



# Policy Manual

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## **Introduction**

The Genesee District Library (GDL) is a public library serving the citizens of Genesee County, Michigan and where applicable citizens covered under a service agreement established between the Genesee District Library Board and other municipality and/or those individuals who qualify for service through a reciprocal borrowing agreement.

The GDL was established on August 7, 1979 pursuant to ACT 164 of the Public Acts of 1955, as amended (MCLA 397.271 et seq.) through the cooperative efforts of the Genesee County Board of Trustees and the Grand Blanc Township Board of Trustees. In 1997, the District Library Agreement (DLA) was restated and amended.

Today the GDL Board consists of eight members from the community. Four are appointed by the Genesee County Board of Trustees and four are appointed by the Grand Blanc Township Board of Trustees.

GDL partners with municipalities located within its service area. The partner municipalities (through formal lease agreements) provide for the majority of the buildings and their upkeep.

## Section 1: Collection

- 1.1 Collection Development
- 1.2 Gifts
- 1.3 Reconsideration of Library Materials

## GDL Policy 1.1

### Collection Development

#### Policy Statement

This policy establishes the principles, in accordance with the library's mission, that guide collection development and establish the criteria for the selection of library materials.

#### Principles

1. The goal of selection is to provide collections that meet the informational, educational and recreational needs of the patrons in the library's service area.
2. The library upholds the following principles of service:
  - A. Provide open, free, non-judgmental access to collections and services.
  - B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information.
  - C. Create an inviting environment with a broad selection of timely materials that encourages patrons to encounter the rich diversity of ideas.
3. The scope of the collections includes material with popular, contemporary appeal as well as those with permanent, historical value in a variety of formats. The collections support a wide audience including the needs of specific populations such as children, young adults, adults and seniors.
4. Selection of all material shall be the responsibility of the library director who operates within the framework of policies approved by the Genesee District Library Board of Trustees. Under the director's guidance, a staff of librarians with professional education and training select material in accordance with state law and the principles and practices of collection development.
5. There are general criteria of quality of content and sustainability of format taken into consideration for all selections. Each item within the collection is given individual consideration for selection in terms of its own merit.
6. The library monitors advances in print and electronic publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within collections to reflect contemporary practices.
7. The library identifies and acquires material in several ways:
  - A. Librarians identify material for potential purchase through a variety of print and electronic resources including, but not limited to, reviewed titles in professional journals.

**Collection Development (continued)**

- B. Librarians elect to automatically purchase periodic new editions of specific titles and the newly published titles from authors with perennial appeal.
  - C. The library occasionally accepts gift donations of materials that meet the same criteria as purchased material. See Gifts and Donations policy.
  - D. The library accepts commemorative requests that meet the same criteria of purchased material and are identified with a commemorative bookplate, and integrated into the appropriate collection. See Gifts and Donations policy.
  - E. The library accepts recommendations for purchase from patrons within the library's legal service area. No guarantee is made that any one specific item will be purchased.
8. The library attempts to collect material on a wide range of subjects but is unable to meet every need with on-site material.
- A. Duplication of titles is essential in meeting the public demand for best-sellers and other heavily used material. The library does not duplicate every title, nor can it duplicate specific popular titles in sufficient quantities to fill every request immediately.
  - B. The library participates in consortia and networks to obtain access to information sources and services it cannot provide on its own. As part of these services, patrons can borrow material from other libraries to fulfill their information needs. See Interlibrary Loan policy.
9. The library does not purchase academic textbooks.
10. The library keeps its collections vital and useful by retaining and replacing essential material, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance or no longer in demand.
11. A patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.

The library selects material and organizes its collections to facilitate patrons in making choices about the materials that are suitable for their needs and interests.

GDL Policy 1.1

**Collection Development (continued)**

- A. The library purchases a broad range of materials, in many formats, to appeal to the needs and interests of a broad segment of the population of the library's service area. Not all materials will appeal to all users.
  - B. The library purchases both rated and unrated feature films and series. It is the responsibility of each patron to determine the suitability of each work for his/her self and for his/her children.
  - C. The library may organize its youth collections by age levels as a directional aid or to facilitate access to materials. Such organization is not intended to restrict or imply limits on who may or may not read the materials.
12. Any resident who objects to the presence or absence of a work may complete the "Request for Reconsideration of Library Resources" form available at the adult reference desk. See "Reconsideration of Library Materials" policy. (See section 1.3)

## GDL Policy 1.2

### Gifts

The Genesee District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.).

1. Gifts must be unconditional, non-returnable, and to be used for the good of the Library System as a whole and housed in the most appropriate location as determined by Genesee District Library Director.
2. Gift materials to be added to the Genesee District Library collection must meet the Library's needs and the general standards of selection, and be based on the Genesee District Library Collection Development Policy. Any large donations of materials that would comprise a unique or coherent collection would be subject to restrictions as determined by the Genesee District Library Director.
3. Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of materials donated to the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.
4. Genesee District Library does not accept replacement copies in exchange for lost or damaged materials.
5. Donated items are rarely added to the collection due to the labor and processing costs involved. The decision to add a donated book to the collection will be based on the same selection criteria as purchased materials.
6. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition of donated material. No conditions may be imposed on any donated item accepted by the library.
7. The appraisal of a gift or donation for tax purposes is the responsibility of the donor and cannot be provided by the library.
8. When the library accepts a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff, in accordance with the needs and selection policies of the library, will make the actual selection of specific titles.
9. Special collections and memorial collections may be shelved as separate collections or integrated into the general collection at the discretion of the professional library staff. The form of memorial or gift identification will be a gift plate.

## GDL Policy 1.3

### **Reconsideration of Library Materials**

A patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.

Any adult patron in the library's service area who objects to the presence of a work may present that objection by completing a "Request for Reconsideration of Library Resources" form. The library will not consider the request if the reconsideration form has not been completed fully, and if the item in question has not been completely read, listened to, or viewed. The patron will receive a notice of receipt of their reconsideration form. The library director and selected professional staff will review the request, and the resulting written decision will be forwarded to the concerned party.

