

Leelanau Township Library

Policies & Services

119 E. Nagonaba Street

Box 235

Northport, MI 49670

231-386-5131

www.leelanautownshiplibrary.org

director@leelanautownshiplibrary.org

Hours:

Monday	9:30 – 5:00
Tuesday	9:30 – 5:00
Wednesday	9:30 – 6:00
Thursday	9:30 – 5:00
Friday	9:30 – 5:00
Saturday	9:30 – 1:00
Sunday	Closed



July 2023

Amended September 2023

Amended July 2024

Amended August 2024

Amended December 2024

Leelanau Township Library Policies and Services
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Mission, Goals and Management

The mission of the Leelanau Township Library:

- **We enrich our community by providing resources, services and spaces that foster lifelong learning, access to information and opportunities for recreation and discovery.**

The vision of the Leelanau Township Library:

- **A vibrant community hub that ignites curiosity, fuels learning and inspires wisdom for all ages**

The public library is an essential component in a community's intellectual, educational and cultural life. The Library provides cultural enrichment, continuing education, information, and opportunities for independent learning and recreational reading for community members of all ages. We meet our mission by striving to reach the following goals:

- Making materials available on a wide range of topics and in a variety of formats
- Providing care and storage for Library materials
- Encouraging the use of Library materials
- Keeping hours that reflect the needs of the public
- Providing public access to the Internet and other electronic media
- Encouraging use of statewide resources through the Michigan eLibrary
- Sponsoring programs for all ages
- Employing a trained staff to direct patrons in the use of the library and its resources while adhering to the "Librarian's Code of Ethics" (*Appendix D*)

Administration of the Library

The Leelanau Township Library Board of Trustees is the legal governing body of the Leelanau Township Library. The Library Board is authorized to:

- Adopt bylaws and rules for the Library's governance
- Maintain control over the building and grounds of the library
- Control the expenditure of all funds credited to the library fund
- Appoint, supervise, evaluate, discipline or remove a director
- Approve an annual library budget
- Adopt policies, rules and regulations regarding use of the Library

The Library Director

The Library Director is the administrative employee of the Leelanau Township Library and shall be charged with executing the Board's policies. By virtue of delegated authority, the Director shall be accountable to the Board for the proper management of the Library, for the preservation and care of the Library's property, and for the efficiency and effectiveness of the Library's service.

The Director shall assign the duties of all staff members and volunteers and shall delegate to the staff members such authority as is appropriate for the execution of their duties.

The Friends of the Library

“The mission of the Friends of Leelanau Township Library is to promote the Leelanau Township Library and to provide direct financial assistance”. The Friends of the Library is a separate, tax exempt 501 (c)(3) organization whose purpose is to support and promote the Library. The Library welcomes the support of the Friends. All Friends activities must adhere to library policies. Any item purchased by the Friends becomes the property of the library.

Intellectual Freedom and Equal Access to Materials

The Library believes that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the Library Bill of Rights as official Library policy. We believe access to Library material should be as unrestricted as possible within practical limits.

Library Bill of Rights

Libraries are forums for information and ideas, and 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 that 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. Material 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 sure facilities are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Parental Responsibility

The Library maintains that parents/guardians have the right and the responsibility to restrict their children's access to Library resources. Parents who do not want their children to have access to certain Library services, materials or facilities should advise their children. Library staff cannot assume the role of parents/guardians or the functions of parental authority in the private relationship between parent/guardian and child.

Collection and Program Development

This policy sets guidelines for the selection of library materials, including books, magazines, newspapers, music, films, digital materials and programs; which correspond to the Library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made. The goal of selection is to provide collections and programming that meet the informational, educational and recreational needs of the library users. The primary objective of selection is to acquire materials, and provide programming, of both contemporary significance and permanent value. The Leelanau Township Library strives to provide current and representative materials, and programming, that reflect new trends, ideas, and controversial topics, from various points of view, and to provide a broad range of materials that reflect upon the past. Selection of all material, and programming decisions, shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board. A staff member with library experience assists the Director in the principles, practices of material selection and program determination. Each type of material and program must be considered in terms of its own merit. The selection of any particular material is not equivalent to Library endorsement of the viewpoint expressed in the material.

Selection criteria

- Significance of subject matter
- Appeal to the interests and needs of the community of users
- Timeliness, currency and accuracy of information
- Readability, style and clarity of presentation
- Reputation, authority, popularity or significance of the author, publisher, film director, composer, performer, producer or presenter.
- Contribution to the diversity of the collection including the need to provide materials of differing points of view

Reviews

Reviews in professionally recognized periodicals are a primary source for materials selection. Professional sources such as *Booklist*, *Library Journal*, and the *New York Times Book Review* are utilized.

