

Table of Contents

BYLAWS	1
CAPITAL ASSET POLICY	5
CHILDREN AND VULNERABLE ADULTS IN THE LIBRARY POLICY	7
CIRCULATION POLICY	10
COMPUTER AND INTERNET USE POLICY	14
CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS	19
CREDIT CARD POLICY	22
DISPLAY SPACES AND BULLETIN BOARD POLICY	24
ELECTRONIC COMMUNICATIONS POLICY	26
ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS POLICY	27
EMERGENCY MANAGEMENT POLICY	29
FOIA	36
INVESTMENT POLICY	41
MATERIAL SELECTION POLICY	45
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS	48
PATRON BEHAVIOR POLICY	50
PATRON SOCIAL MEDIA POLICY	56
PROGRAMMING POLICY	58
PUBLIC LIBRARY PURCHASING POLICY	60
PUBLIC RELATIONS / MEDIA / PHOTOGRAPHY POLICY	62
RECORD RETENTION POLICY	64
SURPLUS EQUIPMENT OR ITEMS POLICY	66
TRAVEL REIMBURSEMENT POLICY	67

ATHENS COMMUNITY LIBRARY POLICIES

BYLAWS

ARTICLE I – Establishment and Purpose of Bylaws

Section 1. Name. The Athens Community Library was established by virtue of the provisions of the City, Village and Township Libraries Act, 1877 PA 164, (“PA 164”).

Section 2. Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

ARTICLE II – Membership

Section 1. Board. The Board shall consist of six (6) Members elected pursuant to the requirements of PA 164. All six (6) members shall be elected for four (4) year terms. Unless otherwise provided in PA 164, a Board Member shall hold office until a successor is elected and qualified.

Section 2. Vacancies. The office of a Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under Section 10 of Article V of the State Constitution of 1963, or, ceases to be a qualified elector of Athens Charter Township. In the event of a vacancy, the Township Board in agreeance with the Library Board shall appoint a qualified person to hold the vacant office until the next general November election.

Section 3. Individual Authority. Board Members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 4. Attendance. Election to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and represent the patrons of the Library. Attendance at Library Board meetings is critical to fulfilling this responsibility. A Board Member who cannot attend a meeting bears the responsibility of notifying the President and Director concerning this absence.

ARTICLE III – Powers of the Board of Trustees

Section 1. Authority. The Library Board may exercise any and all of the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing April 1 and ending the following March 31. The Library Board shall prepare and make available an annual budget.

Section 3. Audit. The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the Township’s funds generally.

Section 5. Millage Certification. The Board shall certify to the Township Clerk and Township Supervisor on or before the first Monday of September in each year the amount of money necessary for the support and maintenance of the Library for the ensuing year not exceeding the authorized millage rate.

ARTICLE IV – Officers

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Term. The officers shall be elected for a term of two (2) years at the annual meeting in March of each year. An officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V – Duties of the Officers

Section 1. President. The President shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties of a presiding officer. The Board President shall also review and prepare the agenda. The President also has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by the Board or as provided by law.

Section 2. Vice President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the Township Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI – Meetings

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held at the dates and times to be set by the Board at the last meeting of the calendar year. Within ten (10) days following the meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the March regular meeting, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two (2) Trustees, provided eighteen (18) hours of notice, in the format and

manner as provided by the Michigan Open Meetings Act, is given of the time, place and purpose for which such meeting is called. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The proposed agenda shall be distributed by the Secretary to all members. The following items will constitute the agenda for regular meetings.

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Financial report, including approval of bills
- Library Director's report
- Committee reports
- Old business
- New business
- Adjournment

Section 5. Quorum. A quorum for the transaction of business shall consist of one more than half of Library Board members appointed or elected and serving.

Section 6. Board Action. Any Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 7. Minutes. Minutes of all meetings of the Board are required to be kept and must contain at least the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken. Minutes of the public meetings are subject to the following rules regarding public inspection:

- A. Proposed minutes must be available for public inspection not more than eight (8) business days following the meeting which is the subject of the minutes.
- B. Approved minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

ARTICLE VII – Committees

Section 1. Committee Appointments. All committees of the Library shall be appointed by the Library Board and given the power and authority granted by the Library Board. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Purposes. The Library may have committees as follows:

- A. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Library Board. The Library Board shall provide specific purposes and duties of the ad hoc committee and shall state whether the committee is purely advisory.
- B. The standing committees of the Library Board shall have at least two (2) board members but at all times shall consist of less than a quorum of the Library Board. Committees shall convene on the call of its President or Library Director and, when ready or requested by the President, report their findings at a regular or special Library Board meeting.

ARTICLE VIII – Library Director

Section 1. Appointment of Director. The Library Director shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board on or before its regular March meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. Meeting Attendance. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

ARTICLE IX – Amendments

These Bylaws may be amended at any regular meeting of the Board by 2/3 majority vote of all members elected or appointed and serving, provided that notice of the amendment and a copy of the proposed amendment was provided to all members of the Library Board at least ten (10) days prior to the meeting at which the bylaw is proposed to be amended.

87194:00001:6750602-1
Adopted 1/30/2023

CAPITAL ASSET POLICY

Effective date: January 30, 2023

I. PURPOSE

The Athens Township Library (the “Library”) establishes this policy to provide accountability and to safeguard its capital assets. The Library shall maintain a capital asset system. Information within the system shall be sufficient to permit the following:

- A. Identification and management of assets; and
- B. Generation of year-end financial statements in accordance with generally accepted accounting principals (“GAP”).

II. DEFINITIONS

- A. *Capital Assets.* Capital Assets are defined as those tangible assets of the Athens Township Library with an estimated useful life in excess of one accounting period (one year) and an initial cost equal to or exceeding the categories capitalization threshold, defined below. The Capital Asset’s historic cost or estimated historic cost will be carried on the balance sheet of the Library until the asset is retired below.
- B. *Controlled Assets.* Controlled Assets are defined as tangible assets with an estimated useful life in excess of one accounting period (one year) and an initial cost of less than \$5,000.00. The controlled asset’s historic cost or estimated historic cost is displayed as an expense of the Library in the year the asset is acquired.
- C. *General Assets.* General Assets within the context of this policy includes both Capital Assets and Controlled Assets.
- D. *Literary Inventory.* Books, magazines, manuscripts, electronic, or recorded materials.
- E. *Historical Costs.* The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.

III. Management Responsibilities

The Library Director shall be responsible for the Library’s assets and ensuring control of assets and compliance with the Library’s purpose. The Director shall be responsible for determining what assets should be controlled.

IV. ASSETS

The General Assets of the Athens Township Library are classified as follows:

<u>Category</u>	<u>Threshold</u>
Moveable Assets (other than books)	\$1,000.00
Literary Inventory	Collective

- A. *Improvements to Assets (Other than Land).* The cost of improvements or renovations to existing buildings, furniture and equipment, or improvements other than buildings will be capitalized only if the result of the change meets the following conditions:

1. The total cost exceeds \$5,000.

- 2. The asset's useful life is extended two or more years.
 - 3. The improvement or renovation is more extensive than normal repairs and maintenance.
- B. *Literary Inventory.* Library Collections are acquired, transferred, and disposed of according to library policy. The aggregate of all Literary Inventory with a useful life of more than one year, regardless of original cost, will be considered a Capital Asset.

V. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording capital assets of the library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence. An asset register shall be maintained by the Library Director to provide a detailed record of the capital assets of the library. With the implementation of GASB 34, depreciation is recorded for capital assets using straight-line depreciation over the useful life of the asset. Useful life is defined for each asset class as follows:

Category	Useful Life
Appliances	10-15 years
Furniture and Fixtures	7-10 years
Large Electronics and Large Equipment	10-20 years
Computers/Small Electronics/Small Equipment	5 years
Vehicles	5 years

VI. Safeguarding of Assets

Accounting controls must be designed and implemented to provide reasonable assurances of the following:

- A. *Detailed Records.* Adequate detailed records are maintained to assure accountability for library-owned assets.
- B. *Comparison.* The recorded accountability for assets is compared with the existing assets at least every two years, with appropriate action taken with respect to any differences.

84828:00001:4805042-1
Adopted 1/30/2023

CHILDREN AND VULNERABLE ADULTS IN THE LIBRARY

POLICY

I. Purpose

Children and vulnerable adults are welcome and encouraged to use the Athens Community Library (“Library”) at all times. The Library desires to make each visit an important one. The Athens Community Library Board (“Library Board”) adopts the following Children and Vulnerable Adults in the Library Policy (“Policy”) with regard to children and vulnerable adults at the Library.

II. Definitions

- A. “Child” means a minor under the age of 18.
- B. “Vulnerable Adult” means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. “Responsible Caregiver” is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 18 years old.

III. Rules and Regulations Regarding Children

- A. All patrons, including children, are expected to comply with the Library’s policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library.
- C. Library Staff will not be expected to supervise or monitor children’s behavior.
- D. Children under the age of 13 must be attended by a parent, guardian, or Responsible Caregiver. The parent, guardian, or Responsible Caregiver shall remain in the Library at all times. If a child under the age of 13 is attending a Library-sponsored program on the premises, the parent, a guardian, or Responsible Caregiver is to remain on the premises for the duration of the program.
- E. Children of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care shall be attended by a parent, guardian, or Responsible Caregiver at all times.
- F. Children ages 8 and under must be within the visual contact of a parent, guardian, or Responsible Caregiver at all times, including during programs and visits to the restroom. Children 5 and under may not be left in the Children’s Area alone.
- G. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least fifteen minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.

- I. Children 13 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

III. Rules and Regulations Regarding Vulnerable Adults

- A. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- D. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.
- E. We request that all vulnerable adults be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- F. Vulnerable adults must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

IV. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult

- A. Library staff will attempt to contact a parent, legal guardian, or Responsible Caregiver when:
 - 1. The health or safety of an unattended child or vulnerable adult is in doubt;
 - 2. A child or vulnerable adult is frightened while alone at the Library;
 - 3. The behavior of an unattended child or vulnerable adult violates Library policy.
 - 4. The unattended child 13 years of age or younger or vulnerable adult has not been met by a parent, legal guardian, custodian, or Responsible Caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation. A child is considered unattended at closing time if the child is under the age of 14 or a child of any age needs assistance procuring transportation.
 - B. If a parent, legal guardian, or Responsible Caregiver cannot be reached within 15 minutes after closing, fails to arrive within a reasonable time after being contacted, or arrives 30 minutes or more after the Library closes, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
 - C. If the parent, legal guardian, Responsible Caregiver can be reached within 10 minutes after closing and arrives in a reasonable time, the staff member shall
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explain the Library's policy and provide a copy of this Policy.

- D. A Library staff member shall remain with the unattended child or vulnerable adult until the Responsible Caregiver or law enforcement arrives.

V. Violation; Enforcement; Appeal

The Library Director or the Library Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs for violations this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Even if the police have been called to intervene, the Library may still take action to suspend privilege for violations as follows:
 - 1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - 2. Subsequent Violations: The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Reinstatement. If requested by the Director, the patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.
- D. Right of Appeal. Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within 14 business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

84070:00001:6488123-1
Adopted 1/30/2023

CIRCULATION POLICY

I. Eligibility for a Library Card at the Athens Community Library

- A. Full Access – District residents and NHBP residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to Athens Township (“Library Residents”) is eligible for a Library Card from the Athens Community Library (“Library”). Members of the NHBP are eligible for a Library Card from the Athens Community Library as the NHBP PILT Funds support the operations of the library. Library Residents are entitled to all Library services provided by the Library.
- B. Full Access – Non-Resident. Individuals who are not Library Residents may purchase a Library Card for \$10.00 per individual or \$30.00 per household for those residing at the same address. Non-Resident Cards are valid for one (1) year from the date of purchase and non-resident cardholders are entitled to all Library services provided by the Library.

II. Receiving a Library Card

- A. Application; Proof of Residency. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. Applications will be accepted up to 30 minutes before closing. To obtain a Library Card, applicants (or parents or guardians of minors under 18 years of age) must provide a valid photo ID with the current address on it, such as a driver’s license, NHBP ID, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide documentation of taxpayer or business owner status. Guardians must show proof of guardianship to apply of a Library Card on behalf of the minor.
- B. Signing Application; Acknowledge Policies. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time.
- C. Term of Card. Library Resident Library Cards are valid for a period of three (3) years. Non-Resident Library Cards are valid for one (1) year.
- C. Renewal. Cards will be renewed at the Circulation Desk after identification (picture ID), current address and telephone number have been verified for accuracy and all fines and fees have been paid. Borrower records are removed from the system six months from the expiration date if not renewed.
- D. Minors. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for or renewing a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.

- E. Library Cards must be presented at checkout and patrons are responsible for maintaining control over their cards. Library cards are non-transferable and the cardholder is responsible for all fines or fees for materials checked out using the card. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.
- F. Patrons may receive a replacement card for a cost of \$2.00.

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. Athens Community Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If the Library does not own a book a patron wants, they may request it from another library participating in MelCat. Once it has been successfully requested, the item will be sent to the Library where it will be processed, and the patron will be notified they can pick up their item. Library cardholders are financially responsible to pay fines and fees related to loss or damage of a MelCat item.