If the patron is not satisfied with the response, they may request that a review committee be convened to review the matter. If so requested, the committee will consist of one member of the library Board of Trustees, the librarian who selected the material in question, a person or persons from the community (selected by the Board from a list of volunteers), and the library director or his/her designee. The review committee will report to the Board of Trustees its finding on whether the material in question was properly selected and ought to be retained under this policy. The Board of Trustees will vote to accept or reject the committee's recommendation on the disposition of the item in question. The originator of the request for reconsideration will be given the opportunity to speak to the issue prior to the Board's vote. No item under reconsideration by this committee will be removed without a formal directive from the Board of Trustees. The decision by the Board of Trustees is final.

Once an item has been reconsidered and either retained or removed, it may not be reconsidered again for the next five years. A permanent file will be kept of all records pertaining to any challenged item.

## Section 2: Circulation

- 2.1 Card Registration
- 2.2 Mideastern Michigan Library Cooperative Card (Coop Card)
- 2.3 Non-Resident Card
- 2.4 Lost or Stolen Cards
- 2.5 User Records
- 2.6 Overdue, Lost, and/or Damaged Materials
- 2.7 Fines and Fees

## GDL Policy 2.1

### **Card Registration**

All residents within the Genesee District Library service area are eligible for a library card. Persons living outside the Genesee District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Genesee District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- the juvenile's use of all library resources including access to the Internet;
- supervision of the juvenile's choice of materials;
- return of all materials when due;
- overdue fines when materials are returned late; and
- all losses and damages to materials and equipment borrowed.

When a juvenile patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account and all fines and fees associated with that account from that point forward.

Library cards will have an expiration date and require periodic renewals.

GDL Policy 2.2

**Mideastern Michigan Library Cooperative Card (Coop Card)**

Residents outside the geographical area of the Genesee District Library's service area boundaries who do not qualify for a library card at the Genesee District library may qualify for a Coop Card. A Coop Card entitles the holder to basic library services.

Coop Card holders are not eligible for GDL's premium content and services.

## GDL Policy 2.3

### **Non-Resident Card**

Residents outside the geographical area of the Mideastern Michigan Library Cooperative's boundaries who do not qualify for a library card at any Mideastern Michigan Library Cooperative Library Cooperative member library may purchase a non-resident library card for a fee. The fee covers all family members in one household.

Non-Resident Card holders are not eligible for interlibrary loan services outside of GDL's system (MelCat).

## GDL Policy 2.4

### **Lost or Stolen Cards**

It is the patron's responsibility to notify Genesee District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for fines levied prior to the date the loss or theft of the library card is reported, as well as the value of any materials borrowed. Patrons will not be held responsible for fines after the date on which the loss or theft is reported.

## GDL Policy 2.5

### **User Records**

Genesee District Library is bound by the **Michigan Library Privacy Act** (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Genesee District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

## GDL Policy 2.6

### **Overdue, Lost, and/or Damaged Materials**

Genesee District Library may charge a fine for overdue materials. Genesee District Library is not required to send notices for overdue or lost materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due. Genesee District Library will suspend a patron's borrowing privileges and deny access to patron PCs and the Internet when the fines and/or fees on a patron's account reach \$4.00.

When the combined value of an overdue item(s) and the fine owed on the item(s) reaches \$25.00 and the item(s) is more than sixty (60) days past due, the Library will refer the unresolved charges to a collection agency and will assess the patron a recovery fee. The Library may suspend the borrowing privileges of a patron referred to a collection agency until the charges are resolved. A payment plan may be established for a patron whose account was turned over to a collection agency by Genesee District Library. The payment plan is a contract whereby the patron agrees to pay what is owed on the account within a specified time.

Genesee District Library may charge for replacement of materials missing, lost, or damaged. Reimbursement is required to repair or replace damaged or lost materials and may include other administrative or processing fines or fees. No replacement items will be accepted for lost or damaged items.

## GDL Policy 2.7

### **Fines and Fees**

Cardholders are subject to fines and fees for specific services and associated with library card use including but not limited to inter-library loan, faxing, printing photocopying, and monetary fines and fees associated with overdue, lost, damaged items.

## Section 3: Services

- 3.1 Reference and Research
- 3.2 Intra-Library Loan
- 3.3 Inter-Library Loan
- 3.4 Computer Use
- 3.5 Internet Use
- 3.6 Programs
  - 3.6.1 Contest Participation
- 3.7 Literature Display and Distribution

## GDL Policy 3.1

### **Reference and Research**

Patrons' questions will receive courteous, prompt, and high quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional expert in any of the fields listed above. Patrons will be advised to consult with a professional expert from the above listed fields for additional information or advice as needed.

## GDL Policy 3.2

### **Intra-Library Loan**

Intra-library loan transactions between Genesee District Library branches are necessary for efficient use of system-wide resources and the provision of library service to patrons. GDL patrons may request select items to be transferred from one location to another for their use. This includes a provision for copies as a substitute for original materials where such copies do not violate US copyright law. A fee may be charged for copies.

### GDL Policy 3.3

#### **Inter-Library Loan**

Because the library cannot own everything that is published, it will rely on interlibrary loan services such as MeLCat as a means to obtain items not owned by the library.

Patron borrowing will be in accordance with, and limited to, the rules of the interlibrary loan service and Genesee District Library.

Only residents of the GDL legal service area will be eligible to participate in interlibrary loan services through the GDL.

Non-resident patrons who obtain or upgrade their GDL card through a purchase arrangement with the library are not eligible to use an interlibrary loan service through the GDL.

## GDL Policy 3.4

### Computer Use

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services at all locations.