Requests

Requests from patrons for specific authors, titles, or subjects will be considered.

Replacement and Maintenance

The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis, those works which are worn, outdated, of little historical significance or no longer in demand.

Inter-Library Loan (ILL) and Shared Resources

In an effort to respond to the borrower's demand in a timely manner, Leelanau Township Library welcomes patron requests for material. Any request for an item of popular interest that can be purchased, within the constraints of the budget, should be acquired. Interloan materials will be requested for items that are:

- Dated or out of print
- Older books in a series
- Owned primarily by academic libraries
- Government documents
- Specialized materials not included in our collection

The library will fulfill interlibrary loan requests through MeLCat whenever possible.

- Our library participates in the MeLCat statewide resource sharing program. MeLCat policies apply to all materials borrowed via MeLCat. To protect our library's borrowing privilege through MeLCat, due dates must be honored. A patron's ILL borrowing privilege may be suspended if their materials are chronically late. There will be no charge for ILL materials.
- If requests cannot be filled through MeLCat, the item will be requested through another interlibrary loan system such as Mid-Michigan Library League's ILL system.

Withdrawal and weeding of materials

Materials will be withdrawn or weeded from the collection as necessary to maintain the collection in accordance with our materials selection policy and available storage space. Among the reasons for withdrawing materials are:

- Physical damage or wear
- Obsolete information
- Unnecessary duplication
- Lack of popularity
- Lack of circulation
- Lack of shelf space

The Library Director will be responsible for withdrawing materials. The withdrawn materials may be offered to other libraries or organizations that can make use of them. They may be sold in the used book sale, disposed of, or otherwise discarded.

Requests for Reconsideration of Library Materials

Materials are not automatically withdrawn because of complaint or controversy. However, patron comments are welcome and will be formally considered. Individuals having serious concern about the appropriateness of any Library material may request reconsideration of the item (*see section IV*).

A borrower's choice of library material for personal use is an individual matter. Parents or legal guardians are responsible for the selection of their children's library materials. While a library user may reject certain materials, he cannot exercise censorship to restrict access by others. Following is the Reconsideration Process:

- File a "Citizen's Request for Reconsideration of a Book" (*Appendix IV*). Forms are available at the library.
- Completed forms will be passed on to the Library Board. No challenged materials shall be removed from the Library during the reconsideration process. The Library Board shall review the request, the challenged material, and any available reviews of the material.
- The Library Board shall follow Board procedures to resolve the matter. As is our policy, the Library supports the American Library Association's "Library Bill of Rights" (*Appendix II*) and "Freedom to Read" (*Appendix V*) and agrees that material should not be proscribed or removed because of partisan or doctrinal disapproval.
- The decision of the Library Board is final.

Gifts

Acceptance of gifts will be governed by the same principles and criteria applied to the selection of items for purchase. No conditions may be imposed relating to any gifts after the library accepts them. The appraisal of the gift for tax purposes is the responsibility of the donor. The library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.

- Used book donations will be accepted in the spring. The Library Director will decide whether to circulate, dispose of, or put the used books into the Friends of the Library Summer Book Sale. When space constraints prohibit the acceptance of used books, the Library Director may stop accepting them.
- Memorial gifts will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of memorial identification will be a gift plate. Memorial gift books may be weeded from the collection in accordance with our Collection Policy.
- Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Director for acceptance in consultation with the Library Board. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.
- To determine their suitability for adding to the collection, gift periodicals will be evaluated using our selection policy.
- Monetary contributions to the library may be directed to the Friends of the Leelanau Township Library. The Friends are now a 501(c)(3) and have a recognition and acknowledgement process in place.

Accepted gifts become the sole property of the Library or the Friends of the Library. The permanence of gifts cannot be guaranteed. The Library is not obligated to keep donated materials for any specified period of time, and they may be sold, recycled or discarded in whatever manner is of greatest value to the Library. The “Gift Policy Form” may be used if requested (*Appendix III*).

Circulation and Borrowing Privileges

Library Cards

To be eligible for Library privileges, each Library borrower will be issued a free Library Card upon applying. Appropriate identification will be required at the time of registration. Acceptable forms of identification include a valid driver's license, learner's permit, a state-issued identification card, a current school identification card, or a parent or responsible adult using the above identification for a child's card. In the case of a minor, any restrictions placed on the use of the collection are the responsibility of the parent or guardian of such minor. Due to the wide variety of child-rearing practices, neither the Library staff, nor the Library Board can fairly act in loco parentis concerning the Library's borrowers who are under eighteen years of age. Therefore, the access of children to the adult collection and/or to particular titles in the juvenile collections shall not be restricted.

Residents, nonresident visitors, nonresident local property owners, and nonresidents employed in the area, are eligible to be issued a Library Card without a fee.

