



# Policy Manual

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Table of contents

Introduction

Section 1: Collection

Section 2: Circulation

Section 3: Services

Section 4: Facilities and Equipment

Section 5: Budgetary

Section 6: Administrative

Appendix

## **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.

**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.



### **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 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

### **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 The Library Network & Mideastern Michigan Library Cooperative's boundaries who do not qualify for a library card at any TLN or MMLC 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.

**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.

## **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 goodstanding.

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.



## **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.

**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.

## **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.

### **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.



**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.

**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.

**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.

## **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.

### **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.

**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.

**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;

**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.

**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 of 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.

## **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.

## **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.

**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.

## **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.

### **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.

**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.

## **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**

**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.

Genesee District Library Board  
By-laws

## Appendix

- 1) Michigan Compiled Laws 15.321
- 2) American Library Association's Library Bill of Rights
- 3) Genesee County Board of Commissioners Mandate (BOC Resolution # 79-220)
- 4) District Library Agreement- Amended and Restated (BOC Resolution # 97-190)
- 5) Library Board of Trustees By-laws

## **CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)**

### **Public Act 317 of 1968**

Act 317 of 1968 relates to the conduct of public servants in respect to governmental decisions and contracts with public entities; to provide penalties for the violation of this act; to repeal certain acts and parts of acts; and to validate certain contracts.

#### **15.321 Public servants, contracts with public entities; definitions.**

Sec. 1.

As used in this act:

(a) "Public servant" includes all persons serving any public entity, except members of the legislature and state officers who are within the provisions of section 10 of article 4 of the state constitution as implemented by legislative act.

(b) "Public entity" means the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

#### **15.322 Public servant; soliciting, negotiating, renegotiating, approving, or representing a party to a contract with public entity prohibited.**

Sec. 2.

(1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee.

(2) Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following:

(a) Him or herself.

(b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.

(c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee.

(d) Any trust of which he or she is a beneficiary or trustee.

(3) In regard to a contract described in subsection (2), a public servant shall not do either of the following:



(a) Take any part in the negotiations for such a contract or the renegotiation or amendment of the contract, or in the approval of the contract.

(b) Represent either party in the transaction.

**15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; “governmental decision” defined.**

**Sec. 3.**

(1) Section 2 does not apply to either of the following:

(a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

(2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:

(a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

(i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the clerk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.

(ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.

(b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

(ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.

(iii) The nature of any pecuniary interest.

(3) This section and section 2 do not prevent a public servant from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this act to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of a local legislative or governing body of a public entity is required and by which a public body effectuates or formulates public policy.

#### **15.323 a Construction of MCL 15.322.**

Sec. 3a.

Section 2 shall not be construed to do any of the following:

(a) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as emergency medical services personnel as defined in section 20904 of the public health code, Act No. 368 of the Public Acts of 1978, being section 333.20904 of the Michigan Compiled Laws.

(b) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as a firefighter in that city, village, township, or county if that firefighter is not any of the following:

(i) A full-time firefighter.

(ii) A fire chief.

(iii) A person who negotiates with the city, village, township, or county on behalf of the firefighters.

(c) Limit the authority of the governing body of a city, village, township, or county with a population of less than 25,000 to authorize a public servant to perform, with or without compensation, other additional services for the unit of local government.

(d) Prohibit public servants of this state from purchasing at a tax sale lands returned as delinquent for taxes under the general property tax act, Act No. 206 of the Public Acts of 1893, being sections 211.1 to 211.157 of the Michigan Compiled Laws, unless otherwise prohibited by the rules of the Michigan civil service commission or the department or agency of which that public servant is an employee.

**15.324 Public servants; contracts excepted; violation as felony.**

**Sec. 4.**

(1) The prohibitions of section 2 shall not apply to any of the following:

(a) Contracts between public entities.

(b) Contracts awarded to the lowest qualified bidder, other than a public servant, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice shall not bar any qualified person, firm, corporation, or trust from bidding. This subsection shall not apply to amendments or renegotiations of a contract nor to additional payments made under a contract which were not authorized by the contract at the time of award.

(c) Contracts for public utility services where the rates are regulated by the state or federal government.

(d) Contracts to purchase residential property. A public servant of a city or village may purchase 1 to 4 parcels not less than 18 months between each purchase. This subdivision does not apply to public servants of a city or village who have been appointed or elected to their position or whose employment responsibilities include the purchase or selling of property for the city or village. This subdivision shall apply only to a city or village that has adopted an ethics ordinance which was in effect at the time the residential property was purchased.

(2) A person that violates subsection (1)(d) is guilty of a felony punishable by imprisonment for not more than 1 year or a fine of not less than \$1,000.00 or more than 3 times the value of the property purchased.