1. Library Cards
  - a. Genesee District Library patrons must use their own library card. Only current (unexpired) library cards in good standing (outstanding fees under \$4.00) may be used. Library cards are used to track an individual's daily computer time.
  - b. Patrons using another person's library card (with or without permission) will be suspended. In order to protect the owner's rights, cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.
  - c. Guest cards are provided only to people who are not residents of the Genesee District Library service area who want Internet access in the library. A guest card is not to be used as a substitution for a lost or forgotten card or by a patron who is not in good standing.
2. Time Limits

Initial time limits will be determined by GDL Administrative staff. If no one is waiting, computer time may be extended. The Genesee District Library does not guarantee a specific amount of time for computer use.
3. Specific Use Computers

Some Genesee District Library branches have computers that are designated as children's Early Literacy Stations and Online Public Access Catalogs. Use of these computers for any other function is prohibited.
4. Filtering

The Genesee District Library network is filtered as described in the Internet Access Policy. Parents or legal guardians need to be actively interested in and are responsible for supervision of their children's online use of the Internet and other electronic sources. Parents or legal guardians are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.
5. Library Use

Genesee District Library staff may reserve computers for classes.
6. Closing

Computers and printers are unavailable 15 minutes before the library closes.

**Computer Use (continued)**

7. Audio

Library computers do not have speakers. Audio content can be accessed by connecting headphones to the audio jacks located on the library computers.

8. Printing

The library provides up to 5 free prints per day. Patrons may not use their own paper in library printers.

9. Saving Files and Documents

Patrons who wish a permanent record of their work need to save files and documents on their own USB drive or cloud storage. Genesee District Library computers do not allow users to save documents or personal files to the hard drive.

10. Disclaimer

Patrons use library computer hardware and software at their own risk.

- a. The Genesee District Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type.
- b. The Genesee District Library is not responsible for the loss of any floppy disk, cd, or USB drive.
- c. The Genesee District Library computers are filtered using the best available technology. However, users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, divergent, and/or inflammatory.
- d. The provision of access does not mean or imply that the Genesee District Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

11. Staff Assistance

Computing resources are self-serve. While staff members are available to assist users with the equipment, staff members do not provide training in the use of software. Users who need training should attend the Genesee District Library's free computer classes.

12. Illegal and Unacceptable Uses

Patrons may use library computers or the wireless access only for legal uses. Examples of unacceptable uses include but are not limited to the following:

- a. Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks
- b. Damaging equipment, software, or data belonging to the Genesee District Library or other users
- c. Using the Internet for malicious purposes such as intentionally propagating a virus

**Computer Use (continued)**

- d. Sending unsolicited advertising
  - e. Attempting to gain or gaining access to another person's files or authorization codes
  - f. Using another person's identification, bar code or pin number, with or without permission
  - g. Using, disclosing, or disseminating personal identification information regarding minors without parental permission
  - h. Displaying obscene material, child pornography, or sexual content that might be harmful to minors
  - i. Harassing other users with messages, prints, or images
  - j. Libeling, slandering, or maliciously offending other users
  - k. Violating copyright laws or software licensing agreements
  - l. Violating federal, state, or local laws, regulations, or ordinances
13. Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the Library or its services may appeal the denial to the Director. If the appeal is not resolved by the Director, it may be submitted in writing to the Library Board of Trustees. The Library Board of Trustees will provide the person with an opportunity to be heard before deciding the appeal.

## GDL Policy 3.5

### **Internet Access**

The Library's Internet Access Policy is in compliance with federal and state laws.

#### 1. Philosophy

The Genesee District Library ("GDL") provides the Internet to the public as an informational, educational, and recreational resource.

#### 2. Internet Content

The Internet, as an information resource, enables libraries to provide information beyond the confines of their own collections. It allows access to ideas, information, and commentary.

- a. The Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be out of date, inaccurate and offensive.
- b. GDL is not responsible for the content of information accessed or selected.
- c. GDL strives to maintain a computing environment that promotes access to a wide variety of electronic information in an array of formats; however, GDL makes no guarantee that all Internet content and services will function on its equipment.

#### 3. Relevant Statutes

The following state and federal statutes are relevant to the obligations of GDL in providing Internet access to its patrons:

- a. Michigan Library Privacy Act, MCL 397.601 et seq (the "MLPA").
- b. Children's Internet Protection Act, 47 USC § 254 and 20 USC § 9134 (the ("CIPA").
- c. USA Patriot Act, as reauthorized in part in June of 2015.

#### 4. Privacy

It is the policy of the Genesee District Library to preserve the confidentiality of library usage records of its patrons to the extent allowed by law.

- a. Except as authorized by the Patriot Act, or so ordered by a court of competent jurisdiction, the library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person identified in that library record or that person's parent or legal guardian.

**Internet Access (continued)**

- b. The Genesee District Library makes no representations regarding the privacy of information sent over the GDL network (including Wireless Access) accessing the Internet including email, chat, or instant message. Those transmissions are not guaranteed to be secure against interception and may be monitored by a third party.

5. Internet Filtering Guidelines

In order to comply with the MLPA and the CIPA, the Genesee District Library uses a technology protection measure (or "Internet Filter") to restrict access to some Internet sites.

- a. Content prohibited under MLPA and CIPA, and the court cases interpreting those statutes, is "Prohibited Content." This specifically includes "obscene matter" and "sexually explicit matter" as those terms are used in MLPA, and "harmful to minors," "obscene," "sexual act; sexual contact" and "child pornography," as those terms are used in CIPA. GDL uses the least restrictive blocking categories provided by the filter vendor that by their definitions appear to include Prohibited Content. GDL relies on the filter vendors and the Internet Filter to accurately identify and filter Prohibited Content.
- b. All public computers are filtered.
- c. If an adult wants unfiltered access to the Internet, the adult must make a request to staff to have the filtering software turned off. At least one computer in each location may become unfiltered.

6. Parental Guidance

Parents and guardians need to be actively interested in and are responsible for supervision of their children's use of the Internet and other electronic resources. Parents and guardians are encouraged to discuss the use of the Internet and family values with their children.

- a. Parents and guardians need to be aware that the filter is not totally effective and GDL cannot assure that a child will not purposefully or inadvertently access inappropriate materials.
- b. GDL does not filter the content of email, chat rooms, or other forms of direct electronic communication and cannot therefore assure the safety and security of minors using these functions.
- c. GDL cannot protect against their children's unauthorized access to computer resources and other unlawful online activities.

