entire item or otherwise completely reviewed the material? _____

Are you concerned about the item as a whole or a specific part? _____

If a specific part, please identify it: _____

So that we may assess your concerns, please answer the following questions (attach a separate sheet):

1. What objections do you have to the item and why? (Please be specific.)
2. What is the potential harm or danger of the work?
3. Do you believe that there are positive aspects to the work? If so, what are they?
4. Do you believe that this item is not in compliance with the Library's Materials Selection Policy?
If so, please specify how it fails to comply.
5. Additional comments?

Signature: _____

Printed name: _____

Date: _____

V. REFERENCE SERVICES

The Library endeavors to provide accurate information and materials in response to requests from Library users in an efficient, courteous, and timely manner. Patrons will be assisted without regard to religion, race, color, national origin, age, sex, or physical disability.

Staff will provide guidance in locating materials for patrons who appear in person or request information by telephone or through correspondence. Questions will generally be answered in the order received, with priority given to questions asked by patrons in the Library. Information may be obtained from any resources possessed by the Library, referral to other libraries or reference centers, and the Internet. Resources used will be those judged most appropriate for each individual request.

Information in the form of short answers to specific questions will also be provided. Information given must be factual, and staff will refrain from interpreting information. Questions that remain unanswered should be passed onto the Director or another staff member.

Staff may consult resource agencies by telephone for patrons when appropriate and may refer patrons to other libraries or agencies for assistance.

Staff will provide instruction on the use of the Library when appropriate. All requests for reference information are confidential.

Approved: May 29, 2018

VI. REGISTRATION

In order to protect the taxpayers' investment in the collection of the Library, each Library patron shall have a current signed registration card on file in the Library. Requests for registration may also be made on line, and submission of an on-line request shall constitute a signed registration. All information provided on the registration card is protected by applicable rules and laws pertaining to confidentiality of records and privacy.

Each registrant is required to provide a current mailing address, a driver's license or other verification of identity, a local or cell phone number, and an e-mail address (if available). General delivery is not a sufficient address.

In the case of a minor, a parent or legal guardian **MUST** sign the minor's registration card. Any restrictions placed on the use of the collection by a minor are the responsibility of the parent or legal guardian of the minor.

By signing a registration card, the patron agrees to accept full responsibility for all materials borrowed from or through the Library and to reimburse the Library for damage, loss, or non-return at the rates established by the Library. Patron accounts may be suspended if the Director deems that non-return of items is habitual. Patron accounts may also be turned over to a third party for collection at the discretion of the Director.

No registration or user fees shall be charged unless expressly provided for in the Library's policies.

Approved: May 29, 2018

VII. CIRCULATION; FEES FOR OVERDUE, DAMAGED AND LOST MATERIALS

Other than for rental videos and reserved print materials, which may not be renewed, an item may be renewed a maximum of 2 times.

Only back issues of periodicals are loaned; current issues are for in-Library use only.

Patrons may reserve items on a first-come, first-served basis by contacting the Library or via the Library's website. Patrons will be advised of the availability of reserved items by telephone or e-mail. Rental videos are checked out at pick up; other reserved materials are checked out to the patron on the day the patron is notified of their availability. Rental videos will be re-shelved after 24 hours; other reserved materials will be re-shelved if not picked up within 7 days following the date of patron notification.

Patrons can request items through the Inter-Library Loan system, in person at the Library, by telephone or on-line via MeLCat (Michigan Electronic Catalog) through the Library's website.

A schedule of fees and fines is available upon request. Fines are automatically assessed and charged to patron accounts.

If a patron has items that are 30 days or more overdue, the patron's account will be suspended until all charges are paid and items are returned or the replacement cost is paid. No additional items may be checked out until the patron's account is current. If a patron's Library account is suspended, the patron will also be suspended from inter-library loan privileges. If a patron's inter-library loan privileges are suspended, the patron's Library account will also be suspended.

Patrons will be charged the replacement cost, as determined by the Library, for any materials that are lost or damaged beyond repair.

Theft, non-return or willful damage of Library materials is a misdemeanor punishable by law (Michigan Penal Code, Act 328 of 1931).

Approved: May 29, 2018

VIII. CONFIDENTIALITY OF LIBRARY RECORDS

Under the Michigan Library Privacy Act (herein, the "Act"), "library records" may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order. A "library record" is defined in the Act as "a document, record, or other method of storing information retained by a library" that "personally identifies a library patron" or "identifies a person as having requested or obtained specific materials from a library." "Library record" does not include non-identifying material such as circulation statistics. "Library records" protected by the Act are exempt from disclosure under the Freedom of Information Act.

The Library will preserve the privacy of its "library records" in accordance with the Act and will release or disclose its "library records" only on the following conditions:

1. Any employee of the Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any "library records" shall promptly notify the Director.
2. The Director shall, in a timely manner, review any such request or order, consult with the Library's attorney, as necessary, and respond in an appropriate manner to each such request or order in accordance with this policy.
3. The Director shall deny, in writing, all requests for the release or disclosure of "library records" unless the Director has received the named patron's written consent for such release or disclosure. For this purpose, the "patron" is the person who is liable for the payment or return of the materials identified in that "library record."
4. The Director shall comply fully with a court order to release or disclose "library records" if that court order was properly obtained under the Act.

Approved: May 29, 2018

IX. USE OF THE LIBRARY

Individuals have the right to undisturbed contemplation or study of Library materials without interference by other patrons in the Library. To that end, all those on Library premises must conduct themselves in a manner appropriate for a library, including but not limited to the following:

- Shoes and shirts are required.
- Food and drink are allowed in authorized areas. Beverages must be covered and all debris must be removed from the Library by the user. Spills must be reported to staff immediately.
- Animals are not allowed inside the Library except for certified service animals and those that are part of a Library program. All pets on Library grounds must be leashed and controlled by the owner. Pet owners must clean up after their pets. By bringing a pet onto the Library grounds, the pet owner agrees to indemnify and hold the Library harmless from any damage or injury caused by the pet.
- Headphones are required for any electronic devices when used with audio.
- Carrying guns, pistols, firearms or other weapons onto the Library grounds or building is prohibited, except as specifically permitted by law.
- No alcohol, tobacco or illegal controlled substances are allowed in the Library.
- The use of electronic nicotine delivery systems, including but not limited to e-cigarettes and other personal vaporizers, is prohibited in the Library.
- Defacing, willfully damaging, or destroying Library property is prohibited.
- Failure to pay penalties, theft of Library property, willful destruction of Library property, illegal conduct on Library premises, or conduct which interferes with normal operation of the Library are all prohibited.

Infringement of any of the above rules should be reported directly to a Library Staff person for handling.

Anyone disregarding these rules is subject to the following:

First violation:	Initial warning, given a copy of policy.
Second violation:	Library privileges suspended for one week; written notice by Director.
Third violation:	Library privileges suspended permanently; written notice by Director, with copy to Library Board.

Upon suspension, a written appeal may be presented by the patron to the Library Board at a regularly scheduled meeting.

The Library Director has authority to increase or decrease suspension times based on individual cases or ask patrons to leave the premises immediately.

Approved: May 29, 2018

X. CHILDREN LEFT UNATTENDED

The Library is a public facility and seeks to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children are expected to adhere to the same standards of patron conduct expected of adults.

Young children should never be left in the Library unattended. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the Library.

If it is determined that a child is lost or unattended, a staff person will attempt to locate the parent or guardian. When the parent or guardian is located, the staff will inform him or her of Library policy.

If a parent or guardian cannot be located within an hour after the child has been determined to be unattended, or if the Library is closing, a staff member may call law enforcement or other appropriate authority.

Older children who are disruptive will be asked to leave the Library and to call a parent or guardian for assistance.

Approved: May 29, 2018

XI. USE OF LIBRARY EQUIPMENT

Patrons may use the Library telephone for local calls in case of an emergency.

