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# HART AREA PUBLIC LIBRARY POLICY MANUAL

## NOVEMBER 2023

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# Mission Statement

Adopted 11/17/2003

The Hart Area Public Library is committed to supporting and enhancing the community by providing access to information, literature and ideas. Our mission is focused on quality resources, excellent service and a welcoming atmosphere built on a foundation of fiscal responsibility.

## Roles

To support a vital community of well-rounded and informed patrons the Hart Area Public Library will focus on being:

- the primary source for information;
- a major source of leisure activity;
- an accessible, comfortable and welcoming place to meet and interact;
- an active participant in developing and renewing community partnerships.

# Circulation

## Circulation Policy

Adopted 01/1994, Revised 08/15/2022

### **Confidentiality**

The Hart Area Public Library respects the privacy of library patrons to the fullest extent permitted by law. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." Staff members will not disclose to anyone other than the account owner or the person liable, a parent or legal guardian, information protected by law without the required court or agency order or warrant.

### **Library Card Registration**

The Hart Area Public Library serves the residents of the City of Hart and Hart Township and the residents of the contracted Townships of Crystal, Elbridge, Golden and Weare. Any person who resides in or owns property in the aforementioned areas shall be eligible for a library card.

To obtain a library card a person shall present identification and proof of residency. Acceptable documents include but are not limited to valid government issued identification with local address or identification with other acceptable proof of property or residency. Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Minor (under age 18) registrations may be signed by any adult (age 18 or older) willing to assume legal responsibility for library materials. Adult co-signer's accounts must be free of current charges for lost or damaged items at the time of registration. Signatures indicate an acceptance of responsibility for the minor's use of all library resources including supervision of the minor's choice of materials and all losses or damages.

At 18 years of age, the minor patron assumes responsibility for the library account bearing their name including all currently borrowed items. Any fees for lost or damaged items that accrued prior to the minor's 18<sup>th</sup> birthday will be moved to the co-signer's account. If the co-signer does not have an active library account, a bill will be mailed.

Library cards will have an expiration date to update accounts as needed.

### **Student Cards**

A priority of the Hart Area Public Library is to make library services available to all school-aged children. Children who attend any K-12 school in the direct service area are eligible for a student card. Student cards can be issued with no co-signer and will expire when the student is 18 years

old. Minors with student cards may check out a maximum of three books, access select digital content, and HAPL computers. Current school issued picture identification will be sufficient for issuance of a student card. Alternatively, younger students without identification may bring in a school distributed signed permission slip.

### **Temporary Cards for Adults**

Adults who are unable to provide proof of residency but affirm that they are residents of the direct service area shall be eligible for a temporary account. Proof of identification will still be required. A maximum of three items in any format may be checked out. Temporary cards will allow access to digital services. Temporary cards will expire after one year and a full privilege card may be obtained with proof of residency at any time.

### **Local Business Eligibility**

Anyone employed in the Hart Library service area, with proof of employment, is eligible for a library card as a non-resident card holder. Identification and proof of address must be provided.

### **Reciprocal Service Library Cards**

The Hart Area Public Library recognizes the importance of library access for the wider community. HAPL will issue non-resident library cards to residents and property owners of the service areas of other local libraries with whom there are working agreements. Currently, any person who resides in or owns property in Oceana or Mason County with the exceptions of Newfield and Greenwood Townships is eligible for a non-resident card. Non-resident cards will be subject to continued agreements with other local libraries and will not be eligible for digital services including Wi-Fi hotspots. Identification and proof of address must be provided. Minors must have an adult co-signer.

### **Family Card**

Patrons may choose to open a Family Card with the permission of all family members aged 18 years and over. Everything on that account is visible to every member of the family.

### **Lost Cards**

A patron shall be responsible for all materials borrowed on his/her card. Patrons will be held responsible for lost or damaged items prior to the date the loss or theft is reported. Replacement cost for a lost library card shall be one dollar.

### **Messenger Pick-Up**

Any library material may be picked up by a messenger. The Library must be notified by the patron that a messenger shall be picking up the item/s.

## **Audio-Visual Materials Use**

The Hart Area Public Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

## **Checkout Periods**

All books, CDs (music and audiobook), and juvenile backpacks shall have a three-week checkout. Unlimited data Wi-Fi hotspots, magazines, current test preparation manuals, and DVDs shall have a one-week checkout. Select Wi-Fi hotspots (such as the Kajeet brand) shall have a four-week checkout. Circulating computers and tablets shall have a four-week checkout.

Items may be renewed up to three times for the same checkout period as the original loan. Eligible items will be renewed automatically two days prior to the due date. Items will not be eligible for renewal if another patron has placed a reserve on the material.

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

The Hart Area Public Library is not required to send notices for lost or damaged materials and a failure to receive a notice does not relieve the card holder of responsibility to return items when they are due. While HAPL is not required to send notices, staff members will make an effort to notify patrons of overdue and damaged items in a timely manner.

A combined total of \$10.00 in lost or damaged materials or fees will cause the Library to suspend a patron's borrowing privileges. Borrowing privileges will be restored once the account balance is reduced to \$9.99 or under.

Any patron who borrows from the Hart Area Public Library shall be responsible for returning all materials in a timely manner and in good condition. Damages to materials, beyond normal wear and tear, that require repair by staff will result in a minimum charge of two dollars. The charges shall not exceed the replacement cost of the material.

The replacement cost of any material lost or damaged beyond repair will be charged. Lost or damaged items may be replaced by the responsible party providing a replacement copy of the same volume in good condition. A two-dollar processing fee will be charged.

Refunds may be issued for materials that are found after charges have been paid at the Director's discretion. Standard practice will be to apply a refund to charges for library services such as printing.

Replacement costs and fines associated with items that have not been returned to the library for 5 years or more, since initial check-out, shall be waived. Patrons who have had item costs waived may reapply for a library card with no further disciplinary action.

## **Fees**

The Hart Area Public Library may charge a fee for specific library services. These may include, but are not limited to faxing, late fees for Wi-Fi hotspots, printing, and photocopying.

Late fees for hot spots will be \$5 a day for a maximum of \$20. No late fees shall be charged for any other materials.

# **Collection**

## **Collection Development**

Adopted:12/13/2004, Revised 09/11/2023

### **Objectives**

The Hart Area Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and members of society. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of materials embracing diverse areas of knowledge. Included are works of enduring value as well as timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred.

New formats shall be considered for the collection when a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the ability of the Library to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. In general, scholarly, highly specialized, or archival materials, as well as items to support specific educational courses are beyond the scope of the collection.

### **Responsibility for Selection**

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of the policies adopted by the Library Board of Trustees. The Library Director may delegate the selection responsibility to certain staff members.

### **Criteria for Selection**

To build a well-balanced collection of merit and significance, materials in all forms must

be measured by objective guidelines. Since the Library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

The selection of Library materials is made based on the patron's right to read, listen, or view, free from censorship by others. The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not restrict the freedom of others. Materials available in the Library present a diverse point of view, enabling patrons to make the informed choices necessary in a democracy. The Library selects a wide variety of materials that satisfy the diverse interests of the community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all items in the collections will appeal to everyone.

Genre and shelf labels on materials exist to indicate various collections but will not be used for the purpose of restricting access or endorsing content. No materials are sequestered except to protect them from damage or theft.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

## **Selection Criteria**

The selection criteria outlined in this section is used for all acquisitions, regardless of format, as a guide for selection decisions. An item is not required to meet all selection criteria to be accepted.

### **General criteria for selection:**

- Present and potential relevance to community needs
- Favorable reviews by critics that ensure serious literary, artistic, political or scientific value
- Suitability of format to library use
- Availability elsewhere including area libraries and other formats
- Price and availability within the scope of the overall budget
- Relevance to current trends and events



Relation to the existing collection  
Extent of publicity and current or anticipated demand  
Relation to other resources in the community  
Local, state or regional historical significance

**Content criteria for selection:**

Reputation and/or significance of author, publisher or producer  
Currency of information or comprehensiveness  
Objectivity and clarity  
Representation of diverse points of view  
Sustained interest or demand  
Usefulness of the information  
Relevance to local history collections  
Local significance of author or subject  
Provides unique contribution to a field of study

*Selection may be limited by the following factors:*

Price and format  
Availability of low-demand materials in other library collections

*Selection of library materials will not be influenced by:*

The possibility that they may come into the possession of children or young adults  
The liability of materials to theft or mutilation

The Library does not attempt to meet curriculum needs of education programs.  
Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form.

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources.  
Purchase suggestions from library patrons are welcome and are given serious consideration.

