

# Table of Contents

## Bylaws

<b>1</b>	Mission Statement	<b>17</b>	Equipment
<b>1</b>	Vision Statement	<b>17</b>	Financial & Control
<b>1</b>	Core Values	<b>20</b>	Library Cards
<b>2</b>	Membership	<b>22</b>	Library Director Annual Review
<b>2</b>	Officers	<b>23</b>	Material Selection
<b>2</b>	Meeting	<b>26</b>	Patron Code of Conduct
<b>3</b>	Powers & Duties of the Library Board	<b>28</b>	Patron Privacy
<b>5</b>	Library Director & Staff	<b>29</b>	Photography & Video Recording in the Library
<b>5</b>	Committees	<b>30</b>	Preferred Vendor Use in Library Business
<b>5</b>	Vacancies	<b>31</b>	Printing & Other Services
<b>5</b>	General		

## Policies

<b>6</b>	Animals in the Library	<b>32</b>	Programming
<b>6</b>	Bulletin Board	<b>33</b>	Public Comment
<b>6</b>	Child Safety	<b>34</b>	Public Relations
<b>9</b>	Circulation	<b>34</b>	Reference Services
<b>12</b>	Closings & Other Emergencies	<b>35</b>	Refreshments
<b>12</b>	Computer Internet & Wireless	<b>35</b>	Remembrances, Memorials & Recognition
<b>14</b>	Displays & Exhibits	<b>35</b>	Security Cameras
<b>14</b>	Donations, Endowments & Planned Giving	<b>36</b>	Social Media
<b>16</b>	E-mail Communication	<b>39</b>	Social Security Privacy
		<b>39</b>	Volunteer

# **By-Laws**

## **Salem Township Library**

### **Board of Trustees**

#### **Mission Statement**

Building a community of people who discover, share and belong.

#### **Vision Statement**

- Inspire Curiosity
- Foster Community
- Ignite Imaginations
- Cultivate Learning

#### **Core Values**

We work hard to stay on TRACK:

**Teamwork:** Above all, we're a team. That means we show up for each other and work hard; because the impact we have is always greater when we work together.

**Respect:** We act with empathy, honesty, transparency, and integrity. We treat everyone who walks through the door as another member of the family.

**Access:** We work hard to ensure everyone gets the information and help they need, no matter the limitations.

**Curiosity:** We strive to inspire and support lifelong-learning, literacy, creativity and cultural expression.

**Kindness:** People are the heart of everything we do. We take joy in putting others first and serving them with a smile.

## **Article I: Membership**

1. The Governing Board of the Salem Township Library (“Library Board”) shall consist of six Trustees elected for a four-year term on a non-partisan ballot at the November general election in Salem Township in accordance with the provisions of Public Act 164 or 1877 of the Public Acts of Michigan, MCL 397.201 et. seq. (the “Library Act”)
2. A candidate for Trustee must be a qualified elector of the Township and meet the nominating requirements of the Library Act. Following their election, newly elected Trustees must take a Constitutional Oath of Office and sign an Acceptance of Office form within 30 days after the County Board of Canvassers has certified the election.

## **Article II: Officers**

1. The officers of the Library Board shall be a President, Secretary and Treasurer, elected by the Trustees at the November meeting of the Board each year to serve for a one-year term
2. The President shall be a Trustee of the Library Board and preside at all meetings, call for special meetings, create all committees, solicit volunteers to serve on Committees and appoint the persons to serve on Committees, and generally perform the duties of a presiding officer.
3. The Secretary shall be responsible for maintaining records of meetings and other relevant duties. In case of absence of the President, the Secretary shall preside at meetings.
4. The Treasurer shall be responsible for maintaining the financial records of the Library and other relevant duties and shall preside at meetings in the absence of the other officers.
5. In the event of a vacancy in an officer position due to resignation, removal or death, the Library Board shall appoint a person to hold the vacant office until the next election of officers. This appointment must be made by a majority vote of the Trustees.

## **Article III: Meetings**

1. The regular meetings of the Library Board shall be held the third Thursday of January, March, May, June, September, and November. Meetings begin at 6:00 p. m. at the Salem Township Library, or other designated location approved by the Library Board, which complies with the Michigan Open Meetings Act, MCL 15.261. et. seq (the “Michigan Open Meetings Act”). All deliberations and decisions of the Library Board shall comply with the Michigan Open Meetings Act. All meetings shall be open to the public, except for closed sessions as provided in the Michigan Open Meetings Act.

2. The annual budget and yearly report shall be adopted at the regular meeting in June of each year.
3. Special meetings may be called by the President or at the request of four (4) members for transaction of business as stated in the call for the meeting.
4. A quorum for the transactions of business shall consist of a simple majority of the elected Trustees.
5. Order of business for regular meetings shall be:
  - Call meeting to Order and Roll Call (Secretary may simply record attendance)
  - Approval of Agenda
  - Public Comment (limited to three minutes per person)
  - Approval of Minutes
  - Board Correspondence
  - Treasurer's Report
  - Director's Report
  - Ongoing and New Library business
  - Policy Review
  - Positive Patron Interaction
  - Public Comment
  - Adjournment
6. Trustees may attend a meeting of the board remotely as a member of the public. However, they cannot participate as a Trustee and do not count towards a quorum if they are not physically present at the meeting; unless exempt under the Michigan Open Meetings Act.

#### **Article IV: Powers & Duties of the Library Board**

1. The powers and duties of the Library Board are stated in the Library Act, including Section 5 thereof, (MCL 397.205) and include:
  - a. The Board shall make and adopt Bylaws, rules and regulations for its own guidance and for the governance of the Library consistent with the Library Act.
  - b. The Board shall have exclusive control over the expenditure of all money collected to the credit of the Library fund, the construction of any Library building and the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.
  - c. The Board shall deposit all money received for the Library in the treasury of the Township to the credit of the Library fund, the construction of any Library building and the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.

- d. The Board may purchase or lease grounds and occupy, lease or erect an appropriate building or buildings for the use of the Library.
- e. The Board has the power to appoint a suitable librarian and necessary assistants and fix their compensation and to remove appointees.
- f. On or before the first Monday of September in each year, the Board shall prepare an estimate of the amount of money necessary for the support and maintenance of the Library for the ensuing year, not exceeding 2 mills on the dollar of the taxable property of the Township. Unless any period specified in the petition for the levy of the tax has expired, the Board shall report the estimate to the Supervisor of the Township for assessment and collection in the same manner as other Township taxes.
- g. The Board, acting pursuant to MCL 397.210c, shall determine if the millage for the Library should be renewed or increased to not more than 2 mills and placed on the ballot for approval at the next regular annual election for the Township.
- h. The Board shall carry out the spirit and intent of the Library Act in establishing and maintaining the Library.

The Library Board may undertake actions to carry out the intent and purposes of the above-listed powers and duties, including the adoption of policies that further describe the duties and responsibilities of its Trustees. The Board may also adopt rules of ethics and guidelines for the conduct of its members and how they can effectively carry out their fiduciary duties. The Board may also arrange for speakers and organize trainings to instruct its members on their duties, roles and responsibilities as members, how they can perform effectively, and about the laws that affect them and the Library, including the Library Act and Michigan Open Meetings Act.

2. The Director and existing Trustees are responsible for instructing new Trustees on their duties and responsibilities as members of the Board and to inform them about current issues facing the Board. The Director shall organize a meeting with new members to orient them to their new position and provide them with basic information about the Board and Library, including any information that the Board requests be provided. The Director will report to the Board on the structure and content of a proposed training/orientation of new members.