**15.325 Public servants, voidability of contracts; procedure, knowledge, limitation, reimbursement, settlements, evidences of indebtedness.**

**Sec. 5.**

(1) This act is aimed to prevent public servants from engaging in certain activities and is not intended to penalize innocent persons. Therefore, no contract shall be absolutely void by reason of this act. Contracts involving prohibited activities on the part of public servants shall be voidable only by decree of a court of proper jurisdiction in an action by the public entity, which is a party thereto, as to any person, firm, corporation or trust that entered into the contract or took any assignment thereof, with actual knowledge of the prohibited activity. In the case of the corporation, the actual knowledge must be that of a person or body finally approving the contract for the corporation. All actions to void any contract hereunder shall be brought within 1 year after discovery of circumstances suggest

ing a violation of this act. In order to meet the ends of justice any such decree shall provide for the reimbursement of any person, firm, corporation or trust for the reasonable value of all moneys, goods, materials, labor or services furnished under the contract, to the extent that the public entity has benefited thereby. This provision shall not prohibit the parties from arriving at an amicable settlement.

(2) Negotiable and nonnegotiable bonds, notes or evidences of indebtedness, whether heretofore or hereafter issued, in the hands of purchasers for value, shall not be void or voidable by reason of this act or of any previous statute, charter or rule of law.

#### **15.326 Public servants, validity of existing contracts.**

Sec. 6.

If any public entity has, prior to the effective date of this act, entered into any contract under which moneys, goods, materials, labor or services have been actually received by the public entity, which was void or voidable under any act, charter or rule of law because of a conflict of interest on the part of a public servant at the time of the execution thereof, such contract shall be fully enforceable notwithstanding such conflict of interest, by any party thereto other than such public servant.

#### **15.327 Penalty for violation.**

Sec. 7.

Any person violating the provisions of this act is guilty of a misdemeanor.

#### **15.328 Other laws superseded; local ordinances.**

Sec. 8.

It is the intention that this act shall constitute the sole law in this state and shall supersede all other acts in respect to conflicts of interest relative to public contracts, involving public servants other than members of the legislature and state officers, including but not limited to section 30 of 1851 PA 156, MCL 46.30. This act does not prohibit a unit of local government from adopting an ordinance or enforcing an existing ordinance relating to conflict of interest in subjects other than public contracts involving public servants.

#### **15.329 Repeal.**

Sec. 9.

The following acts and parts of acts are repealed:

Year of act Public Act No. Section numbers Compiled Law sections (1948)

1895 3 6 of chapter 5 65.6

1895 215 16 of chapter 8 88.16

1931 328 122 750.122

1955 269 969 340.969

1966 317 15.161 to 15.172

**15.330 Effective date.**

Sec. 10.

This act shall take effect September 1, 1968.

# 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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

**Genesee County Board of Commissioners Resolution # 79-220**

**GENESEE DISTRICT LIBRARY MANDATE:**

**PROPOSAL TO CREATE GENESEE DISTRICT LIBRARY EFFECTIVE 1/1/80.**

1. This proposal constitutes a plan for uniting in the establishment and operation of a district library pursuant to Act 164 of the Public Acts of 1955, as amended, (MCLA 397.271 et seq.), said plan having been cooperatively developed by the County of Genesee (hereinafter called the County) and the Township of Grand Blanc (hereinafter called the Township).
2. This proposal includes a tax levy of not to exceed .7 mills, for the District Library for the years 1980 and 1981, and will be submitted to a vote of the people pursuant to Sub-section 2(2) of Act 164 of the Public Acts of 1955, as amended, (MCLA 397.272(2)). Said proposal shall have no effect unless the majority of those voting on the proposal in the County of Genesee vote in favor of the proposal and the majority of those voting on the proposal in the Township of Grand Blanc vote in favor of the proposal. This plan and proposal shall be fully adopted and in effect, however, if a majority of those voting in each of the two designated municipalities, that is the County and the Township, vote in favor of same, and said proposal and plan shall then remain in effect until either the dissolution of the District Library or the adoption of a new plan pursuant to paragraph 7 or 8 hereof, whichever shall occur earlier.
3. If the District Library is established by affirmative vote of the people in each of the participating municipalities, the Genesee County Board of Commissioners (hereinafter called the County Board) shall appoint, from among residents of the County, four persons to serve as members of the Library Board of Trustees. Two of the persons first chosen shall be appointed to serve terms of two years commencing September 1, 1979, and expiring August 31, 1981, and two shall be appointed to serve terms of four years commencing September 1, 1979, and expiring August 31, 1983.
4. If the District Library is established by affirmative vote of the people in each of the participating municipalities, the Township Board of the Township of Grand Blanc shall appoint, from among residents of the Township, four persons to serve as members of the Library Board of Trustees. Two of the persons first chosen shall be appointed to serve terms of two years commencing September 1, 1979, and expiring August 31, 1981, and two shall be appointed to serve terms of four years, commencing September 1, 1979, and expiring August 31, 1983.
5. If a Board of Trustees of the District Library is elected to pursuant to MCLA 397.273, the terms of office of the appointed members of the Board of Trustees shall not hold over in any respect but rather the office shall be abolished and shall cease to exist when an elected Board takes office.
6. The County Board shall place the following advisory question before the voters of the County of Genesee at the general election on November 4, 1980:

Shall all the residents of Genesee County have the use of all the public libraries located in Genesee County and shall the voters be allowed to vote on a proposal for a unified library system to be established for this purpose with a county-wide millage levy and an elected Board of Trustees?