**Donations and Gifts**

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials not added to the collection may be sold or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request. Gifts of funds are always welcome and may be designated as memorials.

## **Withdrawal of Materials**

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Superseded by a new edition or better work on the same subject

Materials withdrawn from the collection may be sold or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

## **Requests for Reconsideration**

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the Library will reconsider any material in its collection.

The following steps will be used when an individual believes that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's collection development policy, reconsideration form, the Library Bill of Rights, and the Freedom to Read statement.
2. Patrons are required to complete and submit a reconsideration form to the Library Director.
3. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 30 days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 15 days to the Board of Trustees.
6. If the Board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. It is the Board's responsibility to

determine if the collection development policy was followed, not to determine the merit of the item.

7. The Board of Trustees reserves the right to limit the length of individual public comments.
8. The decision of the Board is final.

# Operations

## Emergency

Adopted 11/2006, Revised 9/12/2022

### **Fire or Other Immediate Danger**

Do not panic, but do not underestimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. The senior staff member or designee shall decide when and if to evacuate the building and shall direct staff and patrons to the appropriate exits, if possible to do so safely. Emergency services shall be called immediately (911) in the event of a serious problem. A staff member shall explain the situation and give the information requested by the operator.

Staff members shall not attempt to remediate dangerous situations and should evacuate when it is the reasonable course of action. All members of the library staff shall note the locations of all exits (3) from the library building. Emergency exit signs can be seen from all areas in the Library.

All members of the library staff shall note the locations of the fire extinguishers (4) placed throughout the Library. These dry chemical extinguishers have the multipurpose A-B-C rating and can be used on all types of fires. All extinguishers shall be serviced on an annual basis and maintained quarterly. Library personnel shall be instructed on proper use of the equipment.

### **Medical Emergencies**

Staff members shall not administer first aid of even a minor nature because of the potential danger of a lawsuit and/or personal injury except for naloxone or CPR in a life-threatening emergency (Act 17 of 1963 and Administration of Opioid Antagonists HB 4367 of 2019). Staff and members of the public will have access to this medicine in the Naloxbox near the main entrance. Staff members are not required to distribute naloxone or perform CPR but are encouraged to be trained in their safe use.

The sick or the injured patron shall be made comfortable and protected from needless disturbance until medical help can be obtained. One staff member should immediately call 911 if the situation necessitates it, while another may secure the patron. If a minor is sick or injured an attempt shall be made to notify a parent or guardian. Since each case is unique, staff members shall use their own judgment to do what is prudent and reasonable. When the situation allows, the Library Director or Assistant Library Director shall ~~also~~ be notified of any serious injury or emergency. Staff members should not transport members of the public in their personal vehicles, if a reasonable alternative is available.

In the event of an accident or injury, an incident report shall be completed. If a member of the public or staff is injured in any way on library property, an incident report shall be completed and turned into the Library Director even if the person appears unharmed.

No medications, apart from naloxone, shall ever be dispensed to the public. Latex gloves and CPR masks shall be available on site for the protection of staff members.

### **Snow Storms**

The Library is a service organization. Patrons expect the Library to be open even during inclement weather. Unless closure is authorized by the Library Director or Assistant Director or the Sheriff's Department declares emergency road closures, the Library shall maintain its regular hours. To keep the public informed, a notice shall be posted on the building door, the website, and/or social media and tv stations notified of any emergency closures.

### **Tornado**

In the event a tornado warning is issued, the senior staff member shall see that all patrons and staff take shelter in designated areas of the library until the warning is canceled. The basement is the preferred location but the restrooms may be used if handicapped patrons are not able to access the stairway.

### **Uninhabitable Building**

The Library Director or the Assistant Director shall determine if it is necessary to close the Library because of unexpected problems, such as power failure, sewage backup, shutdown of the HVAC system, or lack of water, making the building unfit for use. To keep the public informed a notice shall be posted at the entrance of the Library, on the website, and/or social media explaining why the Library is closed.

### **Damage to Collections**

The Director shall create a list of consultants and conservators who can deal with the damaged formats. The list shall be referred to in the event of damage to the collection. Obtaining expert advice right at the beginning of a recovery effort can prevent mistakes and save valuable time.

## **Confidentiality of Patron Information**

Adopted 07/12/2010

### **Statement of Policies**

1. Personally identifiable information about Library patrons and their use of the Library is private. The Library shall not disclose such information to anyone except in the following cases:
  1. If required by law, pursuant to a valid subpoena, warrant, court order or other investigatory document;
  2. On written consent of the patron; or

3. When absolutely necessary for the effective operation of the library, and then to the narrowest extent possible.
2. All requests for information must be addressed to the Director, who shall consult with the Trustees and legal counsel when appropriate.
3. Patrons who fail to return materials in a timely manner will be deemed to have waived their right to confidentiality insofar as is necessary for the Library to retrieve the missing material or secure appropriate compensation for its loss.
4. The Library will make a good-faith effort to notify patrons of any changes in the law or policies pertaining to Library use that may affect patrons' privacy or intellectual freedom.
5. Patrons who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Director. All such comments will be investigated, and responded to when appropriate.

### **Supplementary Information**

**Policy Rationale:** The Library's commitment to patrons' privacy and confidentiality is rooted not only in the law but in the ethics and practices of librarianship.

Under the Patriot Act, the FBI may obtain access to all personally identifiable information, including books and other materials checked out; searches done on Library computers, including places visited on the Internet; books and other materials borrowed through interlibrary loan; when and where patrons have signed up to use library computers; and notes taken by librarians when helping patrons with questions. The Act also prohibits Library personnel from notifying a patron under suspicion, the press, or anyone else that an investigation is underway.

**Information Needed for Core Services:** The Library avoids creating unnecessary records and retaining records unnecessary to the fulfillment of its mission. It does not engage in practices that might place private information on public view. It must, however, gather and retain certain information about current patrons in order to provide services, including information pertaining to registration, circulation, and electronic access. (Examples of such information would include name, e-mail address, library card barcode, phone number or home address.) All personally identifiable information is kept confidential and will not be sold, licensed or disclosed under any circumstances except those defined in the Statement of Policy.

**Records of Use:** Links between patron records and materials borrowed are deleted when items are returned, and other records are deleted as soon as the original purpose for data collection has been satisfied.

**Third Party Security:** All contracts, licenses, and offsite computer service arrangements reflect the Library's policies and legal obligations concerning patron privacy and confidentiality. Should a third party require access to our users' personally identifiable information, our agreements address appropriate restrictions on the use, dissemination, and sale of that information.

**Internet Use:** When connecting to licensed databases outside the Library, patrons are identified only as members of the Library community. Nevertheless, users of networked computers will sometimes need to enable "cookies" in order to access a number of resources available through the

Library. (A cookie is a small file sent to the browser by a Web site each time that site is visited.) Library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize Web pages to that user's specification. Cookies sent by Library servers disappear when the user's computer browser is closed, and the Library does not share cookie information with third parties.

**Staff Access to Personal Data:** Only authorized Library staff members with assigned confidential passwords may access personal data stored in the Library's computer system for the purpose of performing library work.

## Free Materials Distribution

Adopted 07/12/2004

The Library may make free materials available to the public. The Board reserves the right to refuse distribution of any materials by outside individuals or groups to patrons of the Library. The Board delegates the responsibility for approval of distribution to the Library Director.

The Library shall not accept for distribution any materials that violate established Library policy.

The Library Director shall have the responsibility to approve free distributions through the Library. The Director shall consider the nature of the materials in light of the mission and goals of the Library, space requirements and commercial nature.

## Pandemic Preparedness and Response Policy

Adopted 11/09/2020

### I. Purpose.

This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons in the event of a pandemic or other public health emergency. This policy shall guide the Library's response and its ability to react quickly to changing conditions and government directives or orders.

### II. Library Service

**A. Basic Infection Prevention Measures.** The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, tables, desks, and public computers. This may include removing objects or material from public areas. The Library Director will also develop a protocol for returned material. This may include quarantining returned materials for specific periods of time. These measures may change as the recommendations evolve.

**B. Safe Work Practices.** The Library Director will make sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment. The Library Director will take steps to implement social distancing protocols if required or recommended. This may include removing or rearranging chairs and computers, blocking areas/furniture, installing plexiglass screens, or marking areas to show six (6) foot spacing.

### **III. Director's Role; Authority.**

The Library Director (or other person appointed by the Library Board) will monitor and coordinate events during the public health emergency. The Library Director has the authority over the following:

**A. Modifications.** The Library Director may modify any services and safety protocols. The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. The Library Director will use reasonable efforts to post notices of the program changes and cancellations.