The public computers, a black and white printer, a color printer and a scan station are available for patron use in the Library.

The copier and FAX machine are available under staff supervision to anyone in the community. Users will not be informed when incoming faxes are received. It is the responsibility of the person receiving a fax to ask at the circulation desk if the fax has been received. Incoming faxes will be held for 14 days before being discarded.

The unauthorized copying of copyrighted works constitutes copyright infringement under the Copyright Act, Title 17 U.S. Code Section 106(3)-(4). If a patron is identified as violating copyright laws, either in print or by downloading materials via use of the Library's internet service, all Library privileges will immediately be revoked.

A schedule of fees is available upon request.

Approved: May 29, 2018

XII. USE OF COMPUTERS

1. Library computers are intended to be used for word processing, personal business applications and research, and for e-mail using the patron's private account. Parents are responsible for their children's use of computers.
2. Library computers may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:
 - Harassment of other users or Library staff
 - Defamation
 - Destruction of or damage to equipment, software or data belonging to the Library or other users
 - Disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyright-protected material
 - Unauthorized use or dissemination of personal identification information regarding minors

Computer usage may be visually monitored by staff. Misuse may result in loss of computer privileges.

3. Users must sign in and sign out at the Reference Desk. Usage time is 60 minutes per session. Users will be automatically signed off when time expires.
4. Computer time may not be reserved in advance; use is on first come, first served basis.
5. The Library reserves the right to limit computer use to two people at a time at each computer station.
6. No food or beverages are permitted at the computer stations.
7. Users may not use their own software programs on the Library computers.
8. No files are to be saved on the Library computers. The Library is not responsible for any loss of data or damage to personal storage devices when downloading.
9. Users must have a general understanding of computers and applications. The Library staff does not have time or expertise to train users. There are tutorials for most of the software loaded in the computers. Guides are available for some programs. Because of Library scheduling, Internet-trained staff may not always be available.
10. By signing in to use a computer, patrons are agreeing to read and abide by the foregoing terms. Failure to follow these policies may result in the loss of computer privileges.

Approved: May 29, 2018

XIII. USE OF INTERNET

The Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons may encounter material that is inaccurate or that they consider offensive.

In accordance with the Michigan Library Privacy Act, the Library –

1. Makes available, to persons of any age, one or more terminals that are restricted from receiving “obscene or sexually explicit matter that is harmful to minors”, and
2. Reserves, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, one or more terminals that are not restricted from receiving any material.

In addition, users are reminded that the **Internet work stations are located in a public area that is shared by patrons and volunteers of all ages and backgrounds. Users are to be sensitive to this when accessing information and/or images.** Staff may visually monitor the use of all computers in the Library and may prohibit the display of material that would reasonably be considered inappropriate for viewing in a public area. These rules also apply to Internet use on private computers within the Library.

Any violation of this policy, as determined by the Library staff, will result in immediate termination of use of the Library Internet service and/or computers. A second violation by the same patron(s) will result in permanent suspension of Library Internet service and computers. In the case of a minor in violation, the Library staff will attempt to inform parents of the violation and consequences thereof. Patrons who lose privileges as a result of a violation of this policy may appeal the staff decision to the Library Board at a regularly scheduled Board meeting.

Approved: May 29, 2018

XIV. USE OF THE MUNNECKE MEETING ROOM

The Library manages and operates the Wilbur C. Munnecke Room on behalf of Leland Township and schedules the use of the facility. The Munnecke Room is available for lawful use as a community meeting facility by educational, cultural, civic, and governmental groups, and by the general public, subject to the following conditions:

1. The Library, Township, and Leelanau Historical Society Boards and committees have first priority on the use of the room.
2. Programs or exhibits may not disrupt the use of the Library or the Leelanau Historical Society.
3. Any notice or advertising of the event shall state that the event location will be “the Leland Township Munnecke Room.”
4. Persons attending any meetings or gatherings are expected to conduct themselves in an orderly manner.
5. Users are responsible for the cost of repair of any damage to the facilities as determined by the Library Director.
6. No smoking or cooking is allowed. Simple food and drink are allowed.
7. Munnecke Room furniture may not be used off-site.
8. Subject to the priorities in paragraph 1 above, scheduling of the use of the room will be on a first-come, first-served basis and will be made with the Library Director or Assistant Director during Library business hours. The information that is needed to book the room is: Contact name and phone number, affiliation if applicable, hours needed, and number of people attending the event.
9. No permanent changes to the meeting room may be made. No pictures, displays or posters may be fastened to the walls. No items may be stored by users of the room.
10. Permission for the use of the audio/visual equipment installed in the room shall be at the discretion of the Library Director and subject to any terms and conditions that the Director may deem appropriate.
11. Granting of permission to use the room does not imply endorsement by Leland Township or the Library of the user or the user's policies or beliefs.
12. Neither Leland Township nor the Library is responsible for personal injury or property damage arising out of the use of the room. The user shall indemnify and hold harmless both Leland Township and the Library from any liability, loss or damage resulting from the use of the room.
13. For events that are held outside Library open hours, a key may be issued by Library Director or Assistant Director to the meeting organizer on a temporary basis. Keys **MUST BE RETURNED** to the Library Director or Assistant Director at the end of the meeting/event or dropped in the Library's night book return slot if after hours.
14. A cleaning fee may be assessed to users at the discretion of the Library Director.
15. If requested to do so, Users shall sign and deliver to the Library a Munnecke Room Use Agreement in the form attached hereto as Exhibit A no later than 24 hours prior to the event.

Facilities, including the restrooms, will be left in a clean and orderly condition. The meeting room will be returned to its original state at the end of the session, as below:

- **Two long white tables and 10 chairs are left set up at the east end of the room. All other chairs and tables must be stored in the closet on the east side of the room.**
- **Doors, both exterior and interior to the Munnecke Room, will be locked when leaving. All lights are turned off – including lights in restrooms, closets, and hallway.**
- **HEAT & AIR: In winter, thermostat is set at 62°; in summer, thermostat is set at 78°.**
- **Key will be returned to the Library Director or Assistant Director or, if after hours, dropped in the Library's night book return.**
- **All garbage will be bagged and taken to the outside trash receptacle or taken away by user.**
- **All windows will be closed and locked.**
- **Movable storage cabinet will be put back in place if moved.**

Approved: August 8, 2022

XV. PERSONNEL

1. Selection and Hiring

The Library is an equal opportunity employer and is pledged to nondiscrimination in employment as required by law. The Library will employ, retain, promote, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy will be applied without regard to sex, age, race, color, religion, national origin, handicap, marital status, or veteran status.

A current job description for each employment position shall be prepared and maintained by the Director and approved by the Library Board.

Employment opportunities will be announced to employees before or simultaneously with release to the general public. Applications for employment shall be submitted in writing to the Director. The Director may screen applications and select those applicants to be considered for further consideration. The Director may conduct interviews of applicants. The Director's recommendations for employment shall be submitted to the Library Board for approval prior to offers of employment being made.

2. Volunteers

The Library encourages volunteers from the community to assist with the operation of the Library. "Volunteers" are persons who regularly perform duties or tasks for the Library without compensation or benefits. Volunteers are meant to supplement and not supplant staff.

When performing Library duties, volunteers must act in accordance with Library standards, policies and procedures including those set forth in the Policies and Procedures Manual. The assignment of volunteers to Library duties is at the discretion of the Director.

3. Terms of Employment

The Library may employ both salaried and hourly employees. The terms of any employment contracts are subject to approval by the Library Board. Unless otherwise provided in a written agreement between the employee and the Library, all employment with the Library is "at will" and subject to termination at any time, with or without cause.