7. If the voters advise that they wish to vote on a proposal for a unified library system, the County Board shall take appropriate steps to cooperate in the drafting of a new plan, such plan to be for the creation of a unified library system, to be submitted to the voters of the County of Genesee at an appropriate opportunity but not later than November 2, 1982.
8. If the voters advise that they do not wish to vote on a proposal for a unified library system, the County Board shall request the Board of Trustees of the District Library to prepare a new plan for a nonunified library system.
9. The County of Genesee and/or the Genesee County Library Board, to the full extent of each of their respective interests, shall, no later than January 1, 1980, transfer to the District Library, at no cost to the District Library, all books, periodicals, materials, equipment and supplies currently used by the Genesee County Library provided that the District Library Board of Trustees has committed itself to the transfer of forty (40%) percent of its millage revenues to the School District of Flint for so long as this plan shall remain in effect.
10. The County of Genesee/and or the Genesee County Library Board, to the full extent of each of their respective interests shall, no later than January 1, 1980, lease to the District Library the present Headquarters premises of the Genesee County Library for One (\$1.00) Dollar per year and continuing for so long as the District Library maintains the premises, designates the County as an additional insured on all premises and liability insurance pertaining thereto and continues to provide library services at the building to the residents of Genesee County pursuant to this proposal; provided however that such Headquarters premises shall be so leased only if the District Library Board of Trustees has committed itself as indicated in paragraph 9, to the transfer of forty (40%) percent of its millage revenues to the School District of Flint.
11. Upon completing the transfers and lease described in paragraphs 9 and 10 hereof, the Genesee County Library Board shall assign to the District Library all funds remaining after payment of existing obligations of said County Library Board, and all rights to funds not yet received, and shall quit claim to the County of Genesee all its right, title and interest in any real estate.
12. Upon completing all the transactions referenced in paragraphs 9, 10 and 11 hereof the Genesee County Library Board shall forthwith complete any necessary, final, official business of said Board and shall thereupon dissolve.
13. The District Library Board of Trustees shall have such powers as are granted to District Libraries with appointed boards pursuant to Act 164 of the Public Acts of 1955, as amended, being MCLA 397.271, et seq., except as otherwise provided in this proposal and except as follows:



- a. The Board of Trustees shall offer appointment, as assistants to the Librarian, to all persons employed in good standing as employees of the Genesee County Library as of August 7, 1979, prior to hiring any other persons as assistants to the Librarian.
  - b. The Board of Trustees shall have no authority to maintain any building other than the Headquarters building.
  - c. The first forty (40%) percent of all revenues raised each year by the .7 mill levy shall be transferred to the Treasurer of the Flint Board of Education at such time and in such manner as directed by the Treasurer of the Flint Board of Education. This money is paid to the School District of Flint as reimbursement for a reduction of .7 mill from the millage that the Flint Board of Education has been authorized by the voters to levy for the purpose of libraries and in recognition of library services rendered to persons throughout Genesee County.
14. If any dispute shall arise concerning the interpretation of this agreement among the parties to it prior to January 1, 1983, it shall be resolved in the following manner: The County Board and the Township Board shall each appoint an arbitrator. The two arbitrators shall select one additional arbitrator. The panel of three arbitrators shall consider the question referred to them and shall resolve the question by majority vote at the earliest possible opportunity.

**FIRST AMENDED AND RESTATED DISTRICT LIBRARY ORGANIZATIONAL  
PLAN AND AGREEMENT**

THIS FIRST AMENDED AND RESTATED DISTRICT LIBRARY ORGANIZATIONAL PLAN AND AGREEMENT ("Agreement") is entered into effective as of the date provided for in subparagraph 9(i) below, by and between the County of Genesee (the "County") and the Charter Township of Grand Blanc (the "Township") (each a "Participating Municipality" and collectively "Participating Municipalities") pursuant to the District Library Establishment Act, MCL 397.171 *et seq.* (the "Act").