## GDL Policy 3.5

### **Internet Access (continued)**

- d. GDL cannot protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet.

#### 7. Wireless Access

Authorized and approved wireless access to the Internet is supported by GDL within the libraries during library hours.

- a. The GDL network is an open network and is not secure.
- b. Most WiFi equipment will be compatible. However, GDL can make no guarantee to compatibility of equipment with GDL's network.
- c. The GDL cannot guarantee wireless connectivity.
- d. GDL staff cannot assist with a patron's computer, wireless network card, or configuration.
- e. GDL assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy arising from use of its World Wide Web server, wireless connection, or connection to other Internet services.
- f. GDL staff is not responsible for any changes made to a patron's computer settings.
- g. Wireless users must comply with the GDL Computer and Internet Use Policies. Users are expected to use the GDL's wireless access in a legal and responsible manner.

#### 8. Complaints and Penalties

If a user feels that a web site is being blocked or allowed inappropriately by the filter, the user may request that it be reviewed by library staff.

#### 9. Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the Library or its services may appeal the denial to the Director. If the appeal is GDL Policy 3.5 not resolved by the Director, it may be submitted in writing to the Library Board of Trustees. The Library Board of Trustees will provide the person with an opportunity to be heard before deciding the appeal.

## GDL Policy 3.6

### **Programs**

Responsibility for library program development is vested in the Library Director, and members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the GDL's mission and strategic plan. They are planned in advance to meet media and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations.

Library programs are funded in part by the operating budget with additional support from GDL fundraising activities, grants, contributions from the Friends, gifts, endowments, and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). Genesee District Library requires a contract to be executed by program presenters.

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

## GDL Policy 3.6.1

### **Contest Participation**

To promote Library services and support the Library's mission, GDL sponsors contests for its patrons. Contests are open to all GDL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. GDL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

## GDL Policy 3.7

### Literature Display and Distribution

Genesee District Library adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

- 1) Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch librarian. The primary purpose of such material must be to inform the public of the organization's programs, services, and events. Examples include:
  - GDL fundraising materials;
  - Friends of the Library materials;
  - promotional materials for cultural organizations;
  - special event fliers for nonprofit organizations from Genesee County and neighboring communities; and
  - local magazines and newspapers that are distributed free of charge and have received prior approval from Genesee District Library.
- 2) Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exist a polling place.
- 3) Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

## Section 4: Facilities and Equipment

- 4.1 Branch Locations
  - 4.1.1 New Buildings, Building Expansions and/or Renovations
  - 4.1.2 Building Project Support
- 4.2 Patron Code of Conduct
- 4.3 Meeting Room Use
- 4.4 Use of Library Equipment
- 4.5 Unattended Children
- 4.6 Copyright
- 4.7 Photography and Video Recording
- 4.8 Closings
  - 4.8.1 Planned Closings
  - 4.8.2 Emergency Closings
- 4.9 Library Vehicles

## GDL Policy 4.1

### **Branch Locations**

The Genesee District Library strives to make efficient and effective use of its resources. Therefore, it is the policy of the Genesee District Library to work with local communities in locating branch sites to provide uniform access across the county, unless otherwise justified by demographics.

## GDL Policy 4.1.1

### **New Buildings, Building Expansions and/or Renovations**

Genesee District Library cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, GDL will provide the same services that were provided prior to the building changes. In addition, GDL staff will work with the governmental units to provide desired changes within both GDL budget constraints and Strategic Plan goals. GDL must balance the needs of the whole system while considering the desires of individual branches. Changes considered may include additional open hours, personnel, computers, equipment, and moving expenses for GDL owned computers, equipment, and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the Genesee District Library staff or the governmental unit, GDL staff shall work with personnel from the governmental unit in order to achieve the best possible results. When evaluating library facility needs, GDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities. The Genesee District Library Board of Trustees have the final authority in their sole discretion to approve any new branches and/or buildings.

## GDL Policy 4.1.2

### **Building Project Support**

Genesee District Library staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, staff will provide factual printed and graphic design work for posters and other print material. The Community Relations Department will coordinate these support efforts. Genesee District Library may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, Genesee District Library staff may not, on paid library time, work on political activities to promote millage or bond issue elections or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, on their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

## GDL Policy 4.2

### **Patron Code of Conduct**

1. Tobacco or tobacco products including but not limited to e-cigarettes and medical marijuana may not be used in the library. Other rules, regulations State law, Federal law and/or local ordinances may apply.
2. Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are banned from Library premises to the fullest extent permitted by law.
4. Patrons may not disturb others in any manner. Patrons may not behave in a rowdy manner, stare at another person, follow another person about the building, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, or behave in any manner that can reasonably be expected to disturb others.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons need to be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials, or equipment. Users shall not remove or attempt to remove any library materials without first checking them out.
7. Patrons need to dress in an appropriate manner. Shoes (or other footwear) and shirts are required at all times.
8. Beverages in a covered container are permitted at computer workstations. Food may only be consumed in very small amounts or in connection with events sponsored by the Library.
9. Patrons may only use cell phones in designated areas (if available). Cell phone users need to turn ringers and/or "push to talk" features to off or vibrate when they enter the Library.
10. Patrons may not photograph or record video or audio on library premises without the permission of the Branch Librarian or designee and the permission of any patron(s) and/or staff being photographed or recorded. If the patron is a child, parent or guardian permission must be obtained.
11. Patrons may not sleep for more than 15 minutes.

## GDL Policy 4.2

### **Patron Code of Conduct (continued)**

12. Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.
13. Patrons may not disturb or interfere with library patrons and staff use of the facilities through persistent personal odor(s) that is(are) reasonably expected to offend the general public.
14. People may not use roller blades, roller skates, or skateboards in library parking lots, sidewalks or porches.
15. People may not solicit or beg in the library.
16. Only service animals and animals needed for library programs are allowed in the library.
17. Patrons may not enter an area that is designated "Staff Only". Patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
18. Patrons must follow library procedures when instructed to do so by library staff.
19. Patrons must provide identification when requested by library staff.
20. Library staff will contact authorities if it is suspected that any local ordinance, state or federal law is or has been violated.

