

SUTTONS BAY-BINGHAM DISTRICT **LIBRARY POLICIES**

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GENERAL POLICIES

MISSION STATEMENT

It is the purpose of the Suttons Bay-Bingham District Library to provide materials and services which will furnish the opportunities for educational, informational, cultural and recreational enrichment to all of the people of the communities served by the library

By committing themselves to excellence in all facets of the library's service and operation, the Board of Trustees and Staff of the Library reaffirm the democratic ideals upon which the American Public Library is founded.

HISTORY OF LIBRARY



Mr. A. A. Sessions, attorney, occupied the left half of the old blacksmith building—he provided space for the second Suttons Bay Library. Con Lather's blacksmith shop is on the right which also housed the first volunteer fire department. This is the current site of the Bay—Sutton Bay's theater.

The Suttons Bay Library had its humble beginning in the early 1890's and was housed in the home of Ed Johnson which used to stand on the lot now occupied by the Bahle Annex. Johnson acted as the first librarian. When A.A. Sessions opened his office in the office portion of Con Lather's building, the few books that comprised the library were moved there. Its next home was Emma Otto's Millinery shop and Miss Otto was paid \$25/annually to act as librarian. Here the library continued until the books were given to the Public School Library.

Sometime later, in 1913, several women of the village met in the home of Dr. E.A. Miller and organized what was called the Civic Club, and later the Suttons Bay Community Club. Demand for a public library had been revived and it was this group of women who started the present library. On the original library board were Mrs. L.P. Bolme (president), Clara Lund, Mrs. Robert Power, Mrs. Otto Laser, and Mrs. Wm. Payne (who acted as librarian). Mrs. Fred Donner and Mrs. Wm. Payne devoted one day in going house to house requesting books to start the library. They formed a library association to which each member paid dues of \$.50 a year and fines of two cents a day were levied on overdue books. Members could keep books for two weeks, all other patrons one week. Some of the fines totaled \$1.50—and one reached at least \$2.60.

In this way a small sum accumulated with which to buy new books and keep old ones in repair. Shelves and a reading room were provided on the second floor of the second Suttons Bay Fire Station. This reading room was shared with the “Modern Woodsmen” as a lodge room. Electric lights were free. This fire station is now 9Bean Rows Restaurant.

After a time, the dues were not enough to support the library. In order to maintain the library a business meeting was called in the library and Mr. Henry H. Snohr, Sr., the Suttons Bay

Township Supervisor met with the Civic Club and it was decided the township would take over the running of the library.

In 1924, the Township took over the library and the Civic Club continued as custodians. Mrs. Payne agreed to act as librarian at \$2.00/day. "At first, two club members would look after it, until all had taken turns, and when Mrs. Payne tried it, she concluded to accept the position." The library was only open on Saturday. Mrs. Payne continued as such for three years. At this time, there were over 1,100 books available. Mr. Henry Ford sent the library a subscription to the *Dearborn Independent*.

The club women decided to clean up the room so they washed the walls, and had them papered. The floor was scrubbed, scraped, washed with lye, scrubbed some more, then given two coats of varnish. The chairs were painted dark green and light gray to harmonize with the wall paper. A rocker, a desk, window frames, and book shelves were varnished. The stove was polished; a piano installed; and five tables added for social purposes. "The Club intends to use the room for socials once in awhile, and hold meetings there sometimes. A curtain with rings is used to cover the books, a screen was given to shut off the kitchen department, new brass electric light fixtures; new window shades; and new curtains. When people come in to stand and look as soon as the door is opened, as if they were entranced with the beauty of it all. A large rug was also given which helps to make the room more home-like. At one time, a couple gave 127 books, another 60. We began with 24 and now have 1180. Aside from the books, there is one set of shelves for magazines. Mr. Ford has been sending us the *Dearborn Independent*, and we appreciate it very much. We also have a supply of mending material on hand for misused books. Several sets of encyclopedias have been given and 10 volumes of (John Fennimore) Cooper's works were sent from Big Rapids, which cost only the freight charges. We have a collection of motor magazines, giving various auto hints. Come in some time and if you don't see what you want, ask the librarian. If you don't want a book—come anyway, and look over all we have, perhaps you will enjoy reading. Get in the habit of spending idle time in reading some interesting information that will gain much valuable information for you, that will come in handy some day. If you have any books that are in your way, and you do not know what to do with them, send them to the library. Someone will be glad to read them."

Mr. K. Gus Smarey, editor of the Suttons Bay Courier, added the following: "Give honor to whom honor is due. The library has gone through a real transformation, It is one of the brightest places in town. The Woman's Club headed by Mrs. Louis Bolme, president of the library and Mrs. Robert Power with a bunch of men and women, papered, painted and varnished."

--Helen Wransky copied from the Suttons Bay Courier

In 1944, the Township Board turned the support responsibility of the library to the Suttons Bay School Board. In 1953, the library moved into the new high school building for a short period. It was now comprised of approximately 2,000 books. From there it moved to the area vacated by Art's barbershop. From there it moved to the building now occupied by Enerdyne and Brainstorm. After that it moved back to the remodeled fire house, on the first floor, this time in 1980 after approximately \$2,500 of much needed repairs were made. When an offer was made on the property, the village offered the newly purchased Lowrey four unit motel for use.

A grant from the federal government for library construction became available. The decision was made to raise the necessary matching funds and build instead of using the small motel. A lease between the village and the library board was drawn and signed for use of the property 120' x 60' at the top of the marina. The current library building is owned and held in trust for the residents of Suttons Bay and Bingham Townships by the library board.

The cost of the new building was \$148,433.07. The size of the library was 1,956 square feet upstairs with an additional 1,140 square feet in the lower level. The final move was made to the present library in October, 1984.

It was expanded in the spring of 1996 to its present size of an additional 1,780 square feet on the main level to meet suggested state library guidelines.

Those who acted as librarians through the years: Ed Johnson, A.A. Sessions, Miss Emma Otto, Mrs. Wm Payne, Mrs. Cora Leo (became Chair of Library Board in 1944), Mrs. Edna Smith (librarian 1944-1952), Mrs. F. Hoag, Mrs. Julia Gustin, Mrs. Nancy Peitma, Mrs. Wm. O'Dell, Mrs. Ruth Christianson, Mrs. Howard Fuller, Mrs. Janice Parks, Mrs. Robert Green, Miss Cathy Beagle, Suzanne Latta Hoff (1987-98), Tina Ulrich (1998-2005), Virginia Roberts (2005-2012), Ryan Deery (2012-).

DISTRICT LIBRARY – RECENT HISTORICAL INFORMATION

Feb. 1979 The library in Suttons Bay was legally established through the Library of Michigan as **Suttons Bay Area District Library** pursuant to Public Act 164, 1955, (replaced by P.A. 24 of 1989) by agreement of Suttons Bay and Bingham Townships and Suttons Bay Village. Suttons Bay Township and Bingham Township each appropriated an amount from their general funds equal to three-tenths of one mill to the library district for its support. This is the minimum amount required to be recognized by the state as a public library and to qualify for State Aid and eligibility for membership in, and to receive the services of, a library cooperative. (No public election was held to establish the library or to determine funding.)

June 1979 Suttons Bay Village leased the Fire Station (at 303 N. St. Joseph, presently 9 Bean Rows) to the library rent free. A fundraising drive provided about \$30,000.00 for the renovation of the building.

1984 The Library Board won a (Federal) Library Services and Construction Act grant in the amount of \$70,840.00 to build a library at its present site. A grant from Rotary Charities of \$25,000.00 and a capital campaign provided the necessary matching funds to construct and furnish the building. Suttons Bay Village agreed to lease to the library, for 50 years, the land on which the library is built at no cost to the library, and also to provide water and sewage at no cost to the library.

Nov. 1984 The new library opened. The total of the upper and lower levels of the building

was 3,096 sq. ft.

- 1987 Suzanne Latta Hoff was hired a Library Director.
- Before 1990 The library name was informally changed to **Suttons Bay Area Library**.
- Spring 1996 The library building was expanded, adding 1,780 sq. ft. for a total of 4,876 sq. ft. (including both upper and lower levels), funded by a (Federal) Library Services and Construction Act grant of \$83,925.00 and \$78,331.00 by Suttons Bay Township from Grand Traverse Band of Ottawa and Chippewa 2% funds. (At that time funds were given to the governmental units for distribution, not by the GTB as a result of grant requests.) The public was asked for donations for the remainder of the matching funds and for furnishing the larger space. The Village agreed to a revision of the lease, extending it to April 26, 2045.
- Spring 1997 The library circulation system and catalog (ILS) were automated by NuGen. The LibNet system began operation and the library had internet access. Hardware and software were provided by a Library Services and Construction grant of \$39,000.
- Spring 1998 Tina Ulrich was hired as Library Director.
- Summer 2004 The library's website began operation—www.suttonsaylibrary.org—designed, constructed and maintained by Cheryl Donakowski, volunteer.
- April 2005 Commissioned a Needs Assessment to be conducted by Traverse Management Resources of Traverse City to learn what the public wants from the library. The study was paid for through private donations and grants solicited for that purpose.
- June 2005 Findings of the Needs Assessment were presented to the Library Board, resulting in the Board's later decision to ask the public for a library millage in 2006.
- June 2005 Virginia Roberts was hired as Library Director.
- July 2005 Charitable Remainder Trust program was launched with the preparation and distribution of an informational brochure.
- Jan. 2006 Library Board began process of asking voters for millage for library operations.
- June 2006 The library name was officially changed to **Suttons Bay-Bingham District Library** by agreement of Suttons Bay and Bingham Townships, Suttons Bay Village and the Library Board, and recognized by the Library of Michigan.
- Aug. 2006 Millage request was refused by voters.