While it is preferred that a Library Card be presented when checking out materials, the Library recognizes that there will be times when a borrower does not have their Card available. A registered borrower may check out materials without a Library Card upon presentation of proof of identification, or by familiarity with the staff at the circulation desk.

Loan and Limits

The Library establishes standard loan periods and limits for the following materials:

- Books – 2 weeks – limit 5 from the new cart – otherwise unlimited
- Audio books – 2 weeks – limit 5
- CD music – 2 weeks – limit 5
- Magazines – 1 week - limit 5 current – otherwise unlimited
- Videos: DVD – 1 week – limit 5
- Videos: TV Programs – 1 week – limit 2 sets

Renewals

Books, audio books, CDs, TV Programs, and magazines may be renewed unless the item is on reserve. Renewals may be made by phone, online using our Internet Public Access Catalog, or at the circulation desk. Current videos (within one year) may not be renewed.

Reserves

Books, audio books, magazines, CDs, and TV Programs may be reserved. Items currently checked out may be reserved at the circulation desk, by phone or online using our Internet Public Access Catalog. Library borrowers will be notified by phone or email when an item becomes available for pick-up. The material will be held for five days on the Reserve Shelf. If the item is not picked up, it will be released back into circulation.

Video Collection

Cardholders in good standing may check out videos. Check out is for one week and if no one is waiting they may be renewed. New videos (purchased within one year) may not be renewed. TV Programs may be reserved, and if no one is waiting they may be renewed. The Motion Picture Association of America (MPAA) ratings are not available for all videos. Borrowers will be responsible for items selected for home viewing and should preview materials when in doubt of their suitability for children or young adults.

Overdrive Up North digital collection:

Overdrive policies are set by Overdrive and the Up North Digital Consortium, of which the library is a member. The most current policies are available on the Up North Digital Consortium website.

Special Loan Periods

Special loan periods are available upon request for most materials in our collection. Restrictions apply when the item in question is on reserve or a high demand item.

Interlibrary Loans

We encourage our borrowers to use the MeLCat Interlibrary loan system. The number of items allowed for check out is determined by the MeLCat system. When items are picked up at the library, the due date will be displayed on the material.

Reference Materials

Reference materials are intended for in-library use. Overnight check out of reference materials may be arranged with the library staff for borrowers needing more time to use reference materials. Staff will provide guidance in locating materials for borrowers who appear in person or request information by telephone or through correspondence. Information in the form of short answers to specific questions will also be provided. Information given will be factual, and staff will refrain from interpretation. Staff may consult resource agencies by telephone on behalf of Library users when appropriate, and may refer Library users to other libraries for assistance.

Fines and Fees

The Library does not assess fines for returned overdue materials. Borrowers, by act of checking out materials, accept full responsibility for all materials borrowed, including damage, loss, or non-return. Borrowers will be charged replacement costs for unreturned materials. The library will take measures to recover overdue materials. When one person violates the library loan rules, that person takes unfair advantage of community resources.

Friendly Reminder Notice

A friendly reminder notice will be sent out when material is one week overdue. A second notice will be sent the third week and a bill will follow in the fourth week. If the library director cannot resolve the matter, it will be referred to the Leelanau Township Library Board. Theft or non-return of Library materials is a misdemeanor, punishable by law. Legal action may be taken if due notice is given and ignored.

Damaged Material

Library users are responsible for all materials checked out on their card and are liable for any damages that may occur to library materials. If there is damage to library materials that does not make the material unusable, (i.e. markings, binding or cover damage, minor water damage), appropriate charges may be assessed. The library will notify the borrower of charges for the replacement of damaged materials. Substitute materials provided by the customer that exactly match the damaged materials will be accepted. There is a processing fee added for each item that needs to be replaced.

Charges

The library charges fees for certain services. There is a \$.15 per page charge for computer printouts, wireless printing and copying.

Fine Limits

Any Library user whose fines for replacement value of unreturned materials exceed \$100.00 shall forfeit borrowing privileges until materials are returned or replacement fines are paid. Borrowers experiencing unusual difficulty in returning their materials or paying their fines should inform the Library staff and work out a repayment schedule.

Theft or non-return or willful damage of Library materials is a misdemeanor, an offense punishable by law (Michigan Penal Code, Act 328 of 1931). Legal action may be taken if due notice is given and ignored.

Hours and Closing:

Regular Library hours are as follows:

Sunday	Closed
Monday	9:30 - 5:00
Tuesday	9:30 – 5:00
Wednesday	9:30 – 6:00
Thursday	9:30 – 5:00
Friday	9:30 – 5:00
Saturday	9:30 – 1:00

The Library may close due to weather or other emergencies at the discretion of the Director.