Hourly employees are paid at an hourly rate for time worked, rounded to the nearest quarter hour. Hourly employees are not eligible for paid time off, other than approved holidays. Changes in work schedules are subject to the discretion of the Director. Unscheduled time may not be worked without prior approval of the Director.

4. Recording Work Time

All time worked, rounded to the nearest quarter hour, must be recorded on forms provided by the Director. These forms, signed by both employee and Director, form the legal record from which pay is determined. The Library will pay for all authorized hours worked.

5. Payment of Wages

Paychecks are prepared bi-weekly and usually issued on the Friday following the end of the pay period. All applicable payroll deductions will be made according to Federal and State laws.

6. Required Forms

New employees must fill out and provide to the Director the following forms during the first week at work:

1. Form W-4, which determines the amount to be withheld from wages for federal income tax purposes;
2. Form MI-W4, which determines the amount to be withheld from wages for Michigan state income tax purposes; and
3. Form I-9, to document eligibility for employment in the United States (required within 3 days of employment), together with the "acceptable documents" required by that form.

Each employee under the age of 16 must obtain a Work Permit from his/her school site.

7. Probationary Period

New employees will have a probationary period of up to six months during which they will be introduced to the Library and their job responsibilities. During this time, the Director will evaluate job performance and assist the employee in resolving any job-related issues. At the end of the probationary period, the Director will provide to the Library Board a written evaluation and recommendation regarding continued employment.

8. Performance Appraisals and Compensation Adjustments

The purposes of Library employee performance appraisals are to (a) evaluate job performance, (b) assess the quality of the employee's work, (c) give recognition for commendable work, (d) identify areas in which improvement or change is required, (e) assess progress against prior goals, and (f) formulate goals for the future.

The Director is expected to provide continuous guidance and direction to Library employees regarding their job performance. In addition, all staff will receive an annual performance appraisal during the last quarter of each fiscal year, and new employees will receive an interim appraisal review following six months of employment. These appraisals will be conducted by the Director and will include both a written review and an opportunity for discussion. Annual compensation adjustments, if any, will be effective for the first pay period beginning after April 1.

The Director will receive an annual performance appraisal conducted by the Library Board.

The Library intends to compensate its employees on a basis that is fair, equitable and competitive in the context of local market conditions. The factors to be considered in adjusting employee compensation include, in addition to the results of the performance appraisals described above are: (a) changes in the cost of living, (b) changes in the local employment market including both wages and workforce supply, (c) length of service, (d) the availability and cost of employee benefits, and (e) the availability of sufficient revenues to fund Library

operations. All adjustments in employee compensation are subject to approval by the Library Board.

9. Personnel Files

An employee may request that the Director allow him/her to inspect his/her own personnel file. Otherwise, the file is private and may be accessed only by the Director, by the Library Board, or as required by law.

10. Employee Conduct

The conduct of each Library employee, while fulfilling the duties and responsibilities of his/her position, should reflect favorably on the employee and the Library.

11. Dress, Appearance

The dress and appearance of employees while at work should show respect for other employees and the public and be appropriate for their jobs. The Director may establish guidelines for dress and appearance.

12. Tardiness, Absenteeism

It is important that employees be at work on time and work their scheduled hours. Disciplinary action may be taken when tardiness and/or absenteeism cause inconvenience to the Library. The Director must be notified when time cannot be worked as scheduled. An unauthorized and unreported absence of two days may result in Library Board review and disciplinary action as provided herein.

13. Drugs and Alcohol

To ensure a safe and productive work environment, the Library prohibits the use, purchase, sale, possession, transfer, or being under the influence of any non-medically prescribed drugs or alcohol during work time. An employee who is suspected of using any drug that might in any way affect job performance shall be reported to the Director or a Library Board member and may be subject to disciplinary action as provided herein.

14. Political Activity

The Library will not request that employees participate in or contribute to political parties or groups, and employees may not engage in political activities or campaigning during working hours.

15. Safety

The Library provides Workers' Compensation protection for all employees for on-the-job injuries as required by law. Employees must report any work-related injury to the Director promptly to ensure coverage.

16. Requests for Confidential Information

Home telephone numbers and post office and e-mail addresses of Library Board members and employees are confidential and may not be given to anyone without permission from the Director.

17. Discipline

When employee performance or behavior falls short of the standards and expectations of the Library, efforts will be made to help the employee meet expectations through informal discussion and/or further training. When this fails, or depending upon the seriousness of the situation and the person's employment history with the Library, disciplinary actions may be taken ranging from formal discussion with the employee to immediate discharge. The Director will document all steps in this process in writing and will provide copies to the employee upon request. A copy shall be filed in the employee's personnel file.

18. Grounds for Disciplinary Action

Reasons for disciplinary action include but are not limited to the following:

- failure to perform the duties of the position in a satisfactory manner
- failure to observe Library policies and procedures
- behavior that jeopardizes the safety of the staff or public
- discourtesy to the public
- failure to work harmoniously with other employees or volunteers
- unauthorized release of confidential information
- falsification of Library records
- inappropriate use of official position in the judgment of the Director and/or the Library Board
- unauthorized removal, destruction, or negligent use of Library property

19. Problem Resolution

The Library recognizes the importance of good communication between employees and supervisors. Employees should feel free to ask questions and offer their ideas and suggestions. Job or library-related problems may be discussed with the Director at any time. The Director may discuss such problems with the Library Board.

General concerns or questions regarding policy interpretation should first be discussed with the Director or submitted to the Director in writing. The Director may discuss issues with the Library Board and may also seek problem resolution in writing as needed.

Issues concerning personnel policies and procedures that cannot be resolved as suggested above may be appealed in writing to the Library Board president within a week following discussion with the Director. At its next regular meeting, the Library Board will act on the matter and respond to the employee within one week thereafter.

20. Separation From Employment

Employees are asked to submit a letter of resignation two weeks or more before his/her last day

of work, unless otherwise required by contract. The letter should be addressed to the Library Board and given to the Director.

Upon termination of employment, the employee shall return to the Director any keys or other Library property in his/her possession.

Arrangements for final paycheck should be made with the Director.

21. Employee Benefits

Worker's Compensation Insurance

Each employee is covered by Workers' Compensation insurance that applies to injuries incurred on the job.

Training and Education

Employees are encouraged to attend training courses, workshops, seminars, and professional conferences designed to develop or update job-related skills or knowledge. Payment or reimbursement of expenses incurred is subject to prior approval by the Director and/or Library Board.

Travel Reimbursement

Employees will be reimbursed for approved travel expenses that are incurred in the conduct of Library business paid at the approved Federal rates.

Holidays

The Library will be closed on:	New Year's Eve	New Year's Day
	Memorial Day	Christmas Eve
	Independence Day	Christmas Day
	Thanksgiving Day	Labor Day

If the holiday falls on a weekend day, the Library may be closed on all or part of Saturday or Monday, as determined by the Director. Hourly employees scheduled to work on these holidays will be paid for the full day.

Vacation Time

Vacation time for salaried employees will be determined on a case-by-case basis and documented in the employee's terms of engagement.

Vacation time for hourly employees is subject to the provisions for Paid Time Off, below.

Paid Time Off

Paid Time Off is time off from work used by an employee (a) to meet the employee's personal needs including, but not limited to, illness, child care, school activities, medical/dental appointments, and emergencies and (b) with respect to hourly employees, for vacation time.

Paid Time Off for salaried employees will be determined on a case-by-case basis and documented in the employee's terms of engagement.

New hourly employees shall be entitled to one hour of Paid Time Off for every 20 hours of time worked from and after the six-month anniversary of the date of employment. Hourly employees with three or more years of continuous service shall be entitled to one hour of Paid Time Off for every 18 hours of time worked.

Unused Paid Time Off may be carried over from one fiscal year to the next, subject to a maximum accumulation of 60 hours. Hours of Paid Time Off used will be first charged to any accumulated time from prior years and then to available time for the current fiscal year.