YES Total 570 B. Twp. 251 SB Twp. 319

	NO	Total	864	B. Twp.	461	SB Twp.	403
Nov. 2006	Millage request was refused by voters.						
	YES	Total	1090	B. Twp.	481	SB Twp.	609
	NO	Total	1717	B. Twp.	922	SB Twp.	795
Jan. 2007	Library hours were reduced; fees on some library services were established.						
May 2007	The library board commissioned a study of the library's interior space by Library Design Associates of Holland, MI. In June, preliminary drawings for suggested rearrangement of space were presented. The study was paid for by the Friends of the Library and grants from Grand Traverse Band of Ottawa and Chippewa Indians and Suttons Bay-Bingham Fund.						
June 2007	The library's computer catalog was made available online through the library website, www.suttonsbaylibrary.org .						
June 2008	Lower level repainted by Suzanne Hoff and others.						
Feb-Oct. 2009	Additional shelving added through Friends of the Library, Suttons Bay-Bingham Foundation and Grand Traverse Band of Ottawa and Chippewa Indians Grants.						
May-July 2009	Friends of the Library remodel and replace fixtures of all three bathrooms.						
July 2009	Library hours increased to 34.5 weekly, two more evenings added.						
Nov 2009	State of Michigan Quality Service Auditor Checklist (QSAC) essential and... Enhanced levels achieved simultaneously. Renewal in 2013.						
Feb 2010	Mango Language and Ancestry for Libraries made available to patrons.						
March 2011	Regular Homebound Delivery services added through Leelanau Commission on Aging grant funds request (annual renewal).						
May 2011	Main floor of the library renovated through Friends of the Library, Rotary of Grand Traverse and Grand Traverse Band of Ottawa and Chippewa Indians grants and private donations.						
Nov 2011	Updated website containing links to BOT meeting agendas and minutes.						
Jan 2012	Additional shelving added through FOL funds and private donations.						
May 2012	Library Director Virginia Roberts receives the Loleta Fyan Small/Rural Librarian Award. Opts not to renew contract with SBDL.						

- Aug 2012 Ryan Deery named Library Director. Obtains Robert C. Reinhardt Foundation Grant to reroof and restrain building and install professional smoke detection system. Work completed summer, 2013.
- April 2013 Friends of Library vote to create downstairs community room (formerly the meeting room). Work completed June, 2013.
- Dec 2013 First Holiday Gala fundraiser “Lites, Bites, and Books”.

MATERIALS SELECTION POLICY

The Board of Trustees of the Suttons Bay-Bingham District 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 and the Freedom to Read Statement of the American Library Association (see addendum).

While the Board of Trustees of the library is responsible for the selection of books and other materials purchased for the library, the selection of materials is delegated to the library director. Suggestions from the public and staff are welcome and are given serious consideration.

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 on current issues and problems which reflect the specific interests and needs of the community.

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, authoritativeness, 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.

The recognized selection tools published for the use of librarians, including reviews in newspapers and magazines, will also be utilized. The selection of any particular material is not equivalent to library endorsement of the viewpoint expressed in the material. Material is not excluded because of the race, nationality or the political or religious views of the writer. Materials under consideration for purchase are examined and read when possible.

GIFTS

The Suttons Bay-Bingham District Library welcomes the interest and involvement of citizens and organizations through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes.

1. **Monetary gifts** may be unrestricted or designated as memorials of tributes. Donors may suggest specific subjects or titles of collection materials to be acquired, or they may suggest specific furniture, equipment or art work. However, the library has the right of final selection in order to meet the criteria of the Materials Selection Policy, or space, utilization and design requirements of the library.
2. **Donations of books and other library materials** are subject to meeting the criteria 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. Gift or memorial bookplates may be affixed to those items accepted or chosen to satisfy a donor's request.
3. **Gifts of tangible property**, such as furniture, equipment, or art work, must meet space, utilization, compatibility and design requirements of the library and will be used, placed or displayed as decided by the library. **The library will not appraise or otherwise put a value on gifts of tangible property.**
4. The library will not accept tangible gifts with conditions or restrictions placed on them.
5. Accepted gifts become the sole property of the library. The library board retains the right to make the final decision on the disposition of any gift.
6. 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.

WITHDRAWAL OF MATERIALS

Materials will be withdrawn from the collection as necessary to maintain the collection in accordance with our materials selection policy and available space. Among the reasons for withdrawing materials are physical damage or wear, obsolete information, unnecessary duplication, and lack of use.

Withdrawn materials may be offered to other libraries, organizations or institutions which can make use of them. They may be 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 seriously considered. Individuals having serious concern about the appropriateness of any library material may request reconsideration of the item.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS- PROCEDURES

A library user who has serious concern about the appropriateness of any library material may request reconsideration of the item in writing. The library's "request for reconsideration of materials" form will be used to provide the necessary information.

After the reconsideration form is filled out completely and returned to the library, the following procedures will be initiated:

1. The library director will form a review committee of three members of the community who use the library.
2. The review committee members will review (read, view, or listen) in full, the material under consideration, as well as reviews of the material if possible.
3. Within 2 weeks of the library's receipt of the request, the review committee will meet with the library director and a library trustee to discuss the request for reconsideration and formulate a recommendation for action by the board of trustees.
4. The committee's recommendation will be sent to the board of trustees within 3 days of the committee meeting.
5. The trustees will consider the request for reconsideration and the recommendation from the committee at their next regular meeting. They will make a decision on action to be taken and will notify the petitioner of this decision by letter within one week of the meeting. The decision of the board is final.

CIRCULATION

In order to be eligible for borrowing privileges, each library patron shall have a current signed registration form of file in the library.

Each registrant is required to provide a current mailing address. General delivery is not a sufficient address. Library cards will be mailed to new patrons to verify address.

The signing party, by act of signature, accepts full responsibility, including damage, loss, or non-return, for all materials borrowed from or through the Suttons Bay-Gingham District Library.

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.

No registration fees shall be charged. Materials will be reserved for patrons on a first come, first served basis.

When checking out library materials, a patron who cannot present a library card may be asked for other identification including name and home address.

PROCEDURES:

The standard loan period is three weeks. Exceptions will be noted in the computer and will be brought to the attention of the person checking out those materials.

Reference materials except as designated, periodicals, and videos are available for a **SHORT TERM LOAN** period of one week. Except in the case of duplicate copies, only back issues of periodicals are loaned. One copy of the latest edition received by this library is kept on the shelf for in-house use.

A patron may have on request or loan up to 3 Inter-library-loan items at a time. Inter-library-loan materials are granted a standard loan period from the date of their reception by this library unless stipulated otherwise by the lending library. Inter-library-loan and reserved materials and short term loan are not renewable, although all other materials loaned by this library are renewable for one period equal to the original loan period. Reserved materials will be held up to 3 days from date of patron notification.

Each cardholder may borrow up to a total of 10 items from the collection on an individual card. Up to 25 items may be borrowed on a family card (families may not have both a family card and individual cards for family members).

REFERENCE SERVICES

The library endeavors to provide the assistance needed by the public to obtain full access to information and library materials. 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. Information may be obtained from any resources possessed by the library, including the Mid-Michigan Library League reference desk, referral to other libraries or locations, and the Internet. Resources used will be those judged most expedient 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.

Staff may consult resource agencies by telephone for patrons when appropriate and may refer patrons to other libraries or agencies for assistance. Long distance toll phone calls will not be made by staff to or for patrons for their reference questions.

Staff will assist patrons of all ages in the use of the library and may teach use of the library when appropriate. Training sessions in use of the internet will also be provided to the public periodically.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author_____Date submitted_____

Title_____Publisher_____

Format: Book___ Magazine___ Audio___ Video___ CD___ DVD___

Other (please specify)_____

Request initiated by_____Phone_____

Address_____City_____

Petitioner represents

____Self ____Organization or other group (please name or identify)

1. To what in this material do you object? Please be specific.
2. Did you read (view, listen to) the entire work? If not, what parts?
3. What do you believe is the purpose or theme of this material?
4. What do you feel might be the result of a person using this material?
5. Do you see any value in this material? If so, be specific.
6. Would you care to recommend other library materials on the same subject in the same medium?
7. What would you like your library to do about this material?

For further comment please use space below, reverse side or additional paper.

Signature of Petitioner _____

COLLECTION OF OVERDUE MATERIALS

The signing party, by act of signature, accepts full responsibility for all materials loaned, including damage, loss, or non-return.

PROCEDURES:

A written overdue notice will be mailed or a phone call made to the cardholder after materials are two (2) weeks overdue. If the materials are not renewed or returned within a 7 day period, it will be assumed that said materials are lost. The patron will be informed of the itemized cost to replace the item(s) in question. When a cumulative maximum of \$50.00 in damaged or non-returned items is reached, the patron will be informed in writing that his or her borrowing privileges shall be suspended until the itemized materials are returned or full restitution is made.

For books or other materials lost or damaged beyond repair, an established replacement cost will be levied.

Like donations may be accepted in lieu of payment for materials.

Theft, 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.

REPLACEMENT COSTS:

A patron will be charged the initial purchase cost of the material if that information is readily available. Otherwise, the following established replacement costs will be levied.

Established replacement cost of materials lost or damaged beyond reasonable repair:

- \$35.00 Hardbound book
- \$15.00 Trade paperback
- \$ 8.00 Mass-market paperback
- \$17.00 Children's hardcover
- \$ 6.00 Children's paperback
- \$20.00 Compact disk
- \$25.00 DVD
- \$ 5.00 Magazine

THE MICHIGAN PENAL CODE (EXCERPTS)

Act 328 of 1931

AN ACT to revise, consolidate, codify and add to the statutes relating to crimes; to define crimes and prescribe the penalties therefore; to provide for restitution under certain circumstances; to provide for the competency of evidence at the trial of persons accused of crime; to provide immunity from prosecution for certain witnesses appearing at such trials; and to repeal certain acts and parts of acts inconsistent with or contravening any of the provisions of this act.