**B. Staffing Levels.** The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.

**C. Cancel or Limit Services.** The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. The Library Director will use reasonable efforts to post notices of the program changes and cancellations.

**D. Library Closure.** The Library Director has the authority to close the Library for a maximum of fourteen (14) days without prior Library Board approval in the event of a workplace exposure. The Library Director will inform the President of the determination to close and the proposed duration of the closure. The Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.

**E. Consultation.** The decision to cancel or limit services, including closing the Library to patrons or staff, or adopt additional protocols will be based on recommendations or orders made regarding the public health emergency by the Centers for Disease Control ("CDC"), local or state health officials, the Library Board, the Michigan Library Association, or other authorized state or federal agency.



# Programming

Adopted 9/11/2023

## Objectives

The Hart Area Public Library upholds principles of intellectual freedom and supports the rights of individuals to read, speak, and view as outlined in the Library Bill of Rights. To further the Library's mission to support and enhance the community by providing access to information, literature and ideas, the library presents a variety of programs and displays within the limitations of finances, space, and staff time. Topics and speakers are not excluded from library programs and displays because of possible controversy. Selection by the Library does not constitute endorsement of program content, display selections, or promote particular beliefs or viewpoints.

Programs and displays offer opportunities to highlight collections, promote services, and share information. Programs are intended to further the mission of the library to support a vital community of well-rounded and informed patrons. Programs support the library's role as a primary source for information, leisure activity, an accessible gathering place, and an active participant in developing and renewing community partnerships. The Hart Area Public Library Board of Trustees delegates development and presentation of programs and displays to the library director.

## Scope of Programs

The Library presents programs for various age groups, cultures, backgrounds and interest groups. Programs may target a general audience or be tailored to an age-specific audience.

Types of library programs include, but are not limited to:

- Book discussions
- Story times
- Family literacy programs
- Author visits/readings
- Artistic and music performances
- Movie showings
- Demonstrations and workshops
- Instructional classes
- Lectures and presentations
- Exhibits and associated programs
- Community forums
- Library tours and orientations

Program presenters can include library staff, volunteers, or staff from co-sponsoring organizations, authors and performing artists, speakers with recognized credentials or relevant experience, and qualified instructors.

## **Programming Guidelines**

Selection of programs and displays will follow the same guidelines as those for material selection outlined in the Collection Development Policy. Program selection and development are also subject to the following guidelines:

- Space and physical arrangement are safe and allow for effective program delivery. The program should minimize disruptions to normal library operations if held in the library building during open hours.
- Programs are open and free to all, including district nonresidents and non-cardholders, although pre-registration may be required.
- Presenters may have a business affiliation, but no solicitation or promotion for business purposes will be permitted. However, the sale of books, music, or art work by their creators is permitted as part of a library program when arranged for in advance. Nonprofit organizations may be permitted to promote their services.
- The Library may participate in joint programs with other agencies. Co-sponsorship decisions are made on the basis of shared interest, responsibility and benefits for the Library or library patrons.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Programs are held in library facilities when possible. Building and meeting room capacities will be observed. Other locations will be considered when the library is not equipped to handle an event, or an alternate venue will encourage access or attendance.
- Individuals with disabilities who contact the library at least one week in advance will be accommodated to the best of the library's ability. The library will make program spaces accessible to all users with the use of reasonable accommodations.
- Concerns or complaints about library programs and displays are handled according to the same policy and procedures that govern reconsiderations of other library resources and materials.

## **Public Relations**

Adopted 12/13/2004

The public relations goals of the Hart Area Public Library are:

- To promote a good understanding of the objectives and services of the Library among governing officials, civic leaders, and the general public;

- To promote community-wide participation in the varied services offered by the Library.

The Board recognizes that a positive public relations effort involves every person who is connected 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 Library Director shall be expected to participate in community activities to promote library services.

Ultimate responsibility for all publications, notices and the website rests with the Library Director who operates within the framework of the policies adopted by the Library Board. The Library Director may delegate the development of these materials to certain staff members.

Materials to be used by press, radio, or television shall be approved by the Library Director.

The Board shall establish a publications budget to cover costs of printing, publication, supplies, and miscellaneous needs related to the public relations effort.

# Patron Behavior

## Patron Behavior Policy

Adopted 11/13/2006, Revised 03/11/2019

### Introduction

The mission of the Hart Area Public Library is to provide free public library services to the Hart area community. To further that mission, the Hart Area Public Library is open for specific and designated uses, including reading, studying, writing, participating in scheduled library programs, and using library materials. In order to provide resources and services to all people who visit the Hart Area Public Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Library Patron Behavior Policy is to assist the library in fulfilling its mission and to provide a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Hart Area Public Library and to all persons entering in or on the premises.

### Rules for a Safe Environment

- Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
- Possessing, selling, distributing, or consuming any alcoholic beverage, illegal drug, or drug paraphernalia is prohibited.
- Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on library property.
- Use of skateboards, rollerblades, roller skates, or scooters is not allowed in the library or on library premises.
- Library patrons must park bicycles or other vehicles only in authorized areas. Bicycles shall not block obstruct entrances or exits.
- All doors and entrances must remain obstacle-free. Emergency exits shall not be used except in the case of an emergency.
- Animals or personal transport vehicles are not permitted in the library other than those required by persons with disabilities or those used in law enforcement or for library programming.
- Smoking is prohibited inside library facilities and anywhere on library property. Smokers must refrain from littering with cigarette butts.
- Shirts and shoes are required for health reasons and must be worn at all times inside the library.
- The use of incendiary devices, including candles, matches, and lighters, is prohibited inside the library.

## **Rules for Personal Behavior**

- Personal property brought into the library is subject to the following:
  - The library personnel may limit the number of parcels carried into the library.
  - The library is not responsible for personal belongings left unattended.
  - The library does not guarantee storage for personal property.
  - Personal possessions must not take up seating or space if needed by others.
- Patrons must leave the library promptly at closing time.
- Patrons shall be engaged in activities associated with the use of the library while in the building. Patrons not engaged in reading, studying or using library materials or facilities are required to leave the building. Laying down or sleeping in the library is prohibited.
- Spitting is prohibited.
- Putting feet or legs on furniture is prohibited.
- Panhandling or soliciting library staff or patrons for money, products, or services inside the library or on library property is prohibited.
- Using threatening language or gestures, or obscenity is prohibited.
- Fighting or challenging to fight, running, pushing or shoving is prohibited.
- Patrons may not interfere with the staff's performance of duties in the library or on library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing are prohibited in the library. All activity that violates the Michigan Election law shall be prohibited.
- Selling merchandise on library property without prior permission from the Director is prohibited.
- Distributing or posting printed materials/literature on library property not in accordance with library policy is prohibited.
- Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
- Staring, photographing, following, stalking, harassing, or threatening library users or staff while in the library or on library property so that it interferes with the library patron's use of the library or the ability of the staff person to do his or her job is prohibited.
- Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other patron's use of the library or that can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices, such as cell phones, headphones, and radio is prohibited. Cell phones and pagers should be placed on vibrate and all calls taken outside the library.
- Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance or interferes with other patron's use or staff's use of the library is prohibited.

## **Rules for the Use and Preservation of Library Materials and Property**

- Patrons must not deface, vandalize, alter or improperly remove library materials, equipment, furniture, or buildings.

- Patrons must abide by established time limitations and the Hart Area Public Library Internet Use Policy.
- Library materials may only be removed from premises with authorization through established lending procedures.
- Library materials may not be taken into restrooms.

### **Rules for the Safety of Youth**

- Parents or caregivers must be present and responsible for the supervision of children age 6 and under pursuant to the Library's Child Safety Policy.
- Staff may restrict adult use of youth areas.

### **Disciplinary Process for Library Facilities**

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

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of the Patron Behavior Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of a suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy—Suspension of Privileges: Unless otherwise provided in this Policy, (see Section C below), the library shall handle violations as follows:

1. Initial Violation: Library users observed violating this policy will be asked to cease the violation with a verbal warning. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, police may be called.

2. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police may be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of

this nature will result in an immediate two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.

2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges are reinstated.

### **Right of Appeal**

Patrons may appeal any decision in writing to the Library Director within 14 calendar days of the date of the decision. The appeal shall state why library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 7 calendar days of the date the appeal was received.

Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 14 calendar days of the date of the Library Director's decision.

The decision of the Library Board is final.