The Board may adopt additional rules, regulations and policies, general or specific, for the conduct of meetings, and additional rules, regulations and policies, general or specific, for the conduct of the affairs of the Board provided, however, no such additional rule, regulation or policy shall be inconsistent with or in contravention of any provision of these Bylaws, the Library Act, the Michigan Open Meetings Act or any other law to which the Board or Library is subject.

## **Article V: Library Director & Staff**

The Library Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

The Library Director shall be responsible to the Board for\*:

1. Carrying out the Board's policies.
2. Specifying duties of other employees and recommending persons for appointment.
3. Supervision & hiring & firing of staff.
4. Care and maintenance of library equipment and property.
5. Selection, acquisition and organization of books and other library materials.
6. Library's public relations.
7. Keeping Trustees informed of matters relating to the Library or to themselves as Trustees.
8. Preparing a preliminary draft of budget and annual report for Board approval.
9. Assisting the Board in its decisions on policies, budget and other such matters.
10. Prepare agendas for Board meetings.

*\* See Library Director Annual Review Policy (pg 22) for more details.*

## **Article VI: Committees**

In most matters, the Board shall act as a committee of the whole, but special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

## **Article VII: Vacancies**

Vacancies on the Library Board, shall be handled pursuant to section 11(6) Library Act. The Library Board shall appoint a Trustee to fill a vacancy until the next general election (which is a November election in an even year).

## **Article VIII: General**

1. An affirmative vote of a majority of all Trustees present shall be necessary to approve any action by the Board.
2. These Bylaws may be amended by a majority vote of the Trustees present at a regular meeting, provided the proposed amendment was distributed to all Trustees in writing at least 30 days prior to the meeting where the vote is to be taken.

## **Animals in the Library Policy**

Adopted November 15, 2018

The library does not allow patrons to bring their pets into the library. We do however allow service animals in the library. The ADA defines a service animal as a guide dog, signal dog or other animal individually trained to provide assistance to a person with a disability. Service dogs must be harnessed, leashed or tethered, unless the device interferes with the service dog's work. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Emotional support animals, comfort animals and therapy dogs are not service animals under Title II and Title III of the ADA. Therefore, they will not be allowed in the library.

## **Bulletin Board Policy**

Adopted March 15, 2007

Bulletin board materials may be submitted for posting for educational, cultural, charitable, governmental, and civic purposes. Limited space allows only short-term notices. Each item posted must be dated. The Library will not be responsible for returning materials.

Additional policies regarding use:

- Materials accepted for posting should be no larger than a quarter of the bulletin board size.
- Library related information or publicity for library-sponsored events will be given priority for posting should space become limited.
- All materials posted become the property of the Library unless other prior arrangements have been made.
- All materials submitted for posting are subject to the review and approval of the Library Director or designee.
- The library does not advocate or endorse the viewpoints, beliefs, or activities of any organization or event that is publicized on the public bulletin board.

## **Child Safety Policy**

Adopted May 19, 2022

Children are always welcome at the Salem Township Library (STL). We are glad your children are here. The Library staff strives to provide a safe and comfortable environment for people of all ages. The STL encourages you to bring your child to the Library to help him or her choose books, use the computers, or attend a program. In this way, the child's visit to the Library will be a happy and positive experience.

Parents, guardians and caregivers must also work with Library staff to provide a pleasant and safe environment for all patrons.

The Library staff is here to serve you. However, staff cannot assume the responsibility of a child's care. The behavior and welfare of children are the responsibility of the parents, guardians or caregivers accompanying the child/children to the Library.

Library staff is happy to help children use the Library for the following purposes:

- Finding materials for school work and recreational reading.
- Providing an environment that encourages study and intellectual curiosity.
- Providing programs that inform and enrich.

The safety of children left alone in the Library is a serious concern of the Library Staff. Library facilities are not licensed or designated to provide basic child care needs and we are not a babysitting service. It is impossible for the Library Staff to guarantee the safety of an unattended child. The Library is a public building and it is not safe for young children to be left alone. Children may become frightened or bored and they could disturb the enjoyment and work of others.

The STL Board has established the following policies in order to maintain an environment of safety and to maintain an atmosphere where reading and study can be encouraged:

### **Unattended Children**

Children 12 years of age and younger may not be left unattended in the Library. Children 12 years of age and younger shall at all times be attended and supervised by a responsible adult (parent, guardian, other caregiver, age 18 years or older). Parent/guardian of the above-cited age must ensure their children are using the restrooms responsibly.

Older children and adolescents who come to the Library without a parent, guardian or caregiver are welcome for appropriate use of the Library, such as homework or reading. Children must have the telephone number of their parent, guardian or other designated adult so that a responsible adult may be contacted, if necessary, to come and pick up the child. Disruptive behavior will not be tolerated and may serve as the grounds for removal of the child from Library property.

### **Disruptive behavior that is unacceptable in the Library includes, but is not limited to:**

- Running, chasing.
- Shouting, loud conversation, arguments, foul language.
- Throwing books, magazines or toys.
- Bullying or bothering patrons.
- Vandalizing Library property or facilities.



**Unattended Children at Closing Time:**

Parents **must** pick up their children no later than 10 minutes before closing time. Parents, guardians, and caregivers should be aware of the Library's hours and are expected to make advanced arrangements to pick up their children prior to closing.

If staff is aware of any unattended child remaining in the Library or on the Library premises at closing time without a ride home, staff may, but is not required to, make a reasonable effort to locate the parent/adult caregiver by phone. If the caregiver cannot be located or is unable to pick up the child within 15 minutes after the Library closes, the police may be called to escort the child to a safe location.

**Transportation by Staff:**

Under no circumstances will staff transport unattended children, nor will a child be allowed to sit in a staff person's vehicle.

**Lost Children:**

Staff, in cooperation with local police, will implement this procedure, upon report of a missing child.

If a patron approaches you and says that a child is missing, quickly get a detailed description including:

- Name
- Age
- Hair color
- Eye color
- Approx. weight and height
- What the child is wearing (color of shirt, jacket, pants, etc., type of shoes, etc.)
- Where and when did you see the child last?

A staff member will immediately cover all library exits. Employees will request all people attempting to leave the building remain within the library and will request any people attempting to enter to remain outside. Direct service to patrons will be suspended while Lock-down procedures are in progress.

Staff will do a thorough check of the library. If the child is not found within 10 minutes, senior staff will call 911 and request immediate police assistance for a missing child at the Salem Township Library. Employees will wait for local police to arrive and then assist the responding officer as requested.

If any employee(s) encounter a suspect with the missing child, other than the parent/caregiver, employees should use reasonable measures to delay the exit of the suspect and child without placing himself (herself) or the child at risk. The employee should obtain and immediately record a full description of the suspect, including the make, model and license number of the vehicle (if any) and direction of travel and pass this

information onto the police department.

When the child is found, inform all staff members (and police as needed). Inform the Director and document the incident.

**Unscheduled Closure of the Library:**

If the Library closes without prior notice due to unusual or emergency circumstances, unattended children who cannot transport themselves must be able to reach a parent or responsible adult caregiver for immediate pick-up. As above, if the responsible caregiver cannot be located within 15 minutes, police may be called to escort the child to a safe location until parents can be reached.