History: 1931, Act 328, Eff. Sept. 18, 1931; -Am. 1991, Act 56, Eff. Jan. 1, 1992.

The People of the State of Michigan enact:

CHAPTER L. II

LARCENY

750.364 Larceny from libraries.

Sec.364. Larceny from libraries- Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.

CHAPTER L. VI

MALICIOUS AND WILLFUL MISCHIEF AND DESTRUCTION

750.391 Maliciously injuring or mutilating library books.

Sec. 391. Maliciously injuring or mutilating library books- Any person who shall willfully, maliciously or wantonly tear, deface or mutilate or write upon, or by other means injure or mar any book, pamphlet, map chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof belonging to or loaned to any public library, or to the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, shall be guilty of a misdemeanor.

CONFIDENTIALITY OF LIBRARY RECORDS

A. PATRON REGISTRATION INFORMATION

The governmental or private use of patron registration information constitutes an unwarranted invasion of personal privacy under the Freedom of Information Act. FOIA coordinator for the library is the library director. The privacy of patron registration records will be preserved to the fullest extent permitted by law. To this end, the registration records of the library shall be released or disclosed only as provided for herein.

1. Registration records- Personal information (name, address, age, etc.) provided to the library staff will be treated as private and confidential.
2. Notification of library director- Any staff member or volunteer who receives a request or who is served with a subpoena, court order, or other legal process to release or disclose any registration record shall promptly notify the library director.
3. Action by the library director- The library director shall, in a timely manner, review all requests and orders, seek legal assistance as necessary and respond in an appropriate manner to each such request and order in accordance with this policy, the Michigan Freedom of Information Act (Act No. 442 or P.A. of 1976, MCLA 15.231 to 15.246) and the Michigan Library Privacy Act (Act No. 455, P.A. 1982, MCLA 397.601 to 397.605, as amended by HB 4146 of 1998).
4. Replies to requests- The library director shall deny, in writing, all requests for the release or disclosure of registration records as defined above unless the party requesting the information can establish clearly a “need to know”, or has in his/her possession the written consent to such a release or disclosure of the person or persons identified in the confidential record(s) requested and the library director is satisfied as to the authenticity of the consent.
5. Court order- The library director shall comply fully with any subpoena or other court order to release or disclose registration records as defined above.
6. Any questions or problems relating to the subject of privacy of library registration records or their possible release or disclosure, not specifically covered by this policy shall be referred to the library director who shall handle them as deemed appropriate, consistent with the spirit of this policy.
7. Requests for non-identifying records- Release of non-identifying information, such as the number of library patrons in each of our service areas for census purposes is acceptable.
8. Records which are not needed for library purposes will be deleted after 6 years.

CONFIDENTIALITY OF LIBRARY RECORDS (cont.)

B. LIBRARY CIRCULATION RECORDS

The confidentiality of library circulation records will be preserved to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

1. Confidential records- Any document, record, or other method of storing information retained by the library that identifies a person as having requested or obtained specific materials from the library is a record which shall not be released or disclosed to any person without the written consent of the person identified in the confidential record, unless a court orders such release or disclosure.
2. Non-identifying records- Any other record or data pertaining to the circulation of library materials in general which does not identify a person may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (Act No. 442 or P.A. of 1976, MCLA 15.231 to 15.246) and the Michigan Library Privacy Act (Act No. 455, P.A. 1982, MCLA 397.601 to 397.605, as amended by HB 4146 of 1998). Such information may be released or disclosed only by the library director, FOIA coordinator for the library.
3. Notification of library director- Any employee or volunteer who receives a request or who is served with a subpoena, court order, or other legal process to release or disclose any library circulation record or material shall promptly notify the library director.
4. Action by the library director- The library director shall, in a timely manner, review all requests and orders, consult with legal counsel as necessary and respond in an appropriate manner to each such request and order in accordance with this policy.
5. Requests for confidential records- The library director shall deny, in writing, all requests for the release or disclosure of confidential records as defined above unless he or she has in his or her possession the written consent to such release or disclosure of the person identified in the confidential record requested and the library director is satisfied as to the authenticity of the consent. The library director may either require the person making the request to secure the written consent of the person identified in that record or may obtain that consent directly from the person identified.
6. Court order- The library director shall comply fully with any subpoena or other court order to release or disclose confidential records as defined above.
7. Any questions or problems relating to the subject of privacy of circulation records or their possible release or disclosure, not specifically covered by this policy shall be referred to the library director who shall handle them as deemed appropriate, consistent with the spirit of this policy.
8. Requests for non-identifying records- Release of non-identifying information, as defined above, may be released or disclosed by the library director.
9. Records which are not needed for library purposed will be deleted.

FREEDOM OF INFORMATION ACT REQUEST FORM

1. Name

2(a) Street Address/Post Office Box

(b) Apartment/Suite

(c) City, State, Zip

3. Area Code + Telephone Number

4. Area Code + Fax Number

5. Email Address

6. Date of Request

7. Description of Records Requested

Identify the records as clearly and specifically as possible. Please provide sufficient information which would be helpful in identifying and locating the requested records, such as document title, etc.

8. Key Words or Phrases

Please be as complete as possible. Include information such as subject, publication date(s), and any other information which can help to identify the document(s) you are requesting.

9. Maximum Search Fee

Enter the maximum search fee the person making this request is prepared to pay. If you do not enter an amount the SBBDL will assume you are willing to pay at least \$25 for this search.

10. Additional Information and/or Comments

11. Requested Documents Delivered (Date) _____

Payment_____

Received By (Signature)_____

SBBDL_____

(Of Requesting Party)

(Initials)

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 guarantee these rights for all persons, **all those on library premises** must conduct themselves in a manner appropriate for a library.

A. Shoes are required to be worn in the Library. No food or uncovered containers of beverages are allowed in unauthorized areas. Animals are not allowed except for service animals or as part of a special library program. Patron use of cell phones is not allowed in the library. Smoking is not allowed in the library.

B. Limits may be placed on use of the library or library services to individuals or groups which place excessive demands on the library to the extent that library use or services by the general public are diminished.

C. The library may not be used for campaigning, petitioning, survey taking, soliciting, sales, or other speech or conduct which may result in the disruption of normal library activities.

D. During library hours, meetings may be held only in the lower level meeting room, upon arrangement with library staff.

E. Use of the library or its services may be denied for due cause, such as failure to pay penalties, stealing of library property, willful destruction of library property, illegal conduct on library premises, or conduct which interferes with normal operation of the library.

This includes conduct which creates a hostile, intimidating, or offensive working environment for library staff and volunteers, patrons, vendors and any other persons who are in contact with library employees.

F. Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises and may forfeit their library privileges. Library employees will contact law enforcement officers if deemed advisable.

G. Identification (name, address and phone number) may be requested by staff.

H. Any patron who violates these rules and regulations may be denied the privilege of access to the library by the Library Board of Trustees, on the recommendation of the library Director. A patron whose privileges have been rescinded has the right to have the decision reviewed by the Board of Trustees.

CHILDREN LEFT UNATTENDED IN LIBRARY

Children under the age of eight may not be left in the library unattended. A parent or guardian is responsible for a child's behavior while on library premises.

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

If the parent or guardian cannot be located within an hour after the child has been determined unattended, or if the library is closing, a staff member may call the police.

USE OF LIBRARY EQUIPMENT

Library equipment available for use in the library:

COPIER- Available for patron use for a per copy fee, under staff supervision. Violation of copyright is the responsibility of the user. A warning concerning copyright restrictions will be posted at the copier.

TELEPHONE- For brief calls, toll-free only, at the discretion of the staff.

TYPEWRITER, COMPUTER and PRINTER, TELEVISION AND VCR- May be scheduled for patron use in the library at the discretion of staff.

FAX- Patrons may send or receive faxes on the library machine at the discretion of staff. Fees are \$2.00 per page for local; \$2.00 for long distance, including cover sheet.

Library equipment which may be borrowed from the library:

Upon payment of a small fee and signing a use agreement, adult community members may borrow such audio visual equipment as may be available from the library.

Folding metal chairs and tables may be borrowed by members of the Suttons Bay-Bingham community overnight at no charge at the discretion of library staff.

The library is not responsible for damage to the borrower's equipment that may occur during use of library-owned non-print materials.

Monetary donations may be accepted for use of these services.

EQUIPMENT AND MATERIALS USE AGREEMENT
Suttons Bay-Bingham District Library

The person signing this Agreement:

1. Understands that the borrowed equipment will be checked for damages upon return and agrees that if damages are sustained to pay a charge for repair or replacement.
2. Agrees to maintain the item in good working condition and assumes full responsibility for the item until it is returned to the Library.
3. Understands that the Library is not responsible for any liability incurred through the use of its equipment.
4. Affirms that he/she has the knowledge and experience to operate the equipment safely and that Library staff cannot provide technical assistance.
5. Agrees to return the item to the circulation desk on or before the date specified.
6. Understands that failure to return the item on time may cause the borrower to be prohibited from borrowing equipment in the future.

The Library reserves the right to terminate this Agreement without prior notice in the event that the Agreement is being violated in any way, or if the equipment is being used by unauthorized persons, or is being exposed to willful or negligent damage.