Paid Time Off must be taken in increments of not less than one hour.

Employees shall provide the Director with reasonable advance notice and obtain approval prior to using Paid Time Off or, if circumstances do not permit advance notice, shall inform the Director as soon as possible.

Unused Paid Time Off will be paid upon termination of employment at the employee's then-current rate of compensation.

Health Benefits

Full-time employees may participate in a health benefit plan of their choice provided through the Michigan Library Association. The Library provides a supplemental payment to full-time employees that may, at the election of the employee, be (a) applied to premium expense of one of the MLA plan options, (b) deposited in a Health Savings Account for the benefit of the employee (if the employee elects to participate in an HSA-eligible plan), or (c) paid to the employee as taxable compensation, in such proportions as the employee may determine.

Educational Assistance

The Library will provide educational assistance to Regular Full Time or Regular Part Time employees under the following conditions: (a) the employee must notify the Director prior to enrolling for a class, specifying the course that he or she intends to take, and receive approval of the course from the Director; (b) the course must relate to the services provided by the Library, as determined by the Director; (c) the employee must complete the course and achieve a grade point average of 2.0 or higher, or must “pass” under a “pass/fail” grading system; and (d) the employee must provide to the Library a transcript or similar record evidencing (i) the satisfaction of the condition described in subparagraph (c) and (ii) the cost of tuition for the course. If these conditions are met, the Library will reimburse to the employee 100% of the cost of tuition for the course, up to a maximum amount of \$1,000 per fiscal year. All reimbursements must be refunded to the Library if the employee leaves its employment within six months following the date of completion of the course.

Approved: September 13, 2021

XVI. FINANCIAL PROCEDURES

1. Definitions.

- 1.1. **Authorized Purchaser.** The “Authorized Purchaser” is the Director.
- 1.2. **Board-approved Contract.** A “Board-approved Contract” is a Commitment that (a) has been specifically approved by the Library Board or by a committee of the Library Board acting under board-delegated authority or (b) is made in connection with a Budgeted Capital or Operating Expense.
- 1.3. **Budgeted Capital or Operating Expense.** A “Budgeted Capital or Operating Expense” is a line item expense that was incorporated into the capital or operating budget approved by the Library Board for the current fiscal year of the Library.
- 1.4. **Commitment.** A “Commitment” is any contract or order, including purchase orders and directions in informal or letter form, that obligates the Library to disburse funds to a third party.
- 1.5. **Quote.** A “Quote” is an offer from a vendor that may become a contract upon acceptance by the Library. Quotes may be in writing, fax or e-mail. Catalogs and circulars with firm prices are acceptable as Quotes.

2. In General.

- 2.1. The policies and procedures set forth in Sections 3, 4 and 5 shall apply to the purchase of all goods and services by the Library, regardless of the source of the funds to be used, other than for (a) the acquisition of materials for the Library’s collections, which is subject to the Library’s Materials Selection policy, and (b) wages and salaries paid to employees of the Library.
- 2.2. Employees of the Library shall not solicit gratuities, favors or anything of monetary value from suppliers or potential suppliers, and shall not accept any gifts having a value of more than \$100 unless approved by the President or the Treasurer. Any violation of this provision will be grounds for discipline including termination of employment.
- 2.3. The Authorized Purchaser shall use good purchasing methods, optimize cost savings, quality and value, assure proper inventory control and inspections, place orders with approved suppliers (where applicable) and maintain appropriate records of purchasing activity.
- 2.4. The Library’s conflict of interest policies apply to all transactions described in this policy.

3. Budgeted Capital or Operating Expenses.

- 3.1. Less than \$2,500. The Authorized Purchaser may enter into a Commitment that does not exceed \$2,500.

- 3.2. \$2,500 or more. Prior to entering into a Commitment greater than \$2,500, the Authorized Purchaser shall obtain a Quote from the vendor and the proposal shall be approved by the Authorized Purchaser and either the President or the Treasurer.

4. Unbudgeted Capital or Operating Expenses.

- 4.1. Commitments for all unbudgeted capital or operating expenses shall be made only pursuant to a Board-approved Contract.
- 4.2. Board-approved Contracts with an aggregate value of up to \$2,500 shall be signed by the Authorized Purchaser and either the President or the Treasurer. Board-approved Contracts with an aggregate value of greater than \$2,500 shall be signed by both the President and the Treasurer.
- 4.3. Commitments that must be made on an emergency basis as a result of unanticipated events requiring immediate repair, reconstruction, or maintenance in order to protect the property of the Library or the life, health or safety of any person may be made by the Director, the President or the Treasurer without prior approval. Notice of any such Commitments shall be given to the Library Board as soon as reasonably possible.

5. Bidding Process.

- 5.1. New Commitments. For any new Commitment expected to have a value in excess of \$10,000, whether budgeted or unbudgeted, the Library shall submit identical bid specifications to at least two different vendors. Bid specifications shall be prepared by or under the supervision of the Director. A vendor that has a gift or sponsorship history with the Library may be included in the bidding process. Quotes received from prospective vendors shall be reviewed by the Director, who shall pass his or her recommendation on to Library Board.
- 5.2. Rebidding Existing Commitments. Existing Commitments for continuing work related to the requirements of the Library with an average annual cost of \$5,000 or more shall be re-bid at least every three years unless the Library Board shall find that the re-bidding process would entail significant additional costs to the Library or would materially disrupt advantageous business relationships. Existing Commitments with a term greater than three years do not need to be re-bid during the contract term. In the case of open-ended service agreements with no term limit, the three-year rebidding rule will apply. Re-bidding shall follow the process described in paragraph 5.1.
- 5.3. Awards of Contracts. Commitments subject to paragraph 5.1 shall be awarded to the lowest, best bidder. The following factors shall be taken into account by the Library Board in determining the lowest, best bidder:
 - 5.3.1. price;
 - 5.3.2. the bidder's ability, capacity and skill to perform the contract or provide the service required;
 - 5.3.3. the bidder's ability to perform the contract or provide the service promptly, or in the time required, without delay or interference;

- 5.3.4. the bidder's character, responsibility, integrity, reputation and experience;
- 5.3.5. the quality of performance by the bidder of previous contracts or services;
- 5.3.6. the bidder's previous and existing compliance with laws relating to the contract or service;
- 5.3.7. the sufficiency of the bidder's financial resources and ability to perform the contract or provide the service;
- 5.3.8. any prior relationship between the Library and the bidder; and
- 5.3.9. if all other of the above factors are of equal weight, preference shall be given to bidders with principal business operations located in Leelanau County.

5.4. Application of Conflict of Interest Policy. The Library's conflict of interest policies shall supersede the provisions of paragraph 5.3 with respect to approval of any Commitment that is subject to those policies.

6. Cash Management.

- 6.1. All checks received by the Library are to be endorsed "For Deposit Only." Checks and cash shall be stored in a secure place until deposited. All checks and cash shall be deposited not less 14 days following the receipt thereof; provided, however, that the Library may maintain a petty cash fund in an amount not to exceed \$600.
- 6.2. All revenue shall be recorded regardless of its source.
- 6.3. Checks in payment of accounts shall be reviewed against the invoice by each of the Authorized Purchaser and any member of the Library Board, and the invoice initialed as evidence thereof.
- 6.4. Checks in excess of \$1,000 shall require the signature of the Authorized Purchaser and either the President or the Treasurer.
- 6.5. The Library shall maintain the following bank accounts:
 - 6.5.1. A savings account (the "Fund Balance Account"), in which property tax revenues and revenues from all other sources (including restricted and unrestricted gifts) shall be deposited.
 - 6.5.2. A checking account (the "Operating Account"), to which funds may be transferred from the Fund Balance Account by action of the Director for the purpose of paying the Budgeted and Unbudgeted Capital or Operating Expenses of the Library in accordance with the terms and conditions of this Policy.
- 6.6. The Library shall utilize the services offered by banks with offices located in Leland Township as long as they are competitive in terms of service, cost and rate of return.