## **Circulation Policy**

Adopted March 14, 2002

**Authorized borrowers**

The Salem Township Library (STL) will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age, sexual orientation, or any other protected legal class under State or Federal Law.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

**Checking out Materials**

In order for a patron to check out materials, he/she must have a valid library card from a Lakeland Library Cooperative member library. Patrons must present their library card at the time of checkout. Checkout may then proceed, provided the patron has no delinquencies on his/her card. Items may not be checked out to a patron prior to them coming to the library, unless otherwise noted by the Director.

**Borrows:**

Borrowers may place a hold online and in person or over the phone with a library staff member. Borrowers will be notified when their items are available via their chosen method of notification.

Books are to be loaned for three weeks and may only be renewed one time. Magazines circulate for one week with a limit of 10 magazines. Our audio books have a three-week loan period with no charge for use. DVD's will circulate for one week, and there will be a \$1.00 rental charge. DVD'S may be renewed at an additional \$1.00 rental fee charge.

**Holds**

Materials owned by the library or other libraries in the Lakeland Library Cooperative may be placed on hold, with the exception of new materials (owned for 6 months or less) and non-circulating materials. STL's new materials may be placed on hold by STL patrons with AB as their home library. Holds on new materials must be placed and picked up at their designated home library.

Items being held for patrons at the library must be picked up within seven business days. After seven days, items will be checked back in for circulation. Extenuating circumstances (ie, medical emergency or vehicle malfunction) may allow for a one-day extension granted by the Director or Assistant Director.

**Hotspots:**

Hotspots may only be checked out to STL adult card holders. They may be borrowed for one week with no renewal. Overdue hotspots will be deactivated within five days and may be deactivated as soon as they are overdue. A "Mobile Hotspot Lending Agreement" provided by the Library, must be signed each time a hotspot is checked out. The Lending Agreement is also available at the circulation desk.

**Games, Kits and other Library of Things:**

All borrowed games, kits and library of things items will be checked for content and damage upon return. No late fees will compile while items are being checked. Please see "Lost or Damaged Items" below for associated fees for any missing pieces, parts or damages.

**Overdue Fees:**

Borrowers are responsible for returning materials by the due date. Book drop boxes are located in the library and outside the library entrance.

Overdue fines are \$.15 per day for most circulated items. Hotspots, DVD'S, kits and other games will have a \$1.00 fine per day. Maximum fines are \$4.95 for most returned items. However, the maximum fine is \$10.00 on reference material and DVD'S.

Each library will send or call patrons regarding overdue notices and bills for books that are overdue. These are generated by the computer and sent out by the Lakeland staff. Before sending these notices to our patrons, the shelves will be checked to determine that the book is indeed not in the library. (If the book is on the shelf, it will be checked in and fines waived, or backdated to due date and checked in). When calling patrons for overdue items, staff will not renew items unless the patron asks specifically for the renewal.

If a patron has fines on their card from another library, they must be advised of the fines upon checkout; if they pay, the money will remain at the library it was paid. However, if the money paid is for book replacement, the money must be sent to the owning library. This money should first be deposited into the library's checking account, and then a check will be written to the owning library upon receiving a bill.

**Lost or Damaged Items:**

The STL reserves the right to assess items for damage upon their return.

If an item is damaged but the library decides it can be repaired and circulated, a small charge can be levied. If an item is defaced beyond repair, the patron will be charged the full cost(s) of the item, as stated on its record.

Previous damage will be noted by a library staff member. Please notify a staff member if you notice any damage prior to check out and/or use.

If an item is lost, the patron will be charged the full cost of the item as stated on its record. Patrons may not purchase a replacement item instead of paying the charge of the lost item. If audio or DVD cases are lost or damaged, a fee will be assessed.

If a piece of a game, kit or library of things item is lost, a reasonable assessment will be made. This is because the cost may vary and is dependent on the company producing the product. *Please note, some companies replace parts for little to no fee, where others require the purchase of a whole new game or kit.*

**Suspension of Borrowing Privileges - Regular Items**

Borrowing privileges for any patron will be suspended when:

1. fines reach a level of \$10.00 or more
2. a patron has any bills attached to his/her records.

Borrowing Privileges will be reinstated when:

1. fines are paid in full
2. bills are paid in full.

**Suspension of Borrowing Privileges – Hot Spots, Kits & Library of Things**

If Library staff, in their sole discretion, determine that a patron has returned hot spots, kits or any other library of things items, late, damaged or with missing pieces three (3) consecutive times, the patron's borrowing privileges of hot spots, kits and any other library of things items will be suspended for 30 days. After the 30-day suspension, borrowing may resume for these items.

**Unique Management Services**

Patrons who incur charges over \$80.00, with at least one billed fine, will be sent to Unique Management Collection Services, Inc., as per Lakeland Library Cooperative board policy. There will be a processing charge of \$9.85 added to the patron's account for which the patron is responsible for. A block will also be placed on the patron's account, suspending all borrowing privileges. All charges must be paid in full before borrowing privileges can be reinstated. No new library cards will be issued while a patron is in collection.

# **Closings & Other Emergency Policies**

Adopted September 19, 2024

## **Inclement Weather and Non-scheduled Closings**

The library may be closed irregularly on a nonscheduled basis in special circumstances. Notice of non-scheduled closings will be posted on the library's website, Facebook page and front door (if able).

## **Health Emergencies**

In the event of a serious health problem of a customer, the library staff will notify the proper authorities. No medication, including aspirin, will be dispensed to the public. Staff will gather information regarding the patron and the nature of the emergency from the person or family member for complete documentation.

## **Disaster Preparedness**

The library's emergency plan is a separate document. A copy of the emergency plan is in the staff work area by the cash box.

# **Computer, Internet & Wireless Policy**

Adopted November 15, 2007

## **Public Internet Access and Computer Procedures:**

Patrons must sign in and out if they wish to use a public access computer station. Signing in confirms that a patron has read, understands and will abide by this policy. Failure to follow any of these rules and this policy will result in the loss of all computer privileges.

Two or more patrons may use the same computer station if their behavior does not disturb those in the library.

No food or drink is permitted at the computer stations.

## **Library Staff Assistance**

Assistance with computers or the internet will be subject to staff availability. Salem Township Library (STL) staff cannot provide in-depth training, but we may be able to direct users to other resources and answer questions.

## **Responsibilities of Library Staff and Users**

Parents are responsible for their minor children's use of the Library's computers and internet access. A minor in this policy is defined as anyone under the age of 18. The Library does not act in loco parentis (in place of the parent) and advises parental supervision of minors searching the internet. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times. All library staff have been instructed to monitor the screens as they pass through the area. If material is inappropriate for minors, users will be required to

terminate their session immediately. The Library will hold a zero tolerance for inappropriate materials.

Because internet filtering software has serious limitations, blocking Constitutionally-protected materials in some cases and permitting access to illegal materials in others, the Library does not employ filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.

### **Rules for Use**

Internet computers may only be used for legal and ethical purposes. Examples of unacceptable purposes include, but are not limited to: harassment of other users, libeling or slandering other users, destruction of or damage to equipment, software or data belonging to the library or other users, disruption or unauthorized monitoring of electronic communications, unauthorized copying of copy right-protected material. Violations may result in loss of access.

### **Wireless Access**

The Library's wireless network is unfiltered. By choosing to use this free service, users agree to abide by all applicable Library policies.

### **Laptops**

It is the policy of the STL not to allow the public to hook-up any laptop or any other tool to give access to our computer information. The reasons behind this policy are for the library/Lakeland Cooperative's own protection.