EQUIPMENT AND MATERIALS USE AGREEMENT
Suttons Bay-Bingham District Library

Date Due: _____

Borrower: _____

Organization: _____

Address: _____

Phone: _____

Describe the equipment borrowed:

Date checked out: _____ **Date returned:** _____ **Total fee:** _____ **Paid:** _____
(fees due upon return of equipment)

Signature: _____

LAPTOP COMPUTER AND DIGITAL PROJECTOR USE AGREEMENT
Suttons Bay-Bingham District Library

The person signing this Agreement:

1. Has submitted one (1) week in advance a written request for use of the equipment on the letterhead stationery of the community organization of which he/she is a member.
2. Has given the Library a \$500.00 deposit, which will be refunded in full upon return of the equipment in original condition.
3. Agrees to maintain the item in good working condition and assumes full responsibility for item until it is returned to the Library.
4. Affirms that he/she has the knowledge and experience to operate the equipment safely and acknowledges that library staff cannot provide technical assistance.
5. Understands that the borrowed equipment will be checked for damages upon return and agrees that if damages are sustained to pay the full charge for repair or replacement.
6. Understands that the Library is not responsible for any liability incurred through the use of its equipment.
7. Agrees to pick up and return the item to the circulation desk during regular library hours on or before the date specified for a time period not to exceed one week.
8. Understands that failure to return the item on time may cause the borrower to be prohibited from borrowing equipment in the future.

The Library reserves the right to terminate this Agreement without prior notice in the event that the Agreement is being violated in any way, or if the equipment is being used by unauthorized persons, or is being exposed to willful or negligent damage.

LAPTOP COMPUTER AND DIGITAL PROJECTOR USE AGREEMENT
Suttons Bay-Bingham District Library

Date Due: _____

Borrower: _____

Organization: _____

Address: _____

Phone: _____

Describe the equipment borrowed:

Date checked out: _____ **Date returned:** _____ **Total fee:** _____ **Paid:** _____
(Fees due upon return of equipment)

Signature: _____

INTERNET USE POLICY

In response to advances in technology and the changing needs of the community, the Suttons Bay-Bingham District Library endeavors to develop collections, resources and services that meet the informational, individual, and educational needs of a diverse community. It is within this context that the Suttons Bay-Bingham District Library offers access to the Internet.

The Suttons Bay-Bingham District 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. **The library is not responsible for the accuracy of information found on the Internet.**

The Library is mindful and respectful of the rights of patrons, particularly children, not to be inadvertently exposed to materials and images they or their parents may find personally unsuitable. Therefore, staff members will request that a patron remove such an image or text from an Internet workstation screen if, in the staff member's judgement, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the library.

All Internet resources accessible through the Library are provided equally to all adult library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Parents are advised to supervise their children's Internet sessions and are responsible for their own children's use of e-mail. Children under 12 must be supervised by a parent/guardian.

The State of Michigan requires (Public Act 212, effective October 1, 2000) that the library must restrict information available to minors (age 17 or under) "to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors." **To comply with this law, the library may restrict the internet use of minors who are not accompanied by parents to a terminal which will be monitored by staff.**

Library computers may only be used for legal purposes. In addition, **the Library does not permit the use of** chat rooms, "instant messaging," or gambling.

Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users or library staff
- Libeling or slandering other users
- 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 disclosure, use and dissemination of personal identification information regarding minors.

COMPUTER USE RULES AND PROCEDURES

Welcome to the Suttons Bay-Bingham District Library's public access computer. To maximize computer availability and insure fair accessibility, please follow these rules and procedures.

1. **The library computer** is intended to be used for word processing, personal business applications and research. They may be used for e-mail using your private account. **Parents are responsible for their own children's use of e-mail.**
2. The screen will be visually monitored by staff. Misuses will result in loss of privileges.
3. There is a ½ hour limit on using the computer when others are waiting. You may reserve a half-hour of computer time in advance.
4. The library reserves the right to limit computer use to two people at a time at each station.
5. You may not use your own software programs on the computer. This will help prevent computer viruses that are common on public computers.
6. You must bring your own disk or drive if you wish to save or download files. No files are to be saved on the computer's hard drive. The Library is not responsible for any loss or damage to personal disks or drives when downloading.
7. A printer is available. Prints are 20 cents per page. Please pay for prints at the circulation desk.
8. To use a computer, you must have a general understanding of computers and Windows applications. The Library staff does not have time or expertise to train you in using these programs. There are tutorials for most of the software loaded in the computer. Guides are available for some programs. Because of library scheduling, Internet trained staff may not always be available.
9. Library computers may only be used for legal purposed. In addition, the library does not permit the use of chat rooms, "instant messaging", or gambling.
Examples of unacceptable purposes include, but are not limited to, the following:
 - Harassment of other users or library staff
 - Libeling or slandering other users
 - 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 disclosure, use and dissemination of personal identification information regarding minors.
10. When signing to use a computer, you are agreeing to read and abide by these policies and rules. Failure to follow these guidelines may result in the loss of your computer privileges.

WEBSITE CONTENT POLICY

The Suttons Bay-Bingham District Library website is an online source of information for staff and patrons of the Library. Included on the site is a limited number of links to other websites chosen primarily because these links have been useful to staff in answering patron questions. These sites are selected to enrich, broaden and complement the print and audiovisual library materials available and must be consistent with the library's materials selection policy.

Resources are constantly changing on the Internet. Since these linked sites are not under the control of the Library they may change or disappear over time. New links will be added and current links evaluated regularly based on the materials selection policy criteria. Sites are not added upon request. It is not intended that the listing of sites open up the Library's web pages as a full or partial public forum.

The SBBDL website is not available for commercial sponsorship.

DISPLAY

The showcase and bulletin board are available as a public service. Materials and exhibits presented may or may not represent the views of the library board, and their display is not to be considered endorsement by the board. In the event of controversial issues all views may be presented.

A. BULLETIN BOARD

The library encourages the display of informational bulletins, brochures and posters regarding area educational, cultural and civic events of interest to the community.

Materials to be displayed must meet the following guidelines:

1. Materials may only be placed on bulletin board by authorized library staff.
2. Posters may be no larger than 16" x 24" and brochures no larger than 8 ½" x 11"
3. Acceptable materials include fund raising events for the benefit of non-profit organizations, entertainment, and educational courses. Unacceptable materials include, but are not limited to, 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. Materials having no specific end date may be displayed while there is space available.
5. Library related notices and information have priority at all times.

B. EXHIBITS

The library welcomes the opportunity to allow community groups, organizations or individuals to use the various display areas of the library. Space is provided for displays of an educational, cultural, civic or recreational nature.

1. Application for exhibits must be made through the library director and will be on a first come, first served basis. The Library shall have the final decision on arrangement, date and manner of all exhibits and reserves the right to require a change in any part of an exhibit or display.
2. No item on display may be priced. The name, address and phone number of the exhibitor may be displayed.
3. The exhibitor should supply the library with an itemized list of the display contents and the value of each item.
4. All publicity relating to exhibits shall be written or edited and submitted for publications by the library.
5. It is the responsibility of the exhibitor to set up and remove the exhibit in arrangement with the library.

USE OF THE COMMUNITY ROOM

Because the library is a public institution dedicated to the access to ideas representing various points of view, the library's community room is available for lawful use by all groups regardless of their beliefs or affiliations within the following conditions:

1. No fees or donations may be charged or solicited by the user. Extended use of the meeting room will be reviewed by the library board and use fee may be charged.
2. Programs or exhibits may not disrupt the use of the library by others.
3. Persons attending the meeting are subject to all library rules and regulations, and are expected to conduct themselves in an orderly manner.
4. Library facilities 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. (See check list on reverse side).
5. Users will pay the cost for repair of any damage to the facilities.
6. Booking will be on a first-come, first-served basis and will be made with the librarian during business hours.
7. Permanent changes to the community room may not be made without permission of the library board.
8. Granting of permission to use library facilities does not imply endorsement by the library of the user or the user's beliefs.
9. Parking shall be on the street. Care must be taken to obey parking signs and not to block the road entrance between the Library and the Village Hall building.
10. The lower level community room has limited access. It is the responsibility of the scheduled user to ensure access to all meeting participants.

I have read and take responsibility to abide by the use policy of the lower level community room.

Signed_____

Date_____

Key_____

USER'S LOWER LEVEL CHECKLIST

Storage room:_____Light Off

Furnace room:_____Chairs/tables neatly stored

_____Light off

Meeting room:_____Outside door locked

_____Window locked

_____Heat down to 55

_____Lights off

Foyer: _____Window locked

_____Bathroom flushed/light off

_____Track light off

Stairway: _____Landing door locked

_____Lights off (including outside)

_____Inner door bolt in place (do not lock handle)

_____Library entrance door locked

USE OF UPPER LEVEL FOR MEETINGS

The upper level of the library may be used outside of regular library hours by the library board and/or library director for library meetings and use, and also for Friends of the Library meetings and library related programs when a Library Trustee, a Friends of the Library board member, and employee or regular volunteer is responsible and present, and in accordance with other meeting room use policy statements which apply.

DISASTERS

PROCEDURES:

A. FIRE

Staff and volunteers should familiarize themselves with the types and locations of fire extinguishers in the building and know which fire extinguisher to use for different kinds of fires. Emergency number to call is 911.

1. Upper Level- In case smoke is detected, staff should quietly direct patrons out the side-door or the front door to the street. Choose the exit which takes you away from most smoke. Then call 911 for fire department.
2. Lower Level- If a meeting is in progress staff should quietly ask patrons to exit through the door to the Bay side in an orderly manner.

B. 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 the case of an underage child all efforts to contact the parents or guardians should be made before calling for medical help unless the delay would appear to be life threatening. Staff members must use their own judgment.

Call 911 for Rescue Squad/Police.

In case of an accident or injury on library premises, staff members should:

1. Get the name, address and phone number of the injured party
2. Contact a library board member as soon as possible
3. Contact the library insurance agent as soon as possible
4. Complete an incident description form for library records

C. BOMB THREAT

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.
2. Ask where and when the bomb will explode.
3. Evacuate the building. Check all areas for lingering patrons.
4. Call the police, 911.
5. Call the library director. If not available, call a board member.