## **Safe Child Policy**

Adopted 02/21/2005

The Hart Area Public Library encourages children and families to visit the Library, to take advantage of the resources available, and to develop a love of reading and libraries. Parents and legal guardians are reminded, however, that libraries are open, public buildings and the well-being and safety of young children left alone or unattended is a matter of concern.

It is not the intent of this policy to seek out and intervene on behalf of unattended children, but rather to have a reasoned response prepared to guide staff as necessary.

In order to provide for the general welfare of children, and for the benefit of all those using the Library, the following rules are in effect:

Children under the age of six must be accompanied and adequately supervised by an adult or responsible individual. The Library assumes no responsibility for unattended preschoolers.

### **Preschool Children**

The person in charge of the child must stay with the child. If a preschool child is found unattended, the staff will attempt to locate the individual responsible for the care of the child. If the responsible individual cannot be located in the building, or within 30 minutes at home, the proper authorities will be contacted to assume responsibility for the child.

### **School-age Children**

Children age six and older may use the Library unattended, subject to appropriate behavior. Parents and legal guardians should not use the Library as an alternative to daycare.

For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the Library by themselves. Parents should be advised that children who misbehave or disturb others might be asked to leave the Library, or the proper authorities may be contacted to assume responsibility for the child. Parents, even in their absence, are legally responsible for their child's behavior.

School-age children who depend on adults for transportation home must be picked up before the Library closes. The Library is not responsible for the care and supervision of unaccompanied children outside the building who await transportation or who are socializing. Adults responsible for unattended school-age children using the Library should be aware of the regular library hours and special holiday schedules and make arrangements to meet the children on time.

If a child is found unattended at closing, a senior staff member shall attempt to call the child's home. The senior staff member and another employee shall wait for fifteen minutes after closing for the child to be picked up. If attempts to contact the child's parents or responsible person fail, or if the transportation does not arrive within fifteen minutes of closing, the proper authorities shall be called to assume responsibility for the child.

Parents are reminded that they are responsible for supervising their children's access to Library materials. While the staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it shall be assumed that children who visit the Library unattended are authorized to use the full range of materials available to all library patrons.

## **Meeting Room Use**

Adopted 4/2014, Revised 2019

The Hart Area Public Library provides a meeting room for public use and may be used in accordance with the following rules:

- The meeting room is available free of charge to nonprofit groups and organizations.
- A meeting organizer is responsible for reserving the meeting room at least 48 hours in advance of the date set for the meeting.



- The Library reserves the right to limit the number of reservations made by a single group or organization.
- The rooms may be used during the Library's regular business hours and must be scheduled to start at least one-half hour before the library is scheduled to close.
- The meeting organizer is responsible for the condition of the room after the meeting, and may be charged for any damage or missing items.
- Refreshments may be served. Meal preparation is not allowed. Users are responsible for cleaning up and restoring the room to its original condition before leaving. No smoking or alcoholic beverages are allowed in the library.
- Non-reserved use of the meeting room is at the discretion of the Library staff.
- The regulations in the Hart Area Public Library Patron Behavior Policy apply to the Meeting Room. Users shall observe all rules of conduct and policies applicable to Library patrons. Patron Behavior Policies apply equally in the meeting room as in the rest of the library.

## Serving Patrons with Disabilities

Adopted 12/13/2010

The Hart Area Public Library affirms its support of equal access for persons with disabilities and of the Americans with Disabilities Act. The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities.

No individual with a disability shall be excluded from participation in, or be denied the benefits of, the services, programs, or materials of the library, or be subjected to discrimination by the Hart Area Public Library.

The Library has taken steps to ensure, to the extent financially and administratively possible within the library's available resources, that the library services, programs, and materials, are accessible to all library patrons, including individuals with disabilities. If you, or the person you are accompanying, has a disability and requires the assistance of a librarian, please notify the librarian on duty.

Assistance may include:

- The HAPL attempts to select appropriate materials which may be in audio, visual or print format.
- The HAPL selects, when available, DVDs that are closed-captioned.
- The HAPL accepts phone calls through a hearing assist operator.
- The staff reaches and retrieves any and all materials which are inaccessible to wheelchair users or others with mobility impairments. Staff will not touch or move wheelchairs without permission from the patron. If requested, staff holds doors open for wheelchair users.
- Clear, readable signage indicates access routes.
- The Library attempts to select materials which are understood at appropriate levels of comprehension. Youth oriented materials are available in the same formats.
- Staff is available to communicate via writing.
- Staff is available to assist with the online catalog.

Despite our best efforts, not all library materials may be available in accessible formats, and not every library program can be made accessible to every disabled patron without fundamentally altering the nature of the activity or program. However, the HAPL does make every effort to provide assistance to individuals with disabilities. Upon request by the individual with disability, the Library can direct them to the following specialty Michigan library:

Traverse Area District Library for the Blind and Physically Handicapped:

<http://www.tadl.org/lbph>

## Technology Acceptable Use Policy

Adopted 8/10/2015, Revised 3/14/2022

Public access to the internet is provided by the Hart Area Public Library as a service to library users. The internet is an unregulated medium that is constantly changing. While it offers access to materials that can be enriching to people of all ages, it also gives access to some materials that may be offensive, disturbing, inaccurate, or out of date. Users should exercise good judgment and discretion when accessing the internet.

To facilitate the use of the devices and internet, which include public computers, wireless internet, circulating tablets and laptops, and wireless hotspots, the following rules have been established:

All library cardholders in good standing may sign on to a public access computer using their library card. Non-cardholders will be provided with a guest pass by HAPL staff, if they are 14 years of age or older. Minors, 13 years of age and younger, who are non-cardholders must be accompanied by a parent or guardian. Public computer access in the library may be limited if demand exceeds the number of stations available.

Circulating wireless hotspots, laptops, and tablets may be borrowed only by library cardholders in good standing, residing in the direct service area who are over 18 years of age. The library has received funding from the federal Emergency Connectivity Fund (ECF). Any ECF supported

equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

Basic computer literacy is expected of all users. The library staff will assist whenever possible but will not be expected to provide computer training or internet tutoring.

**It is illegal to use a Hart Area Public Library internet connection or device for any purposes that violate U.S. or State laws. Users must comply with the United States copyright law and all other applicable laws.**

In accordance with Michigan Public Act 212, the library has instituted monitoring procedures designed to prevent a minor from viewing materials that are considered inappropriate by contemporary local standards or are considered harmful to a minor by state and federal laws.

Viewing of inappropriate sites will result in immediate restriction of computer use. The staff will be the sole judge of what is appropriate in the library.

Users must not modify existing software, hardware or equipment. Malicious destruction or misuse of technology constitutes a violation of this agreement.

Violations may result in suspension of technology borrowing privileges and/or restriction of use of devices in the Library. Policy questions and concerns may be taken to the HAPL Board of Trustees.

**Your use of any device or the wireless internet provided by the Hart Area Public Library constitutes your acceptance of these rules and conditions.**

# Budget and Finance

## Budget

Adopted 9/11/2023

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided given the anticipated level of available resources. This budget policy states how this is achieved and addresses the need for financial health and stability.

On or before January 31, the Library Director submits to the Board a proposed operating budget for the fiscal year commencing on April 1. The operating budget includes proposed expenditures and the means of financing them. A public hearing is conducted at the Library to obtain taxpayer comments. On or before March 31, the budget is adopted by resolution.

### **Balanced Budget**

The budget shall be balanced for every budgeted fund. Total anticipated revenues plus that portion of the fund balance that is designated as a budget funding source shall equal total estimated expenditures for each fund. The Library shall avoid budgetary procedures that balance current expenditures through the incurrence of debt or which finance on-going expenditures with one-time revenues. Priority shall be given in budget preparation and enactment for adequate maintenance of capital equipment and facilities and for their orderly replacement.

### **Level of Budget Adoption**

All budgets shall be adopted at the legal level of budgetary control which is the activity level within a fund (i.e., expenditures may not exceed the total appropriation without the Library Board's approval). All budgets shall be adopted on a basis consistent with Generally Accepted Accounting Principles with generally accepted accounting principles for the government fund.

### **Budget Categories**

The following categories exist for budgetary preparation and presentation by functional category:

- Personnel Services
- Operating Expenditures
- Library Materials
- Capital Outlay

### **Budgetary Control / Reports**

A system of budgetary controls shall be maintained to assure adherence to the budget. Timely monthly financial reports shall be prepared comparing actual revenues and expenditures with budgeted amounts.