The following is a recital of certain facts which underlie this Agreement:

- A. Genesee District Library ("GDL") was created in 1979 pursuant to 1955 PA 164 as amended (the "1955 Act") by the adoption by the County and the Township of a proposal to unite for the establishment and operation of a District Library, effective August 7, 1979 (the "Mandate").
- B. The Mandate was approved by the voters of both Genesee County and the Township in 1979, pursuant to Section 2 (2) of the 1955 Act.
- C. In 1989, after the most recent millage renewal was approved by the voters of Genesee County for GDL, the 1955 Act was repealed and replaced in its entirety by the Act.
- D. Pursuant to MCL 397.176, a "District Library Organizational Plan" (the "Plan") was submitted by the board of GDL to the State Librarian and approved by the State Librarian on December 14, 1989, whereby GDL was by statute considered to be established pursuant to the Act.
- E. Pursuant to the Act, the Plan, and the Mandate, the Township and the County desire to amend and restate the Mandate and the Plan for purposes including modifying the district of GDL and modernizing the Plan and the Mandate.
- F. The legislative bodies of the Township and the County have determined that it is in the best interests of their residents to amend and restate the Mandate and the Plan.

Therefore, in consideration of the premises and other mutual obligation and promises, the Township and the County agree as follows:

- 1. **Ratification, Amendment and Restatement of the Mandate and the Plan.** The Participating Municipalities hereby ratify and confirm the establishment of GDL as a district library established pursuant to the Act, with GDL having all of the powers granted to such district libraries by the Act; provided, however, that limitations upon the powers of GDL as provided in this Agreement are effective to the extent such limitations are consistent with the Act. The Participating Municipalities further hereby amend and restate in their entirety the Mandate and the Plan, with the specific intention that this Agreement shall supersede the Mandate and the Plan, and that this Agreement, along with the Act, shall fully govern the affairs of GDL.
- 2. **District.** The territory of the Participating Municipalities included within the GDL district shall be all of the County of Genesee except the territory within the City of Flint (the

"District").

3. **Board of Directors.** GDL shall continue to be governed by an appointed district library board (the "Board") consisting of eight (8) members to be appointed and who shall govern as follows:
  - a. **County Appointment.** The County shall continue to appoint, from among residents of the District, four (4) persons to serve as members of the Board for terms of four (4) years each. The Board members presently serving who continue to qualify as members hereunder shall continue in their present term without the necessity for reappointment.
  - b. **Township Appointment.** The Township shall continue to appoint, from among residents of the Township, four (4) persons to serve as members of the Board for terms of four (4) years each. The Board members presently serving who continue to qualify as members hereunder shall continue in their present term without the necessity for reappointment.
  - c. **Board Member Terms.** The terms of office of two County appointed Board members and of two Township appointed by Board members shall continue to expire August 31 of each odd numbered calendar year, although members otherwise qualified to serve shall serve until the appointment and qualification of their respective successors.
  - d. **Powers.** The Board shall have such powers as are granted to district library boards by or pursuant to the Act, except that the Board shall have no authority to maintain any building other than Headquarters (as defined below); provided, however, that this restriction shall not restrict GDL from operating other branch libraries in the District, with the physical buildings therefor being maintained by another entity, as is the practice of GDL as of the effective date of this Agreement. Any other limitations upon the powers of the Board, provided for in this Agreement and consistent with the Act, also shall be effective.
4. **Funding.** Funds necessary for the operation of GDL shall be derived from a district-wide millage authorized to be levied upon all taxpayers of the District pursuant to the Act. No Participating Municipality is required to levy any tax in support of GDL. No Participating Municipality is required by this Agreement to provide any assets or funding to GDL, subject to these two exceptions:
  - a. The County shall continue to lease the present GDL headquarters building to GDL to the extent that such continued leasing is required by paragraph 6 of this Agreement.
  - b. To the extent, if any, that any moneys or property from any source whatsoever are received by any Participating Municipality, which moneys or property are designated for the operation and administration of community library services, or for acquisition of books and equipment and other real or personal property for community library use, in the District,

such Participating Municipality shall transfer such moneys and property upon receipt thereof to GDL. This subparagraph does not require the County to transfer to GDL any moneys or property received by the County for support of the Genesee County Law Library.

The Participating Municipalities understand and agree that the moneys paid over to the Board for the operation of GDL are GDL moneys, subject to the exclusive control and direction of the Board, provided that such moneys must be expended or distributed in accordance with the Act and this Agreement. It is understood and intended that GDL shall receive funds for its operations in addition to funds from a district-wide millage, such additional funds to include but not necessarily be limited to, penal fines, state aid and funds provided through grants. "Funds necessary for the operation of GDL," within the meaning of the first sentence of this paragraph, are those funds needed in addition to such other funds.