IV. Reserving and Reserved Material

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. DVDs will be held for the patron for three (3) days and books and other Library materials will be held for fourteen (14) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may be checked out by another patron physically at the Library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

IV. Lost and Damaged Material

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement costs and accrued overdue fees. The Library Director shall determine what the list price is for the material and notify the patron of the amount due. Overdue fines shall be assessed until the material is returned or the lost material has been paid for by the patron. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued. However, if the material has already been replaced by the Library, the patron must pay the replacement fee and may keep the item.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee of \$2.00 per item. If the material is an audiobook, the Library staff has the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The

Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods

Items are loaned out according to the following schedule. The Library also limits the number of items checked out at one time and the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, reference items and genealogy materials are non-circulating.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
New Books	2 weeks	10 items	Three (3) additional two (2) week renewals
All Books Except New Books	2 weeks	10 items	Three (3) additional two (2) week renewals
Magazines	2 weeks	10 items	Three (3) additional two (2) week renewals
Audio Books and CDs	2 weeks	10 items	Three (3) additional two (2) week renewals

VI. Overdue Charges

A. The Library’s overdue charges are identified in the chart below:

Material	Overdue Charges	Maximum Overdue	Replacement Cost
Books, paperbacks, media kits, Audio Books and CDs	\$.10 per day per item	\$2.50	Cost or \$20.00
Small paperbacks (4x6.5”)	\$.10 per day per item	\$2.50	Cost or \$10.00
Magazines	\$.10 per day per item	\$2.50	\$3.00
DVDs (excluding multi-disc television show sets)	\$.50 per day per item	\$2.50	Cost of \$20.00
Launchpads	No overdue fee	n/a	Cost or \$120.00
IR Books & Headsets	\$1.00 per day	\$10.00	Cost or \$50.00
Vox Books or Wonderbooks	\$1.00 per day	\$10.00	Cost or \$50.00

- B. The Library is not required to provide notice of overdue material or fines. The Patron is responsible for the fines and fees and the return of material.
- D. When a patron has accumulated fines greater than \$5.00 or has three or more overdue items, the patron shall be considered delinquent. This includes cards for which the patron is the only person identified on the card and cards in which the patron has agreed to be liable for payment for or return of the materials checked out on that card.
- E. The Library reserves the right to turn over any delinquent account to a collection agency and the patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- F. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.

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Adopted 12/19/22

COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet.

- A. Internet Access. The Athens Community Library (“Library”) provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Internet Users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. The Library provides a home site on its public computers pointing to a variety of quality Internet sites. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library’s mission, selection criteria and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the Library’s connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Users shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User’s disks, data or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting.

- A. Respect Others. Because Library patrons are of all ages, backgrounds and sensibilities are using the computers, Library Internet Users are asked to be sensitive to other’s values and beliefs when accessing potentially controversial information and images
- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, accounts, and communications are vulnerable to unauthorized access and use. Users should be cautious about using the public computers or public Internet

Access for sensitive, private or valuable information or transactions because safety from unauthorized access and use cannot be guaranteed. The Library is not responsible for any damages or loss that results from unauthorized access or use of User's files, accounts, communications or similar documents.

III. Internet Use by Minors – Patrons Under 18 Years of Age, 2000 PA 212.

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Patrons Under 18 years of Age. Patrons under 18 years of age wishing to access the Library's Internet must have an internet consent form signed by a parent or guardian. Parents or guardians are responsible for monitoring the use of the minor's Internet use. Michigan law prohibits minors from accessing obscene matter or sexually explicit matter that is harmful to minors. As a result, Library staff will also monitor use by minors less than 18 years of age.

IV. Procedure for Use.

- A. Reservation/Time Limits.
 - 1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
 - 2. Patrons should only use their first name and the time when signing in.
 - 3. The User must show a library card in good standing.
 - 4. The User may sign up to use the Internet station for periods of only one (1) hour at a time up to five (5) times per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30 minute increments until another User signs up to use the terminal.
 - 5. A waiting list will be created at the Circulation Desk of all computers that are in use.
 - 6. Users must sign out by noting the sign out time by their name when they leave the computer terminal.
- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.
- C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.
- D. Reimbursement for Printing. The User shall reimburse the Library 25 cents a page for black and white printing or 30 cents for double sided black and white printing and 50 cents a page for color printing or 60 cents for double sided color printing. Students and educators may receive the first five pages free. Users printing resumes will receive five copies free. Users utilizing faxes service will reimburse the Library \$1 per page to send and 25 cents per page to receive.

V. Acceptable Use

All Users of the Library's Internet connection and terminals are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and terminals shall be used in a lawful manner. The Library's Internet and terminals cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit materials or any other materials deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Payment for Printing. Users must reimburse the Library for printing costs.
- H. Personal Software Prohibited. Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. Users shall also refrain from downloading/uploading files to/from the Library's computers.
- I. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration, or any other configuration of any Library computer terminal without authorization.
- J. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- K. Terminal Use. No more than two (2) Users may sit at a terminal. No person may stand behind another person while using a terminal. Upon request, a Library staff member may approve or allow additional Users at a terminal.

- L. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- M. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.
- N. Purposes; Prohibited Uses. The Library's Internet resources should be used for educational, informational, and recreational purposes only. The Library's Internet Access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

VI. Violations of Internet Use Policy.

The Library Director or his/her designee may restrict access to Library facilities by (1) terminating or limiting computer, Internet Access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the Library Property for the day. If he or she refuses, police may be called.
 - 2. *Subsequent Violations.* The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations That Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other materials deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - 1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report

shall specify the nature of the violation.

2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.
- E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet Access service may be subject to civil or criminal prosecution.

VII. Right of Appeal.

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final

VIII. Staff Assistance.

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

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Adopted: 12/19/2022

CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS

I. Policy; Library Records

It is the policy of the Athens Community Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by

law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.

2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.

3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with

only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. Disclosures Regarding Alleged Crimes in this Library. The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

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Approved 2/27/2023

CREDIT CARD POLICY

I. Purpose

It is the policy of the Athens Township Public Library (“Library”) to allow the Library Director access to efficient and alternative means of payment for approved expenses that fall within the parameters of the approved fiscal year budget, which will improve managerial reporting to related credit card purchases and will improve efficiency and reduce the cost of payables processing.

II. Policies

1. Athens Community Library credit cards will be issued to the Library Director only in the name of the Library.
2. Credit cards will be used only for business purposes and shall have a limit of no more than \$5,000 per month at the financial institution chosen by the Library Board. Personal purchases of any type are not allowed. If the card is used for purchases or for purchases of any other entity the Library is entitled to reimbursement from the Library Director.
3. Cardholders are required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary actions.
4. The credit card statement balance will be paid in full if the payment is due before the next schedule board meeting. The statement will be reviewed at the next scheduled board meeting.

III. Procedures

1. Detailed receipts must be retained so they may be attached to the monthly credit card statement
2. All receipts must be initialed by card holder at the time they are submitted to the Township Treasurer/Clerk

Athens Community Library Cardholder Agreement

I, _____, hereby acknowledge receipt of the Athens Community Library credit card: _____ / _____ issued by the following
Type of Card Last 4 Digits

financial institution: _____.

I understand that improper use of this card may result in disciplinary action as outlined in the policies portion of the agreement, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Library and that the Library will be liable for all charges made to this card.

I will strive to obtain the best value for the Library when purchasing merchandise and/or services with this card.