### **Budgetary Basis**

The budget will be prepared using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they are measurable and

available. Measurable means an amount can be determined accurately. Available means the amount has been received or will be received soon enough to pay liabilities of the current period. Availability is defined as within sixty days of year end.

Expenditures are recognized when measurable, incurred, and payable from current assets. Incurred means that the goods or services have been received. Payable from current assets means resources are currently available to pay the obligation.

### **Authorization of Budget Adjustments**

The budget is a dynamic rather than static spending plan which requires adjustment from time to time as circumstances change. Approval by the Library Board is required for increases in activity area budgets, increases or decreases in personnel services, and increases in the level of authorized positions. Any revisions that alter total expenditures must be approved by the Library Board before fiscal year end.

### **Budget Lapses at Year End**

All operating budget appropriations lapse at fiscal year-end. In accordance with generally accepted accounting principles, purchases encumbered in the current year but not received until the following year are paid from the budget of the following year. However, when necessary, Library Board may make a re-appropriation to resolve unusual situations or hardships caused by this policy.

## **Capitalization Policy**

Approved 11/2004, Revised 08/09/2021

The capitalization threshold for the fixed assets of the Hart Area Public Library will be \$4,000 for all non-collection assets. All books and audio/visual material will be capitalized as part of the library collection.

Assets will be depreciated over their useful lives, using the following guidelines:

- Buildings and improvements -50 years
- Computers - 5 years
- Office equipment – 5 years
- Furniture – 10 years
- Books and audio-visual materials – 5 years

All other assets to be determined by the Board at the time of purchase.

# Fund Balance Policy

Adopted 5/09/2022

## Purpose

The Hart Area Public Library (“Library”) recognizes that the maintenance of a fund balance is essential to the preservation of the financial health of the Library. This policy provides guidance concerning the desired level of fund balance maintained by the Library to manage financial risk that can occur from unforeseen cash flow shortages, unanticipated expenditures, and similar circumstances.

## Definitions

The Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund balance refers to the excess of revenues over expenditures that has occurred since the Library’s inception. The fund balance is presented on the Library’s balance sheet and is the difference between assets and liabilities.

The Library will classify fund balance as follows:

- Nonspendable fund balance will equal amounts related to Prepaid Assets, Consumable Inventory, and/or principal of a permanent fund. The amounts in the nonspendable fund balance cannot be spent either because they are in a nonspendable form or because they are legally required to be maintained intact.
- Restricted fund balance will equal those amounts that are restricted by external laws, regulations, and grant agreements. Restricted funds may only be reduced by allowable expenditures as defined by laws, regulations, and grant agreements.
- Committed fund balance will be established by Library Board action for those amounts set aside for a prescribed purpose. Committed funds will be reduced when expenditures are incurred for the purpose for which the funds were committed. Committed funds must be specific in purpose and non-routine in nature. These amounts cannot be used for any other purpose unless the Library Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were committed.
- Assigned fund balance are those amounts set aside for tentative future plans of the Library. These amounts are designated as assigned by the Library Director or Library Board, but are not spendable until a budget ordinance is passed by the Board. Assigned funds may only be reduced when expenditures are incurred for the purpose for which the funds were assigned, or the Library Director or Board releases the assignment.
- Unassigned fund balance are those amounts remaining after nonspendable, restricted, committed, and assigned balances are determined.

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Library will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Should the Library's unassigned and committed fund balances at fiscal year-end fall below the established goal, the Library will develop a plan to restore and maintain the minimum fund balance.

### **Minimum Level of Fund Balance**

The Library will maintain a minimum of 8 months of the operating budget in the fund balance to ensure cash availability when required payments are due. This large fund balance is necessary to maintain the cash flow of the library. While the Library's fiscal year runs from April 1 to March 31, most of the Library's income is received between January and March. In the event that the Library's unassigned fund balance is greater than 15 months of operating expenses, the Library will develop a plan to commit or assign these funds.

### **Use of Fund Balance**

Library Board authorization (simple majority) is required for the use of fund balance. Fund balance may be used for the following purposes:

- To balance the fiscal year budget when budgeted expenditures exceed budgeted revenues.
- Replacement of equipment, primarily capital equipment.
- Purchases related to one-time projects or non-recurring expenditures (e.g., renovations, technology).
- Loans to other funds (e.g., for capital expenses that will be reimbursed by a funding agency).

At the end of the fiscal year, any decrease in fund balance should not exceed the total of the authorized, one-time uses of fund balance. Generally, fund balance should not be reduced by regular operating expenses. If regular expenses do exceed revenues, a more conservative approach to budgetary fund balance should be used in the following fiscal year.

### **Reporting and Monitoring**

Library staff shall present the Library Board with a report on the fund balance in conjunction with the annual budget recommendation and in conjunction with the annual financial audit. In addition, library staff will show the impact of budget adjustments on the budgetary fund balance prior to requesting authorization for each adjustment. Furthermore, at regular Board meetings, library staff will present a financial statement that shows fluctuations in fund balance during the fiscal year.

## Gifts to the Library

Adopted 06/14/2004

The Hart Area Public Library believes that private initiative has an important role in extending and enriching the services of the library. The Library Board establishes this policy to set guidelines for accepting gifts.

The Library encourages the interest and involvement of citizens and organizations in its service program through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for Library purposes.

Gifts of miscellaneous books or other materials are accepted with the understanding that items, which are not added to collections, will be disposed of at the discretion of the Library. Any proceeds derived from such disposal may be used at the discretion of the Board for Library improvement or staff development.

Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Director for acceptance in consultation with the Board of Trustees. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

## Payment by Credit Card Policy

Adopted 11/08/2021

### **I. Purpose.**

The purpose of the Payment by Credit Card Policy of the Hart Area Public Library is to facilitate the Library's acceptance of the payment of certain fees by credit card (or other financial transaction device) to ensure that the Library complies with all applicable laws, including Michigan Public Act 280 of 1995 (Financial Transaction Device Payments).

### **II. Authority to Accept Payment by Financial Transaction Device.**

A. The Library authorizes the payment of the following fees over \$5.00 by a financial transaction device; meaning a credit/debit card:

1. Photocopying
2. Printing
3. Faxing
4. Late fees



- 5. Damage fees and item replacement costs
- 6. Miscellaneous fees and donations

B. As recommended and approved by the Library Treasurer and approved by the Library Board, the Library accepts all major credit cards.

C. The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting financial transaction devices. The Library authorizes Square and PayPal to provide third party credit card verification and payment processing services for all accepted financial transactions, along with authorization to charge a fee in accordance with Square's and/or PayPal's convenience fee schedule. Payments are encrypted to protect patron financial information.

D. Credit card payments will be accepted by telephone and mail. Credit card information will not be maintained and all documents with credit card information will be destroyed after the transaction. Credit card payments will not be accepted via email.

### **III. Responsibility of Treasurer.**

A. The Library Treasurer shall be responsible for determining the types of financial transaction devices that may be used. However, the Library Board must subsequently approve all financial transaction devices that may be used.

B. The determination of the financial transaction devices that may be accepted shall comply with any resolution for the deposit of public money under Section 2 of the Depositories for Public Moneys Act, 1932 PA 40 (1st Ex. Sess.) applicable to the Library. Accordingly, the Library designates Huntington Bank as the depository institution for the financial transaction devices.

## **Credit Card Policy**

Adopted 11/12/2007, Revised 10/10/2022

### **Purpose**

This policy is adopted in accordance with Public Act 266 of 1995 which requires that all local units of government have a written policy for the use of credit cards to purchase goods and service for official business of the library.

### **Issuance**

The library shall retain up to two credit cards to be issued to the Hart Area Public Library. Account limited to \$10,000 aggregate credit limit. The first shall be held by the Library Director

and the second may be used by a library employee with prior authorization from the Library Director or the Board Treasurer in the absence of the Library Director.

### **Use**

The credit card shall be used only and strictly for official library business when normal purchasing procedures cannot be utilized. The card shall not be used for personal use, cash advances, or other merchant category exclusions such as tobacco or alcohol. Purchases shall not exceed the card limit less any previous balance.

Transactions Credit card transactions may be performed in person, by phone, mail or online. The vendor shall be given the credit card number and expiration date while advising them that the goods and services are being purchased with a library credit card. All receipts and credit card slips shall be retained for a permanent record of each transaction. Failure to retain the receipts and credit card slips may result in disciplinary action up to and including reimbursement of the charge by the employee.

### **Tax Exemption**

When using the credit card the vendor shall be notified that the transaction is tax exempt for goods and services purchased within the State of Michigan. A tax exempt letter shall be supplied to the vendor.