5. **Fiscal Year.** The fiscal year of GDL shall be the calendar year, provided that the Board shall have the authority to change the GDL fiscal year as it deems necessary.
6. **Headquarters Building.** The County shall continue to lease to GDL the present headquarters building ("Headquarters") for the nominal sum of One (\$1.00) Dollar per year, so long as GDL maintains the Headquarters premises, designates the County as an additional insured on all premises and liability insurance pertaining thereto, continues to provide library services to residents of the District pursuant to this Agreement, and continues to use the Headquarters for provision of library services. Such continued leasing also may continue to be conditioned, however, upon performance by GDL of the terms of the present Lease between the Genesee County Board of Commissioners and GDL, such present lease being for a term terminating December 31, 1997, or upon the performance by GDL after December 31, 1997 of terms substantially equivalent to the terms of such present Lease, such terms including but not being limited to maintenance of the insurance required by section 2 of that Lease; provided, however, that it shall not be a condition of such continued leasing that GDL provide library services to patrons who are not residents of the District, or that GDL remit to the Flint School District or the Flint Board of Education any portion of taxes on taxable property, to any extent not otherwise required by the Act or this Agreement. Increases in required insurance amounts, reflecting increases in value of the Headquarters, shall not be deemed imposition of a leasing condition not permitted by this Agreement.
7. **Additional Parties.** A municipality other than the County and the Township, and otherwise qualified to become a party to this Agreement, may do so, and thereby become an additional Participating Municipality, only upon approval of the legislative bodies of both the County and the Township and upon satisfaction of the other conditions for becoming a party provided for in section 25 of the Act, MCL 397.195.
8. **Withdrawal.** Any Participating Municipality may withdraw from GDL subject to the following conditions:
  - a. **Limit on Withdrawal.** No Participating Municipality may adopt a resolution authorizing its withdrawal until the expiration of one year after the effective date

of this Agreement.

- b. **Conformance to Act.** Withdrawals shall be in conformance with section 24 of the Act, MCL 397.194.
- c. **Forfeiture of Assets.** When any Participating Municipality withdraws from GDL, and there remains at least one Participating Municipality which has not withdrawn, such withdrawing party forfeits, effective upon the withdrawal becoming effective, all interest in the assets of GDL.
- d. **Dissolution.** If all but one of the Participating Municipalities has withdrawn pursuant to this paragraph, GDL shall dissolve, and upon such dissolution, the net assets of GDL shall be distributed to the non-withdrawing Participating Municipality.

9. **Miscellaneous.**

- a. **Amendment.** This Agreement may be amended in writing upon the consent of the legislative bodies of at least two-thirds of the Participating Municipalities, which consenting legislative bodies must include those of both the County and the Township.
- b. **Default.** In the event of failure by any of the Participating Municipalities to perform one of its obligations under this Agreement, the other Participating Municipality or Municipalities, and each of them separately, shall have the power to seek such remedies as shall be available to them at law or in equity, including actions for mandamus.
- c. **Contingent, Alternative Formation of New District.** If for any reason approvals of this Agreement by the County, the Township, the Board of GDL and the State Librarian are not, together, otherwise sufficient to effect the amendment of the District of GDL as provided for in paragraph 2, GDL as it existed immediately prior to this Agreement becoming effective is, as of this Agreement becoming effective, dissolved, and a new Genesee District Library (the "New GDL"), having as its territory all of Genesee County except the territory within the City of Flint, is established effective as of this Agreement becoming effective. If New GDL is established: 1) GDL, by virtue of approving this Agreement, assigns to the New GDL all its assets and contracts and agrees that the New GDL shall be the successor in interest to GDL on all matters, including but not limited to rights to income and interests in grant applications and grants; 2) New GDL may operate under the name "Genesee District Library"; 3) the district library board for New GDL will be constituted and appointed by the same bodies and for the same terms as existed with respect to GDL, and present GDL Board members otherwise qualified to serve are appointed as initial Board members of New GDL for the remainder of initial terms corresponding to the terms they were serving on the GDL Board; 4) New GDL and the district library board thereof shall have all powers and be subject to all limitations provided for in this Agreement as to GDL; 5) the other provisions of this Agreement shall apply to New GDL as if new

GDL were GDL; 6) neither subparagraph 8d, nor subparagraph 9d, however, will be applicable to the dissolution provided for in this subparagraph; 7) the Chairperson of the GDL Board is authorized to call and notice the first meeting of the New GDL Board; and 8) the GDL Board is authorized to submit this Agreement to the State Librarian on behalf of both the County and the Township.