As a holder of the Library card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the

Township Treasurer or Clerk upon demand, during the period of my employment. I understand that the card is not to be used for personal purchases. If the card is used for purchases or for purchases of any other entity, the Library is entitled to reimbursement from me of such purchases. The Library/Township is entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and/or reasonable attorney fees.

Library Director/Cardholder Signature _____ Date _____

Township Clerk/Treasurer Signature _____ Date _____

Approved May 22, 2023

DISPLAY SPACES AND BULLETIN BOARD POLICY

The Athens Community Library (“Library”) provides space for displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Display Spaces and Bulletin Boards may also be used for Library purposes such as to display materials from the Library’s collection, or to publicize Library services, collections, or activities. Thus, this Display Spaces and Bulletin Board Policy (“Policy”) does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. General Requirements:

- A. Display Spaces. The Display Spaces are limited to the following (“Display Spaces”):
 1. Cork Boards and Plastic Wall Files in Ramp Entry Way
 2. Other areas as designated by Library Director.
- B. Bulletin Boards. Bulletin Board space is also limited to the following areas (“Bulletin Boards”):
 1. Cork Boards and Plastic Wall Files in Ramp Entry Way
 2. Other areas as designated by Library Director.
- C. Nature of Display. Display Spaces and Bulletin Boards shall be used for displays or postings of an educational, cultural, intellectual, charitable, or recreational nature. Commercial displays, postings, or exhibits, including the display or posting of any items for sale, is prohibited.
- D. Accessible to All Patrons. All pre-approved Display Spaces and Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- E. Availability. Display Spaces and Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. However, no person or organization may use the space for more than four (4) weeks any calendar year.
- F. No Endorsement. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits, displays or postings.

II. Display and Bulletin Board Spaces:

- A. Right of Removal. The Library reserves the right to remove any item from a Display Space if the exhibition is a possible safety hazard, is too large for the Display Space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization. The Library reserves the right to remove any exhibit or display upon reasonable notice if the Library needs the Display Space for Library purposes.
- B. Display Guidelines.
 1. No Liability. All materials are displayed at the Exhibitor’s own risk. The Library is not responsible for any damage, defacement or removal of the Exhibitor’s material. Exhibitors shall understand that the Display Spaces are not locked or secure. The Exhibitor shall sign a release of liability. The Exhibitor shall be responsible for any insurance coverage of the materials in the Display Space.

2. *Notice Required.* A notice shall be posted with each exhibit or display stating that: “The material within the exhibit is the presentation of [the Exhibitor]. The Athens Community Library does not advocate or endorse the viewpoints of exhibits and Exhibitors.”
 3. *Name and Contact Information.* The Exhibitor may be identified by name within the exhibit or display. The Exhibitor may also include contact information.
 4. *Installation.* The Exhibitor is responsible for installing and labeling the exhibit or display. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval. Library staff will not assist with the set-up or.
 5. *Removal.* The Exhibitor shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee. Library staff will not assist with removal. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date.
 6. *No Fees or Pricing.* Exhibitors may not charge an admission fee or request donations. The Exhibitor’s may not affix any prices or sell any items at the Library.
 7. *Responsibility for Damage.* Damages to the premises, equipment or furnishings as a result of the Exhibitor’s use will be charged to the Exhibitor.
- C. *Nature of Materials.* Materials posted are limited to postings that are educational, cultural, intellectual, charitable or recreational nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D. *Limit on Notices.* There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E. *No Violation of Law.* Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

III. Right of Appeal

Any person or organization aggrieved by the Director or designee’s decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Athens Community Library Board (“Library Board”). Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

ELECTRONIC COMMUNICATIONS POLICY

1. Purpose

The Open Meetings Act (“OMA”) requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the OMA. With advancements in technology and the availability of the Internet, Athens Community Library desires to ensure all electronic communications comply with existing law. Further, the Freedom of Information Act governs “public records,” which may include e-mails. Therefore, the Library has a health, safety, and welfare interest in making sure public records are properly retained.

2. Procedure – Library Board Members or Members of Other Public Body

- A. Members of the Library Board or other “public body” as defined by the OMA shall not discuss, deliberate towards, or render a decision on a public policy with a quorum of the public body to which they are members by e-mail, text, skype, chat rooms or other electronic means.
- B. Only the President or the Director is authorized to contact a quorum of the public body by e-mail. Such e-mails shall only be for the purpose of distributing information to other members of the public body. The Library President or Director shall designate such e-mails as “For Distribution Only.”
- C. Upon receipt of information designated “For Distribution Only,” the members of the public body shall not “reply to all” or reply to a quorum of other members of that public body. Any questions or comments shall be directed towards the President or Director who sent the e-mail.

3. Regulations Relating to all Library Officials and Employees

- A. Officials or employees may be provided by the Library with a “Library” e-mail account. If so, then the official or employee shall use only that account for any Library business. If the Library has provided a Library official or employee with a “Library” e-mail account, the official or employee shall provide full access to that account upon leaving office or employment with the Library and shall no longer have access to the account after leaving office or employment with the Library.
- B. E-mails sent and received by public officials may be subject to the Freedom of Information Act (“FOIA”). Each member official or employee should provide a copy of the electronic communication to the Director that is a public record, as defined by the FOIA, and required to be retained by the Library pursuant to the Library’s record retention policy, regardless of what e-mail account was used to send or receive the public record.
- C. Any employee or official should keep in mind that e-mails may be disclosed pursuant to the FOIA, and employees and officials should not place any information in an e-mail that he or she would not include in other forms of written correspondence.

ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS POLICY

I. Purpose.

The purpose of the Electronic Transactions of Public Funds Policy (“Policy”) is to authorize and regulate electronic transactions of public funds involving the Athens Community Library (“Library”) and to provide for the powers and duties of certain Library officials.

II. Definitions.

- A. “Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.
- B. “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.
- C. “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearing house.
- D. “Electronic Transactions Officer” or “ETO” means the person designated by the Library to have the authority granted under this Policy.
- E. “Treasurer” shall mean the Athens Community Library Treasurer.

III. Responsibility for ACH Agreements.

- A. The Library designates the Library Director as the ETO.
- B. The Library Director is responsible for the Library’s ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- C. The Library Director shall submit to the Library Board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Library’s electronic general ledger software system or in a separate report to the Library Board as created by the Township Treasurer.

IV. Internal Accounting Controls to Monitor Use of ACH Transactions.

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

- A. The Township Treasurer shall prepare a list of vendors authorized to be paid by an ACH transaction and provide that list to the Library Board.
- B. The Director initiates the transaction upon receipt of an invoice from a vendor on the authorized ACH list identified in Section IV.A. above.
- C. The Director presents the invoices, a list of bills for payment, and a separate list of the electronic payments for Library Board approval. The Library Board shall approve all ACH invoices before payment.

- D. Following Library Board approval, the Director signs the ACH invoice, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.
- E. The Township Treasurer shall retain all ACH transaction documents for audit purposes.
- G. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Township Treasurer shall obtain the amount of the deposit and shall provide notification to the Clerk for General Ledger accounting.