### **Security**

Credit cards shall be kept in a secure location. The credit card account number shall be protected with all due care. If the card is lost or stolen immediately notify the Library Director, Board President and the card issuing organization. The credit card shall not impact an employee's personal credit card reference. The library credit card is a corporate liability card, not a personal liability card. The card holder has the authority to use the card in an approved manner.

### **Payment**

The Library Director and Board Treasurer shall review and approve all invoices and receipts prior to payment as is done with all purchases. Payment shall be made in a timely manner to avoid late fees and interest charges. The balance due on any credit card shall be paid in full by the date listed on the invoice.

### **Wrongful Use**

Any employee violating the provisions of this policy may be subject to action up to and including discharge, civil action, or criminal activity.

# Fraud Risk Management Policy

Adopted 03/14/2022

## **1. Organizational Code of Conduct**

The library, its employees, Board of Trustees and volunteers must, at all times, comply with all applicable laws and regulations. The library will not condone activities which achieve results based on unethical business practices, or through violation of the law. The library does not permit any activity that fails to stand the closest possible public scrutiny. Accordingly, employees, trustees and volunteers must ensure that their actions cannot be interpreted as being in any way, in breach of the laws and regulations governing the library's operation.

Employees and volunteers uncertain about the application or interpretation of any legal requirements should refer the matter to the Library Director, who, if necessary, should seek the advice of the Board of Trustees or the library's attorney.

## **2. General Conduct**

The library expects its employees, trustees and volunteers to conduct themselves in a professional and businesslike manner.

## **3. Conflicts of Interest**

Employees and trustees will perform their duties conscientiously, honestly, and in accordance with the best interests of the library. Neither employees nor trustees may use their position or the knowledge gained as a result of their position for private or personal advantage or to obtain financial gain.

Specifically, in the event that a trustee recognizes an actual or potential conflict of interest, the trustee is expected to disclose to the board any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion or voting on any issue that raises such conflict of interest. If any member of the board perceives a possible conflict of interest position for any other trustee, the possible conflict should be brought to the attention of the board and the board as a whole should determine whether the issue represents a conflict of interest.

## **4. Outside Activities, Employment, and Directorships**

All employees and trustees share a serious responsibility for the library's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the library and is encouraged. However, employees and trustees must avoid acquiring any business interest or participating in any activity outside the library that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the library of their best efforts on the job

- Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the Library's best interest

## **5. Relationships with Clients and Suppliers**

Employees and trustees should avoid investing in or acquiring a financial interest for their private accounts in any business organization that has a contractual relationship with the library or that provides goods, services, or both to the library, if such investments or interest could influence or create the impression of influencing their decisions in the performance of duties on behalf of the library.

## **6. Gifts, Entertainment, and Favors**

Employees and trustees must not accept entertainment, gifts or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person, business, or organization with whom or with which the library has, or is likely to have, business dealings.

## **7. Kickbacks and Secret Commissions**

With regard to the library's business activities, employees and trustees may not receive payment or compensation of any kind. In particular, the library strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

## **8. The Library Funds and Assets**

Employees and trustees who have access to the library funds in any form or amount must follow the prescribed procedures for recording, handling, and protecting the money. The library imposes strict standards to prevent fraud, theft, or dishonesty. When an employee or trustee position requires expending library funds or incurring reimbursable personal expenses, that individual must use good judgment on the library's behalf to ensure that good value is received for the expenditure. The library funds and assets are for library purposes only.

## **9. Records and Communications**

Accurate and reliable records of many kinds are necessary to meet the library's legal and financial obligations and to manage the affairs of the library. The library's books and records must reflect all business transactions in an accurate and timely manner. Employees and trustees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities, and must exercise diligence in enforcing these requirements.

Employees and trustees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

False expense, attendance, production, financial, or similar reports and statements  
False advertising, deceptive marketing practices, or other misleading representations

## **10. Dealing with Outside People and Organizations**

Employees and trustees must take care to separate their personal roles from their library positions when communicating on matters not involving library business. Employees and trustees must not use library identification, stationery, supplies, and equipment for personal or political matters.

When dealing with anyone outside the library, including public officials, employees and trustees must take care not to compromise the integrity or damage the reputation of the library, or any outside individual, business, or governmental body.

Trustees must remember that all authority is vested in the full board and not with individual board members. All board members are expected to support the majority decision of the board, regardless of how they personally voted on the matter.

## **11. Prompt Communications**

In all matters relevant to patrons, suppliers, government officials, the public and others within the library, employees and trustees must make every effort to achieve complete, accurate and timely communications, responding promptly and courteously to all proper requests for information and to all complaints.

## **12. Privacy and Confidentiality**

When handling financial and personal information about patrons or others with whom the library has dealings, employees and trustees should observe the following principles:

- Collect, use, and retain only the personal information necessary for library business
- Protect the physical security of this information at all times, and retain information only for as long as necessary or as required by law, including the Library Privacy Act

Limit internal access to personal information to those with a legitimate business or legal reason for seeking that information, and only use personal information for the purposes for which it was originally intended.

## **External and Internal Financial Controls**

Adopted 02/13/2023

### **Approval and Oversight Functions**

The Hart Area Public Library Board handles or delegates these functions to ensure public funds are being managed according to rules, regulations, and Hart Area Public Library Board actions.

**Financial Reports:** Review of financial reports shall take place at each regular Hart Area Public Library Board meeting. Hart Area Public Library Board members shall have an opportunity to comment on the reports. The Library Board shall be responsible for verifying compliance with all investment and financial policies. An outside accountant may prepare financial statements for review.

**Audits:** An annual audit shall be conducted by an independent firm chosen by the Hart Area Public Library Board.

**Purchases:** The Hart Area Public Library Director (or designee) is authorized to make all purchases. Prior approval of the Hart Area Public Library Board is required for the purchase of individual items where the cost per item is \$5,000 or more and in compliance with the Hart Area Public Library's Purchases and Commitments Policy.

### **Internal Controls and Accounting Functions**

The Hart Area Public Library Director is responsible for handling all cash and assets of the Hart Area Public Library and shall comply with applicable policies and Hart Area Public Library Board actions. The Hart Area Public Library Director shall be responsible for adopting adequate procedures to ensure the proper authorization of transactions; the appropriate segregation of duties; the proper recording of transactions and events; and adequate safeguards regarding access to and use of assets and records.

**Cash Receipts:** All receipts shall be handled in a timely manner. Under normal circumstances, deposits shall be made at least once every month.

**Deposits:** The Hart Area Public Library Director (or designee) shall make all deposits and create a record of all such transactions.

**Purchases:** The Hart Area Public Library Director (or designee) shall purchase all goods and services. Receipts and proofs of purchase shall be attached to the invoice as needed.

**Petty Cash:** The Hart Area Public Library Board authorizes a petty cash fund to be used for small miscellaneous purposes. The Hart Area Public Library Director shall serve as petty cash custodian and shall ensure appropriate documentation is retained for each petty cash transaction.

**Receipt of Goods:** The Hart Area Public Library Director (or designee) shall have the responsibility to receive and inspect goods and services prior to authorizing payment of invoices.

**Disbursements by Check:** Two authorized signatures shall be required on all checks issued by the Hart Area Public Library. Authorized signers will be determined at the Annual Meeting and will include the Board President, Vice President, and Treasurer. Documentation of all expenditures, such as an invoice or voucher, shall be available to check signers for all disbursements.

**ACH Transactions:** When determined to be in the Hart Area Public Library's best interest, disbursements and receipts may be made via ACH transactions. The following policy shall govern the use of electronic transactions and Automated Clearing House (ACH) arrangements for the Hart Area Public Library under Public Act 738 of 2002, MCL 124.301 et. seq.

1. The Hart Area Public Library Board Treasurer shall be designated as the Electronic Transaction Officer (ETO). The Hart Area Public Library shall not enroll in electronic disbursement of funds with any individual, organization or company without the approval of the ETO.

2. All disbursements must be supported by appropriate documentation which details goods and services provided, the date of the payment and approval by the Library Director. The disbursements including payroll will be presented for two authorized signatures at minimum of once a month and appear in the monthly financial reports.

3. The Library Director with approval of the ETO shall be authorized to enter into agreement with the State of Michigan or U.S. Government for receipt of state or federal payments as Direct Deposit via Electronic Funds Transfer.

4. The Hart Area Public Library may establish electronic fund transfer procedures for enrollment of its employees allowing the Library to pay employees via direct deposit. The Hart Area Public Library Director may enter into agreement with a third-party vendor for ACH origination and electronic payment systems for receipt of payments. The ETO shall authorize the Library Director to sign agreements for ACH services as required.