The Library will be **Closed** for the following holidays:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Eve from 5:00

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

If a holiday falls on a day the library is closed, the Director may decide to close on another day of that week.

Code of Conduct - Patron Behavior Guidelines

Any behavior disruptive to Library use is not allowed. The following activities are not allowed in the Leelanau Township Library and applies to onsite and offsite programming:

- Possession or consumption of alcohol or controlled substances
- Bringing bicycles into the Library building or securing them anywhere except in designated bike racks. Roller skates, roller blades, and skateboards may not be worn, brought into, or used in the Library
- Obstructing aisles or doorways or otherwise causing a dangerous situation with use of electrical cords or belongings. Library equipment may not be unplugged to accommodate non-Library equipment
- Possessing or consuming food or beverages in the Library, except during special story time programs or adult reading or lecture series programs
- Washing or drying clothing or bathing in the Library restroom
- Running or disturbing others by such activities as loud behavior, talk or music
Library users shall use headphones with all audio equipment and at a volume, which cannot be overheard by others
- Interfering with the use of the Library by other patrons or Library employees
- Not wearing footwear and a shirt or other covering of the upper body
- Soliciting funds or selling any article or service unless sponsored by the Library or the Friends of the Library, in direct support of the library
- Defacing, marring, damaging or destroying Library materials, furnishing, walls, computers or other Library property
- Smoking or Vaping inside the library - the Library is a designated smoke-free environment and the use of tobacco or vaping products is prohibited
- Using the library as a place for napping or sleeping
- Using cell phones inside the Library
- Leaving young children unattended in the Library
- Petitioning or distributing literature or leaflets, canvassing or similar types of appeals by members of the public should be no closer than ten feet either side of the public entrance - this activity must not interfere with library parking or services

Any patron not abiding by these basic rules may be required to leave the library premises and may forfeit his/her library privileges. In the rare case that library privileges are suspended, the patron has the right to appeal the decision in writing and make their case to the Library Board. The Board will make the final determination.

Firearms in the Library

- Employees are prohibited from carrying firearms at work
- Criminal conduct involving firearms is prohibited
- Adult supervision of individuals with firearms below the age of 16 is required
- Individuals with firearms are prohibited from brandishing them in a threatening manner with the intent to induce fear.

Safety and Well Being of Children

This policy is written for the safety and well-being of children, and to provide for the general welfare of all Library patrons. Even if parents are not present they are responsible for their children's behavior, including damage to materials, equipment, and furnishings and for injury to themselves and others. The staff is not expected to assume responsibility for the care of unsupervised children.

Use of the Library by Children

Parents/guardians and caregivers are encouraged to share the Library with their children. In the interest of maintaining a safe and effective Library environment, children under eight (8) years of age may not be left unattended at the Library. Children under eight (8) must be accompanied by a parent, guardian, or caregiver who is at least twelve (12) years of age. Library staff may take action they deem appropriate and necessary when a child is unattended.

Children's Program Attendance

Children attending story hours or other children's programs must be accompanied by a parent/guardian or caregiver, and must have immediate contact with that parent/guardian or caregiver.

Disruptive Behavior

If a child or youth is disruptive, bothersome or unruly, the Library staff shall make every attempt to restore appropriate Library behavior. If this proves impossible, the disruptive individual(s) will be asked to leave.

Children Choosing to Leave the Library

The Library staff is not responsible if minors leave the Library for any reason.

Unattended Children at Closing

If a child is left unattended in the Library when the Library is closing, the staff will attempt to locate his/her parents. Staff members are not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of ten (10) outside to wait for a ride. The police will be called to escort the child home or keep the child until the parent/guardian can be reached.

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, except where only one vendor is capable of providing the good or service. 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 the 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.

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 Leelanau Township as long as they are competitive in terms of service, cost and rate of return.

7. Budgeting and Accounting.

7.1. The Library shall comply with the Michigan Uniform Budgeting and Accounting Act (Act 2 of 1968, as amended), including:

7.1.1. Maintenance of accounts in accordance with the chart of accounts prescribed in MCL 141.421.

7.1.2. Preparation and filing with the state treasurer of an annual financial report in the form prescribed by MCL 141.424 within six months following the end of each fiscal year.

7.1.3. Obtaining an audit of its financial records in the form prescribed in MCL 141.428 not less frequently than biennially, as prescribed by MCL 141.425, and filing with the state treasurer of the materials described in MCL 141.427.

7.1.4. Preparation of annual budgets in accordance with MCL 141.434 through 437.

7.2. 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 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) the amount of any anticipated non-operating expenditures (such as the purchase of capital assets including additions to or replacements of furnishings, fixtures and equipment), (d) any contingent liabilities (e) other sources of possible funding for the Library's operations including extraordinary distributions from governmental sources or the Friends of Leelanau Township Public Library, (f) potential revenue reductions, (g) the Library's fund balance, (h) the amount of tax

revenue estimated to be available for Library purposes for the ensuing year and (i) 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.