- d. **Dissolution by Consent.** GDL may be dissolved in accordance with a substantively concurrent resolution to that effect approved by the legislative bodies of at least two-thirds of the then Participating Municipalities, provide that there are then at least two Participating Municipalities and provided that legislative bodies of both the County and the Township (to the extent those municipalities are then Participating Municipalities) are among those so concurring. Such a dissolution, for purposes of section 24 of the Act, MCL 397.194, however, shall be considered a withdrawal by each Participating Municipality, and the requirements of that section, as applicable to withdrawals, shall be met. Upon such dissolution, the lease of the Headquarters shall terminate, and all interest of GDL in the Headquarters shall revert to the County. All other net assets of GDL shall be divided among the then Participating Municipalities in proportion to the most recently established taxable values of property within their respective boundaries. Taxable value existing within multiple Participating Municipalities shall be included within the value of each such Participating Municipality in determining such valuation proportions.
- e. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
- f. **Partial Invalidity.** If any clause, provision or paragraph of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or paragraph shall not affect any of the remaining clauses, provisions or paragraphs to the extent that such remaining clauses, provisions or paragraphs are capable of being implemented substantially in accordance with their original intent.
- g. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any party to any counterpart shall be deemed a signature to and may be appended to any other counterpart.
- h. **Defined Terms.** The following terms have been defined herein on the following pages:

1955 Act .....	Page 1
Act .....	Page 1
Agreement .....	Page 1
Board .....	Page 2
County .....	Page 1
District .....	Page 2

Funds necessary for the operation of GDL .....	Page 3
GDL .....	Page 1
GM .....	Page 6
Headquarters .....	Page 3
Mandate .....	Page 1
New GDL .....	Page 4
Participating Municipalities .....	Page 1
Participating Municipality .....	Page 1
Plan .....	Page 1
Township .....	Page 1

- i. **Effective Date.** This Agreement becomes effective as soon as it has been approved by the County, the Township, the Board and the State Librarian. The Board, for purposes of this approval only, has reference to the Board as constituted without any membership changes which would be required upon this Agreement becoming effective. The State Librarian is the librarian described in subsection 2(l) of the Act, MCL 397.171(l). If the State Librarian has not approved this Agreement prior to 12:00 noon on June 6, 1997, any approvals of this Agreement by the County, the Township and the GDL Board shall cease to be operative.
  
- j. **Property Tax Revenues.** The Flint School District shall continue to be entitled to receive from GDL 40% of collections, if any, by GDL from taxes on taxable property through, but concluding with, collections of the 1996 taxes. [The Flint School District also is required, however, to pay GDL 40% of all remaining refund installments owed to General Motors Corporation ("GM") by GDL on account of past settlements of disputes, between GM and local units of government, respecting valuation of GM industrial facilities for purposes of property taxes. In addition, such School District also is required to bear the liability of 40% of any future tax refund to any taxpayer by GDL relating to property taxes for any of the tax years 1979 through 1996.]

IN WITNESS WHEREOF, the Participating Municipalities have approved and caused this District Library Agreement to be duly executed as of the respective dates entered below.

Witness:

Ward Chapman  
Daniel L. Harrell  
Arita R. Magee  
Edith H. Giffmon

Catherine R. Bailey  
Rebecca L. Salvati  
Lorene Kroothung  
Susan Aft

GENESEE COUNTY

Ken Hardin  
by: Ken Hardin  
its: Board of Commissioners Chairperson

And

Michael J. Can  
by: Michael J. Can  
its: CLERK  
Date: June 4, 1997

GRAND BLANC CHARTER TOWNSHIP

William F. Deland  
by: William F. Deland  
its: Supervisor

And

Lorraine A. Parker  
by: LORRAINE A. PARKER  
its: CLERK  
Date: JUNE 3, 1997

The above Agreement is approved, as of the respective dates entered below.

THE GENESEE DISTRICT  
LIBRARY BOARD

JACK R. WINEGARDEN  
by: JACK R. WINEGARDEN  
its: CHAIR  
Date: JUNE 3, 1997

State Librarian  
Date: June 4, 1997



GENESEE DISTRICT LIBRARY

BOARD OF TRUSTEES

BY-LAWS

Genesee District Library Board of Trustees  
By-laws

ARTICLE I - NAME AND PURPOSE

The name of this organization shall be the “Genesee District Library,” hereinafter referred to as the “GDL.” Pursuant to the laws of the State of Michigan including the District Library Establishment Act. MCL 397.171 et seq. (the “Act”) the Genesee District Library Board of Trustees (the “Library Board”) shall be the governing body of the Genesee District Library (the “GDL”). The purpose of the GDL shall be to provide informational, cultural, educational and recreational resources and services to the residents of Genesee County and through contract to other appropriate jurisdictions. Its duties shall be:

- Section 1. Establish and maintain a public library for the service area in Genesee County established by the First Amended and Restated District Library Organizational Plan and Agreement dated July 3, 1997 (the “District Library Agreement”).
- Section 2. Establish policies by which the GDL shall be administered.
- Section 3. Employ a Library Director who will be administratively responsible for executing the policies of the Library Board and for directing all phases of operation of the GDL.
- Section 4. Receive, invest, appropriate and approve the expenditures of all money that it shall be legally entitled to receive. Approve an annual audit conducted by a Certified Public Accountant (C.P.A.)
- Section 5. Enter contracts which affect the execution of the Library Board’s responsibilities.
- Section 6. Purchase, lease and/or erect buildings, quarters and sites and to have control of all library property subject to the limitations contained in the GDL Agreement.
- Section 7. Do all other things allowed by the Act and not limited by the GDL Agreement.