V. ACH Not Subject to Revised Municipal Finance Act.

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

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EMERGENCY MANAGEMENT POLICY

I. Purpose

The purpose of this Policy is to address emergency issues that may arise in the operation of the Athens Community Library (“Library”). This Policy addresses medical emergencies, weather, and other safety emergencies.

II. Weather Emergencies

A. Tornado

1. *Tornado Watch*: If there is a tornado watch in effect, the Library is not required to take any action. However, the Library Director or his/her designee shall listen to the weather radio and monitor any change in conditions until the watch has ended.
2. *Tornado Warning*: If there is a warning or the sirens are activated, Library staff members must advise patrons to seek shelter. In our current building the safest place would be in the hallway without windows and the bathrooms. Library staff must be sure that all patrons are advised, and then seek shelter themselves. Use arms to protect head and neck. Patrons and Library staff should remain in place until the warning is over.

B. Snow and other Inclement Weather. The Library Director or his/her designee has the authority to close the Library in the event of snow or other inclement weather related closing. The decision may be based on the conditions of the roads and parking lots, the forecast and availability of Library staff to operate the library. The Library typically closes when the school district is closed with regard to weather emergencies. The Library Director shall notify the Board President and patrons at the Library and send patrons home if threatening weather is approaching. The Library Director shall notify patrons if it is not safe to leave the Library. A sign shall be posted on the door notifying patrons of the closing.

III. Opioid Antagonist Administration

A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of any Opioid Antagonist by the Library.

B. Definitions

As used in this Section:

1. *Act*. The “Act” shall mean the Administration of Opioid Antagonist Act, 2019 PA 39.
2. *Employee or Agent*. “Employee or Agent” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
3. *Gross Negligence*. “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
4. *Opioid Antagonist*. “Opioid Antagonist” means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.

5. *Opioid-related Overdose.* "Opioid-related Overdose" means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

C. Policy

1. *Provision of Opioid Antagonist.* As permitted by the Act, the Library shall provide and maintain on-site at the Library (including any of its branches) Opioid Antagonists to treat a case of suspected Opioid-related Overdose in the Library or on Library property.
2. *Provision of Opioid Antagonist.* The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act. The Opioid Agent shall be stored in a secure location in each branch. Such locations shall be determined by the Library Director. All Library Employees or Agents trained to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist.
3. *Distribution and Administration of Opioid Antagonist.* An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:
 - a. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
 - b. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.

- D. Training. Employees or Agents of the Library may be trained in the proper administration of an Opioid Antagonist. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an Opioid Antagonist. The Library shall attach the protocol for the administration of the Opioid Antagonist as Exhibit A to this Policy and the description of who may require the Opioid Antagonist. After the initial training, the Library Director shall determine when supplemental or additional training should occur.

E. Procurement and Storage of Opioid Antagonist

1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the Opioid Antagonist. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
2. *Supplies.* At minimum, the Library may have the following supplies:
 - a. At least two (2) kits of the Opioid Antagonist at each service desk;
 - b. Gloves;
 - c. Face mask; and,
 - d. Step-by-step instructions regarding the administration.
3. *Storage.* The following shall apply to the storage of the Opioid Antagonist:

- a. Opioid Antagonist will be clearly marked and stored in an accessible place at the discretion of the Library Director. The Library Director will ensure that all other relevant Library staff are aware of the Opioid Antagonist storage location.
- b. Opioid Antagonist will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- c. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on box.

F. Use of Opioid Antagonist

1. *911.* Any Library Employee or Agent shall call 911 immediately.
2. *Use; Protocol.* After calling 911 and if necessary in case of a suspected Opioid-related Overdose, the Library Employee or Agent may administer the Opioid Antagonist. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the Opioid Antagonist Training (see attached) to prepare and administer the Opioid Antagonist. The protocol for the administration of the Opioid Antagonist is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the Opioid Antagonist shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent that possesses or in good faith administers an Opioid Antagonist as provided by law is immune from civil liability for injuries or damages arising out of the administration of that Opioid Antagonist to an individual under the Act if the conduct does not amount to Gross Negligence that is the proximate cause of the injury or damage.
2. *Criminal Liability.* The Library and an Employee or Agent of the Library that possesses or in good faith administers an opioid antagonist is not subject to criminal prosecution for purchasing, possessing, or distributing an Opioid Antagonist under the Act or for administering an Opioid Antagonist to an individual under the Act.
3. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

IV. Emergency Requiring Automated External Defibrillator Use

- A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of an Automated External Defibrillator (“AED”) by the Library.
- B. Definitions. As used in this Section:
 1. *Act.* The “Act” shall mean The Liability of Certain Persons for Emergency Care Act, 1963 PA 17.
 2. *Employee or Agent.* “Employee or Agent” means any of the following:

- a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
- 3. *Gross Negligence.* "Gross Negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
- C. Policy. The Library shall provide and maintain on-site at the Library (including any of its branches) AEDs to treat a victim who is experiencing sudden cardiac arrest. The AED shall only be applied to a victim who is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of the AED. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an AED. The Library shall attach the protocol for the administration of the AED as Exhibit A to this Policy and the description of who may require the use of the AED. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of the AED
 - 1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the AED. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
 - 2. *State of Readiness.* The Library Director shall be responsible for the following:
 - a. Assuring that the AED is maintained in a state of readiness and documenting such maintenance.
 - b. Ensuring that the AED is registered with an EMS agency and provide any updates to the agency as needed.
 - c. Making sure that Library staff know the location of the AED.
 - d. Placing instructions next or near the AED indicating how to use the AED.
 - e. Notifying EMS whenever the AED is used.
 - f. Checking the AED for readiness after each use and as recommended by the manufacturer, whichever is earlier. This includes making sure the battery is charged, that the electrode packets are not expired, and any other maintenance recommended by the manufacturer.
 - g. Documenting all maintenance.
- F. Use of AED
 - 1. *911.* Any Library Employee or Agent shall call 911 immediately.
 - 2. *Use; Protocol.* After calling 911 and if necessary in case a person is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement, the Library Employee or Agent may administer the AED. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the AED Training (see attached) to prepare and administer the

AED. The protocol for the administration of the AED is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.

3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the AED shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent who in good faith administers an AED or instructs others to use the AED as provided by law is immune from civil liability for injuries or damages arising out of an act or omission in rendering emergency services using an AED to an individual under the Act if the conduct does not amount to Gross Negligence or willful and wanton misconduct.
2. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

V. **Bomb Threat**

If a message comes during Library hours that an explosive device is set to detonate in the building, follow these procedures:

- A. Keep Person on Phone. The person taking the message needs to keep the phone line open so the call can be traced. Be alert for clues about the caller, if possible.
- B. 911. Signal someone else to call 911.
- C. Evacuation. Direct everyone to leave the building immediately. Direct everyone to move as far away from the building as possible, but leave the driveway open for the police/fire department to arrive as quickly as possible.