### Penalties

Violations of one or more of these codes may result in a temporary suspension or permanent termination of library privileges and include a ban on access to any and all GDL branches.

### Appeal

Any person denied access to the Library or its services may appeal the denial to the Library Director.

## GDL Policy 4.3

### **Meeting Room Use**

Meeting rooms in Genesee District Library branches are made available for use in accordance with local governmental unit guidelines.

Programs in public meeting rooms must not disrupt normal Library operations and use. Persons attending the meetings are subject to all Library rules and regulations concerning behavior in the building.

## GDL Policy 4.4

### **Use of Library Equipment**

#### Computer Equipment

Patrons may use personal electronic media files and download software to the Library's public PCs; however, due to security features and technological differences, some media files and software may not be compatible with these public PCs. The Library is not responsible for any loss or damage of a patron's material or data during the use of this equipment.

#### Portable Electronic Equipment

Genesee District Library may make portable electronic equipment available for patron use in the Library and/or for check-out and use outside of the Library. Patrons who borrow portable electronic equipment are responsible for all applicable charges should the equipment, and/or its accessories, be damaged, lost, stolen, or returned late. Patrons may be required to sign a borrower's agreement prior to check-out of portable electronic equipment. The Library is not responsible for any loss or damage of a patron's material or data during the use of this equipment.

## GDL Policy 4.5

### **Unattended Children**

Genesee District Library is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use the Library's collection and technology. Library staff is available to assist and support children in using the Library. While GDL encourages frequent visits by children and their families, Library staff cannot provide child care or assume responsibility for children's safety. Parents, guardians, teachers, caregivers, or chaperones are responsible for the behavior and safety of children at the Library. The Library is not responsible for children left alone without proper supervision.

Children, like all Library users, are required to respect Library property and act in a manner appropriate to the use and function of the Library. Children are expected to comply with all GDL policies including the Library's Patron Code of Conduct policy.

Children who are eight (8) years of age or younger must be attended and actively supervised by a parent/guardian or assigned chaperone (age thirteen [13] or older) at all times while in the Library. If children eight (8) years of age or younger are left unattended in the library, staff will attempt to reach their parent/guardian. If a parent/guardian cannot be reached, proper authorities will be contacted. Children who are nine (9) years of age or older may use the library unattended provided that they are able to follow Library rules and observe proper conduct.

If a child who is twelve (12) years of age or younger is left in the library at closing time, staff will attempt to contact the parent/guardian. If staff is unable to reach the parent/guardian, the local police will be contacted. A staff member shall stay with the child until the parent/guardian or proper authorities arrive. Under no circumstance will staff transport or take a minor away from the Library building.

## GDL Policy 4.6

### **Copyright**

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. Genesee District Library expressly disclaims any liability or responsibility arising from use of its equipment or technology including use of information obtained through its electronic information systems.

### **Photography and Video Recording**

The Genesee District Library permits photography and filming under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography is permitted for patrons and visitors provided it does not interfere with the operations of the Library or capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.
2. No commercial or media photography, including filming may occur in Library facilities without prior written or verbal permission.
3. Photos and videos from general library scenes, public programs and events held in Library facilities and spaces may be used on the Library's website and/or in social media and publications. The full names or any personal identifying information of photographed or videoed subjects will not be used to ensure the privacy of all individuals without express written approval from the subject, or if a minor, the parent or legal guardian.
4. Permission may be revoked at any time if the photographer or videographer fails to comply with the terms of this policy or other rules and regulations of the Library.

## GDL Policy 4.8

### **Closings**

Every effort will be made to keep Genesee District Library facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Genesee District Library.

GDL Policy 4.8.1

**Planned Closings**

Planned closings are approved by the Library Board of Trustees on an annual basis and made publicly available.

## GDL Policy 4.8.2

### **Emergency Closings**

Whenever a situation arises that, in the judgment of the Library Director or his/her designee, jeopardizes anyone's personal safety or well-being, a location may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the Genesee District Library Director may close the entire system.

GDL Policy 4.9

**Library Vehicles**

Genesee District Library vehicles are to be used by authorized Library staff or approved designee for Library business only. Drivers must have a valid Michigan driver's license and obey state laws while using Library vehicles. Vehicles are non-smoking areas.

## Section 5: Budgetary

- 5.1 Investments
- 5.2 Fund Balance
- 5.3 Annual Budget
- 5.4 Petty Cash
- 5.5 Donations, Grants and Monetary Gifts
- 5.6 Credit Card Use
- 5.7 Non-Sufficient Funds (NSF) Check Return Fee
- 5.8 Fraud Prevention
- 5.9 Fundraising
- 5.10 Fixed Assets
- 5.11 Contracting for Goods, Services and Improvements
- 5.12 Audit

## GDL Policy 5.1

### **Investments**

#### 1. Purpose

It is the policy of Genesee District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all state statutes governing the investment of public funds.

#### 2. Scope

This investment policy applies to all financial assets of Genesee District Library. These funds are accounted for in the annual financial report and include the following: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds, and any new fund established by Genesee District Library.

#### 3. Objectives

The primary objectives, in priority order, of Genesee District Library's investment activities shall be:

##### Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.

##### Diversification

The 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.

##### Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

##### Return on Investment

The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

**Investments (continued)**

4. Authority to make Investments

Authority to manage the investment program is derived from MCL 397.182. Management responsibility for the investment program is hereby delegated to the Finance Manager who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Board Treasurer may delegate any day-to-day functions under this investment policy to the Finance Manager as his or her designee.

5. Authorized Investments

Genesee District Library is limited to the investments authorized by 1943 PA 20, MCL 129.91 et seq., as amended.

6. Authorized Financial Dealers and Institutions

Investments shall be authorized with those Financial Institution(s) through a Resolution by the Board of Trustees, to perform the banking function of the Organization. The approved financial institution shall certify that they have: (1) received GDL's investment policy, (2) have read the policy, and (3) will comply with said terms of the policy.