DISASTERS (cont.)

PROCEDURES (cont.):

D. TORNADOES

If a tornado warning has been issued, inform all patrons to go to the lower level of the library. Check to make sure that no one is left on the upper level. Stay away from the window and door in the lower level. Take shelter in bathroom or storage area if possible in the lower level.

E. EMERGENCY CLOSING

In the event of severe weather or other emergency condition, the library may close or fail to open if reaching the library presents a hazardous situation to staff. Such decisions will be made by the library director and a trustee.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

It is the intent of the library board to comply with the Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, in both employment opportunities and patron services. The library will make every effort to provide interpreters, assistance in entering the building and in reaching library materials, and access to telecommunications devices for deaf persons (TDD's) and special materials such as large type and recorded books.

It is the intent of the library board that to the extent financially and administratively possible within the library's available resources, the library's materials and services are accessible to all library patrons, including those with disabilities.

Modifications to the existing library facility and any future building will be in accordance with the Uniform Accessibility Standard (UFAS) of the Americans with Disabilities Act Accessibility Guidelines (UDAAC).

USA PATRIOT ACT COMPLIANCE

The USA PATRIOT Act, Public Law 107-56 of October 26, 2001, expands the powers of federal law enforcement agencies investigation cases that involve foreign intelligence and international terrorism. According to section 215 of this Act, librarians and staff served with a search warrant or court order may not disclose its very existence to anyone other than those persons necessary to produce the tangible things sought by the warrant or order.

If a “gag order” is in effect, library personnel are not permitted to discuss the existence of such a document produced for the benefit of federal law enforcement unless such a discussion is necessary in order to obtain the things sought.

This library’s policies and procedures regarding patrons’ privacy rights remain unchanged. However, the library will cooperate with law enforcement in accordance with this policy and action, in addition to requesting that the library’s legal counsel be present during actual search and execution of the warrant.

Staff and volunteers who may be asked for such information must be made aware of the correct procedures for responding to this new requirement.

PROCEDURES:

Staff or Volunteer-

If anyone alleging to be a law enforcement official requests information from library registration or circulation records, **do not disclose that information.**

Contact the library director, who is the only person authorized to provide such information.

Library Director-

The library director will ask to see official identification and will photocopy the ID.

If law enforcement presents a court order or subpoena, direct that person to the library director, who will seek legal advice before taking any action, and can request that legal counsel be present during actual search and execution of the warrant.

With legal counsel present, provide all that is requested and do not interfere with the search and seizure.

Keep a record of all legal requests and all costs incurred by any search and/or seizure. (see FOIFA form)

(USA PATRIOT Act- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism)

KEYS TO THE LIBRARY BUILDING

A **key to the main floor** of the Library building will be given on a **long-term** basis to:

- The Library Director and Employees who must open and close the Library.
- One (1) Library Trustee who can usually be reached to provide the key in emergencies.
- One (1) business location which is open during library hours and can provide the key in emergencies.
- The people who provide services to the library when the library is closed and staff unavailable.
- Village Office next door.

A **key to either the main floor or the lower level** of the library building will be given as necessary on a **per use** basis to persons who must open a part of the library for a specific authorized purpose during a time when the library is closed and staff is unavailable. In these cases, the key will be returned to the library immediately after use.

In addition, the **key to the lower level** may be given to one authorized member of the Friends of the Library for a few days not to exceed a week to set up for and clean up after the book sale.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT GUIDELINE

The Suttons Bay-Bingham District Library will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, customer, vendor, independent contractor or other individual with whom our employees come into contact in connection with their employment with this library based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made wither explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with and individual's work performance or creating an intimidating, hostile, or offensive work environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to the library director and/or a library board member. This is particularly important in cases involving sexual harassment where there can be uncertainly about that is unlawful conduct.

If the library director or board member receives a complaint of discrimination or harassment or is made aware of conduct that may constitute discrimination or harassment he/she must immediately notify the President of the Board of Trustees.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. Management will ensure that there is no coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.

FINANCE POLICIES

PROCUREMENT POLICY

A RESOLUTION PROVIDING FOR PURCHASING AND BIDDING PROCEDURES FOR the Suttons Bay-Bingham District Library.

- Section 1. Purchasing Agent The Library Director shall act as the purchasing agent for the library, except as otherwise designated by the Library Board of Trustees.
- Section 2. Spending Limits The Board's approval of the budget authorizes Library expenditures within the budget with the exception of capital outlay purchases over \$300.00 which require the approval of the board. Any expenditure of \$500.00 or more as designated by the Board shall require competitive pricing or bids from prospective bidders and shall be approved by the Board.
- Section 3 Requests for Bids The Director or such other person designated by the Director or the Board shall solicit sealed bids from a reasonable number of qualified prospective bidders. An item or contract for which a solicitation I requested shall be described in detail with printed documents or drawings as may be necessary. Notice of request for bids may be given publication in a newspaper generally circulated in the Library District and by posting in the Library at least ten (10) days prior to the date bids are submitted.
- Section 4 Bid Security Unless otherwise directed by the Board or Federal or State requirements, the Director shall prescribe the amount of any security to be deposited with any bid. Such deposit shall be in the form of cash, certified check, cashiers check, or bond written by a surety company authorized to do business in the State of Michigan. The amount of such security shall be expressed in terms of a percentage of the total bid submitted.
- Section 5 Performance and Payment Bond Except as set by the Board or Federal or State requirements the Director shall fix the amount of the performance bond for construction contracts and amount of the labor and material; a performance bond is required of the successful bidder. As a minimum, any contract in excess of \$25,000.00 shall require that the contractor supply a labor and material performance and payment bond in the amount of at least 25% of the contract or as required by the latest State and Federal laws if greater.
- Section 6 Bid Opening Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the Director and at least a quorum of the Board of Trustees. After examination the bid shall be acted upon by the Board or held until the next Board meeting. After tabulation, all ids may be inspected by the competing bidders. In lieu of the procedure for the opening of bids herein specified, the Board may direct that the bids be opened at a Board meeting.

- Section 7 Contract Award After such bids are submitted to the Board, if the Board shall find any of the bids to be satisfactory, it shall award the contract to the lowest qualified bidder meeting specifications, unless the Board shall determine that the public interest will be better served by accepting a higher bid. Such award shall be by resolution. The Board shall have the right to reject any and all bids which do not conform in every respect to the bidding requirements. All bids and deposits of certified cashier checks may be retained until the contract is awarded and signed. If the successful bidder fails or refuses to enter into the contract awarded to him, or file any bond required within the specified time, the deposit accompanying his bid shall be forfeited to the Library and the Board may, in its discretion, award the contract to another competent bidder meeting specifications. If the Board determines that the public interest shall be served by accepting a higher bid it may do so or re-advertise the contract for bids.
- Section 8 Bidding Exclusion The bidding procedure and requirements provided herein shall not apply to the following: Any contract for professional services, such as lawyers, accountants, engineers, architects or appraisers, may be exempt from the solicitation of competitive proposals. In the event of any emergency situation, the Director, with the approval of the Board Chairperson and Treasurer, may proceed to make any lawful expenditure without submitting it for competitive pricing or bidding. An “emergency situation” means a condition or event which necessitates any expenditure to protect the public from an immediate danger to the general safety, welfare and well being of the community; and in the judgment of the Board Chairperson and Treasurer, it is not reasonably practical to meet the time and other requirements of this bidding policy.
- Section 9 Procurement Assurance The Board of Trustees will follow all Federal and State procurement procedures as designated by the LSCA Title II Grant requirements.
- Section 10 Severability The sections of this procurement policy are declared to be severable, and if any section hereof is declared to be illegal or void for any reason, it shall not affect the remaining provisions of this procurement policy.

Resolved on July 20, 1995 by the Suttons Bay-Bingham District Library Board of Trustees.

INVESTMENT POLICY

Purpose, Scope and Objectives

The purpose of this investment policy is to help the Library conduct library operations in a fiscally responsible way. It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security.

This investment policy applies to all financial assets of the Library, as accounted for in the various funds of the Library, including the general fund, special revenue funds, capital project funds and any new funds established by the Board.

Safety of principal is the primary objective of the Library's investments activities. Investments will be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments

Authority to make investments is derived from Michigan State Law and from the following Board Resolution:

Resolution adopted unanimously by the Board of Trustees of the Suttons Bay-Bingham District Library at a regular meeting on November 19, 1998:

WHEREAS, The Suttons Bay-Bingham District Library board of Trustees has the right and responsibility to invest any and all Library funds; and

WHEREAS, such funds must be invested in accord with Michigan Public Act 20 of 1943 as amended in 1997; therefore, be it

RESOLVED THAT

The investment officer for the Library, who has management responsibility for the Library's investment program in accordance with Library policy, shall be the Treasurer of the Board of Trustees. An advisory committee, including an additional member of the Board and an outside investment adviser may assist the investment officer as needed.

The investment officer will establish written procedures and internal controls for the operation of the investment program consistent with the investment policy.

These procedures will include reference to such matters as safekeeping, delivery vs payment, investment accounting, depository agreements, banking service contracts and the advisory committee. No person may engage in an investment transaction except as provided under these procedures and terms of the Library policy.

The investment officer is authorized to invest surplus funds for the Library in the following investment instruments:

- Savings Accounts
- Certificates of Deposits
- U.S. Treasury Bills
- U.S. Treasury Bonds
- Investment Pools

The investment officer must provide a written annual report to the Board of Trustees concerning the investment of funds.

Safekeeping and Custody

All income will be deposited in a timely manner. All security transactions entered into by the Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Board of Trustees and evidenced by safekeeping receipts.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not for speculation, but for investment, considering the probable safety of their capital as well as the income to be derived.