7. Budgeting.

The Library shall prepare annual operating budgets in accordance with MCL 141.434. Each annual operating budget shall include as an expenditure an amount needed for deficiency, contingent or emergency purposes, as stipulated in MCL 141.435(1)(f). In determining that amount, the Director and the Library Board shall:

7.1. Seek to maintain an appropriate ratio of reserves to budgeted operating expense taking into account (a) the results of operations of the Library for the preceding three years, (b) the projected results of operations for the ensuing year, (c) other sources of possible funding for the Library's operations including extraordinary distributions from governmental sources or the Friends of Leland Township Public Library, (d) potential revenue reductions, (e) the Library's fund balance, (f) the amount of tax revenue estimated to be available for Library purposes for the ensuing year and (g) any other relevant facts and circumstances. The target minimum fund balance for the Library is an amount equal to six months of budgeted operating expense.

7.2. Make appropriate provision for (a) any anticipated non-operating expenditures (such as the purchase of capital assets including additions to or replacements of furnishings, fixtures and equipment) and (b) any contingent liabilities.

8. Credit Card Transactions. In accordance with MCL 129.243(3):

8.1. The employee of the Library responsible for the issuance, accounting, monitoring, retrieval and general compliance with this section shall be the Director.

8.2. Credit cards issued to the Library may be used only (a) by an employee of the Library and (b) for the purchase of goods or services for the official business of the Library.

8.3. The Director shall review all credit card invoices prior to payment thereof and shall submit to the Library Board, at its next meeting following each use of the credit card, documentation describing the goods or services purchased, the cost thereof, the date of the purchase and the purpose for which the purchase was made.

8.4. The balances due on credit card purchases shall be paid within the time prescribed for payment without interest or penalty

8.5. The Director shall be responsible for the protection and custody of all credit cards and shall immediately notify the Chair of the Library Board in the event that a credit card is lost or stolen or if fraudulent activity is discovered.

8.6. Any unauthorized use of a credit card by an employee of the Library shall be subject to discipline in accordance with the Library's Personnel Policy

Approved: May 29, 2018

9. Acceptance of Credit Cards for Payment.

9.1 The Library accepts payments via Mastercard, Visa, and Discover credit/debit card for amounts due to the Library greater than \$2.00.

9.2 Payments by card may be made by only in person at the Library. No card transactions will be accepted by phone, fax, email, or any other forms of electronic communication, unless authorized by the Director.

9.3 The Library requires full payment of any outstanding charges when using a card.

9.4 The Library reserves the right to refuse service or cancel transactions at any time.

9.5 Completion of a payment transaction is contingent upon both the authorization of the payment by the card issuer or financial intermediary and acceptance of payment by the Library. In the event that a card payment is unable to be processed, the Library will attempt to notify the customer using the contact information provided. In any event, the card user remains solely responsible for payments due.

9.6 The Library will not accept cards for cash advances or cash back transactions, discount fines or fees based on the method of payment, or provide any services other than payment for amounts due.

9.7 When amounts due have been paid using a card and are to be refunded, the refund will be credited back to the account that was originally charged. Cash refunds and refunds in excess of the original amount paid are prohibited.

9.8 Card payment details collected electronically are encrypted using secure server technology. At no time will the Library record or store card information. Card information is only made available to authorized card issuers or financial intermediaries for the purpose of completing the transaction.

Approved June 6, 2022

XVII. INVESTMENTS

The Library Board has adopted the following policy pursuant to Michigan Act 20 of 1943, as amended (the "Act"):

1. Purpose. This policy sets forth the terms and conditions under which the cash accounts of the Library are to be managed. The scope of this policy is limited to the Library's cash accounts. No assets of the Library shall be placed in any form of investment or deposit account other than those specified in section 4 herein unless and until the Library Board shall separately approve the terms and conditions of each such investment.
2. Objectives. The objectives of this policy are to provide for the security and liquidity of the cash accounts of the Library. Diversification and return on investment of the cash accounts are not significant factors in the management thereof.
3. Authority. The "investment officer" of the Library Board, as that term is used in the Act, is its Treasurer. Each of the Treasurer and the Director shall have the authority to make deposits in the cash accounts and the authority to make withdrawals therefrom within the limits set forth in the Library's Financial Procedures policy.
4. Authorized Investments. The cash accounts of the Library shall be deposited with such banking institutions as may be determined by the Library Board from time to time, provided that all such accounts shall be insured by the Federal Deposit Insurance Corporation. Deposit accounts with amounts in excess of the applicable FDIC insurance limits may be maintained only upon a finding by the Library Board that the exposure is reasonable and appropriate under the circumstances. The deposit accounts shall consist only of:
 - a. Checking
 - b. Savings (including insured money market accounts)
 - c. Certificates of Deposit

Approved: May 29, 2018

XVIII. GIFT ACCEPTANCE

The Library encourages and welcomes the interest and involvement of citizens and organizations through donations of monetary assets for Library purposes, contributions of new and used book or non-book materials for collections, and gifts of property that will enhance the physical environment of the Library. The following guidelines will be applied to such donations.

1. Monetary gifts.

- 1.1. Gifts of cash or readily marketable securities may be restricted or unrestricted, including donations designated as memorials or tributes. Marketable securities will be sold as soon as reasonably practicable and the net proceeds managed as a "monetary donation."
- 1.2. Monetary donations made to and accepted by the Library that are for specific purposes shall be designated as restricted gifts in the Library's financial records and shall be used only for the designated purpose. Donors of monetary gifts that are restricted to the acquisition of materials or other property may suggest specific subjects or titles of the materials or other property to be acquired. However, the acceptance of such gifts will be subject to a determination by the Director and/or the Library Board that (a) the terms of the gift meet the criteria of the Materials Selection policy or of the space, utilization and design requirements of the Library and (b) the insurance and maintenance costs associated with the donation are acceptable to the Library.
- 1.3. Monetary donations of \$500 or more shall be reported to the Library Board. If unrestricted, such donations may be designated by the Library Board for any purpose of the Library. Unrestricted monetary donations of less than \$500 shall be allocated to the Library's general fund.

2. Gifts of books and other circulation materials. Donations of materials will be accepted if it is determined by the Director that they meet the requirements of the Materials Selection policy and will be handled as any other material belonging to the Library in regard to classification, placement, and availability to patrons. The Library is not obligated to keep donated materials for any specified period of time and they may be sold, recycled or discarded in the sole discretion of the Director and/or the Library Board.

3. Gifts of other property. Gifts of tangible personal property or real estate will be accepted only if it is determined by the Director and/or the Library Board that (a) the terms of the gift meet the space, utilization and design requirements of the Library and (b) the insurance and maintenance costs associated with the donation are acceptable to the Library. Accepted gifts become the sole property of the Library.

4. Tax matters. The Director will acknowledge receipt of all donations but it is the donor's responsibility to establish the value of a gift for tax purposes. The Library will not appraise or otherwise value non-monetary gifts.

Approved: May 29, 2018

XIX NAMING RIGHTS POLICY

1. In general

- 1.1.** This policy governs the assignment of names to meeting rooms, reading areas, study rooms, special use areas, other interior or exterior spaces, equipment, or collections (a "Facility") of Leland Township Public Library (the "Library"), in response to requests from prospective donors to Library solicitations for the funding of capital improvements (a "Donor Request").
- 1.2.** Decisions to accept or decline a Donor Request will be made in the sole discretion of the Library's Board of Directors (the "Board"), acting on its determinations regarding the best interests of the Library. The Board, through its President or the Library Director, shall attempt to resolve with prospective donors any issues presented by Donor Requests, and may condition its approval, if granted, on such terms or conditions as it may determine.
- 1.3.** The grant of naming rights will be subject to the execution and delivery of a Naming Rights Agreement between the Library and the donor. The terms of the Naming Rights Agreement shall be based upon the guidelines set forth in paragraph 2 herein.
- 1.4.** For purposes of this policy, funding provided to Friends of Leland Township Public Library and restricted to Library capital improvements will be considered as funding provided to the Library.