### **Disclaimers**

While the Library tries to provide access to information of the highest quality, the Library specifically denies any claim as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

Because the Library's wireless network is open and unsecured, it is strongly recommended that you do not use it to transmit personal, financial or legal data. The Library cannot assure the safety of your data and is not responsible for any compromised or lost information. The library will not assume any responsibility for the safety of equipment or for harm done to a wireless device's configurations, security or data files resulting from connection to the Library's wireless service.

Software and information downloaded from any sources, including the internet, may contain computer viruses. The Library is not responsible for direct, indirect or consequential damage to a patron's USB, portable hard drive, laptop or any other tech device as a result of any downloads.

You may not save or store any files on the computer's hard drive. Patrons may not attempt to access or open any files and/or programs, which are not available through the present desktop.

The Library reserves the right to terminate an internet session that disrupts Library services or that involves user behavior that violates the Library's policies.

The Library reserves the right to monitor length of use in order to ensure equal opportunity of access for everyone.

All computer work must be completed five minutes before the Library closes.

### **Confidentiality of Library Records**

Due to the confidentiality of library records, the STL does not reveal information about an individual's Internet use unless compelled to do so under due process of law.

### **Response to Violations**

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by his/her actions or by failing to report any violations by other users that come to the attention of the user. Failure to comply with this policy and its procedures may result in the forfeiture of Library Internet or general Library privileges.

## **Displays and Exhibits Policy**

Adopted March 15, 2007

The Salem Township Library welcomes small exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical nature, nature study or any other material of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft, of any item displayed or exhibited. All items placed in the library are there at the owner's risk. Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board. A "Displays and Exhibits Application Release" Form provided by the Library must be signed by the exhibitor before any artifact can be placed in the library.

## **Donations, Endowments & Planned Giving Policy**

Adopted January 15, 2004

The Library Board recognizes the importance of planned gifts and endowments, including but not limited to, materials, money, land property and/or buildings, in enhancing the Salem Township Library's (STL) programs, facilities, and collections.

## Regulations

1. The Library Board makes the final decision on acceptance, use or disposition of all materials, donations, or gifts, including planned gifts, donations of real property, and endowments, and retains unconditional ownership of the gifts. The library reserves the right to decline any gift or donation and any conditions placed on the acceptance of a gift or donation. Gifts not added to the collection will be set aside and designated for the library book sale.
1. Checks shall be made payable to the Salem Township Library. Checks made to an individual who represents the library in any capacity will not be accepted.
2. Appraisal of non-cash donations are the responsibility of the donor.
3. Gifts to the Library may qualify as a federal tax deduction. A copy of the "Receipt for Donated Materials" will be provided to patrons who wish to keep a record of the donation for tax or other purposes.
4. The Director, in consultation with the Library Board and any staff member that the Director designates, shall govern and be responsible for the supervision of all activities of any endowment funds established for the Library.
5. Planned giving can be bequests or other deferred giving through estate planning or outright gifts.
6. The Library encourages deferred gifts in its favor through any of a variety of avenues. Donors are encouraged to make bequests to the Library through their wills, and to name the Library as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans. Donors may also establish a charitable trust benefiting the Library.
7. The Library or any of its agents shall not act as a personal representative for a donor's estate or as a trustee of a charitable remainder trust.
8. An endowment fund gift may be made by any means by which assets are transferred to the STL directly by the donor or by the donor's agent upon the death of the donor. The endowment fund gift should identify the Library as the beneficiary.
9. Endowment fund gifts may be of two general types:
  - a. Unrestricted: These are gifts with no specific donor requirements or restrictions as to how they are to be used. Expenditures of these funds are made at the discretion of the Director, in consultation with the Library Board and any staff member that the Director designates, and, if necessary, the Salem Township Board, for purposes consistent with the mission of the Library.
  - b. Restricted: These are gifts for specific objectives or interests of the donor and acceptable to the STL. These gifts may be in response to a specific request or unsolicited. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment, or Library materials. The Director, in consultation with the Library Board and any staff member that the Director designates, and, if necessary, the Salem Township Board, may reject any proposed restricted gift if the Director believes that the restrictions on the gift are inconsistent with the mission of the Library.



10. Endowment fund gifts may also express the following:
  - a. Designated as currently expendable: In the absence of specific donor or use instructions to the contrary, all gifts are considered to be available for current expenditures.
  - b. Designated as a true endowment: Donors may direct that a gift be placed into a permanent fund, the corpus of which may not be withdrawn. Gifts of over \$10,000 may be used to set up a named, true endowment.
11. Donor Recognition:
  - a. The Library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.
  - b. Unless anonymity is specifically requested and with full respect for donor privacy:
    - i. Donor names may be published in reports to the Library Board, press, Library newsletters, or via bookplates.
    - ii. Endowment and quasi-endowment fund gifts will be named according to the donor's wishes.

## **E-mail Communication**

Adopted March 14, 2002

### **Patrons**

It is the policy of the Salem Township Library to preserve the confidentiality and privacy of the circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Library shall be released or disclosed only as provided for in this policy or as otherwise required by law. By signing an e-mail notification request, patrons are agreeing to receive e-mail notifications regarding holds, overdue materials, special events and similar items.

### **Library Staff and Board**

It is the goal of the Salem Township Library Board to keep all board members, as well as the library director, informed about matters related to the work of the library board. However, the board must be mindful of the requirements imposed by the Open Meetings Act as they apply to communications among board members outside normal library meetings.

1. Generally, library trustees shall not use email to conduct library business.
2. The library director, or assistant director where necessary, may provide library business related information to board members using email. Any response from board members regarding these communications must be sent only to the library director (or assistant director). No "reply all" responses.
3. A board member may send email to all other board members with items of passing interest provided that no response is requested or required. Such email messages should clearly state that no response should be made and should be copied to the library director.

4. Emails from the public to the library board will be shared with all trustees and the library director. The library board secretary will monitor the library board email account. When emails from the public require a response, the secretary may respond with: acknowledgement of the email, and that a response is forthcoming.
  - a. Any and all responses may NOT include a decision or action on behalf of the board.
  - b. Any discussions and/or decisions made must be conducted at a public meeting of the board. The secretary may then respond to the email with the board's answer and on behalf of the board.
  - c. All responses must be shared with all trustees and the library director.
5. There is no expectation of privacy for any messages sent or received by email.

## **Equipment Policy**

Adopted March 11, 2014

The Salem Township Library reserves the right to authorize the use of library equipment. Office equipment is to be used by the staff only and is not for the general public. A photocopy and fax machine are available for patrons, subject to the Library's Printing and Other Services Policy. All copies will be made by library staff only and patrons are advised that there are restrictions on copyrighted materials. Any violation of the copyright is the responsibility of the patron. Fax transmittals will be sent for patrons by library staff only. See our "Printing and Other Services" policy for cost of use and additional information.

## **Financial & Control Policies**

Adopted May 19, 2022

### **Philosophy**

The purpose of financial management in the operation of all Salem Township Library (STL) activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to patrons, partners, employees, the township and the community. In order to accomplish this, STL commits to providing accurate and complete financial data for internal and external use by the Library Director and the Library Board of Trustees; hereafter known as Director and Board.

### **Authority**

STL is a Township Library established under section 10 of the City, Village and Township Libraries Act, PA 164 of 1877, MCL 397.201 *et. seq.*

Per Michigan Library Law (MCL 397.205), as it relates to STL's establishment type, all library bank accounts must be held by the Township and under the administration of the Township Treasurer. All money received for the library shall be deposited into said accounts held by the Township and kept separate from all other Township bank accounts and funds.