8. Debit and 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. Debit and 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 debit and 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 debit or credit card by an employee of the Library shall be subject to discipline in accordance with the Library's Personnel Policy

Exhibits and Public Bulletin Boards

Art in the Corner:

The Friends of Leelanau Township Library hosts art exhibits in our Library Gallery. Requests to exhibit should be made through the Friends Chair of the Art in the Corner. We schedule exhibits up to one year in advance. All Art Exhibits are on a voluntary, non-fee basis. Art is to be displayed at the Directors discretion. Those displaying art must sign the “Temporary Display Agreement” (*Appendix VII*). All publicity relating to exhibits shall be written or edited and submitted for publication by the director.

Lobby Bulletin Board:

The Library delivers information to the community by providing a place to display handouts, announcements, and posters on our lobby bulletin board and lobby table top. The Director shall have the final decision on the arrangement, date and manner of all bulletin board postings. Materials must be approved by the director prior to posting. Unapproved bulletin board materials will be disposed of at the Library’s discretion. Outdated materials will be disposed of.

Material may be posted by:

- the Library
- other nonprofit organizations
- local and regional community groups
- governmental agencies
- educational, cultural and civic groups

Materials included for posting:

- information regarding area educational, cultural and civic events of interest to the community.

Excluded materials:

- advertisements or notices of merchandise for sale
- rental announcements
- notices of yard sales, auctions or related events
- political campaign information
- personal services for which there is a charge

The Library reserves the circulation desk and entrance/exit doors for Library information, including the programs and events of the Friends of the Library. No other group or agency may display materials on the circulation desk or doors

Distribution or posting of materials or Art in the Corner displays at the Library do not necessarily indicate the Library’s endorsement of the issues or events promoted by those materials.

Websites and Social Media

Website URL Address

The Leelanau Township Library has an official website located at www.leelanautownshiplibrary.org. Website hosting services and the domain name and license are contracted. The website is hosted off-site.

Website purpose

The website serves as a gateway to the Library's resources and services and as a public relations tool which presents and promotes the Library. The library site is intended to provide the public and staff access to a variety of educational and informational resources in electronic format. The library site will provide a dynamic collection of links and content on a variety of subjects for users of all ages and levels of experience. The information will complement and supplement the print and multimedia collection of the Library.

Webmaster

The Library Director will create, maintain, and update web pages and oversee the entire web site. Only the Director and her/his appointed assistant is authorized to make changes to the Library website.

Website Design

The Library website is contracted annually through the Library of Michigan with Enfold Systems. The design is chosen from the Ploud Library format schemes.

Social Media

The library also uses Facebook and Instagram to promote programming and new material procurement using the Wowbrary newsletter. The Director will post photos, current events and activities, respond to inquiries, and keep the site free from negative or unwanted commentary. The Director and appointed assistants are the only persons with access to administer Facebook and Instagram.

Use of Library Facilities

The Library Staff and the Friends of the Library may use the library outside of regular posted hours. The Library may be used for library meetings and library related programs and events. During such meetings the Library Director or Library staff member or a Friend's board member must be in attendance. The library does not have a public meeting room. For other public meetings, the Library recommends reserving the Leelanau Township Hall. During regular open hours, meetings that may disturb regular library functions are not encouraged.

Internet and Computer Rules & Procedures

When accessing our computer workstations, the following policy is displayed on the welcome screen and must be agreed to before logging on.

Welcome to the Leelanau Township Library

We provide access to the Internet to meet the public's information needs. We support the Library Bill of Rights regarding Internet access. The library is not responsible for your electronic communications becoming public or for the accuracy of the information on the Internet. Electronic files should not be considered confidential in this public setting. Library personnel do not monitor or supervise Internet access except for the length of time of use. Parents or guardians, NOT the library staff, are responsible for the Internet information selected and/or accessed by their children. It is the library's policy that parents or legal guardians must assume responsibility for deciding what is appropriate for their children to view on the Internet.

The Leelanau Township Library is not liable for any direct or indirect and or punitive damages, including lost data, sustained or incurred in connection with the use or unavailability of the system. Transactions involving sensitive information are best done in a non-public environment.

1. Seating is limited to one person per computer.
2. Printing costs are 15 cents per page to be paid at the circulation desk.
3. No food or beverages please!
4. You may not install or download software on Library computers.
5. All personal files must be saved to your own zip drive, email or cloud account and will not be saved on library computers.
6. Copies and reproductions must be made subject to copyright law.
7. Do not display material on the screen that is not appropriate in a public setting. Do not use the library's computers to display visual images containing nudity, obscenity, or graphic violence. If a staff member observes such a screen, you will be asked to leave the computer station.
8. Illegal activities such as gambling by minors or pirating are not allowed.