ARTICLE II - GOVERNANCE

The Library Board shall consist of eight members, four of which shall be appointed by the Genesee County Board of Commissioners and four of which shall be appointed by the Charter Township of Grand Blanc Board of Trustees.

Genesee District Library Board of Trustees  
By-laws

- Section 1. The Genesee County Board of Commissioners and the Charter Township of Grand Blanc Board of Trustees each shall appoint two members for a four-year term beginning on September 1 of odd numbered years.
- Section 2. Library Board members shall continue to serve until they resign, are re-appointed, or until their replacements are appointed.
- Section 3. Library Board members shall attend all regular and special board meetings and/or notify the Director or Chairperson of their absence. If a Board member has three consecutive absences from regular or special board meetings, the appointing Board (either the Genesee County Board of Commissioners or the Charter Township of Grand Blanc Board of Trustees), shall be notified, by the Library Board, of the Board member's violation of the By-laws and a request may be made to withdraw the appointment and appoint another individual.
- Section 4. The Library Director is a non-voting, ex-officio member of the Board.
- Section 5. No member of the Board shall be financially interested, directly or indirectly, in any contract, sale or transaction that comes before the Board for approval or other official action that pertains to the Library.

ARTICLE III - OFFICERS AND DUTIES

At the September meeting the Board shall elect one of its members to each of the following offices for a one-year term:

- a) Chairperson- who shall preside at the meetings of the Board, when present.
- b) Vice Chairperson – who shall perform the duties of the Chairperson in the absence of the Chairperson
- c) Treasurer – who shall also be the Chairperson of the Finance Committee
- d) Secretary – who shall assure the maintenance of a true and accurate record and account of all Library Board proceedings.

Officers will be installed immediately after their election and will hold the office until their successors are elected and installed. Officers may succeed themselves in office. Upon the resignation of a Library Board Officer or inability to fulfill the duties of an officer, the Library Board shall elect an Officer to fill the unexpired term of that Board Officer.

Genesee District Library Board of Trustees  
By-laws

- Section 1. The Chairperson, when present, shall:
- a) Preside at all meetings of the Board
  - b) Appoint all standing and ad hoc committees
  - c) Generally, perform the duties of presiding officer
  - d) Represent the Library Board at all official functions necessitating a Library Board representative
- Section 2. The Vice Chairperson shall:
- a) Perform such functions as may be assigned by the Chairperson
  - b) Perform all functions of the Chairperson in his/ her absence or disability.
- Section 3. The Treasurer shall:
- a) Be the Chairperson of the Finance Committee.
  - b) Assure the receipt, investment, payment and audit of all funds which the Library Board is legally entitled to receive and expend. The Treasurer shall not have the authority to personally invest any GDL funds.
  - c) Along with the Finance Committee and Library Administration will review the performance of investments or banking institutions and report their findings to the GDL Board.
- Section 4. The Secretary shall:
- a) Record and properly file, in permanent form, complete proceedings of each Board meeting and other Board proceedings. This responsibility may be discharged with the assistance of appropriate library personnel.
  - b) Send a copy of such proceedings to each Board member [rior to the subsequent meeting. This responsibility may be discharged with the assistance of appropriate library personnel.
  - c) Transmit all official correspondence of the Library Board through the Library Director or his/her designate.

ARTICLE IV- COMMITTEES

- Section 1. The committees of the Library Board shall consist of two standing committees: Personnel/Policy and Finance.
- Section 2. As follows, all committees of the Library Board shall consist of no more than three Library Board members. Except as otherwise provided herein, a committee shall convene on the call of its Chairperson. A majority of the

## Genesee District Library Board of Trustees

### By-laws

members of the committee present shall constitute a quorum for transaction of business at any meeting of the committee. The members and Chairperson of each standing committee herein provided shall be nominated by the Library Board Chairperson, and approved by the Library Board, at the annual meeting of the Library Board, or as needed. The vote of a majority of the members of a committee present at a meeting at which a quorum is present shall constitute the action of the committee. The following standing committees shall have the powers and responsibilities as prescribed.

- a. Personnel/ Policy Committee – The committee shall review periodically current and long-range personnel requirements for the effective administration of the Library’s programs and periodically review all policies of the GDL and any additions and make appropriate recommendations to the Library Board with respect thereto.
- b. Finance Committee – The committee shall review the budgets and accounts and make appropriate recommendations to the Library Board with respect thereto.