2. Guidelines

- 2.1.** The amount of contributions appropriate for specific naming opportunities will be determined in relation to the cost of the project for which funding is sought.
- 2.2.** Naming rights, if granted, carry no power to direct the Library's decisions on any management issues.
- 2.3.** Naming rights will be approved for a specific term, which shall not be longer than the useful life of the Facility being funded, as determined by the Board, unless otherwise established in the Naming Rights Agreement.
- 2.4.** When a named Facility (a) has reached the end of its useful life and will be replaced or substantially renovated, or (b) is significantly altered, the replaced or altered Facility may be renamed in recognition of a new donor. Recognition of prior donors shall be provided to the extent deemed appropriate by the Board.
- 2.5.** The Library reserves the right to terminate or alter a donor-designated name if the donor or that name comes into disrepute at the Library or in the community at large.

Approved: June 12, 2023

XX. USA PATRIOT ACT COMPLIANCE

The Library Director or Library Board Chair shall seek legal advice in the event of the receipt of a warrant or order issued under the authority of the USA PATRIOT Act.

Approved: May 29, 2018

XX. AMERICANS WITH DISABILITIES ACT

The Library is committed to providing to its patron's equitable access to information and services. In compliance with the Americans with Disabilities Act, the staff will make a good faith effort to accommodate reasonable requests for assistance in obtaining, accessing and making use of Library resources, materials and services.

Approved: May 29, 2018

XXI. FREEDOM OF INFORMATION ACT

The full text of the Library's Freedom of Information Act procedures and guidelines are set forth below, followed by a summary of those procedures and guidelines as required by the provisions of the Michigan Freedom of Information Act.

A. Appointment of FOIA Coordinator.

In accordance with section 6 of the FOIA, MCL 15.236, the Library has appointed a FOIA Coordinator, as well as an alternate FOIA Coordinator. The names of the FOIA Coordinator and alternate FOIA Coordinator are available from the Library Office.

The FOIA Coordinator shall report action taken on FOIA requests at the next scheduled meeting of the Library Board.

B. Submission of FOIA Request.

FOIA requests to the Library can be sent by the U.S. Postal Service to:

FOIA Coordinator
Leland Township Public Library
203 E. Cedar Street
Leland, MI 49654

or by e-mail to:

lelandlibrary@lelandtownshiplibrary.org

Requests must include the requester's name, telephone number and mailing address.

C. Forwarding of FOIA Requests.

Any employee of the Library who receives a written request for a public record must immediately forward that request to the FOIA Coordinator. If a Library employee receives a written request for a public record that is delivered to a spam or junk-mail folder, the employee must record the date and time the written request is delivered to the spam or junk-mail folder and date and time the employee first becomes aware of the written request. The employee must forward those dates and times to the FOIA Coordinator with the written request.

D. Request Response Time.

The Library must respond to FOIA requests within 5 business days after receipt of the request. The Library may extend the time for responding by an additional 10 business days by notifying the requesting person in writing of the reason for the extension and the new due date. MCL 15.235(2) (d) and (6). Due to the short statutory time period within which the Library must issue a written notice in response to the FOIA request, it is imperative that there be no delay in complying with the Library procedures and guidelines.

Written requests made by facsimile, electronic mail or other electronic transmission are not received by the FOIA Coordinator until 1 business day after the electronic transmission is made.

E. Response to a FOIA Request.

Only the FOIA Coordinator or Alternate FOIA Coordinator will respond to FOIA requests. The Library will provide copies of these procedures and guidelines and a summary of these procedures and guidelines with each written response or provide a link to an online version of these documents. If a request is denied, in full or in part, the Library will provide the requester with an explanation of the basis of the denial under the FOIA and give notice to the requester of his or her remedial rights.

F. Assessment of Fees for a FOIA Request.

The FOIA permits the Library to charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material, but only if the failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. MCL 15.234(1) and (3)

The following fee guidelines for calculating labor and material costs incurred in processing FOIA requests are established pursuant to MCL 15.234(3):

1. Fees will be uniform and not dependent upon the identity of the requesting person.
2. Fees will be itemized using the detailed itemization form attached as Exhibit A and will include:
 - (a) Labor costs for the search, location, and examination of public records will be calculated using the hourly wage of the Library's lowest paid employee capable of conducting the search, location, and examination, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.
 - (b) Labor costs for the review of public records and separation and deletion of exempt from nonexempt material will be calculated using the hourly wage of the Library's lowest paid employee capable of conducting the review and separation and deletion of exempt from nonexempt material, whether they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year.

Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

- (c) Non-paper physical media costs will be calculated using the actual and most reasonably economical cost of computer discs, computer tapes, and other digital and similar media provided by the Library.
 - (d) Duplication and publication costs will be calculated using the actual total incremental cost of necessary duplication or publication of a public record, not including labor. The actual and incremental cost, calculated per sheet, shall be charged and will not exceed 10 cents per sheet of paper for letter or legal-size paper. The Library shall use the most economical means available for making copies, including the use of double-sided printing, if cost-saving and available. The Library will not charge a fee for duplication costs of less than \$1.00.
 - (e) Labor costs for the duplication or publication of public records, including making paper copies, making digital copies, or transferring digital public records to be produced on non-paper physical media or through electronic means, will be calculated using the hourly wage of the Library's lowest paid employee capable of duplicating or publishing the public records, whether they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.
 - (f) Actual costs of mailing using a reasonably economical and justifiable manner.
3. No Library employee shall agree to work overtime or include overtime wages in the labor costs described in these procedures and guidelines.
 4. If a requester submits an affidavit of indigency, the first \$20.00 of a fee will be waived. To be eligible for this waiver, a requesting person must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Except as provided herein, no Library employee shall waive a fee or any part of a fee without authorization from the FOIA Coordinator
 5. Labor costs for monitoring an inspection of original records will be calculated using the hourly wage of the Library's lowest paid employee capable of monitoring the inspection. Labor costs for monitoring an inspection will not be charged for the first hour. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Note: Section 3(3) of the FOIA, MCL 15.233(3), provides, in pertinent part, that "[a] public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction."
 6. If a statute authorizes the sale or production of public records to the public for a specified fee or if a fee for production of public records is otherwise set by statute, the

Library will charge the statutory fee in lieu of a fee calculated using the guidelines set forth above.

7. The Library will not charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material that will take less than one hour. If the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material will take more than one hour, a fee will be charged in accordance with this procedure pursuant to section 4 of the FOIA, MCL 15.234. The hourly wage will be based on the Library's payroll records for the applicable fiscal year.
8. If the FOIA Coordinator knows or has reason to know that all or a part of the requested information is available on the Library's website, the Library shall notify the requestor in its written response and shall include the website address in that response. The FOIA Coordinator shall separate the requested public records available on the website from those that are not available and shall inform the requestor of the additional charge to receive copies of what is available on the website.

G. Deposit Requirements.

If the Library estimates that the fee to process a FOIA request will be greater than \$50.00, the Library will require a good-faith deposit from the requestor before providing the public records to the requestor. The deposit shall not exceed 1/2 of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a good faith estimate by the Library of the time it will take the Library to provide the public records to the requestor following the receipt of the deposit. The time estimate is not binding upon the Library, but the Library shall attempt to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

If the requestor has made a previous request under FOIA for which the Library has not been paid in full, the Library may require, under conditions set forth in MCL 15.234(11), a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual.