Wireless Use:

Free wireless Internet access is available 24 hours a day (within the library during library hours or outside in the immediate vicinity of the building). We are committed to open access and the password is **ltlibrary**. Users will be redirected to an agreement page. The Acceptable Use Policy as follows:

Internet Acceptable Use Policy for WiFi Users

Welcome to the Leelanau Township Library.

We provide access to the Internet to meet the public's information needs. We support the Library Bill of Rights regarding Internet access. The library is not responsible for your electronic communications becoming public or for the accuracy of the information on the Internet. Electronic files should not be considered confidential in this public setting.

When required by law, the library must disclose all files to the extent required by law.

Library personnel do not monitor or supervise Internet access. Parents or guardians, NOT the library staff, are responsible for the Internet information selected and/or accessed by their children. It is the library's policy that parents or legal guardians must assume responsibility for deciding what is appropriate for their children to view on the Internet. The Leelanau Township Library is not liable for any direct or indirect and or punitive damages, including lost data, sustained or incurred in connection with the use or unavailability of the system. Transactions involving sensitive information are best done in a non-public environment.

Copies and reproductions must be made subject to copyright law.

While in the library, please do not display material on your screen that is not appropriate in a public setting. Illegal activities such as gambling by minors or pirating are not allowed.

Wireless users connect to the WiFi signal with the understanding that they are responsible for their computer and the files downloaded from the Internet. Any virus or unwanted cookies or pop-ups are not controlled by the library and are the user's responsibility.

Confidentiality of Library Records and Freedom of Information Act

The Library Privacy Act, PA 455 of 1982 (MCL 397.605), guarantees the privacy of library records. A record of items may be released to the parent or guardian of a minor in an effort to secure the return of the items (Library Privacy Act Amendment 1996, PA 188). In all other cases, no record of library material requested or obtained can be released to anyone without a court order or written permission.

Names, addresses, and phone numbers of library users are protected by the Privacy Act and may not be released without a court order.

Michigan Library Privacy Act - Public Act 455 of 1982 and USA Patriot Act

For the purposes of this policy, a library record (as defined in the Michigan Library Privacy Act), is a “document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.” Library records might include but are not limited to: circulation records, written reference requests, virtual reference requests, and computer usage metadata.

All records, formal and informal, in the Leelanau Township Library containing patron registration information and the subsequent borrowing records of patrons are strictly confidential except as allowed in this policy.

To prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be available to anyone besides the Library Staff in the performance of Library duties except under the written order of the Director, providing such order was issued pursuant to a proper legal process, order, or subpoena.

Upon receipt of any process, order, or subpoena from a State or Local law enforcement officer (Michigan Privacy Act) the officer shall confer with the Director or his/her designee and the legal counsel to determine if such process, order, or subpoena is proper and enforceable.

In the event the legal process fails to sufficiently identify or name in specific terms the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel except under further due process of law.

In the case of Library staff served with a Federal search warrant or court order as part of an FBI investigation (USA Patriot Act) the court order may not be deferred. The staff must comply with the court order with the following procedure:

- Contact the Library Director, if the Director is unavailable
- Contact the Library Board President, if the Board President is unavailable
- Ask for identification from the person with the federal search warrant or court order

- Ask for the court order or search warrant and make a copy
- Comply with the request
- Librarians and staff served with such an order may not disclose to anyone its existence or that federal law enforcement has obtained what it sought except to those necessary to obtain the things sought in the warrant.

Any problems or conditions relating to the privacy of a patron through the records of the library, which are not specified in this policy, shall be referred to the Director, who after study and consultation with legal counsel shall decide whether or not to heed the request for information. The text of the Privacy Act:

[:http://www.legislature.mi.gov/mileg.asp?page=getObject&objName=mcl-Act-455-of-1982](http://www.legislature.mi.gov/mileg.asp?page=getObject&objName=mcl-Act-455-of-1982)

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
Leelanau Township Public Library
PO Box 235
119 E Nagonaba
Northport, MI 49670

or by e-mail to:

director@leelanautownshiplibrary.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 requester 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.

Freedom of Information Act (FOIA)
Leelanau Township Library FREEDOM OF INFORMATION ACT Request

Leelanau Township Library
P.O. Box 235 119 E. Nagonaba St.
Northport, MI 49670
www.leelanautownshiplibrary.org
director@leelanautownshiplibrary.org
circulation@leelanautownshiplibrary.org
231-386-5131/fax 231-386-5874

While the vast majority of public information does not require a Freedom of Information Act request, under Michigan Law a person has a right to file a FOIA request for public information and to appeal a negative decision to the Leelanau Township Library Board. In responding to a request the library may consult legal counsel. There may be a charge for processing a FOIA Request. The library will respond within five (5) business days.