Adopted by the Suttons Bay-Bingham District Library Board of Trustees at a regular board meeting on November 19, 1998.

CREDIT CARD POLICY

At a regular meeting of the Suttons Bay-Bingham District Library Board of Trustees, the following resolution was offered by Eleanore Chamberland and supported by Jan Emerson:

WHEREAS, the Board of Trustees deems that it is in the best interest of the library to make certain library financial transactions by using a credit card, now THEREFORE BE IT RESOLVED, that the following policy shall govern the use of library credit cards:

- The Treasurer of the Board of Trustees is responsible for accounting for compliance with the credit card policy.
- Library credit cards may be used only by the Library Director, Library Board Treasurer and a designated employee for the purchase of goods or services for official library business.
- The person using a library credit card shall, as soon as possible after a purchase, submit the vendor's credit card slip to the Library Director.
- The person using a library credit card is responsible for its custody. If a credit card is lost or stolen, the entity issuing the card shall be immediately notified to cancel the card.
- The employee who is issued a credit card shall return the credit card to the Library Director, or the Library Director shall return the credit card to the Treasurer, upon termination of employment by the library.
- The Treasurer shall maintain a list of all library credit cards and the name of the person(s) to whom each card is issued, the credit limit established, the date issued and the date returned. The card user must initial the list to indicate agreement that the card has been issued and that he (she) has read this policy.
- Any person using a library credit card in a manner contrary to this policy shall be subject to disciplinary actions deemed appropriate by the Board of Trustees.
- The balance will be paid by the date due to avoid extra costs. If charges are unavoidable, the balance plus fees shall be paid within not more than 60 days of the statement date.

Upon roll call vote the following voted

YES Burton, Chamberland, Coulter, Drone, Emerson, Wander

NO None

The resolution is adopted. Date: September 6, 2002

ELECTRONIC TRANSACTIONS

Resolution to Authorize Electronic Transactions Under Public Act 738 of 2002

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes libraries to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a library treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

WHEREAS, The Suttons Bay-Bingham District Library Board deems that it is in the best interest of the library to make certain library financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Suttons Bay-Bingham District Library Board authorizes the library to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the library's ACH policy and presented to the Library Board on August 20, 2004.

The foregoing resolution offered by Board Member A. Seeley
Second offered by Board Member J. Coulter

Upon roll call vote the following voted

YES Seeley, Chamberland, Krug, Schaub, Wander, Coulter
NO None

The President declared the resolution adopted.

Signed by Jan Wander, Secretary

CAPITALIZATION

The Suttons Bay-Bingham District Library Board will capitalize any equipment, furnishing/fixtures or building improvement for which the cost is greater than or equal to \$1,000. For such items under \$1,000, the Board will expense the item.

The foregoing resolution offered by Board Member A. Seeley.
Second offered by Board Member K. Schaub.

Upon roll call vote the following voted

YES Seeley, Chamberland, Krug, Schaub, Wander, Coulter
NO None

The President declared the resolution adopted.

Signed by Jan Wander, Secretary August 20, 2004

AUTOMATED CLEARING HOUSE (ACH) ARRANGEMENTS **and ELECTRONIC TRANSFER OF FUNDS**

The following policy shall govern the use of electronic transactions and ACH arrangements for Suttons Bay-Bingham District Library:

1. Definitions

“Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the library treasurer.

2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The library Treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

Suttons Bay-Bingham District Library shall not be a party to an ACH arrangement unless the Suttons Bay-Bingham District Library Board has adopted a resolution to authorize electronic transactions and the Suttons Bay-Bingham District Library Treasurer has presented a written ACH policy to the Library Board.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq.*), or to provisions of law or charter concerning the issuance of debt by a local unit.

3. Responsibility for ACH Agreements

The Suttons Bay-Bingham District Library Treasurer (or bookkeeper under the Treasurer's supervision) is responsible for Suttons Bay-Bingham District Library's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Treasurer shall submit to the library board documentation detailing the goods or services purchased, the cost of the goods or services, and the date of the payment for each payment of public funds made by electronic transfer. This report may be contained in the

library's electronic general ledger software system or in a separate report to the Library Board.

4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by Library

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Suttons Bay-Bingham District Library:

1.1.1) The Treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the bookkeeper and secretary.

1.1.2) The bookkeeper initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate library official. ACH invoices must be approved before payment. The bookkeeper signs the ACH invoice, which then acts as the warrant.

1.1.3) The clerk presents the warrants, a list of bills for payment, and a separate list of the electronic payments for library board approval. The board approves all transactions prior to disbursement. *(For pre-approved authorizations, the Board must post-audit those payments and confirm their disbursement at the next board meeting following their disbursement. See the Addendum to the ACH policy for the list of specific types of payments pre-authorized for post approval by the board.)*

1.1.4) Following Board approval, the Treasurer signs the ACH warrant, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.

1.1.5) The Treasurer shall retain all ACH transaction documents for audit purposes.

1.1.6) The Treasurer shall retain all invoices for audit purposes.

Certification

I, Andrea Seeley, Treasurer of Suttons Bay-Bingham District Library, certify that I developed and adopted the foregoing ACH policy and have presented it to the Suttons Bay-Bingham District Library Board.

Signed by Andrea Seeley, Treasurer, August 20, 2004

Prepared based upon the sample resolution by Michigan Townships Association, January, 2003.

PERSONNEL POLICIES

PERSONNEL POLICIES

The Personnel Policies of the Suttons Bay-Bingham District Library are intended to provide you with general information about the library and the terms and conditions of your employment with the Library. The Personnel Policies do not contain all of the information you will need during the course of your employment. You will receive information through various notices as well as orally.

Because of the need to change the Personnel Policies from time to time, the policies and benefits described herein are subject to review, modification, or termination at the sole discretion of the Library Board of Trustees at any time without prior notice. Any suggestions you may have for changes in the policies and benefits are welcomed and encouraged.

CONTRACT DISCLAIMER: These policies are not intended to create an employment contract between you and the Library.

EMPLOYMENT AT WILL: Either the employee or the Library can terminate the employment relationship at any time, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies contained in the manual or any other Library documents or any verbal statement to the contrary.

SELECTION AND HIRING

The Board of Trustees is responsible for hiring and discharging the library director. Recommendation for selection and the supervision of other employees are the responsibility of the director, subject to the approval of the Board.

The Library Director may fill previously authorized part-time temporary positions without Board approval. Permanent employees with benefits must be approved by the Board.

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.

Job vacancies will be announced to employees before or simultaneously with advertising to the general public. Interviewing and selection criteria will be in accordance with the requirements of the job and will be the same for all applicants. **The person hired will be the qualified applicant best suited to the job requirements in the judgment of the trustees.**

Employee Categories

FULL AND PART-TIME EMPLOYMENT

The Board of Trustees recognizes full-time salaried and part-time employees.

Full-Time Salaried Employees: will be entitled to paid holidays, vacation, personal time, health insurance and, when vested, participation in a Simplified Employee Pension (SEP) plan.

They will enter into contractual agreements with the library detailing precise conditions of employment. The contracts will be reviewed, amended as necessary and signed annually. Full weight of prevailing economic conditions at the library will be given priority when considering initial employment compensation and future annual reviews.

Recognized Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. The library will be closed each of these holidays. If the holiday falls on a Sunday, it will also be closed on the Saturday preceding it. If the holiday falls on a day on which the library is normally closed, it will also be closed on the next business day following it.

Vacation: The library director (salaried) – upon completing 90 days of continuous employment – is entitled to five (5) days of vacation and ten (10) days personal time for the remainder of the first year. Thereafter:

	<u>Vacation</u>	<u>Personal Time</u>
2 years	2 weeks	10 days
3 years	3 weeks	10 days
4 years	4 weeks	10 days

Unused vacation time and personal time shall not be carried over from year to year or upon termination, resignation, or failure to renew the employment contract.

Extended Family Leave: Full-time salaried employees will be permitted Extended Family Leave as per State and Federal regulations (FMLA).

Health Insurance: The library will be responsible for up to \$375 per month of the Library Director's health insurance premiums beginning 90 days after employment. If the Director has other health insurance coverage or less expensive health insurance, the unused amount will be added to the Director's salary as part of total compensation.

Simplified Employee Pension (SEP): Upon completion of one year of employment the Director will be eligible for participation in a SEP program, details of which to be determined at the time. Consideration will be given to retroactivity from the date of employment.

Reimbursement of Expenses: The Director and salaried employees are eligible to receive reimbursement for all pre-approved business expenses, including mileage, upon receipt of an itemized account of such expenditures. Mileage estimates will be based on computer models.

Part-Time Employees: Will sign memorandums of understanding that detail conditions of employment and compensation. They will be required to complete appropriate time sheets and be paid every two weeks. They will also receive one-half day's pay for the holidays listed herewith. Otherwise, they will receive no supplemental benefits other than consideration of annual Cost-of-Living pay adjustments. Part-time employees who are associated with the library for five or more years – upon recommendation of the Library Director – may be considered for additional compensation and/or benefits as deemed appropriate to their position and within overall budget constraints.

Note: Copies of job descriptions and of the Director's current contract and proposed memorandums of employment are attached. Current part-time employees are unaffected by these changes.

CONTRACT DISCLAIMER: These policies are not intended to create an employment contract between you and the Library.

EMPLOYMENT AT WILL: Either the employee or the Library can terminate the employment relationship at any time, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies contained in the manual or any other Library documents or any verbal statement to the contrary.

SEPARATION FROM EMPLOYMENT: Upon resignation of a position, the employee is requested to submit a letter of resignation two weeks or more before his/her last day of work or according to contract agreement. The letter should be addressed to the Board of Trustees and given to the Director. A resigning employee is also required to return to the Director any keys or other library property in his/her possession. Arrangements for the final paycheck should be made with the Director or Trustee.