The Director is ultimately responsible for the financial management of all activities of the Library and is authorized to approve for payment all bills for the Library's budget. The Library Board Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board.

The Assistant Director is authorized to sign checks up to \$2,500. Checks for amounts greater than \$2,500 shall require direct permission of the Director.

The Director is authorized to enter into contracts for activities that have been approved by the Library Board as a part of Library's budgets or plans.

The Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board on variances and the reason for these variances.

### **Responsibilities**

The Director shall:

- Pay all obligations – write the checks – and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Library Board.
- Obtain competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, and other elements of the contract. \*

*\*STL may award the bid to any provider and is not required to accept the lowest cost proposal.*

The Assistant Director shall:

- Sign all checks written by the Director following proper authorization procedures, as noted above.\*

*\*In the event of reimbursement to the Assistant Director for expenses incurred on behalf of STL, the Director shall sign said checks.*

The Library Board shall:

- Review financial reports at each board meeting.
- Provide adequate training to Trustees to enable each Trustee to fulfill his or her financial oversight role.

The Board Treasurer shall:

- Report the financial results of STL operations at each Board Meeting. \*

*\*In the event the Board Treasurer is absent, the financial reports will be given by the Director.*

### **Financial Transactions with Insiders**

No advances of funds to employees or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. (See STL Employee Manual, Chapter 11 E.)

## **Budget**

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific objectives, the Director shall:

- Submit to the Board for approval the amended budget for the current fiscal year at the Budget Hearing.
- Submit to the Board for approval the proposed operating and capital budgets for the next fiscal year at the Budget Hearing.

## **Asset Protection**

In order to ensure that the assets of STL are adequately protected and maintained, the Director shall:

- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

## **STL Credit Card Use**

The STL credit card is only available to the Director and Assistant Director. The Director reserves the right to release the company credit card to the Assistant Director, depending on the circumstances, necessary documentation, and company related expenses.

The STL credit card should only be used for company-related expenses and all receipts must be turned in to the Director for any purchases made on the card.

The STL credit card cannot be used for personal expenses, nor can it be used to receive cash advances, bank checks, traveler's checks, and/or electronic cash transfers.

The Director and Assistant Director, when in possession of the company credit card, must take full responsibility for all purchases made on the card. Said employee is also prohibited from giving the card to unauthorized individuals and/or employees, including fellow STL employees.

Purchases made on the STL credit card shall not exceed \$3,000 in any given month, unless otherwise permitted by the Board Treasurer.

The STL Board Treasurer reserves the right to view monthly credit card statements, with or without cause.

Failure by any STL employee to follow these guidelines may result in denied access to the STL credit card, cancellation of the card itself and/or termination of employment.

# Library Cards

Adopted September 19, 2024

## Resident Cards

The Salem Township Library (STL) will issue library cards to new patrons for free according to service area, which is determined by a patron's home address. Our library, as of 3/2010 no longer issues temporary cards. A patron is considered "new" if he/she has never had a library card, or if he/she has recently moved to a new service area.

Persons applying for a library card must be at least 5 years old and able to write his/her own name. Reasonable accommodations will be made for those with a disability.

Persons who reside outside Salem Township, but within the Lakeland Library Cooperative boundaries must obtain a library card at their home library. That card may then be used at the STL.

Library cards for those whose home library is in Dorr and Hopkins may obtain their cards at the STL.

Persons registering for a library card must complete an application form and show identification with their current address. Preferred identification is a Michigan driver's license Michigan identification card or Resident Alien card. In lieu of these items two pieces of the following will be accepted, provided they show the person's current address:

- Voter registration card
- Hospital or insurance card
- Personal check
- Current utility bill

An out-of-state driver's license in combination with one of the above is also acceptable. Persons under the age of 18 must have a parent's or legal guardian's signature and identification of the responsible adult as described above. Application cards must be filled out at the library and will not be sent home with a child for the parent to sign.

For the purpose of registration, post office boxes will not be accepted as a current, local street address.

Patrons are responsible for all use made of their library cards. Patrons agree to abide by all policies of the library in using their library cards. It is the responsibility of the patron to notify the library of change of address, name, or phone number.

Library cards expire and are purged if they have not been used or have no transactions valued at over \$5 outstanding on them within three years.

If a library card is lost or damaged, a \$1.00 fee will be charged to replace it. Worn and well-loved cards will be replaced at no charge.

### **Property Tax Cards**

An individual owning business or residential property may obtain a property tax patron card (regular STL library card) if he/she qualifies according to policy.

Each individual registered for a property tax patron card may be allowed to place holds for pickup only at the STL.

All property tax patron cards are valid for one year from the date of issuance.

Patrons must fill out the proper form as they would for a regular library card. See "Resident Cards" above for policy details. Patrons must also present a copy of their property tax bill to show proof of land ownership within the library's service area.

### **Non-Resident Cards (Pink)**

As a member of the Lakeland Library Cooperative, the library must abide by the cooperative's policy regarding the issuing of cards to non-residents. The cooperative's policy went into effect on October 1, 2001, and defines a non-resident as one living outside of the legal or contract service area of a Lakeland member library participating in the shared system.

The cost of a non-resident card is calculated using the library's total fiscal year income (this includes the library's millage, local income and other local operating income) and therefore may change from year to year. The formula is as follows: Library's total fiscal year income divided by the total contracted population. All non-resident cards are valid for one year from the date of issuance. After one year, the card may be renewed at the current calculated cost.

Patrons with STL non-resident cards are not able to place holds on items owned by other libraries and will only have access to the STL's physical collection. Digital materials are not eligible.

### **Sandy Pines Residents**

Sandy Pines residents, whose primary residence is outside the Lakeland service area boundaries but who own property within the cooperative boundaries may receive a normal resident library card. To do so, they must present a tax bill verifying that they own property within Sandy Pines. A picture ID with their winter address will also be required. Cards must be renewed annually.

### **MichiCard**

The library does not participate in MichiCard, a statewide program allowing for customers of participating libraries to use their MichiCard to borrow materials from the collections of other MichiCard participating libraries.

# Library Director Annual Review Policy

Adopted September 19, 2024

**Purpose:** The purpose of the Library Director (Director) Annual Review Policy is to:

- Provide regular feedback to the Director regarding his/her job performance.
- If needed, identify the Library Board's ("Board") actual concerns so that appropriate action can be taken.
- Provide the Director with a clear understanding of the Board's expectations.
- Ensure the Director and the Board are aware of how well the expectations are being met.

**Expectations for the review:** The overall evaluation should include a discussion of strengths, as well as areas for growth, and whether the Director modeled the core values of the library. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

**Frequency:** The Director's review will be conducted on an annual basis at the end of the library's fiscal year – May/June.

**Participants:** Feedback for the review will be obtained from the Board. The review will take place at a regular meeting of the Board. The Director may choose an open or closed session for the review.

**Responsibility:** The Board will complete the (objective) review based on their experiences. Each member will fill out their own copy of the form. Each "anonymous" form will be compiled into one overall review by the Board secretary.

**Sharing the Content:** At a regular meeting of the Board, the Director and members of the Board shall receive a copy of each individually completed review form and the compiled review form. The Board will discuss the compiled review with the Director. Upon agreement of the results and discussion, the review will be signed by the Director and all present board members. A copy of the signed review will be given to the Director and the secretary of the board for record keeping.

**There are three aspects of a strong Director evaluation:**

**1. Continuous:**

- a. While it's important to evaluate the Director annually, feedback regarding the Director's performance should be continual and focused on professional growth.