**Investments (continued)**

7. Statement of Concerning Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Genesee District Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Financial Manager and evidenced by safekeeping receipts as determined by the Financial Manager.

8. Standard of Prudence

The Board Treasurer (and the Finance Manager as designee of the Board Treasurer) shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

9. Statement of Ethics

The Board Treasurer, the Finance Manager as designee of the Board Treasurer, and any other Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of District Library investments or that could impair their ability to make impartial investment decisions.

10. Investment Activity Report

The Finance Manager shall provide monthly reports to the Board of Trustees concerning the investment of District Library funds.

## GDL Policy 5.2

### **Fund Balance**

This policy has been adopted by the Library Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs;
- b. Offset significant economic downturns or revenue shortfalls;
- c. Provide funds for unforeseen expenditures related to emergencies; and
- d. Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library's objectives.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-spendable fund balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact.

Classification of non-spendable amounts will be determined before all other classifications and consist of the following:

- a. The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
- b. The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;

## GDL Policy 5.2

### **Fund Balance (continued)**

- c. The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- d. The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted fund balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the Library Board of Trustees.

Assigned fund balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed.

In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (Authority to Assign: the Library Board of Trustees delegates to the Finance Manager the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)

Unassigned fund balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

GDL Policy 5.2

**Fund Balance (continued)**

Minimum unassigned fund balance – The Library Board of Trustees has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

The Director and Finance Manager will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

## GDL Policy 5.3

### **Annual Budget**

The Genesee District Library Board of Trustees will adopt an annual budget on or before the December meeting for the following calendar year. The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December), budget adjustments may be presented by the Director and Finance Manager to the Library Board of Trustees as needed to keep the budget accurate. Typically, but not limited to, budget adjustments may be presented in August and December of each year.

GDL Policy 5.4

**Petty Cash**

The Genesee District Library Board of Trustees authorizes individual petty cash funds to exist at the business office. The funds are to be used for small miscellaneous purposes. The Finance Manager shall serve as the petty cash custodian.

## GDL Policy 5.5

### **Donations, Grants and Monetary Gifts**

Genesee District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.).

Gifts of money are acknowledged formally by the Genesee District Library Finance Manager.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select items and/or materials it deems appropriate for the collection or other library use.

Specifically:

All gifts, grants and/or support must further the library's mission, goals, objectives and priorities. They must not drive the library's agenda or priorities.

All gifts, grants, and/or support must safeguard equity of access to library services.

Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.

All gifts, grants, and/or support must protect the principle of intellectual freedom.

Sponsors may not direct the selection of collections or require endorsement of products or services.

All gifts, grants, and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.

All gifts, grants, and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.

## GDL Policy 5.6

### **Credit Card Use**

Genesee District Library maintains corporate credit/debit card accounts. These cards are to be used for the purchase of goods or services for the official business of the Library. The Finance Manager is responsible for credit/debit card issuance, monitoring, retrieval, and compliance with this policy.

#### Specifically

The purchases/payments made through the Library's credit/debit cards will not exceed \$105,000 per month.

The balance, including interest, due on an extension of credit under the credit card arrangement shall be paid within not more than 30 days of the initial statement date.

Any benefits derived from the use of the credit cards shall be the property of the Genesee District Library.

Any staff member authorized to carry a library credit card shall immediately surrender said card upon leaving the employ of Genesee District Library.

GDL Policy 5.7

**Non-Sufficient Funds (NSF) Check Return Fee**

Genesee District Library will charge \$30.00 per check for all returned checks. The \$30.00 fee covers the cost of labor to handle the returned check and the bank fee charged to GDL for the return.

## GDL Policy 5.8

### **Fraud Prevention**

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures, or equipment).
- Authorizing or receiving payment for goods not delivered/received or services not performed.
- Authorizing or receiving payments for hours not worked.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows or has reason to know of fraud or related misconduct shall report that to the Library Director or the Chairperson of the Board of Trustees. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the Library Director or Chairperson of the Board of Trustees will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

## GDL Policy 5.9

### **Fundraising**

#### Purpose

Genesee District Library actively encourages individuals, the business community, service clubs, and other organizations to become donors. The Library welcomes gifts of money, books, materials, services, and other items that assist the Library in its delivery of service to the public.

#### Use of Funds

All donations will be used to further the mission and purposes of the Library at the discretion of the Library Board of Trustees.

All designated donations will be used for the purposes for which they are given.

Alternative uses will be negotiated with the donor if necessary due to program or organizational changes.

#### Acceptance

The Library reserves the right to refuse gifts which it deems inappropriate or unsuitable to the Library's mission, goals, and policies.

Genesee District Library reserves the right to refuse all gifts, monetary or in-kind, that have conditions on their use. Offers of such gifts must be referred to the Director, and may be referred to the Library Board of Trustees.

All gifts become the exclusive property of Genesee District Library, to be utilized in the best interests of the Library. The Library maintains complete jurisdiction over the disposition and/or disposal of all gifts.

#### Official Tax Receipts

Official receipts will be issued to donors for income tax purposes, for monetary gifts of \$10 or more, unless the donor stipulates they do not wish a receipt.

Official receipts will be issued for used gifts-in-kind if:

- a) the value of the gift exceeds \$100 and the donor provides a written appraisal of the gift's worth by an acknowledged expert in the appropriate field; OR
- b) the gift-in-kind has been solicited by the Library.

Official receipts will be issued for new gifts-in-kind or services-in-kind for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued.

## GDL Policy 5.9

### **Fundraising (continued)**

#### Donor Records

Genesee District Library will maintain records of all donors. The information contained in these records will be confidential in accordance with Michigan Law, unless the donor has agreed otherwise. Donor lists may be used by Genesee District Library for ongoing communication and the solicitation of future gifts, in accordance with Michigan Law, unless the donor has stipulated otherwise.

#### Donor Recognition

Gifts will be given formal acknowledgment, according to established guidelines and the Recognition Program as approved by the Library Board of Trustees.

All fundraising projects and programs which will result in donor recognition must be approved by the Library Board of Trustees.

Donors will be given the option of anonymity.