FREEDOM OF INFORMATION ACT REQUEST FORM

Please fill out this form and submit it to the Leelanau Township Library by email, fax, mail, or in person. The library will respond within 5 business days.

Name/Organization (Request from):

Phone # _____ email _____

Mailing Address: _____

City/State/Zipcode _____

Describe the public record(s) requested as specifically as possible.

Signature _____ Date: _____

Public Relations

To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the Library is presented to the public, the following public relations policy has been developed.

Media

The Director will arrange contacts with the Media for the library. Contacts made by the media to the Library will be sent to the Director or the Library Board President. All Library publicity shall originate within the Library or with the Library Board.

Promotional Library Materials

Promotional materials are created to support community awareness of library resources and services, to stimulate public interest in and usage of the library, and to develop public understanding and support of the library and its role within the community. To accomplish these objectives, the library will use newsletters, brochures, bookmarks, and other promotional materials, produced and distributed through effective methods of reaching the public, including the Library website, social media, email and direct mail.

Emergencies

In an emergency situation, the Library Director is responsible for all official statements to the public and media. In the absence of the director, statements will be made by her/his designee who has been placed in charge of the library. In the event that the library has to close due to an emergency situation, the individual in charge will notify the public by placing a sign on the door and through website postings and or social media posting.

Emergency Situations

Fire

Staff and volunteers should familiarize themselves with the types and locations of fire extinguishers in the building. The Emergency number to call is 911.

If smoke is detected, staff/volunteers should calmly direct patrons out the front door to the street, or the office back door. Choose the exit that takes you away from the most smoke. Then call 911 for the fire department.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of a possibility of a lawsuit. Give no medication, including aspirin. Make the sick or injured person comfortable until medical help arrives.

In case of an accident or injury upon Library premises, staff members should:

- Call 911
- Get the name, address and phone number of the injured party.
- Contact a Library Board member as soon as possible.
- File an Incident Report (*Appendix VI*) for Library records.

Tornadoes

If a tornado warning has been issued, inform all patrons to go to either bathroom located in the Director's office. Stay away from windows and doors.

Emergency Closing

The Director is obliged to keep the Library open to the public as scheduled. In the event of severe weather or other emergency conditions, the Library may close or fail to open in consideration of the safety of employees and the public. Closing is at the discretion of the Director who will notify staff and be responsible for having a notice posted on the Library's front door.

Service to Patrons with Disabilities

The Library affirms its support of equal access for persons with disabilities and of the Americans with Disabilities Act. The Library seeks to make its services, facilities and programs as accessible as possible to the public, including those who have disabilities. No individual with a disability shall be excluded from participation in, or be denied the benefits of, the services, programs, or materials of the Library, or be subjected to discrimination by the Library.

A written copy of this policy may be requested, and if a person with visual impairment asks about the Library's service, staff will offer to read this policy or any other Library policy requested.

Services and assistance include the following:

1. The Library attempts to select appropriate materials which may be in audio or print format.
2. The Library selects, when available, DVDs that are closed-captioned.
3. The staff reaches and retrieves any and all materials which are inaccessible to wheelchair users or others with mobility impairments. Staff will not touch or move wheelchairs without permission from the patron.
4. The Library offers the use of a Video Magnifier to assist the visually impaired.
5. Staff is available to communicate online or in the Library via writing and to assist with the online catalog.
6. The staff makes every effort to inform patrons and their families about the services offered by the Library for the Blind and Physically Handicapped.

Despite our best efforts, not all Library materials may be available in accessible formats, and not every Library program can be made accessible to every disabled patron without fundamentally altering the nature of the activity or program.

Personnel policies

The Leelanau Township Library is governed by the Leelanau Township Library Board and is governed by the following personnel policies.

Library Volunteers

Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. Volunteers are meant to supplement and not supplant staff.

When performing Library duties, volunteers must act in accordance with Library policy and standards. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior code as employees. The Director or Library Assistant will assign tasks to volunteers. Necessary training and information will be made available as needed. The Director reserves the right not to schedule people to work as volunteers.

Volunteers are provided with and required to read the Library Policy Manual and are given training as needed.

Employee Code of Ethics and 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. The Leelanau Township Library adheres to the “Librarian’s Code of Ethics” (*Appendix I*).

Library employees are prohibited from carrying, possessing, or using firearms, or other weapons, at any time on the library’s premises, regardless of whether or not the employee has obtained a license or permit to carry a concealed weapon.