## **2. Forward-looking:**

- a. The evaluation of the Director should be done with future goals in mind. Think more about positive growth for the Director, Library, Board and Staff.

## **3. Clarifying:**

- a. Be sure all expectations and goals are clear for both the Director and Board.

With these key points in mind, the Board should form the criteria for evaluating the Director around the needs and goals of the library, its staff and patrons. Areas to assess include:

- Understanding of and commitment to the library's mission
- Understanding and demonstration of the library's core values
- Strategic planning
- Assistance with developing and carrying out policies
- Communication and relationship building
- Library building and maintenance
- Library collection
- Budgeting and financial management
- Administration and human resource development
- Professional Development
- Goal Setting

# **Material Selection Policy**

Adopted February 21, 2018

## **I. Purpose:**

The purpose of the Material Selection Policy is to set broad guidelines in order 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 Salem Township Library (STL).

## **II. Definitions:**

The term "Library Materials" shall be interpreted to have the widest possible meaning and includes, but is not limited to books, magazines, periodicals, microfilm, DVDs, CDs, digital media, and other similar materials. 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:**

Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for Material 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 on the basis of 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 matter 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 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 children select must accompany those children when they use the collection in order 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 general public and the student 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 opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- 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
- Community relevance
- Audience for material

## **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.

## **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. Challenges of library materials can only be made by patrons with a valid Salem Township Library Card.

- B. A single patron may only have one active material challenge at any given time.
- C. Materials will not be reviewed more than once within a two-year time span.
- D. Patrons who object to particular Library Materials must have read, heard or viewed the entire work to have their challenge considered.
- E. Patrons who object to particular Library Materials will be sent to the Director.
- F. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.
- G. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the "Request for Reconsideration" form.
- H. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding 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.
- I. The Library Director shall send the decision in writing to the complainant within 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 complainant 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 complainant will be notified in writing by the Library Director that the material will be retained.
- J. A written appeal of the Library Director's decision may be made by the requester to 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 make a decision and render their decision within 60 days of receipt of the appeal.
- K. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

## **Patron Code of Conduct**

Adopted January 17, 2019

In order to ensure constructive use of the Salem Township Library facilities, materials and services, as well as the personal comfort of all patrons and library staff, the Library Board of Trustees has established a Patron Code of Conduct:

### **Alcohol, Tobacco and Drugs**

The Library is a designated "Smoke Free" environment. Patrons shall not possess or consume alcohol, tobacco, marihuana, or illegal drugs in the Library. For purposes of this policy, "tobacco" includes chewing tobacco and all forms of vaping; "marihuana" includes all forms of marijuana use, including but not limited to smoking, edibles, and vaping. "Drugs" includes but is not limited by, all illegal narcotics and substances, as described in MCL 333.7101 et seq

of the Michigan Public Health Code, but do not include over the counter or prescription medication taken by the person the prescription designates.

### **Bikes, roller blades and skateboards**

Use of bicycles, rollerblades, scooters, skateboards, or other sports equipment in the library is strictly prohibited.

### **Blocking Aisles or Doorways**

Patrons shall not obstruct aisles or doorways or otherwise cause a dangerous situation with electrical cords or belongings. Library equipment cannot be unplugged to accommodate non-Library equipment.

### **Food and Drink**

Food is not permitted in the library. Covered Beverages are allowed, but not by computers.

### **Headphone or "Ear Bud" use**

With the exception of patrons using adaptive technology devices, patrons shall use headphones with all audio equipment and at a volume which cannot ordinarily be overheard by others. "Audio Equipment" for purposes of this policy includes phones, recording devices, computers and other internet or Wi-Fi enabled devices or tablets, and any device capable of emitting a sound loud enough to be heard by people other than the user of the device.

### **Noise and Other Disturbances**

Reasonably quiet and reserved behavior is expected on library property. No patron may harass or disturb the quiet enjoyment of the Library by other patrons or staff. Unacceptable behavior includes, but is not limited to, sleeping, running, horse play, solicitation and committing any act that would violate any State, Federal or local law, ordinance, or regulation.

### **Personal Belongings**

Patrons shall take responsibility for their own belongings. The Library is not responsible for patrons' personal property.

### **Personal Care**

Patrons shall maintain a generally acceptable standard of personal hygiene. Library bathrooms are not for personal bathing or laundry use.

### **Shirt and Shoes**

Patrons are required to wear acceptable clothing, including shirts and footwear. Reasonable accommodations will be made for those with a medical condition.

### **Theft and Damage**

Patrons shall not deface, mar, damage or destroy Library materials, furnishings, walls, machines, or other Library property. Patrons shall not destroy, alter, dismantle, or disfigure any

electronic data, information technologies, properties, or facilities. Theft or willful destruction or mutilation of library property are considered crimes under the Michigan Penal Code (MCL 750.364, MCL 750.491), and will be treated as such. Any materials removed from the Library must be checked out on a valid Library card and returned by the item's due date.

### **Weapons**

No weapons are permitted in the Library, other than those specifically permitted by law. Brandishing or intimidation using legally possessed weapons will be reported to the appropriate law enforcement agency.

### **Disclaimer**

Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be banned from the library property and/or prosecuted to the fullest extent of the law. If a patron is to witness any behavior which breaks these rules, patrons should report these events to staff. Police will be called if necessary.

## **Patron Privacy Policy**

Adopted September, 2024

### **Patron Privacy**

In upholding and supporting intellectual freedom, the Salem Township Library respects and values the privacy of all patrons - to the fullest extent permitted by law. Therefore, the Library seeks to reduce the amount of personally identifiable information collected and only retains information relevant to library operations.

### **What Information Do We Collect About Our Users?**

The Library collects both personally identifiable information and anonymous information in order to provide library service to users. Personally identifiable information is any information that could potentially identify a specific individual. The library strives to collect the least amount of personally identifiable information possible in order to provide services. We avoid creating unnecessary records.

- Name
- Address
- Personal Phone
- Email, upon approval
- Items currently checked-out and requested
- Overdue items (until returned)
- Fine history (until cleared)

### **Who Has Access to Library User Information?**

All library user records are confidential. Library records may only be disclosed to:

- Library staff performing job duties

- Account holders upon proof of identity
- Anyone with permission from the account holder
- Legal guardian

The Michigan Library Privacy Act prohibits disclosure to all third parties, except as provided in MCL 397.603 (2), which states "Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record."

In addition, and in certain circumstances, the US Patriot Act, P.L. 107-56, supersedes the Michigan Library Privacy Act and disclosure of library records is mandatory pursuant to an appropriate federal agency order or warrant. Such federal order or warrant may also require the library to refrain from notifying the customer of the disclosure.

The Salem Township Library shall not release another Lakeland Library Cooperative member library's records to any third party, except as provided above. The customer records of the Salem Township Library belong to the Library. As a member of the Lakeland Library Cooperative, the Library's policy shall at a minimum meet the requirements of the Cooperative's Confidentiality of Customer Records policy. The Cooperative serves as a resource for these issues. The Library is responsible for training and equipping its staff to deal with confidentiality issues.

### **Library Materials and Borrowing History**

The library does not keep a record of users borrowing history beyond operational requirements. Once a user returns an item, it is removed from their account and the borrowing data is anonymized. Items with lost, damaged or late fees will remain on a user's account until paid.

## **Photography & Video Recording in the Library Policy**

Adopted March 15, 2007

In support of the Salem Township Library's policies on confidentiality and customer behavior, the following guidelines have been established for photography and video-recording in the library.