SELECTION AND HIRING

The Board of Trustees is responsible for hiring and discharging the Library Director. Recommendation for selection and the supervision of other employees are the responsibility of the Director, subject to the approval of the Board.

The Library Director may fill previously authorized part-time temporary positions without Board approval. Permanent employees with benefits must be approved by the Board.

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.

Job vacancies will be announced to employees before or simultaneously with advertising to the general public. Interviewing and selection criteria will be in accordance with the requirements of the job and will be the same for all applicants. **The person hired will be the qualified applicant best suited to the job requirements in the judgment of the trustees.**

REQUIRED FORMS

Each new employee must fill out several forms during the first week at work:

1.1.1. W4 form, which determines the amount to be deducted from the paycheck for Federal Income Tax

1.1.2. MI-W4, which determines the amount to be deducted from the paycheck for State Income Tax

1.1.3. I-9 form, which proves eligibility for employment in the United States (required within 3 days of employment)

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

ORIENTATION PERIOD

New employees will have an orientation period of up to six months during which they will be introduced to the library and their own job. During this time, the supervisor will be evaluating job performance and helping the employee to solve any job related problems.

PERFORMANCE APPRAISAL

The performance appraisal is the process which evaluates job performance. It provides an opportunity to consider the quality of the employee's work, give recognition for commendable work, show where improvement or change is required, indicate progress, and formulate goals for the future.

In addition to on-going discussions between the employee and director, and between director and trustees about job performance, each employee will have an annual performance appraisal which will include both a written review and an opportunity for discussion.

PERSONNEL FILES

An employee has the right to request the Director to allow him/her to inspect his/her own personnel file. Otherwise the file is private and may be reviewed only by the Director or as required by law. The Library Director's file and employees' files may be opened by Board action.

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.

DRESS AND APPEARANCE

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

TARDINESS AND ABSENTEEISM

It is important that employees be at work on time and work until the scheduled time. 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 dismissal.

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, controlled drugs or alcohol during work time. An employee using any drug which might in any way affect job performance should report this to the Director.

POLITICAL ACTIVITY

The political beliefs, activities and party affiliation of employees are private. The library will not request employees to participate or contribute to political parties or groups, and employees may not engage in political activities or campaigning during working hours.

EMERGENCY CLOSING

The library is obliged to keep the library open to the public as scheduled. In cases of severe weather or other emergency condition, library hours may need to be changed in consideration of the safety of employees and the public. Closure or delayed opening of the library will be decided by the Library Director and/or a trustee.

Employees are expected to report to work when they are scheduled to be there, but late arrival is preferred to taking unnecessary risk. When scheduled time is not worked because of closure, or missed because of difficult conditions, it may be made up as arranged with the Director according to the needs of the library.

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.

REQUESTS FOR CONFIDENTIAL INFORMATION

Home telephone numbers and/or addresses of trustees and employees are confidential and may not be given to anyone without permission. If asked for this information, the staff member or volunteer may offer to contact the person and ask them to return the call. Mail for trustees should be sent to the library.

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.

GROUND'S FOR DISCIPLINE

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 comply with library policies and procedures.
- Behavior which jeopardizes the safety of the staff or public.
- Being discourteous to the public.
- Failure to work harmoniously with other employees.
- Unauthorized release of confidential information.
- Falsification of library records.
- Inappropriate use of official position in the judgment of the Director and/or the Board of Trustees.
- Unauthorized removal, destruction or negligent use of library property.

HARASSMENT

Any staff member, volunteer, or patron on library premises who initiates an unwanted sexual advance or attempts molestation of another person shall be immediately reported to the authorities. Associated staff and volunteers will be relieved of their duties pending the outcome of the charges lodged. On a finding of guilt, they will be dismissed permanently from their library duties.

PROBLEM RESOLUTION

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

Problems about general concerns or policy interpretation can usually be resolved through discussion with the Library Director, in writing if that would be more comfortable than a personal interview. The Director may discuss problems with the Trustees and may also seek problem resolution in writing if desired.

A problem concerning personnel policies and procedures which cannot be resolved as suggested above may be appealed in writing to the Library Board President within a week of discussion with the Library Director. At its next regular meeting, the Library Board will decide on the matter and respond to the employee within one (1) week of the meeting.

VOLUNTEERS

The library welcomes volunteers from the community to apply to assist with the operation of the library. Volunteers are meant to supplement and not supplant staff.

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior code as employees.

When performing library duties, volunteers must act in accordance with library policy and standards. The Library Director or designated employee will assign volunteers to tasks for which they are judged to be suitable and make available necessary training and information. The Library Director reserves the right not to schedule individuals to work as volunteers.

Volunteers may be paid expenses incurred in performing library tasks and for educational purposes at the discretion of the Director. While assisting at the library, volunteers are covered under the library's general liability insurance policy.

Volunteers are provided with and required to read the Library Policies, including the American with Disabilities Act, and given training as needed. Volunteers are formally recognized on an annual basis.

BOARD OF TRUSTEES

BY-LAWS

Suttons Bay-Bingham District Library

State of Michigan Suttons Bay, Michigan BYLAWS

ARTICLE I: ESTABLISHMENT

1. This library is a District Library established under the State of Michigan, Act 164, 1955, (replaced by PA 24 of 1989) and is supported by Suttons Bay Township, Bingham Township, Suttons Bay Village, Penal Fines and State Aid.
2. The Fiscal Year of the District Library shall be from July 1 through June 30.

ARTICLE II: PURPOSE

1. The purpose of this library shall be to provide library materials and services which will furnish opportunities for educational, informational, cultural and recreational enrichment to all of the people of the communities served by the library.

ARTICLE III: CONTROL

1. The Board of Trustees which governs the operation of this District Library shall consist of six members, two representing each participating municipality.
2. The Trustees are appointed by the legislative body of the municipality and shall be residents of their respective municipality. The Trustees shall serve for terms of four years, beginning in February and ending in January. The terms of the representatives from each municipality shall be staggered. Any vacancy occurring in the Board shall be filled for the unexpired term by the municipality in which the vacancy occurs. Members shall serve until the appointment and qualification of their successors.
3. The members of the board shall serve without compensation but shall be entitled to actual and necessary expenses incurred in the performance of official duties.
4. The members of the board shall select their own officers.

ARTICLE IV: POWERS OF THE BOARD OF TRUSTEES

- 1.1.1. The Board of Trustees of this library shall have the following powers as stated in Sec. 12, (1) of PA 24 of 1989:
 - a. Establish, maintain, and operate a public library for the district.
 - b. Appoint and remove officers from among its members.
 - c. Appoint and remove a librarian and necessary assistants and fix their compensation.
 - d. Acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract.
 - e. Erect buildings.

- f. Supervise and control district library property.
- g. Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the district.
- h. Adopt bylaws and regulations, not inconsistent with this act, governing the board and the library.
 - i. Propose and levy upon approval of the electors, as provided in this act, a tax for support of the district library.
- j. Borrow money and issue bonds in accordance with PA 65 of 1988.
- k. Accept gifts and grants for the district library.
- l. Do any other thing necessary for conducting the district library service, the cost of which shall be charged to the district library fund.

ARTICLE V: RESPONSIBILITIES OF THE TRUSTEES

- 1.1.1. Attend and participate in all Library Board meetings.
- 1.1.2. Advocate for the library. Work to build support for the library.
- 1.1.3. Attend at least one program on the Rights and Responsibilities of the Library Trustee during the first two years of becoming a Trustee. Become informed about Library issues. Attend programs, workshops, and conferences to learn about the issues with which the Library Board is involved.
- 1.1.4. Trustees must accept and abide by the Ethics Statement which has been adopted by both the American Library Association and the Michigan Library Association:
 - a. Trustees must promote a high level of library service while observing ethical standards.
 - b. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
 - c. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
 - d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
 - e. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
 - f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
 - g. Trustees who accept appointment or are elected to a library board are expected to perform all of the functions of library trustees.
- 1.1.5. Any Trustee who is absent from two (2) consecutive regular board meetings without prior notice shall be considered to have resigned from the Board of Trustees, and shall be replaced.

ARTICLE VI: ORGANIZATION OF THE LIBRARY BOARD

- 1.1.1. Election of officers – The election of officers by the members of the board shall be held once annually in January, at a regular Library Board meeting. Officers will be elected to serve for a one year term.
- 1.1.2. Officers – The officers of the Board shall be President, Vice-President, Secretary and Treasurer.
- 1.1.3. Officers shall be responsible for the following (either performing them or seeing that they are carried out), unless specifically delegated to another Trustee or Library administrator:
- a. President
 - preside at all meetings
 - call special meetings
 - appoint committees, regular and ad hoc
 - perform other duties as may be required by District Library Law or by any action of the Board of Trustees
 - b. Vice-President
 - perform the duties of the President in case of absence of that officer
 - other duties as the President or Board may direct
 - c. Secretary
 - keep a record of the proceedings of all regular and special meetings of the Board of Trustees
 - prepare, and make available to the public, minutes of all meetings as required by law
 - conduct official correspondence for the Board of Trustees if so directed by the Board
 - post public notices of regular and special meetings of the Board
 - d. Treasurer
 - maintain the funds of the District Library
 - maintain proper accounts of all funds
 - perform all other duties of the Treasurer as prescribed by law or by action of the Board of Trustees
4. Committees – The Board may authorize committees as deemed necessary. No committee will constitute a majority of the Board. The committee will report recommendations to the Board for appropriate action. The President of the Board shall be an ex-officio member of all committees.
- a. The Board authorizes standing committees as follows:
 - Personnel Committee – to keep personnel policies current; direct the performance appraisal of the Library Director; recommend salaries and contracts.
 - Finance and Budget – to plan the annual library budget, and make necessary revisions
 - Policy and By-Laws – study and suggest policy and by-law formulation and revision as necessary
 - Building and Grounds – plan provision of care for the library; present and future planned maintenance and replacement
 - Trustee Management – nominating, recruiting and training of Trustees
 - b. Ad hoc committees may also be appointed as deemed necessary, Examples: studying a purchase, planning, directing and accomplishing any special project.