Dress, Appearance

The dress and appearance of employees while working at the Library should show respect for other employees and the public and be appropriate for their job in the opinion of the Director and/or Library Board.

Employee Benefits

Holidays

The Library will be closed on:

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year’s Eve

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 18 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 16 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.

Appendix I

The Librarian's Code of Ethics

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues or our employing institutions.
7. We distinguish between our personal convictions and professional duties, and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

—Adopted by the ALA Council June 28, 1995

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.

Appendix III

Gift Policy - Donation of Library Materials Form

The Leelanau Township Library gratefully acknowledges receipt from:

Name:

Address:

Telephone Number(s):

Email address: _____

Of the following material:

Gift plates? Yes No What name to appear? _____

Donor Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Material that does not fit the scope and focus of the collection development policy is not added to the collection. These items may be included in the Friends of the Libraries Book Sale, forwarded to dealers for resale, or discarded at the library's discretion.

Appendix IV

Request for Reconsideration of Library Materials

Name (Please give full name)	Date
Address	
City/ State	Zip Code
Telephone: daytime	Telephone: evening
Library Barcode	Email
Author	Call Number of Item
Title	
Format of Item (please circle one)	
Book Video/DVD Audiobook Magazine Other _____	

1. What do you find objectionable and/or offensive about this material? Please give specific examples.

2. Please list the specific page numbers or section of any part that you find objectionable or offensive.

3. Have you read (listened or viewed) the item in its entirety? Yes _____ No _____

4. Have you read any critical reviews of this item? Please include the source.

5. Do you recommend that the library reclassify this item or remove it from the collection?

6. In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?

**The Leelanau Township Library appreciates your interest in the library's collection.
You will receive notification of the decision.**

Signature of Library User Submitting Reconsideration Form

_____ **Date** _____

Signature of Staff Member Receiving Reconsideration Form

_____ **Date** _____

APPENDIX V

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 prejudice 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 the 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 VI

**Leelanau Township Library
Library Incident Report Form:**

Date: _____ Time: _____

Person Reporting Incident: _____

Staff or Librarian working _____

Reported Incident Type:

Theft/ Illness/Injury/ Assault/ Vandalism

Maintenance/ Open door/ Alarm /Problem Patron/Break-in

Other _____

Brief Description of Incident:

Follow-up Actions:

Appendix VII

**Leelanau Township Library
119 E. Nagonaba St.
Box 235
Northport, MI 49670
231-386-5131**

Temporary Display Agreement

Thank you for displaying your work

1. The hanging of the artist(s) work shall be done before or after the library's regular hours and be done with the assistance of a library employee or FOLTL representative. The length of time a body of work is on display shall be determined at the signing of this agreement.
2. The Library cannot assign monetary value to objects displayed, cannot sell a work or represent the artist while the items are on display.
3. Insurance of the objects is the responsibility of the artist.
4. Display of materials in the library shall not be misused to indicate the Library's endorsement.
5. Objects accepted by the library are for the benefit of the artist, the library, and the public. The Library assumes no responsibility except for the avoidance of gross negligence. The artist agrees to release and hold harmless the Library, its board, and employees from any liability in connection with the objects while on display.

The work(s) listed below are received subject to the CONDITIONS printed above.

Received from: _____

Address: _____ Phone: _____

Date to be received: _____ Time _____

Removal date: _____ Time _____

Description and condition of object(s) - please submit a list

The artist shall read and sign this document

_____ **Date:** _____

Appendix VIII

Fixed Asset Policy

The Leelanau Township Library shall maintain a record of general fixed assets, which will be reported by the auditors on the Library's balance statements. Fixed assets, as defined by the Government Accounting Standards Board, typically refer to land, buildings, equipment and improvements acquired for the provision of services to the citizens.

The Director shall annually add appropriate expenditures to the assets group and remove any assets that are sold, retired or otherwise disposed. Proceeds from any disposition shall be recorded as revenue to the General Fund.

Assets are acquired through library expenditure, donation, or construction. Donations shall be recorded at estimated fair market value. Cost of constructed assets will include both the materials used and cost of labor involved.

The following guidelines establish capitalization thresholds for fixed assets:

- Estimated useful life of at least two years following the date of acquisition.
- Applied to individual fixed assets, rather than to groups, with the exception of the library's collection and personal computers.
- Inclusion of individual items with a cost of \$2,500 or more.

Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

- Building and building improvements: 20 years
- Library shelving: 20 years
- Furniture and equipment: 15 years
- Library collection: 7 years
- Personal Computers: 4 years

The collection of library materials, including books, audio-visual items, and any other holdings deemed part of the collection, are material assets due to the library's mission and purpose to the community.

A physical inventory of the fixed assets shall be performed at least once every five years.