H. Appeals of Fees and Disclosure Determinations.

If the Library charges what the requestor believes to be an excessive fee or denies all or part of a request, the requestor may submit to the Library Board, via the FOIA Coordinator, a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. The FOIA Coordinator shall immediately notify the Library Board President of the receipt of any appeal.

I. Review of Fees and Disclosure Determinations

Under section 10(3) of the FOIA, MCL 15.240(3), the Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

Should the Library Board decide to consult with the Library's legal counsel on the appeal, it must comply with the time periods set forth in the FOIA for written responses as well as the provisions of the Michigan Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*

J. Further Appeals Concerning Fee Reductions or Disclosure Determinations

A requestor may, within 180 days after the Library's final determination to deny a request, commence a civil action in the circuit court to compel disclosure. Under section 10(4) of the FOIA, MCL 15.240(4), the "circuit court of the county in which the public record or an office of the public body is located has venue over the action." Actions involving fee reductions must be filed within 45 days after receiving the notice of a required fee or the determination of an appeal to the Library Board.

Exhibit A

REQUESTOR'S NAME AND ADDRESS:		
BILL CALCULATION		AMOUNT
LABOR:		
Searching for and locating the material: No. of Hours: <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>		\$
Reviewing the material, including separating exempt from non-exempt material: No. of Hours <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>		\$
Multiplier used to calculate fringe benefits (up to 50%) _____		
POSTAGE: (Actual Cost)		\$
DUPLICATING:		
Labor: No. of Hours <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>		\$
Paper: No. of Pages _____ X Copying Rate \$.10 per page		\$
OTHER COSTS: Describe (e.g., Overtime, cost of duplicating to media other than paper)		\$
Make check (business/personal) or money order payable to: Leland Township Library Mail check/money order to: P.O. Box 736, Leland, MI 49654 <p style="text-align: center;">Return a Copy of this Invoice with Your Payment</p>		TOTAL: \$
*PLEASE NOTE THAT IF A DEPOSIT IS REQUESTED (TOTAL IS GREATER THAN \$50.00), THE INDICATED AMOUNT IS AN ESTIMATE OF THE COST OF COMPLYING WITH YOUR REQUEST. THE ACTUAL COST MAY VARY FROM THIS AMOUNT.		DEPOSIT: \$
For Internal Use Only		
REQUESTED INFORMATION TO BE: <input type="checkbox"/> Provided without charge <input type="checkbox"/> Mailed upon receipt of payment <input type="checkbox"/> Paid and picked up in person	Check / M.O. #: From:	BALANCE TO BE PAID: \$
Date Payment Received:	Date Documents Mailed:	Date Documents Picked Up:

Leland Township Public Library
Summary of Freedom of Information Act Procedures and
Guidelines

Documents and records of the Leland Township Public Library (the “Library”) will be made available to the public in accordance with the Michigan Freedom of Information Act, MCL 15.231 *et seq.*, (“FOIA”) and the Library’s FOIA Procedures and Guidelines.

The Library maintains a website at www.lelandlibrary.org. If the Library’s FOIA Procedures and Guidelines and this Summary are available on that website, the link to that website may be provided in lieu of providing paper copies of those documents. Otherwise, those documents will be provided, without charge, upon request to the Library’s FOIA Coordinator at the address set forth in paragraph A below.

Costs associated with responding to a request will be charged to the requester. Prior to submitting a request, you should check to determine whether the materials sought are available on the Library’s website.

A. How to submit written requests.

FOIA requests to the Library can be sent by the U.S. Postal Service to:

FOIA Coordinator
Leland Township Public Library
203 E. Cedar Street
Leland, MI 49654

or by e-mail to:

lelandlibrary@lelandtownshiplibrary.org

Requests must include the requester’s name, telephone number and mailing address.

B. How to understand the Library’s written responses to FOIA requests.

The Library has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one-10 business day extension. After 10 business days pass, the Library must respond with one of the other options.

If the request is granted or granted in part and denied in part, the Library may also charge a fee to process the request. See paragraph D below. After receipt of the fee (and payment of any outstanding balance relate to prior requests), the Library will produce the records in its possession that fall within the scope of your request and that may be legally disclosed to the public. The Library may also notify you that some of the records you have requested are available on its website.

If the request is denied, the Library will inform you of the basis for its denial in a written notice. Reasons the Library may deny a request include:

1. You did not describe the records you have requested with sufficient specificity to allow the Library to determine what you are asking for;
2. The Library has determined that it does not have records that respond to your request in its possession;
3. The records do not exist (the Library is not required to create new public records to satisfy a request or to make a summary or compilation of information); or
4. The records you have requested are exempt from public disclosure under FOIA or another state or federal statute or regulation, for example, the Michigan Library Privacy Act, MCL 397.601 *et seq.*

If all or part of your request is denied, in its written response the Library will inform you of your right to appeal its denial as described in paragraph E below.

C. Deposit requirements.

If the Library estimates that the fee to process a FOIA request will be greater than \$50.00, the Library will require a good-faith deposit from you before providing the public records. The deposit shall not exceed 1/2 of the total estimated fee. A written notice containing a notice of a deposit shall also contain a good faith estimate by the Library of the time following receipt of the deposit that it will take the Library to provide the public records. The time estimate is not binding upon the Library, but the Library shall attempt to provide the public records in a manner consistent with section 1 of FOIA and the nature of the request in the particular instance. If the total amount charged in a previous records request has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee before a full search of records for any subsequent request.

D. Fee calculations.

Fees are calculated using the Procedures and Guidelines. You will be provided with a form containing a detailed itemization of the costs involved in responding to your FOIA request. The Library may require you to pay a good-faith deposit before it processes your request, as described in paragraph C above. There is no fee for requests that do not require the Library to incur costs above the threshold set in its Procedures and Guidelines. The Library may charge for the following costs:

1. The costs of labor for the search, location, and examination of public records
2. The costs of labor for the review of public records and separation and deletion of exempt from nonexempt material
3. The cost of non-paper physical media
4. The cost of duplication and publication of public records
5. The costs of labor for the duplication or publication of public records
6. The actual cost of mailing public records.

The first \$20.00 of a fee will be waived if a requester submits an affidavit of indigency. To be eligible for this waiver, the requester must include a statement that the request is not

being made in conjunction with outside parties in exchange for payment or other remuneration.

E. Avenues for challenge and appeal.

If the Library charges a fee that you feel is too high, or denies all or part of a request, you may submit to the Library Board a written appeal that specifically states the word “appeal” and identifies the basis on which the fee should be reduced or the nondisclosure determination reversed. Written appeals may be sent to the e-mail address or mailing address set forth in paragraph A above and will be forwarded to the Library Board or the person designated by the Library Board to respond to written appeals. Following a final determination by the Library to reduce its fees or deny a request, you may file a civil action against the Library in the Circuit Court of Leelanau County.

Approved: May 29, 2018

XXII. DISASTERS

NOTE: LIST OF ALL EMERGENCY CONTACT PHONE NUMBERS IS LOCATED IN A BINDER LABELED "EMERGENCY PLAN" AT THE CIRCULATION DESK BELOW THE CASH REGISTER AND IN THE OFFICE

FIRE

The Library has a smoke detector system installed building-wide that is monitored and maintained through contract with Engineered Protection Systems, Inc. (EPS). Should smoke or heat be detected by the system, an audible alarm will sound, and EPS will contact our local Fire Department.

In case of smoke or fire alarm OR visible smoke or fire, the following procedures should be followed:

1. **CALL 911**
2. Staff and/or volunteers should calmly direct patrons out the nearest exit that takes them away from the most smoke. If a meeting is in progress in the Munnecke Room, staff/volunteers should calmly ask patrons to exit the building in an orderly manner. Evacuees should congregate away from the driveway or parking area of the Library so as not to impede emergency personnel access. Staff/volunteers should attempt to account for all staff, volunteers, and patrons.