### **Photography by Non-Library Staff**

Photography and video recording that does not inhibit or prevent the use of the library by other patrons, is permitted in all public areas of the building. The Library Privacy Act, MCL 397.601 et seq, protects patrons' information rights and prohibits the identifiable photography of other patrons using the library. Areas labeled "non-public or "staff only" are not accessible

by the public for any reason, including photography. Formal photo sessions or news organizations should contact the Library Director.

### **Photography by Library Staff**

Release of Photograph and/or Name Form is required

- a. For models: Use the form when taking a posed photo of a library customer. They are acting as a model and need to sign a photo permission form. Example: a family poses with their favorite books for a READ poster.
- b. For Close-ups: A close-up of a particular person(s), individually or from among a large group requires a signed Release of Photograph and/or Name Form. (Example: a close-up photo of a child singing at story time because of the expression on that child's face).

Release of Photograph and/or Name Form Not Required:

- a. For programs held at the library. Group photos do not need to be from the "back-of-head" perspective. In lieu of photo release forms, programmers will need to announce at the beginning of each program that "the library may take pictures for library promotional purposes. Notify staff if you do not want to be photographed."
- b. The following announcement may be used on program publicity materials. "Programs, events and classes are photographed or video-recorded for library promotional purposes. Notify library staff if you prefer not to be photographed."

## **Preferred Vendor Use in Library Business Policy**

Salem Township Library Resolution September 15, 2016

Whereas, in normal day to day business, the Salem Township Library not being a large enough entity to have personnel on staff to take care of day-to-day operations that in services and maintenance, and that would prove not to be cost effective in going out for bid every time or to be time sensitive or may be sensitive in nature for library operations, such as audit and tech services, through this policy the Salem Township Library is choosing to adopt a preferred vendor policy.

Whereas: in staying with the current purchasing policy 11-8-2005 utilized by Salem Township, this policy will allow named vendors that are now employed by Salem Township Library to be put on the preferred vendor list that will be reviewed annually during a budget work session. When a preferred vendor drops from the list, the normal bid process shall take place and that vendor will be put on the list.

Whereas, to follow the normal bidding process for all of Salem Township Library's needs would prove to be both costly in time and money as some of the sensitive equipment used within the daily operations would have to be relearned over and over again.

Whereas, ... working with Grant Funding causes items not on a preferred vendor list to be put out for bid when you already have a vendor that does your service to existing items within the library or may share services with neighboring libraries.

Therefore, be it resolved that the Salem Township Library shall adopt and approve a preferred vendor list for goods and services in the day-to-day operations of the Salem Township Library.

A motion for this resolution was asked for by: John

Supported by: Sharon

Vote: all ayes

The Salem Township Library Board President declared Resolution 9-15-2016 approved (approved or denied)

Library Board Secretary Stacy Smith

Date: 9/15/2016

## **Printing and Other Services**

Adopted September 19: 2024

A printer/copier/Fax is provided for the convenience of library customers. This cost applies whether the library's paper is used or a patron brings in their own paper. Patrons are responsible for all printouts they generate and can ask for assistance to avoid unnecessary charges. Charges for such services may change, with or without notice, due to inflation and are listed as follows:

### **Regular Paper:**

- B/W = \$.15
- B/W double sided = \$.20
- Colored = \$.30
- Colored double sided = \$.50
- Legal size paper (8.4"x14") = \$.20 / \$.35
- 11x17" paper = \$.25 / \$.40

### **Bulk Copies:**

- 50-75 = \$.10 or \$.20 color
- 76-100 = \$.08 or \$.16 color
- 101-150 = \$.07 or \$.14 color

### **Doubled Sided Bulk – B/W Only:**

- 50-75 = \$.15
- 76-100 = \$.13
- 100-150 = \$.21

### **Scan to Email or USB:**

- \$.15/page
- \$.20/double sided

### **Fax:**

- 1st page = \$1
- Additional pages = \$.50 each
- Fax Cover Sheet from Library is free

### **Lamination:**

- Small (4x6) = \$.10
- Medium (8.5x11) = \$.15
- Large (11x14) = \$.25



**Service Limits:**

- Single sided copies are limited to 150 pages per patron per week
- Double sided copies are limited to 75 pages per patron per week
- Scanning and faxing is limited to 25 pages per patron per week
- Lamination is limited to 10 pages per patron per week

**Bulk Copies:**

Bulk copies are made at the availability of the library's time and resources. Patron's may be asked to leave their items, along with detailed copy instructions, to be completed as time and resources allow. If a patron is regularly requesting bulk copies in excess of 100 or requiring overly detailed copy instructions, the library may direct them to a copier service.

**School Purposes:**

Free black and white copies (up to 10 per day), and colored copies (up to 5 per day), may be made at the discretion of the librarian for school related homework and projects.

## **Programming Policy**

Adopted March 15, 2007

A program" is a planned interaction between the Salem Township Library (STL) staff and the program participants. Programs are a fundamental component of library service that:

- Introduces attendees to library resources and materials
- Promotes library resources and materials, as well as the library facility
- Provides learning and entertainment opportunities to meet the informational, educational and recreational needs of those attending the program
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations

A program can be a single event or a series of events, be a scheduled or a pop-up event, take place inside or outside of a library, or take place online. Programming furthers the mission, vision and values of the Salem Township Library.

The STL prioritizes customer safety in the delivery of its services. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.

The Library's philosophy of open access to information and ideas extends to programming. Most Library programs are free and open to the public; however, some programs or classes may require a materials fee. Registration may be required for planning purposes or when space is limited.

All program participants must comply with the Library's Patron Code of Conduct. The Library reserves the right to set time, place and manner restrictions, as well as age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for child attendance at Library programs rests with their caregivers and some programs may require an accompanying adult.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. Please see our Photography and Video Recording in the Library Policy for more details.

The board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

## **Public Comment Policy**

Adopted September 21, 2023

### **1. Purpose**

Pursuant to the requirements of the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, a person shall be permitted to address a meeting of the Salem Township Library Board under rules established and recorded by the library.

### **2. Rules**

- a. Each speaker is requested to provide their name and residence at the time of their public comment.
- b. Each speaker shall be limited to three (3) minutes per meeting.
- c. Each speaker may speak only one time during each meeting and may not "split" the three-minute time period.
- d. No speaker may "assign" their time to another person.

- e. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make such a designation.
- f. Speakers shall be respectful and exercise proper decorum. Arguing with the Board, insults and profane language will not be permitted.
- g. These rules shall be recorded in the minutes and kept on file with the Library Board and Secretary.

## **Public Relations Policy**

Adopted March 15, 2007

Public relations goals of the Salem Township Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public,
- to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involves every person who has connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, television, or flyers will be approved by the director. The costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort will come from the advertising budget.

## **Reference Service Policy**

Adopted May 17, 2007

The Library will provide information in the form of short answers to specific questions and guidance in locating materials for patrons who appear in person, call on the telephone, or request information through correspondence. The staff will assist patrons in the use of the library and teach basic research methods when appropriate. The Library will provide verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan and MeL. The staff may also refer library users to other agencies and libraries in pursuit of needed information.

## **Refreshments Policy**

Adopted September 20, 2007

The Library may provide beverages – with the exception of red liquids – and/or snacks during team meetings, library meetings and special library programs. Should a staff meeting occur during a lunch or dinner period, the Library may provide a light meal for the participants.

## **Remembrances, Memorials & Recognition Policy**

Adopted September 9, 2007

In order that those who work for the library and those who give the Library the gifts of their time know that all here care about their well-being and celebrate their lives, the Library shall remember and recognize active staff, and Board members in the following manner.