VI. **Fire or Suspicious Package**

- A. 911. Call 911 immediately.
- B. Evacuation. Tell patrons to leave the building and walk as far as possible from the building, without blocking the driveway or parking lot. Room must be made for the fire trucks to arrive as quickly as possible.

VII. **Medical Emergencies**

- A. Application. The provision applies to serious injuries or potentially life-threatening medical emergencies unless otherwise specifically provided in this Policy (such as opioid and AED related emergencies).
- B. Call 911. The Library staff should call 911 for medical emergencies. The Library Director or his/her designee should use his/her judgment to call even if the patron does not want 911 to be called. Library staff should clear out of the area to allow emergency first responders to have access to the patron.

VIII. **Blood Borne Pathogens**

- A. Application. When contact with blood or other potentially infectious bodily fluids may result, all human blood and bodily fluids are to be treated as if known to be infectious or contain blood borne pathogens.
- B. Containment.
 1. *Quarantine.* If human blood, bodily fluids, or other potentially infectious materials (“Infectious Material”) are present at the Library, the Infections Material and the surrounding area must be quarantined. The Library

Director shall determine whether the presence of Infectious Material requires closing the Library.

2. *Personal Protection Equipment.* Personal protection clothing, such as gloves and masks, shall be provided and used in the cleanup and safe disposal of Infectious Material. The Library may hire a hazardous/contaminated cleanup company.
3. *Cleanup.* The Library shall follow all rules or protocols developed by the State of Michigan or local health department to address cleanup of an Infectious Material.

IX. Infectious Disease

- A. Purpose. In the event of an infectious disease outbreak, the Library will take proactive steps to protect the Library, Library staff and patrons to ensure that library services are provided.
- B. Safety Measures. During an outbreak, the Library will:
 1. *Cleaning Protocols.* The Library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
 2. *Personal Responsibility.* We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. The Library will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Symptoms may vary depending upon the infectious disease.
- C. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:
 1. Cancel or Limit Services. The Library Director may cancel or limit programs or services to ensure the safety and security of Library staff and patrons. This includes cancelling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
 2. Library Closure. The Library Director has the authority to close the Library

for up to seven (7) days during any infectious disease outbreak. The Library Board shall meet during that time to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.

3. Additional Protocols. The Library Director has the authority to establish additional protocols such as disinfecting borrowed materials before they are recirculated. The Library Director shall post notices in the Library of the additional protocols.

4. Consultation. The decision to cancel or limit services, including closing of the Library or adopting additional protocols, may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.

D. Sick Patrons Patrons who arrive at the Library with symptoms of the infectious disease outbreak may be sent home in accordance with this Policy. Only the Library Director or his/her designee shall have the authority to require a sick patron to leave the Library. Any patron may appeal the decision within ten (10) business days of the date of removal by sending a written letter to the Library Board.

X. Incident Reports

For any emergency, except a weather related emergency, the Library Director shall require an incident report to be completed.

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Adopted 1/30/2023

FOIA
WRITTEN PUBLIC SUMMARY OF THE
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Athens Community Library (“Library”) adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 106 East Burr Oak Street, Athens, MI 49011 or on the website at <https://www.athenscommunitylibrary.org>

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:
 - By mail or in person:
Athens Community Library
Attn: FOIA Coordinator
106 East Burr Oak Street
PO Box 216
Athens, MI 49011
 - By e-mail: athens_library@sbcglobal.net
- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.

- However, if the request is denied or denied in part, the Library shall provide any or all of the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person’s right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys’ fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for

benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.

- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
- For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
- The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
 - Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
 - The individual is unable to show proof of prior payment to the Library.
 - The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Waiver or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction

to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.

- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Athens Community Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys' fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requestor must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

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INVESTMENT POLICY

I. Purpose.

It is the policy of the Athens Township Public Library (“Library”) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope.

This Investment Policy (“Policy”) applies to all transactions involving the financial assets and related activity of the Library except for any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act (“Act 20”).

III. Objectives.

Funds of the Library will be invested in accordance with Act 20, as amended, and in accordance with the following objectives in order of priority:

- A. 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 capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority; Delegation of Authority.

Authority to manage the investment program is derived from state law, including Act 20, as amended, and the City, Village and Township Libraries Act 1877 PA 164. Management responsibility for the investment program is hereby delegated to the Library Board, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy. The Library Board shall communicate and provide a copy of this Policy to the Township Treasurer. No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Library Board. The Library Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after approval by the Library Board, may hire consultants, including a bookkeeper, to assist with Library investments.

V. Authorized Instruments.

In accordance with Act 20, as amended, the surplus funds of the Library may be invested as follows:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions.
 1. Certificates of deposit in accordance with all of the following conditions:
 - a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
 - e. At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
 2. Deposit accounts of a financial institution that meet all of the following conditions:
 - a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each deposit account.
 - e. On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or

insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.

- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- E. Bankers' acceptances of United States Banks.
- F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:
 - 1. The purchase of securities on a when-issued or delayed delivery basis.
 - 2. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - 3. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in 5A through 5G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

VII. Prudence

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

VIII. Reports

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict

The Treasurer shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

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Adopted 1/30/202

MATERIAL SELECTION POLICY

I. Purpose.

The purpose of Athens Community Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Athens Community Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection.

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.
Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.
- B. Responsibility for the reading material of children rests with their parents or legal

guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent a variety of points of view.

- Community needs, interest, relevance and demands
- Contemporary significance or permanent value
- Lack of bias, factual. Portrays issues sensitively
- Literary, artistic, historical, scientific, or intellectual merit
- Recommendations of reviews from professional journals or publications of national repute
- Diversity of viewpoint and availability of other information on the subject.
- Reputation, authority and qualifications of the author, illustrator, publisher, or producer
- Relation of work to existing collection
- Price, format, and ease of use
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives

VII. Gifts.

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials

which are not added to the collection will be decided by the Library.

Monetary gifts and endowments have enabled the enrichment and expansion of many library facilities and services are gratefully accepted. Monetary gifts may be organized directly through the library and can be a general donation or assigned to a specific cost (i.e. general adult books, children's books, et. al.)

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal. The Library Board may issue an additional extension if necessary in order to fully evaluate the material.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

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Adopted 12/19/2022

**REQUEST FOR RECONSIDERATION OF LIBRARY
MATERIALS**

Have you read, viewed, or listen to the entire work? (This is required) Yes No

For what age group is this work intended? _____

What do YOU believe is the theme and/or major intent of this work? _____

Have you read any professional reviews of this work? Yes No

If yes, please give the source, title, and author: _____

What is your objection to this work? Please be specific and offer page numbers. _____

In its place, what work of EQUAL LITERARY QUALITY would you recommend the library consider for purchase that would cover the same subject and/or content?