Staff should familiarize themselves with the locations of the four fire extinguishers in the building: (i) in the furnace room, (ii) inside the vestibule next to the main entrance, (iii) at the back (north) exit, and (iv) in the Munnecke Room by the entrance.

HEALTH EMERGENCIES

A first aid kit is located behind the circulation desk (below the telephone). An emergency AED defibrillator is located in the hallway between the Library and the Munnecke Room. Staff members and volunteers should exercise caution when administering first aid of even a minor nature and render assistance (including the provision of medication) only to the level at which they have been trained and certified. **If in doubt, call 911** for an ambulance and/or law enforcement.

In the case of an underage child, efforts to contact the parents or guardians should be made before calling for medical help **unless** the delay may result in further injury, loss of blood, loss of consciousness, or other life-threatening condition. Law enforcement officers can legally authorize treatment of a minor child in those cases where all attempts to contact a parent or guardian fail.

A staff member should:

1. Get the name, address, and phone number of the injured party.
2. Contact a Library Board member as soon as possible (list is located in the Emergency Plan).
3. Contact the Library insurance agent as soon as possible.
4. Complete an incident description form for Library records (located in Emergency Plan).

BOMB THREATS

1. Keep the caller on the line as long as possible, pay close attention to voice and possible background noises. Write down exactly what the caller says (or what the informant says if speaking to him/her in person). **USE THE BOMB THREAT FORM LOCATED IN THE EMERGENCY PLAN BINDER.**
2. Ask where and when the bomb will explode. Evacuate the building as quickly as possible. Evacuate west to Main Street and across Main Street as far from the Library building as possible.
3. **Call 911** from a safe location outside the building. Call the Director if not on site; if unreachable, call a Library Board member.

TORNADOES

If a tornado warning has been issued, inform all patrons to go to the bathroom hallway between the Library and Munnecke Room. Stay away from windows and doors.

EMERGENCY CLOSING

In the event of severe weather or other emergency conditions, the Library may close or not open in consideration of the safety of employees and the public. Closing is at the discretion of the Director, who will (i) notify staff, (ii) have a notice posted on the Library front door, and (ii) if possible, place an appropriate message on the answering machine and the Library web site.

THREAT OF OR ACTUAL VIOLENCE

If a threatening or dangerous person is inside the Library, **CALL 911**. Volunteers or patrons should alert staff immediately and not engage the threatening individual. Staff should remain calm and attempt to isolate the threatening person from other staff, volunteers and patrons.

If a dangerous situation is observed outside the building, **CALL 911, LOCK THE DOORS**, turn off the lights, close window blinds if possible and wait for help to arrive while remaining hidden from outside viewing. Remain on a phone with 911 dispatchers if possible to keep all responders apprised of the situation.

Approved: May 29, 2018

XXIII. DISPLAYS

Bulletin Board Postings & Brochures

- The Library encourages the display of informational bulletins, brochures and posters regarding area educational, cultural and civic events of interest to the community. The Library bulletin board and brochure racks are available as a public service.
- Materials to be displayed must meet the following guidelines:
 1. Items should be of a reasonable size in the opinion of the Director.
 2. Acceptable materials include notices of events for the benefit of non-profit organizations, entertainment, and educational courses.
 3. Unacceptable materials include advertisements or notices of merchandise for sale, rental announcements, notices of sales, auctions or related events, and personal services for which there is a charge.
 4. Notices having no specific end date will be displayed for a time determined by the Director.
 5. Library-related notices and information have priority at all times.

Display Case

- The purpose of the display case is to provide educational, cultural, civic, and governmental groups with the opportunity to provide the community with information about their group or interests. It may also be used to display individual's collections or artwork that is determined by the Director to be of general interest to the community.
- Use of the display case will be as follows:
 1. The case is available on a pre-scheduled basis. Applications for use of the case must be made by completion of the "Request to Use Display Space" form available at the Library. Displays of a commercial, political or religious nature WILL NOT be accepted.
 2. The Library reserves the right to limit the size, number of items, the schedule of any display and the frequency with which the group, organization or individual has a display, and how long the items will remain on display.
 3. All exhibits and displays are offered to the Library on a voluntary, non-fee basis.
 4. All displays must not be inappropriate for young library users.
 5. A sign stating the sponsorship name of the display MUST be included in all displays.
 6. No item on display may be priced.
 7. The owner will be responsible for the delivery and removal of all items. Library staff will be responsible for display set up and take down.

Final authority for all displays, exhibits, bulletin postings and brochures/handouts rests with the Director.

The Library is not liable for loss or damage of materials placed in the Library for displays or exhibits.

Materials or exhibits presented do not represent the views of the Library Board or staff.

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XXIV. PUBLIC RELATIONS

Media Contacts

All media contacts related to the Library are to be managed by the Director or the Library Board Chair. Only the Director and the Library Board Chair are authorized to speak officially for the Library. Any other public statement by staff or Library Board members related to the Library shall make it clear that the statement reflects only the speaker's personal views and not those of the Library.

Promotional Library Materials

The Director will be responsible for assuring that Library information materials and promotional materials designed to be disseminated to the public meet a high standard of quality.

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XXV. KEYS TO LIBRARY BUILDING

Keys to the Library will be issued at the discretion of the Director.

The Director will sign out (and in) all keys, noting date of the release and the name of person the key is assigned to. The Director will keep a list of all key assignments.

Unless otherwise determined by the Library Board, the main entrance to the Library will be re-keyed upon the engagement of a new Director.

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XXVI. DISPOSAL OF PROPERTY

Assets no longer of use to the Library such as equipment, furniture, computers, etc., shall be disposed of in such a manner that any remaining monetary value is returned to the Library. Monetary value shall be established by the Director in a manner consistent with good business practices.

No employee or Library Board member may purchase property disposed of by the Library.

Property determined to have no monetary value may be discarded or recycled.

Property determined to have a monetary value of less than \$1,000 may be sold in any matter convenient or disposed of if attempts to offer it for sale are not successful.

A qualified appraisal shall be obtained for property determined to have a monetary value of more than \$1,000 and the sale of that property shall be advertised to the public. If the property is determined to have a value in excess of \$3,000, sealed bids for the property shall be solicited and the property sold to the highest and best bidder.

All sales shall be on an "as-is, where-is" basis and without any warranty express or implied.

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XXVII ETHICS AND CONFLICTS OF INTEREST

Members of the Library Board shall -

- Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own
- Comply with all the laws, rules and regulations that apply to them and to the Library
- Not be swayed by partisan interests, public pressure or fear of criticism in fulfilling their responsibilities
- Not engage in discrimination of any kind
- Uphold Library patrons' rights to privacy in the use of Library resources
- Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging and supporting the formal position of the Library Board even if they disagree
- Respect the confidential nature of Library business and not disclose confidential information to anyone
- Be aware of and comply with Freedom of Information laws
- Avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged Library information, for either themselves or others
- Immediately disqualify themselves whenever the appearance of or a conflict of interest exists
- Not use their position to gain for themselves or others unwarranted privileges or advantages from the Library or from those who do business with the Library
- Not interfere with the management responsibilities of the Director or the supervision of Library staff
- Support the efforts of the staff in resisting censorship of Library materials by groups or individuals

XXVIII. RETENTION OF RECORDS

The Library shall follow the standards for record retention and disposal set forth in Michigan General Schedule #17 –

https://www.michigan.gov/documents/hal_mhc_rms_gs17_114359_7.pdf

as the same may be amended from time to time.

APPENDIX I.

FREEDOM TO READ

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 or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extralegal efforts to coerce the taste of others, to confine adults to the reading of matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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 of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, that answer to a bad idea is a good one.

A joint statement by the American Library Association and the Association of American Publishers issued in May 1953.

APPENDIX II.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the American Library Association Council.