1. Active staff and current Board members who are hospitalized for a serious medical condition shall receive a modestly priced floral bouquet (around \$50.00) to be paid by the Salem Township Library.
2. Active staff and current Board members as well as the spouses or dependent children of active staff and current Board members who die shall be remembered with a moderately priced floral bouquet (around \$85.00) to be paid by the Salem Township Library.

The Library on occasion may acknowledge the gift of time that individuals give to the library. A modest token of appreciation (e.g. gift certificate, floral arrangement) may be given.

## **Security Cameras Policy**

Adopted November 16, 2023

The Salem Township Library strives to maintain a safe environment for its patrons and staff. The library is also obligated to protect taxpayer-funded property. Therefore, selected areas of the premises are equipped with video cameras that are recording video and audio at all times.

The purpose of this policy is to establish rules for the use of security cameras, as well as access to live and recorded images and sound. The library's system shall only be used for the protection and safety of patrons, employees, assets, property, and to identify persons breaking the law or violating library policy, including the Library's Patron Code of Conduct.

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate

precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include, but are not limited to, common areas of the Library such as entrances, near book and media collections, public services desks, exterior grounds and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as inside restrooms, nor are they positioned with the intent to identify a person's reading, viewing or listening activities in the library.

Only the following individuals are authorized to access the recorded data in pursuit of incidents of criminal activity, litigation, or violation of library policy: the Library Director, the Assistant Director and the Technology Specialist in the absence of the Assistant Director when the Library Director is unable to be contacted in a timely manner.

The Library Director may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no more than 22 days, unless required as part of an ongoing investigation. As new data is recorded, the oldest data will automatically be deleted.

Video and audio records shall not be used or disclosed other than as specifically authorized by this policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Director is immediately informed of the incident.

## **Social Media Policy**

Adopted September 19, 2024

The Salem Township Library (STL) is committed to using current forms of social media for enhanced accessibility to Library patrons in our service area and to promote Library services, resources, programs, and events with responsiveness and professionalism to maintain a

positive image. The purpose of this policy is to establish procedures and regulations regarding appropriate social media usage.

### **General Policy**

The Library recognizes that social media can be an enjoyable and useful way to share ideas and information with family, friends, colleagues, and others anywhere in the world. We respect the right of employees to use social media and networking sites as a medium of self-expression and social contact. Since social media is public, its use can pose risks; therefore, we have established the following policy and guidelines for employee participation in social media. For our policy, "social media" refers to websites, blogs, and forums that promote the sharing of information, as well as social networking sites such as Facebook, LinkedIn, YouTube, X, Instagram, Snapchat, and TikTok, among others.

### **Library Social Media Accounts**

The Library maintains social media platforms to keep patrons informed on the latest happenings with the Library and the community. Such platforms are maintained and monitored by Library staff. The Library Director shall have the sole authority to administer and moderate the content of the Library's social media accounts and may terminate any Library social media account at any time. Only the Library Director or employees expressly designated by the Library Director will have access to STL's social media accounts to manage the following types of content and features including but not limited to:

- Notice of library events, meetings, and programs; notice of community events
- Photographs and videos from the above
- Links to articles, videos about libraries, publishing, books, reading, and other literacy related content
- Information about library-related services such as databases and electronic services
- Highlights of special collections such as local history or new additions to the collections

Content on these platforms often invites comments from users who follow the Library social media accounts. To maintain the integrity of our social media platforms and to keep comments civil, the Library reserves the right to delete any comments which include the following content:

- Any obscenity, defamation, fraud, or incitement to violence.
- Any true threat (including personal, targeted, racial, ethnic, or gender-based threats) or criminal conduct.
- Foul or sexually explicit language, including sexual innuendos and references.
- Personal identifying information or sensitive personal information of another individual.
- Defamation (libel/slander).
- Comments or links that are off topic and do not relate to the original post.

- Illegal activity which violates any local, state or federal law.
- Language that compromises the safety or security of the public or public systems information including but not limited to, current investigations, police tactics, and the safety of Library staff and officers.
- Links to unverified and misleading online information.
- Promotion or advertising of any businesses or commercial enterprises, unless they are providing support to Library services.
- Random or unintelligible text.
- Viruses or computer code.
- Apparent spam.
- Copyrighted material.
- Images, videos or links to sites that do not conform to these guidelines.

The Library reserves the right to instruct its employees to delete comments and social media communication that violates this policy. Violation of this policy is subject to disciplinary action, up to and including termination.

### **Employee and Board of Trustees Policy**

In addition to the guidelines set forth in Terms above, employees and trustees shall follow the guidelines in this Section:

Employee social networking should not be done during work time and should not interfere with job performance. Employees may use social media during work time if it is for work-related activities and approved by Library Director.

Employees' and Trustees' activities on social media platforms shall comply with all Library policies, rules, and directives and all local, State, and Federal laws. Employees and Trustees should carefully read and ensure that their postings are consistent with these policies, rules, directives and laws.

When using personal social media accounts, employees and Trustees should be aware of the following prohibitions:

- Do not disclose confidential Library information.
- Do not represent yourself as a representative of the Library unless authorized in advance.
- Do not post images of the Library's seals, marks, or logotypes without the express consent of the Library.
- Do not post images of other Library employees without the express consent of the other Library employees.
- Do not disclose information or comment about items in litigation or about claims that could be brought against the Library.
- Do not disclose nonpublic information of any kind.

- Do not post inappropriate information or engage in offensive conduct, including hate speech, discriminatory remarks or harassing comments.

Employees with personal complaints about working conditions, co-workers, and/or supervisors are encouraged to discuss these matters with their supervisor or the Library Director, rather than posting their concerns publicly on social media platforms. Retaliation is prohibited for reporting a possible violation of this social media policy or cooperating in any investigation with respect to a possible social media policy violation. Any employee who retaliates against any employee for reporting a possible deviation from this policy or for cooperating in any investigation will be subject to disciplinary action, up to and including termination.

If you are unsure about whether your social media post violates any of the above prohibitions, consult with the Library Director.

## **Social Security Privacy Policy**

Adopted November 17, 2005

In compliance with the Social Security Privacy Act the Salem Township Library will limit access of social security numbers to the director and assistant director. Social Security numbers will be confidential and not disclosed unlawfully. Documents containing social security numbers will be shredded when management use is complete.

## **Volunteer Policy**

Adopted March 15, 2007

Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the library. Volunteers in turn help the library expand and enrich its services.

Volunteers will not be used to replace the work done by paid staff and may not do their work for them. Volunteers may not use the Integrated Library System (ILS) nor are they allowed to perform activities that could reveal confidential patron information.

Individuals interested in volunteering at the library must have a valid library card and be a patron in good standing. They must meet with the director and fill out a Volunteer Interest Form.

Candidates will be accepted based on the Library's project and programmatic needs. The Library may not accept every volunteer application.



The Library accepts volunteers requiring court-ordered community service at the discretion of the Library Director. The Library will only allow non-violent offenders to do court-ordered volunteer work.

Volunteers hereby waive any claims against indemnity, and hold harmless the Salem Township Library, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Salem Township Library's volunteer program.

Volunteers under the age of 18 must have parental approval and cannot work more than four hours per day. Generally, the Library will not accept volunteers under the age of 16. Youth volunteers may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process, including a background check. Volunteers who are family members of Library staff may not be placed under the direct supervision of the family member.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.