Your Signature: _____ Date: _____

Name of library staff receiving form: _____

Date received: _____

PATRON BEHAVIOR POLICY

I. Introduction

The Athens Township Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are not permitted.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library shall not remain on Library Property. This includes sleeping on Library furniture, the floor or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
 - 1. Spitting;
 - 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 - 3. Climbing on furniture;
 - 4. Using obscene or threatening language or gestures;
 - 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons’ use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental

to Library programming may be permitted if approved in advance by the Library Director.

- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
 - 1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 - 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably

expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from for items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be always worn inside the Library and on Library Property.
- U. Photography. All patrons must seek permission from the Library Director or designee before taking photos or filming at the Library, unless attending a meeting that is open to the public under the Open Meetings Act Official identification must be shown. Unattended children may not have their pictures taken.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage. or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around one (1) table.

V. Violation and Appeal Section

The Library Director or the Director's designee may restrict access to Library Property with immediate dismissal of the patron from the Library Property, by suspending the patron's access to Library Property for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a suspension of Library privileges.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the Library Property for the day. If they refuse, the police may be called.
 - 2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - 1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
 - 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or suspended (and the patron's parent or guardian if the patron is a minor) shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on

reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

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Adopted 12/19/2022

PATRON SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Athens Community Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Board has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. **Privacy**: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. **Library’s Rights**: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
3. **No Endorsement**: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. **Unauthorized Content**: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity in profile pictures.
 - Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.

- Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Any statement by a user under a false name or any falsification of identity.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person’s intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that falls into the above categories.
 - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.
5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. General Complaints.

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

**88030:00001:7082561-1
Adopted May 22, 2023**

PROGRAMMING POLICY

The Athens Community Library (“Library”) supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples’ lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

I. Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Athens Community Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to the Assistant Director, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

II. Criteria for Programs

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenter may be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

III. Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library’s Director or Assistant Director. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

IV. Non-discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

V. Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs,

attendance may be limited. For example, some children's programs may be limited based on age. Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

VI. Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

VII. Programming Concerns

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may write and submit a Request for Reconsideration letter to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

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Approved May 22, 2023

PUBLIC LIBRARY PURCHASING POLICY

This Policy is intended to clarify and expand the Library's protocol for the procurement of goods and services by the Athens Community Library consistent with the City, Village and Township Libraries Act, 1877 PA 164, and Michigan law.

I. Purchases.

All purchases of goods or services without appropriation in the current/approved budget, shall be submitted to the Athens Community Library Board ("Library Board") for approval prior to purchase, except as required under Section III, Emergency Purchases; Section IV, Specifically Authorized Purchases or Section V, Re-occurring Routine Purchases. The purchase request shall outline the need and provide justification for the goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing. The Library Board may require a budget amendment before approval of the purchase.

II. Minor Purchases.

Any purchases of goods or services, when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, may be completed without a submittal by the Library Director to the Library Board.

III. Emergency Purchases.

In an emergency endangering the public peace, health, safety or property of the Library, the Library Director or his or her designee may purchase supplies, materials, equipment, or services, which are deemed immediately necessary to respond to and alleviate the emergency. A full report shall be filed by the Library Director with the Library Board within a thirty (30) day period of such action.

IV. Specifically Authorized Purchases on the approved Fiscal Year Budget

The Library Board specifically authorizes the Library Director to make purchases that fall within the approved fiscal year budget.

V. Re-Occurring Routine Payments; Authorizing Procedure.

The following payments shall be considered authorized and do not require prior Board approval pursuant to this Policy:

- A. Payroll
- B. Supplies
- C. Invoices or bills with penalties or discounts that would be incurred if payment is not received prior to the Board Meeting at which such invoices or bills will be approved.
- D. Books
- E. Grant Funding
- F. Any items approved in the Fiscal Year Budget

However, all invoices and bills preapproved pursuant to this Section shall be post audited at the next Board meeting. The post audit shall indicate that the invoices and bills were preauthorized by policy.

VI. Purchasing Agent.

The Library Director shall act as purchasing agent of the Library, unless he/she shall designate another officer or Library employee to act as purchasing agent. Every purchase order shall be approved by the purchasing agent before being issued. The purchasing agent may adopt rules regulating requisitions and purchase orders.

VII. Conflict of Interest.

No employee or Board member shall participate in any purchase or procurement when such

participation is considered a conflict of interest under Michigan law. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with legal counsel and/or the Board shall determine whether the employee or Board member should participate.

VIII. Quotes.

Purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any such purchase shall be based on at least three (3) competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library.

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PUBLIC RELATIONS / MEDIA / PHOTOGRAPHY POLICY

With the following Public Relations/Media/Photography Policy (“Policy”), Athens Community Library (“Library”) intends to ensure that the public receives consistent and accurate information about Library policies, procedures, programs, and services and to protect the privacy of all users of Library services and facilities.

I. Points of Contact

The Board President and the Library Director are the designated points of contact and the official spokespeople for the Library. Employees and other members of the Peter White Public Library Board (“Library Board”) should (1) refer all requests for information about the Library, its policies and operations to the Board President or Library Director and (2) may not speak or represent they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.

II. Press Releases, Promotional Materials and Media Appearances

The Library Director approves all press releases or statements to the press and all promotional materials prior to being issued from the Library. All requests for interviews by the media should be directed to the Library Director and the Library Director shall have the authority to determine if an interview is conducted.

III. Crisis Management

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or the most senior staff person at the Library at the time of the incident shall call 911, if possible. The person shall then inform the Library Board President. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board of Trustees shall be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library shall convene such a meeting in compliance with the Open Meetings Act.

IV. Photography

A. Photography -- Other than Library Staff, Employees, Board Members or Agents.

1. Casual Photography

The Library will not regulate visitors and patrons who engage in casual filming and photography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the library where there is a reasonable expectation of privacy for individuals include, restrooms, private offices, staff areas not in view of the public, reading rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

2. Commercial Photography

The Library permits commercial photography on or in its buildings and grounds if a

written request is submitted and approved by the Library's Director or designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

3. Liability

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

4. No Endorsement

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

5. Violations and Appeal

Library staff members shall enforce any violations of Library policy, including the Patron Behavior Policy. Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This Policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated shall govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

B. Photography – By Library Staff, Employees, Board Members or Agents.

If Library employees or personnel, take videos or obtain images and such videos or images contain pictures or videos of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. This includes photos taken and/or used by the Library. Copies of these permission slips and releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian.

C. Open Meetings Act Exception

This Policy does not apply to recording or taking pictures any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

RECORD RETENTION POLICY

A. Purpose

The purpose of this policy is to ensure (1) that necessary Athens Community Library (“Library”) records and documents are adequately protected and maintained, (2) to ensure that records that are no longer needed or of no value are destroyed at the appropriate time and manner and (3) to preserve Library history.

The Library’s policy is to comply with local, state, and federal laws regarding the retention and disposition of Library public records, as defined by the Michigan Freedom of Information Act. Michigan Law requires that all public records be listed on an approved Retention and Disposal Schedule.