Publicity about gifts may be considered, with the agreement of the Library and the donor(s).

#### Third-Party Fundraising

- A written application must be submitted by all potential third-party fundraising groups. The Director may refer any application to the Library Board of Trustees.
- All applicants must complete and sign a Fundraising Event Agreement, releasing Genesee District Library from any liability connected with the fundraising event.
- The fundraising event must adhere to all policies of Genesee District Library.
- The fundraising group must include its official name on all advertisements. Permission to use the name or logo of the Library must be obtained beforehand.
- The Library reserves the right to refuse an application or cancel an application, including during an event.

## GDL Policy 5.10

### **Fixed Assets**

Genesee District Library purchases short-term and long-term fixed assets. Fixed Assets include land, buildings, equipment, furniture, and fixtures that:

1. Have a useful life of more than one year;
2. Are acquired for use in the GDL operation; and
3. Are not intended for resale.

#### Threshold

The cost of the asset to be capitalized shall exceed \$1,000. The asset may consist of one item or a group of similar or supportive items. Any asset not meeting this threshold shall be expensed in the current period.

#### Physical Inventory

A physical inventory will be conducted on a biannual basis for all capitalized assets until the item(s) is no longer in use. Similarly, a physical inventory will be conducted on a biannual basis for all non-capitalized assets with a value greater than \$500 until the item(s) is no longer in use. All fixed assets and inventory items will be properly tagged.

#### Additions

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be made in compliance with Policy 5.11, and recorded in the current period and correctly classified.

#### Disposals

No item of property, plant, or equipment shall be removed from Library property without approval of the Finance Manager. Furniture and equipment valued at less than \$500 may be offered to GDL employees for purchase at fair market value, determined by the Library, on a first come, first serve basis. Furniture and equipment valued at more than \$500 will be offered to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

At the time the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.

**Contracting for Goods, Services and Improvements**

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, and leases for equipment and facilities. Works of improvement are defined to include improvements to the Service Center building and site, and durable goods such as furniture and moveable equipment for all locations as needed to support Library operations.

The purchase of goods, services, and works of improvement needed by Genesee District Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services, and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs.

The Director and Finance Manager are authorized to make purchases for all items when the invoiced amount is under \$5,000. For purchases when the invoiced amount exceeds \$5,000 and is under \$25,000, the Director and Finance Manager are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the signatures of both the Director and the Finance Manager and will be reported to the Library Board of Trustees at its next meeting.

Goods, services, and works of improvement costing over \$25,000 shall require the approval of the Library Board of Trustees with the exception of ongoing budgeted operational and supply purchases. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Contracts for the purchase of goods, services, and for works of improvement costing over \$25,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Genesee County. The award of contract for such goods, services, and works of improvement shall be approved by the Library Board of Trustees.

Genesee District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Director or Library Board of Trustees may waive the requirement for bids.

Notwithstanding any other provision of this Section 5.11, the Library Board of Trustees may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Library Board of Trustees determines that such action is in the best interest of Genesee District Library under extenuating circumstances.

## GDL Policy 5.12

### **Audit**

The Genesee District Library will have an annual audit performed by a CPA. The audit will be previewed by the Finance Manager and Director. The auditor will present the findings to the Library Board of Trustees no later than the April meeting following year end. As needed, Genesee District Library will review the auditing service.

## Section 6: Administrative

- 6.1 Public Relations
- 6.2 Code of Ethics- Library Board of Trustees
- 6.3 Conflict of Interest- Library Board of Trustees
- 6.4 Indemnification- Library Board of Trustees
- 6.5 Freedom of Information Act
- 6.6 Personnel
  - 6.6.1 Employee Handbook
  - 6.6.2 Union Contract(s)
  - 6.6.3 Administrative/Exempt Supplement
- 6.7 Friends of the Library
- 6.8 Conflict of Interest- Employees
- 6.9 Records Retention

## GDL Policy 6.1

### **Public Relations**

The Chairperson of the Library Board of Trustees is the official spokesperson for the Library Board of Trustees. The Director is the official spokesperson for the Library.

The Community Relations Manager serves as media liaison for the Library Board of Trustees and the Library Administration. Whenever official media statements are required pertaining to library policies, procedures, programs, services, or positions on District-wide issues, the Community Relations Department is responsible for all contacts with local newspapers, magazines, professional journals, radio, and television stations. The Community Relations Manager, with the approval of the Library Director, determines who represents the Library to the media on a particular topic.

**Code of Ethics- Library Board of Trustees**

The Genesee District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board of Trustees, promote public confidence, and further the attainment of Library goals. The Library Board of Trustees has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board of Trustee members.

1. Mission and Policies  
A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Library Board of Trustees.
2. Matters before the Library Board of Trustees  
A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. Confidential Information  
No trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in a closed session of the Library Board of Trustees.
4. Library Board of Trustees Action  
Unless delegated by the Library Board of Trustees, a trustee has no individual authority to bind the Library Board of Trustees. The Library Board of Trustees decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Library Board of Trustees even if he/she personally disagrees and shall take no public or private action that compromises or disparages the Library Board of Trustees decisions and actions.
5. Participation  
A trustee shall participate in official the Library Board of Trustees discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. Improper Influence  
A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at his/her behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. Cooperation  
A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations in order to further the interests of the Library.

**Code of Ethics- Library Board of Trustees (continued)**

8. Gifts

No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

9. Complaints

A trustee shall not act on complaints from the public or staff on library matters, but shall refer complaints to the Library Director. Unresolved complaints may be taken up for Library Board of Trustee action if a policy revision is necessary or legal consequences result.

10. Investments in Conflict with Official Duties

No trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

11. Private Employment

No trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property

No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

GDL Policy 6.3

**Conflict of Interest- Library Board of Trustees**

Genesee District Library complies with Michigan Compiled Laws 15.321 et seq. Members of the Library Board of Trustees are required to be familiar with and in compliance with the law.