5. All records and invoices shall be retained for review by the independent auditors.

**Recording of Transactions:** The Hart Area Public Library Director (or designee) shall be responsible for recording all transactions. These transactions are subject to review at any time by the Hart Area Public Library Board.

**Mailing Checks:** The Hart Area Public Library Director (or designee) shall be responsible for mailing all signed checks in a timely manner.

**Accounting System:** The Hart Area Public Library Director (or designee) shall be responsible for the operation of the accounting system, ensuring that only authorized persons shall have access to the financial files.

**Any employee violating the provisions of this policy may be subject to action up to and including discharge, civil action, and criminal activity.**

# Investment Policy

Adopted 02/13/2023

## Designation of Financial Repositories and Authorized Signatures

The Hart Area Public Library Board shall designate at their Annual Meeting, or as otherwise necessary, which financial institutions are authorized to hold the Hart Area Public Library's funds and shall also designate those persons authorized to sign checks and approve ACH transactions; transfer funds from one library account to another; and initiate authorized ACH transactions. The authorized representatives shall include the current Board President, Vice President, and Treasurer.

## Investment Policy

**Purpose:** It is the policy of Hart Area Public Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Hart Area Public Library and comply with all state statutes governing the investment of public funds.

**Scope:** This investment policy applies to all financial assets of the Hart Area Public Library. These assets are accounted for in the various funds of the Hart Area Public Library and include the general fund, capital project funds, and any new fund established by the Library.

**Objectives:** The primary objectives, in priority order, of the Hart Area Public Library's investment activities shall be:

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

**Delegation of Authority to Make Investments:** Authority to manage the investment program is derived from state law, Michigan Public Act 24 of 1989, Michigan Compiled Laws 397.182. Management responsibility for the investment program is hereby delegated to the Hart Area



Public Library Treasurer (or their designee) and the Hart Area Public Library Director, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Hart Area Public Library Board Treasurer and the Hart Area Public Library Director. The Hart Area Public Library Board Treasurer and the Hart Area Public Library Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**List of authorized investments:** The Hart Area Public Library is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

- A. Bonds, securities, other direct obligations and repurchase agreements of the United States or any agency or instrumentality of the United States. (This includes U.S. Treasury Bills, U.S. Treasury Notes, and U.S. Treasury Bonds.)
- B. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution, provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the State of Michigan or the United States.
- C. Commercial Paper rated at the time of purchase within the highest classification established by not less than two standard rating services.
- D. Obligations of the State of Michigan and its political subdivisions.
- E. Bankers' acceptance of United States banks.
- F. Mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.
- G. Governmental Investment pools as established by the Surplus Funds Investment Pool Act

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

**Prudence:** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of

their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## Purchases and Commitments

Adopted 07/13/2009

This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Hart Area Public Library. All purchases and commitments for goods or services require approval of the Board unless specifically exempted in this policy statement.

The Library Director or his designate, is hereby authorized to act as agent of the Board in purchasing goods and services for the Library. This authorization is limited as follows:

A. Purchases in excess of amounts allocated in the budget shall be approved in advance by the Board.

B. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts. The Library Director is further authorized to purchase individual items of equipment and to authorize services and repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.

C. The Library Director shall secure informal written quotations from at least two (2) qualified suppliers and contractors when an expenditure for a single item of equipment or service is expected to be over \$5,000.00 but less than \$15,000.00. Such proposals shall be submitted to the Board for action.

D. The Library Director shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed \$15,000.00. Such bids shall be submitted to the Board for action.

E. Bids or quotations are not required for the following:

1. Salaries and wages of employees
2. Library materials
3. Goods or services which are economically procurable from only one (1) source
4. Professional, technical, or artistic skill services
5. Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or its authorized agent
6. In emergencies, when immediate repair to, or replacement of, equipment owned by the library is necessary in order to permit the Library to function and its regular services to be performed

F. Solicitation for bids shall be in conformance with the accepted business practices. The method of solicitation shall be as follows:

1. A "call for bids" shall be prepared and mailed to at least four (4) qualified suppliers. Notice of the availability of such "call for bids" to all interested persons shall be published in at least one (1) local newspaper at least one (1) time. Qualified suppliers should be selected with consideration given to such factors as prior experience, accessibility and general reputation.
  2. The "call for bids" shall describe in detail the required qualifications for bidders, specifications for the goods or services to be supplied, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), requirements for samples (if applicable), the form in which to submit the bid, any other conditions, and the time and place for opening bids.
- G. The Library Director shall not enter into any contract for services for a period exceeding one year nor for an amount exceeding \$5,000.00 without Board approval.

## Personnel

### Personnel Policy

Adopted 3/1/2016, Revised 5/10/2021

#### Definitions

**Administrative Part-Time:** A regular work schedule that totals less than forty (40) hours per seven (7) day workweek. Administrative Part-Time employment is normally on an hourly basis. State and federal overtime regulations apply.

**Regular Part-Time:** A regular work schedule that totals less than forty (40) hours per seven (7) day workweek. Regular Part-Time employment is normally on an hourly basis. State and federal overtime regulations are applicable.

**Temporary:** Positions that can be expected to be of a short duration or temporary nature. A regular work schedule that totals less than forty (40) hours per seven (7) day work week. State and federal overtime regulations are applicable. Temporary employment is normally on an hourly basis and is not entitled to any benefits.

**Anniversary Date:** The employee's anniversary date, for benefit purposes, shall be the date the employee is hired. For pay purposes, the anniversary date of the position shall be the effective date.

**Continuous Service:** Employment with the Library and on the payroll without a break or interruption. Continuous service shall be used for determining sick leave benefits, vacation benefits and longevity bonus.

**Pay Periods:** Payment for employment is made on a bi-weekly basis. The check received on Thursday is payment for the two-week period ending on the previous Saturday.

**Work Day/Breaks:** Employees shall be allowed a fifteen (15) minute paid break for every four (4) hours on duty and a thirty (30) minute unpaid mealtime during an eight (8) hour shift. Lunch and rest breaks will be scheduled to insure that patron services will not be diminished during any part of a day.

**Immediate Family:** For purposes of sick leave or bereavement leaves, immediate family is defined as husband, wife, child, brother, sister, parent, grandchild, or grandparent of either employee or spouse.

### **Employment at Will**

Employees are hired on an indefinite basis. Employment at the Hart Area Public Library is "at will" and terminable "at will" by the Director or Board of Trustees with or without cause. Any oral or written statements or promises to the contrary, other than contracts issued by the Board of Trustees, are not binding upon the Library. The Library or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

### **Equal Opportunity Employer**

The Hart Area Public Library is committed to ensuring that all aspects of employment, including recruitment, promotion, compensation, benefits, and training, are based on equal employment opportunity principles. The Hart Area Public Library does not discriminate on the basis of age, race, color, marital status, sexual preference, national origin, ancestry, disability, political or religious beliefs of any employee or candidate for employment, and the Library complies with any other protections set forth under Federal and State law. Employees shall be selected on the basis of qualifications, experience, and educational background. Trustees, their spouses and their children shall not be considered for employment.

### **Procedures for Filling Vacancies**

To set a uniform guideline for applications and to conform with giving equal employment opportunity to all, non-temporary positions to be filled shall be advertised in the local newspapers. When individuals are replaced, the positions, salary, or wage rate, are subject to review by the Hart Area Public Library Board of Trustees.

### **Orientation**

A ninety (90) day orientation period shall be required for all new employees. This period shall provide an employee with a full opportunity to become familiar with position responsibilities and the regular routines of the Library. If an employee's performance, conduct or attitude toward work is unsatisfactory, the Director may terminate employment prior to, or at the completion of the orientation period. The Director shall evaluate new employees at thirty (30) days, sixty (60) days and at the close of the orientation period. The Board of Trustees shall be responsible for the evaluations of the director during the orientation period. The orientation period shall apply toward longevity.

### **Employee Quarterly Check-ins**

The director shall conduct quarterly check-ins with all staff members. Check-ins will be quick and informal, providing employees the opportunity for more regular feedback and growth.

## **Personnel File**

The director shall establish a personnel file on each employee. The file shall contain, by way of illustration and not limitation, the employee's application, evaluations and reports on all vacation, sick and compensatory time, taken and accrued. The file shall be open for inspection by the employee, the director, and by officers of the Board of Trustees.