B. Adoption of Record Retention Schedule

To this end, the Library adopts the following State of Michigan Archives and the State Administrative Board, General Record Retention and Disposal Schedules:

- GS1 - Nonrecord Material Defined (approved 6-2-2015)
- GS17 - Libraries
- Any other schedule with applicability to Library records

These Retention and Disposal Schedules cover records that are commonly found in the Library. It identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed. The Library Director is responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them.

C. Identification of Library Records.

The records of the Library are important assets. The Michigan Penal Code, MCL 750.491, provides that all official books, papers, or records created by or received in any of the State's political subdivisions, including the Library, are declared to be public property. The Record Retention Policy applies to all records, regardless of format (for example, paper, electronic, microform, microfilm, microfiche, magnetic tapes, and CD-ROM) or other more traditional media. If there is any question of whether a document is a record requiring retention, the Library Director should be consulted.

[Michigan’s Record Retention General Schedule #1](#) addresses the retention of “non-record” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document Library activities. These materials can be disposed of when they have served their intended purpose.

D. Record Retention and Preservation

The Library and its employees shall organize their records to promote fast and efficient retrieval of information. The Library has authority to determine the method of storage; however, it must be reliable method of maintaining records and adaptive to changing technology. In addition, the Library must comply with the standards for reproduction under the Records Reproduction Act.

E. Employee Responsibility

All records are the property of the Library. No Library employee has, by virtue of his or her position, any right to such records, even though he or she may be named as the author, recipient, or custodian of them. Library employees may not take any records or copies of such records when they retire, resign, or otherwise terminate employment.

F. Disposal.

Individuals responsible for the retention of the record (employees who create, send, or receives

records) are also responsible for the destruction of the record following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential information can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

All employees should note the following general exception to any stated destruction schedule: If you believe, or the Library informs you, that Library records are relevant to litigation, potential litigation (i.e., a dispute that could result in litigation), government audit, FOIA request and response or investigation then employees must preserve those records until the matter to which they relate has been finally resolved and Library legal council has approved their disposition. This exception supersedes any previously or subsequently established destruction schedule for those records. *If you believe that an exception may apply, or have any questions regarding the possible applicability of that exception, please contact the Library Director.*

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SURPLUS EQUIPMENT OR ITEMS POLICY

The Athens Community Library (“Library”) purchases or receives as donations books, materials, equipment, furniture, and other personal property used for Library service. When the Library determines that property is no longer needed for Library service, the Library shall dispose of this property pursuant to this Policy.

I. General Provisions. These provisions are applicable to the disposal of all property by the Library.

- A. Determination of Monetary Value. The Library shall determine if the personal property has monetary value. The Library Board delegates that responsibility to the Library Director, except for provided in subsection E below.
- B. No Monetary Value. If the property has no monetary value, the Library Director or his or her designee has authority to donate the material.
- C. Personal Property with Monetary Value under \$500.00. Computers, tablets, and electronics, or other personal property that have monetary value less than \$500.00 may be sold by the Library in any way the Library determines that may maximize its value, including a publicly advertised or online sale. Proceeds shall be deposited in the General Fund of the Library. If the property does not sell, the Library shall deem it to have no monetary value and dispose of it according to subsection B above.
- D. Personal Property with Monetary Value Over \$500.00. Items not covered by the above will be sold through publicly advertised sale, with any proceeds from such sale being deposited to the General Fund of the Library. Prior to such sale, the Library Treasurer will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
- E. Property of Unusual, Historic, or Artistic Value. In an instance where an item of surplus inventory is determined by the Library Director to have unusual, historic, or artistic value, it may be referred to the Library Board for a determination of its value. This may necessitate the services of a professional appraiser or outside expert opinion. This property will transfer to the Athens Historical Society at no cost to the Historical Society if the board deems.

II. Parties Entitled to Purchase. If it is determined that personal property may be sold, they may be sold to the public or eligible staff members. If the Library Board Members (or any members of their immediate family) desire to purchase the surplus material, such sale must be approved by the Library Board. The Library Director shall also consider a trade-in if the surplus property will decrease the price of new personal property.

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TRAVEL REIMBURSEMENT POLICY

I. Purpose.

The Athens Community Library (Library) will reimburse staff for business-related travel outside Athens Township.

II. Authorization.

- A. Library Board Approval. Travel must be authorized by the Library Board.
- B. Procedure for Authorization. In order to be eligible for reimbursement, employees must do the following:
 - 1. Employees planning to travel outside Athens Township should verify that planned travel is eligible for reimbursement before travelling.
 - 2. Within 30 days of completion of a trip, the employee must submit a travel reimbursement request to the Library Board to obtain reimbursement.
 - 3. An employee may not approve their own travel or reimbursement.
 - 4. Proof of a valid driver's license issued within the United States and personal automobile insurance.

III. Unauthorized Reimbursements.

The IRS considers mileage or other transportation expenses that are incurred for travel between an employee's home and the workplace to be personal commuting expenses, regardless of when the trip occurs. Since the IRS does not consider those miles to be a valid business expense, mileage reimbursement is calculated starting at the Library's location. And under this policy, only travel extending outside Athens Township is subject to reimbursement.

IV. Insurance

Personal automobile insurance is required for expenses to be reimbursed. When driving a personal vehicle in connection with Library business, an employee's personal insurance is primary. Employees should be aware of the extent of coverage provided by their automobile insurance company for travel that is business or not personal in nature.

V. Rate of Reimbursement.

Reimbursement for use of a personal automobile is based on the IRS standard mileage reimbursement rate. These rates change every January.

Adopted 2/27/23

VOLUNTEER POLICY

I. Purpose.

The Athens Community Library (“Library”) recognizes the need for and welcomes community volunteers. Volunteers are individuals who give their time and talents to the Library without compensation.

II. Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talent directly or on behalf of Athens Community Library and is not paid by Library funds.

III. Rules for Volunteers.

A. *Approval.* The Library Director shall have the authority to approve the use of volunteers. Volunteers will be recruited without regard to any individual’s age, race, creed, color, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

1. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
2. A background check is required for all volunteers. Background checks will be conducted by the library director using one or more of the following resources:
 - i. <https://www.mspsor.com/>
 - ii. <https://www.nsopw.gov/>
 - iii. <https://apps.michigan.gov/#>
3. All volunteers are required to sign a release before the background check is conducted. Ability to volunteer may be denied based on results of background check.

B. *Minor Volunteers.* Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

C. *Expectations; Training.* Volunteers will work under the direction of the Library Director or staff person designated by the Library Director and will follow all Library policies and standards, including the policies and laws regarding privacy of Library records. Training and information will be provided for the assigned tasks.

1. Volunteers will show respect to patrons, other volunteers and staff.
2. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.

D. *Prohibited Activities.* Volunteers may not:

1. Perform activities that could reveal confidential patron information
2. Use the Integrated Library System (ILS)
3. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.

V. Release from Duties.

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

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Adopted December 19, 2023