## GDL Policy 6.4

### **Indemnification**

The Genesee District Library (GDL) shall pay for and furnish the services of an attorney of the Genesee District Library Board of Trustees' choice to advise, appear for and represent a Library Board of Trustees Member for any claim or civil action commenced against him/her arising out of the Library Board of Trustees Member's activities while in office.

The Library Board of Trustees agrees to indemnify and hold the Library Board of Trustees Member harmless from and against any and all claims, suits, judgments, damages, liabilities, including costs and expenses, whether known or unknown, suspected or unsuspected, founded in fact, in law or in equity subject to the limitations herein, by any third party asserted against the Library Board of Trustees Member arising from actions taken, or a decision made, within the scope of the Library Board of Trustees Member's activities while in office during the term of the Library Board of Trustees Member's service with Genesee District Library notwithstanding that said claims may be asserted after expiration or termination of said service.

The Library Board of Trustees Member shall give the Library Board of Trustees written notice of the nature of any claim for indemnification hereunder promptly upon receipt of notice of claim or action against the Library Board of Trustees Member. The Library Board of Trustees shall have the right to conduct the defense and settle any such claim. The Library Board of Trustees Member shall fully cooperate with the Library Board of Trustees in the defense. The Library Board of Trustees Member may, at his/her own cost and expense, employ counsel to assist in such defense.

This indemnification and provision for attorney services shall include all acts of a Library Board of Trustees Member, including acts of negligence but shall not include acts of willful misfeasance, acts deemed to be arbitrary, capricious or unreasonable acts or in reckless disregard of the Library Board of Trustees Member's duties.

GDL Policy 6.5

**Freedom of Information Act**

The Genesee District Library will act in compliance with the Freedom of Information Act. The Director will act as Coordinator, to implement changes to GDL FOIA procedures and guidelines consistent with FOIA and FOIA Amendments.

GDL Policy 6.6

**Personnel**

All Library employees are employed at will unless expressly provided otherwise in the collective bargaining agreement or other written employment contract.

## GDL Policy 6.6.1

### **Employee Handbook**

The Genesee District Library Employee Handbook contains various policies, procedures, and practices that are applicable to all GDL employees and is reviewed periodically by the Library Board of Trustees.

The Employee Handbook is intended solely as a guide and should not be construed as creating a contract of employment for any specific period of time, expressed or implied, between GDL or any of its employees. It is not intended to supersede or contravene any provisions or requirements of any Labor Agreement between the GDL and the Union, any Federal, State or Local laws, insofar as it is applicable to employment at the GDL. Therefore, any such contravention or conflict shall be governed in accordance with any existing Union Labor Agreement.

GDL 6.6.2

**Union Contract(s)**

Personnel policies apply to all Genesee District Library employees. The provisions of any existing Library labor agreement supersede the provisions found in this Policy Manual and/or Employee Handbook for those employees within the collective bargaining unit.

### GDL Policy 6.6.3

#### **Administrative/Exempt Supplement**

The Genesee District Library Administrative/Exempt Supplement contains various policies, procedures, and practices that are applicable to the Administrative/Exempt GDL employees and is reviewed periodically by the Library Board of Trustees.

This Administrative/Exempt supplement to the employee handbook does not create a promise or representation of continued employment and employment at the Genesee District Library is employment at-will, which means that it may be terminated at the will of either the Genesee District Library or the employee at any time, with or without cause, so long as there is not a violation of applicable federal or state law.

## GDL Policy 6.7

### **Friends of the Library**

The Genesee District Library Board of Trustees recognizes and appreciates the role of the local Friends of the Library groups to assist in building awareness and resources to champion the Genesee District Library's (GDL) vital role in the community. This is done through a mutually respectful working relationship with library leadership and staff in every branch to help determine where additional support will provide the greatest benefit.

The materials donations, staff assistance, and use of branch library buildings provided by GDL are conditioned on the efforts of Friends groups to solely and directly support GDL activities. Friends groups help GDL by paying for local branch activities which include, but are not limited to, GDL-approved programming; supporting summer reading programs; helping with carpeting, painting, shelving and decoration; purchasing of new materials and equipment; and contributing to the costs of sending the branch librarian to conferences. While charity to schools and other local causes is an admirable activity, it is not an appropriate activity for GDL Friends Groups.

Consequently, no library staff shall act as an agent for any Friends group while on library time, except in an advisory capacity with the approval from the Library Director. Also, the GDL does not provide staffing for book sales or other activities.

The GDL Library Director or designee should be made of aware of all Friends activities and sales prior to their execution dates. All materials or releases that mention the Genesee District Library or include the GDL logo need prior approval by the Library Director or designee.

The Genesee District Library Board of Trustees encourages but does not require Friends groups to obtain tax-exempt status from the Internal Revenue Service, and it assumes no responsibility or liability for Friends group compliance with IRS regulations, with or without tax-exempt status.

Operating expenses of the GDL are provided through allocation of tax revenues which are audited by an independent auditor. Friends' funds and GDL funds shall not be commingled or integrated. Gifts from Friends may be accepted by the local branch and said gifts become the funds of GDL but shall be expended for the specific purpose for which the gift or donation has been designated by the Friends.

Please contact the Library Director with any questions about this policy.

**Approved by GDL Board July 30, 2012**

**Recommended revision by Policy Committee December 17, 2013**

**Revised by GDL Board January 27, 2014**

## GDL Policy 6.8

### **Conflict of Interest- Employees**

Under the District Library Agreement (DLA) that created the Genesee District Library, local municipalities/governmental units are responsible for building and grounds maintenance. Some municipalities/governmental units have appointed a local board to oversee this responsibility. The authority to manage the buildings and grounds is determined by each municipality/governmental unit.

No library staff or administrator are to serve as voting members on any local municipal/governmental board whose function it is to maintain any of the buildings and/or grounds that make up the Genesee District Library.

## GDL Policy 6.9

### **Records Retention**

In order to meet the administrative, legal, fiscal, and archival requirements of the State of Michigan, the Genesee District Library will manage its records in accordance with the General Schedule #17 (GS #17) developed for Michigan public libraries. If and when GS #17 is amended, GDL will modify its procedures as necessary to remain in compliance with this schedule.