Section 3. The Library Board Chairperson may serve as an Ex-Officio member of all Library Board committees. The Library Director or his/her designee may serve as a resource person to all Library Board committees and shall attend committee meetings as requested.

Section 4. Ad hoc Committees of the Library Board shall be appointed by the Library Board Chairperson and shall exist until their specified purpose is completed. Library Board approval of all members of all committees shall be required.

Section 5. All committee meetings will be held as public meetings unless meeting in a closed session is allowed under the Open Meetings Act MCL 15.21 et seq. All Library Board members will receive notification of committee meetings.

## ARTICLE V - MEETINGS

Section 1. A regular meeting of the Library Board shall be held every other month on the third Monday at 5:30 p.m. If the dates and times are changed, the media and others will be notified in a timely fashion.

## Genesee District Library Board of Trustees

### By-laws

- Section 2. An agenda for meetings shall be established by the Library Board Chairperson and the Library Director and shall be provided to all Library Board members at least five days before the meeting.
- Section 3. Public comments will be limited to 5 minutes per person or group and 30 minutes per subject, if possible.
- Section 4. Special meetings of the Library Board may be called by the Chairperson or upon written request of four members to the presiding officer with a copy to the Director for the transaction of business stated in the call of the meeting. A notice of all special meetings shall be posted at GDL Headquarters.
- Section 5. Library Board members and Genesee County media shall be notified by the Library Director at least five days before all meetings.
- Section 6. Telephone conference calls among board members, if a quorum of the board members are participating in such a call, must conform to the standards specified in the Michigan Open Meetings Act (Act 267 of 1976). Additionally, Members of the Board may participate in Board meetings via conference calls under the following conditions:
- The member notifies the Director or designee prior to 3pm (EST) the day of the meeting.
  - The member has teleconferenced in to less than three meetings in a calendar year.
  - Participation is conducted using a device that allows all parties involved to hear each other.
  - The meeting is properly noticed

Teleconferencing participation in closed sessions is not allowed.

## ARTICLE VI – QUORUM AND RESOLUTION ADOPTION

- Section 1. A quorum for the transaction of Library Board business shall consist of five members of the Library Board.
- Section 2. Adoption of all resolutions and business shall require the affirmative vote of five members of the Library Board.
- Section 3. Telephone Conference calls among members of a governmental body within the definition of “meeting” are subject to the Michigan Open Meetings Act and ARTICLE VII, Section 6 of this document.

Genesee District Library Board of Trustees  
By-laws

ARTICLE VII – ORDER OF BUSINESS FOR REGULAR MEETINGS

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Approval of Consent Agenda:  
Minutes  
  
Financial Reports  
  
Correspondence
- E. Board Development
- F. Board Reports
- G. Library Reports
- H. Unfinished Business
- I. New Business
- J. Board Comments or Requests for Information
- K. Adjournment

ARTICLE VIII – BOARD DEVELOPMENT

The GDL Board is committed to the ongoing development and education of its members to ensure effective governance and oversight.

- Section 1. Upon appointment, new Board members will undergo an orientation program, facilitated by the GDL Director, designed to familiarize them with the GDL's mission, governance structure, policies, and procedures. Orientation will include, but is not limited to:
- a) Review of the Library's strategic plan and key policies.
  - b) Introduction to financial and operational reports.

Genesee District Library Board of Trustees  
By-laws

Section 2. Board members are encouraged to participate in professional development activities that support their roles and responsibilities. The American Library Association (ALA) and the Michigan Library Association (MLA) offer webinars and other recorded materials to assist Board members in their personal development. Board members are expected at a minimum to participate in MLA Trustee Training 101 and 102 via webinars or on-demand videos. The GDL will allocate a budget for Board development, which may cover:

- a) Registration fees for relevant conferences or training programs
- b) Expenses for travel related to professional development activities

Section 3. The Board will regularly review videos and other ongoing learning materials that reflect best practices and emerging trends in library management. Members are expected to stay informed about developments in the library field via ongoing learning materials available through the ALA and MLA, among other resources, and incorporate this knowledge into their practices.

#### ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. Rules contained in Robert Rules of Order, latest edition, shall govern the proceedings of the Library Board in all cases not inconsistent with these By-laws or Michigan Compiled Laws.

#### ARTICLE X - AMENDMENTS

Section 1. These By-laws may be amended at any meeting of the Library Board provided the amendment was stated in the call for the meeting, and the text of the amendment was mailed to all Library Board members at least seven (7) days before the meeting.

Section 2. All amendments to these By-laws must be approved by a quorum of the Library Board as set forth in these By-laws.



Genesee District Library Board of Trustees  
By-laws

Adopted: February 20, 1980

Revised: October 20, 1982; January 27, 1986; November 29, 1989; September 21, 1992;  
November 21, 2005; April 18, 2011; September 17, 2018; November 18, 2019;  
November 11, 2024