ARTICLE VII: MEETINGS OF THE BOARD OF TRUSTEES

1. The regular meetings of the Library Board shall be held each month in a public place, ordinarily in the library, at a time specified by the Library Board.
2. A quorum shall consist of four members of the Library Board.
3. Meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of 1976.
4. Public attendance at meetings -
 - a. All meetings of the Board of Trustees shall be open to the public with the exception of closed session in accordance with law.
 - b. Persons in attendance shall be permitted to address the Board in accordance with the following rules:
 - After being recognized, citizens will identify themselves by giving their name and address
 - Shall limit their presentation to three (3) minutes per person unless the Chairperson or Board wishes to extend the time.
 - Groups of five (5) or more are asked to limit presentations to 2 or 3 spokespersons.
 - c. The chairperson shall establish such guidelines at each meeting as shall:
 - Best assure equal opportunity for those in attendance to be heard.
 - Maximize the value of the information made thus available
 - Avoid or reduce repetition or redundancy.

ARTICLE VIII: THE LIBRARY DIRECTOR

- 1.1.1.1.1. The Trustees delegate the management responsibility of the Library to the Library Director.
- 1.1.1.1.2. The Library Director shall attend all regular and special Board meetings unless excused by the President, and may attend all meetings of committees. When in attendance at these meetings, the Director shall have the right to speak upon matters under discussion, but shall not have the right to vote.
- 1.1.1.1.3. The Director shall keep the Trustees informed of matters related to the Library, the Library Board, or themselves as Trustees.
- 1.1.1.1.4. The Director shall assist the Trustees in making decisions on policies, budget and other library matters.
- 1.1.1.1.5. The Director shall make authorized expenditures for the general operation of the Library in a reasonable and customary manner.

ARTICLE IX: FRIENDS OF THE LIBRARY

- 1.1.1.1.1.1. While the Library Board of Trustees has full governing responsibility for the District Library, the Trustees gratefully accept the support, in accordance with the Library Board's policies, of the Friends of the Suttons Bay-Bingham District Library.
- 1.1.1.1.1.2. Some of the kinds of support the Trustees welcome are
 - a. Promotion of the library within the communities served by the Library District.
 - b. Support of the Library Board's policies.
 - c. Providing reliable volunteer help when requested by the Librarian or Board of Trustees.
 - d. Raising funds for the benefit of the Library.

- e. Attracting gifts and bequests for the benefit of the Library.
3. In the interest of mutual understanding and coordination of projects, the Trustees encourage attendance of a representative of the Friends' Board at meetings. A representative of the Library Board will attend Friends' Board meetings whenever possible.

ARTICLE X: AMENDMENTS

1. These By-Laws may be amended by a vote of a majority of the entire Board of Trustees at a regular meeting only, and not unless such amendment shall have been proposed at a previous meeting.

Adopted March 9, 1979, Revised July 20, 2000, October 8, 2003, June 30, 2008, January 18, 2013

TRUSTEE INFORMATION

GUIDELINES FOR WRITING LIBRARY POLICIES

Public library trustees are responsible for adopting policies to govern use of the library and personnel concerns. Public library policies are enforceable only if they are in writing and adopted formally by the library board in an open meeting.

In addition, these policies will be valid only if they meet the four tests: legality, reasonableness, nondiscriminatory application, and must be measured. Policies which do not meet these tests could be ruled invalid if challenged in court.

Policies must:

- 1.1.1. Give direction and consistency (Do I have to have my library card with me to check out materials?)
- 1.1.2. Create expectations of behavior (Can I eat and drink in the library?)
- 1.1.3. Empower staff, in that a rule is Policy, not personal (“To protect our materials and keep the library clean, our policy is to ask you not to eat in the library.”)
- 1.1.4. Support Strategic Goals (Goal II. Improve the appearance of the library. Policy allows approved posters and notices only on a public bulletin board and rack.)
- 1.1.5. Reflect community needs (What hours will the library be open?)
- 1.1.6. Insure staff and public safety (What do we do with unattended children? Where do we go in case of a tornado?)
- 1.1.7. Insure accountability (What happens when patrons don't return their materials?)

Policies must balance competing legitimate interests.

Policies must consider changing circumstances, such as:

- population and lifestyle changes
- growth or decline of other institutions
- fluctuations in funding and new technology
- changes in laws.

Policies must be:

- understandable
- written down and Board approved
- in place before they are needed
- reviewed by legal counsel

Tests for policies:

- Is the policy legal?
- Is the policy reasonable and timely?
- Can the policy be enforced in a non-discriminatory manner?

Is the enforcement of the policy measurable? (Don't say “reasonable”, state a number.)

SUTTONS BAY – BINGHAM DISTRICT LIBRARY

LIBRARY TRUSTEE – JOB DESCRIPTION

RIGHTS AND RESPONSIBILITIES OF THE LIBRARY TRUSTEE

The Suttons Bay-Bingham District Library provides library services to the people of Bingham Township, Suttons Bay Township, and Suttons Bay Village. The Board of Trustees is an independent governing board with full authority over the library's operation and finances, subject to Library Law.

TITLE: Trustee

ROLE: Acting as a member of the library board of trustees, to assist in determining policies, procedures and regulations for the conduct of the library, in raising funds to finance the organization and its programs, and in monitoring organizational performance.

TERM: Four years (unless appointed to fill an unexpired term)

MEETINGS: Regular – Monthly Board meetings (12 per year)
Occasional – Special meetings of the Board, committee meetings, study sessions, workshops, conferences, or other events

RESPONSIBLE TO: President, Board of Trustees, ultimately responsible to the public

RIGHTS AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES:

These are specified in Library Law, State of Michigan, PA 24 of 1989, Sec. 12 (1), and briefly summarized as follows:

1. To maintain and operate a public library for the district.
2. To appoint a librarian and the necessary assistants, and fix their compensation; also to remove said employees.
3. To provide a library and library materials.
4. To enter into contracts for the provision of library service.
5. To have exclusive control of the expenditure of all moneys collected to the credit of the library fund.
6. To make such by-laws, rules and regulations not inconsistent with the Library Act as may be expedient for their own government and that of the library.
7. To abide by Library Law.

SPECIFIC DUTIES OF EACH TRUSTEE:

These are specified in the By-Laws of the Suttons Bay-Bingham District Library Board and in the Ethics Statement adopted by the American Library Association and Michigan Library Association, and briefly summarized as follows:

1. Attendance at board meetings; active participation as a policy maker and planner:
 - a) Attend meetings regularly and on time.
 - b) Become well informed regarding agenda items in advance of the meeting.
 - c) Contribute knowledge and express points of view based on experience.
 - d) Consider other points of view, make constructive suggestions and help the board make group decisions which reflect the thinking of the total group.
2. Attendance at meetings of standing committees, as well as any special ad hoc committees to which appointed.
3. Assume board leadership responsibilities as requested and as possible (such as committee chairperson, elected officer, etc.)
4. Represent the library at community events, with other organizations, and with private individuals. Speak of the library proudly and positively.
5. Be informed about library policies, programs and services, attending educational workshops and conferences as possible.
6. Be informed about the needs of the community, society and library constituents.
7. Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith, with the well-being of the library always of paramount importance.
2. Avoid any and all conflict of interest.
3. Participate in whatever work is required to accomplish the purpose of the library board, including but not limited to: writing letters; attending extra meetings and meetings of other groups; studying, either individually or with other trustees, specific issues which require board action.

NEW TRUSTEE ORIENTATION:

Within the first several months as Trustee, each new Trustee will participate in Trustee orientation, which will include a tour of the library given by the Library Director and discussion of Trustee Manual, Library Policies, and Board By-Laws in one or more meetings with Library Director, Board President, and/or other Trustees. Attend a “New Trustees” workshop provided by the Library of Michigan or Mid-Michigan Library League as early as possible after appointment.

TO THE PERSON CONSIDERING APPLICATION FOR APPOINTMENT TO THE BOARD OF THE SUTTONS BAY-BINGHAM DISTRICT LIBRARY, and

TO THE BOARD (of Bingham Township, Suttons Bay Township, Suttons Bay Village) RESPONSIBLE FOR APPOINTING A LIBRARY TRUSTEE:

Because the Suttons Bay-Bingham District Library Board is an independent governing board, a group of six volunteers who accept the full responsibility of operating the public library for all the citizens of Suttons Bay and Bingham Townships, each Trustee carries a serious duty. Much is involved beyond attendance at meetings.

Those considering such an appointment, and the officials making the appointment, should know what is required of the Library Trustee.

The Library Board has prepared the attached Library Trustee “Job Description” to help all concerned understand the position and more easily make their decisions. We also recommend that a person considering application visit any meeting of the Library Board and cordially invite them to attend.

OTHER GOOD RESOURCES AVAILABLE ONLINE

Michigan Freedom of Information Act
Michigan Library Privacy Act
Public Act 212- Minors Using the Internet
Michigan Open Meetings Act
Library of Michigan Trustee Manual

ADDENDUM

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 which 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.

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 which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

CHILDREN INTERNET PROTECTION ACT

The Supreme Court has ruled that as a condition for receiving federal funds, libraries may be required by Congress to filter computers which provide access to the internet.

This is essentially a requirement to install filters in order to obtain federal funds, without making the funding available to purchase filters or provide staff to control its use.

This library is presently receiving no federal funds, and library policy does not require the use of filters.