## **Benefits**

**Administrative Part-time Employees** shall be provided with paid sick leave, vacation days, holidays, and personal days. They are eligible to participate in the pension program. *Library Director's benefits may be negotiable.*

**Regular Part-time Employees** shall be provided with paid sick leave, vacation days, holidays, and personal days. They may be eligible to participate in the pension program.

**Temporary Employees** shall not be eligible for paid sick leave, personal days, vacations, longevity bonus, or holidays and may not participate in the pension program.

## **Sick Leave**

**Administrative and Regular Part-time Employees** shall be granted 32 hours of sick leave on an annual basis beginning on the first anniversary of the date of hire. During the first twelve months of employment an employee shall be granted 8 hours of sick leave per quarter. Unused sick leave may not be carried over to the next year. No compensation shall be issued on unused sick leave.

Besides personal illness or injury, sick leave may also be used for doctor or dentist appointments, as well as illness in the employee's immediate family.

The Director may require an employee to present a doctor's approval to continue work if it is believed that work duties may aggravate an employee's illness, injury or physical condition. A written release may also be requested from the employee's physician stating that the employee is physically able to perform work duties.

## **Vacation Leave**

All employees eligible for vacation benefits shall be granted one (1) week annual leave after one (1) year of employment; two (2) weeks annual leave after 2 years of employment, three (3) weeks annual leave after (10) years of employment and four (4) weeks of annual leave after 20 years of employment. The employee's annual leave week shall be based on the average number of hours worked per week during the preceding twelve months and shall be issued on the employee's anniversary date.

All vacation time is to be pre-arranged with the Director. Vacation leave cannot be accrued and must be used prior to the end of the employee's calendar year based on their date of hire. No compensation shall be paid on unused annual leave.

In the event of an employee's death, the deceased employee's beneficiary or estate shall receive cash compensation, at the deceased employee's last current rate, for all unused vacation earned in the current year.

### **Personal Days**

Employees eligible for benefits shall be granted one (1) paid personal day (8 hrs) per calendar year, not to be counted as vacation time or sick leave time. The time must be taken in increments of 2 hours or more.

### **Longevity Bonus**

Administrative and Regular Part-time Employees shall receive bonuses for continuous service payable in December at increments of \$50.00 per year of employment beginning on the second anniversary of the date of hire. The maximum amount any employee may receive is \$1000.00.

### **Pension Plan (Simple IRA)**

The Hart Area Public Library Board of Trustees established a Simple IRA Plan for the exclusive benefit of eligible employees. Eligibility for enrollment shall be based on the terms of the agreement with American Funds.

### **Holidays**

The following holidays shall result in closure of the Library: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Whenever the official holiday falls on a Sunday, the following Monday shall be considered the holiday and the Library shall be closed. All benefit employees shall receive eight (8) hours holiday pay for each approved holiday.

Holidays occurring during an employee's vacation period, bereavement leave, sick leave, or other approved leave shall not be counted against the leave.

The Library Director shall set hours for New Year's Eve Day.

### **Unpaid Leave**

Administrative or Regular Part-time employees who have been employed by the Library for at least one (1) year shall have the right to make written application for an unpaid leave of absence for a period up to six (6) calendar months for personal reasons. The reason for the requested leave and the length of time shall be stated in the written application. Granting of such leave shall be at the discretion of the Director and the Board of Trustees. Approved leave time shall not result in a break in service.

### **Bereavement Leave and Benefits**

Administrative and regular part-time employees of the Library shall be allowed three (3) days bereavement leave, not to be deducted from any other leave time, for a death in the immediate family.

## **Maternity Leave**

Maternity leave shall be treated as any other non-duty related disability consistent with the law. Accumulated sick leave and/or vacation time may be applied for the purpose until exhausted.

Employees eligible for benefits shall be entitled to a six (6) week post-partum leave of absence without pay.

## **Drug-Free Workplace**

The HAPL maintains a drug free work environment and enforces a strict policy prohibiting the abuse of alcohol and use of illegal drugs because of the serious physical and mental threat to the individual employee involved; the potential danger to other employees and patrons; and the adverse impact on the business operations of the Library. The use, possession, sale, manufacture, or distribution of illegal drugs or alcohol, or the abuse or misuse of prescription medication by an employee while on library property or on library business is prohibited and will result in immediate discipline, up to and including discharge.

Any employee reporting for work or entering the workplace while impaired by alcohol or illegal or prescription drugs will be subject to disciplinary action up to and including immediate termination. Illegal substances will be confiscated and the appropriate law enforcement agencies will be notified.

## **Jury and Court Duty**

The Hart Area Public Library supports the civic duty associated with jury duty or court appearances. Employees shall be released from scheduled work and compensated for jury duty and work-related appearances in court. Employees who are subpoenaed to appear in court or who are in court on a personal matter shall be on their own time.

Employees who are given paid leave for the time spent on jury duty shall reimburse the Library for jury fees received from the court. They are not required to reimburse the Library for travel and meal expenses paid by the court.

Employees are expected to return to work when they are released from serving on a jury during regularly scheduled work hours. Since many jurors are required to serve intermittently during the period of jury duty, the employee is expected to report for work during any regularly scheduled work hours in which attendance in court is not required.

An employee shall notify the Director immediately after receiving a jury duty summons or subpoena to appear in court.

## **Workshops and Conferences**

The Library recognizes the value of training and educational programs in improving staff performance. In addition to the registration fees and costs of materials, the Library shall pay for time and travel based on the Federal Fair Labor Standards Act. Arrangements and advanced approval for continuing education shall be made with the Director and/or the Board of Trustees.

Decisions on requests for workshops or seminar attendance shall be based on budget limitations, relationship of subject to job responsibilities, library work schedule, and certification requirements.

### **Use of Personal Vehicles**

Library employees shall be reimbursed for mileage expenses (portal to portal) incurred while the employee is on authorized library business. Compensation shall be based on the current IRS standards. Documentation and receipts shall be submitted to the Director for approval.

### **Expenses**

Library employees shall be reimbursed for meal expenses incurred while the employee is on authorized library business. Compensation shall be limited by the current IRS standards. Receipts shall be submitted to the Director for approval.

### **Emergency Closure**

The decision to close the Library due to weather or other emergencies shall be made by the Director or Assistant Director. If the Library closes early or does not open because of weather conditions or other emergencies, regularly scheduled employees shall be paid for the time they would have worked. When the Library is not closed by this determination, employees who are unable to report for work shall not be paid unless the hours are charged against available vacation or personal days.

### **Health and Safety Practices**

Employees are encouraged to develop safe work practices. The Board of Trustees of the Hart Area Public Library adopted a smoke-free environment policy. Smoking is prohibited on Library premises—both indoors and outdoors.

### **Safety and Accident Reporting**

The intent of the Board of Trustees is to maintain working conditions that provide employees a reasonable degree of comfort, protect employees from injury or dangerous situations and assure orderly and efficient performance of duties. If an employee suffers a work-related accident, whether or not medical attention is necessary, the employee and the Director must complete an accident report within twenty-four (24) hours after the occurrence of the injury.

If a library employee should witness an incident involving library property or library personnel, the employee shall provide the Director and Board of Trustees with a written report of the observations, including conditions of the physical area, etc. An employee shall not under any circumstances represent to the public the liability or potential liability of the Library.

### **Sexual Harassment**

The Board of Trustees is committed to the principle that the working environment should be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment are unprofessional behaviors and individuals who engage in such behavior shall be subject to disciplinary action. Please refer to the Hart Area Public Library Sexual Harassment policy adopted by the Board of Trustees.



### **Grievance Procedures**

A grievance shall be a request by an employee for clarification of the administration or interpretation of the rules, regulations, policies or procedures of the Library. All grievances shall be resolved using the following procedure.

**Step 1:** Within ten (10) working days of the event(s) that produced the grievance, the grievant shall discuss the matter with the Director.

**Step 2:** Should the grievant be dissatisfied with the response from the Director, he/she shall reduce the grievance to writing within five (5) working days of the conclusion of the initial meetings with the Director, and present it to the Director. The Director shall provide written response to the grievant within five (5) working days.

**Step 3:** If dissatisfied with the Director's decision, the grievant may appeal in writing to the Library Board of Trustees within ten (10) working days. The Library Board of Trustees shall rule on the grievance at the next scheduled Board of Trustees meeting.

### **Disciplinary Actions**

Disciplinary action may occur when an employee is having difficulty performing his/her job adequately and/or his/her conduct is not satisfactory.

Action may be required under the following circumstances: abuse of sick leave or other leaves, consistent tardiness, breeches of acceptable conduct, deficiencies in performance, violation of the terms of employment, unauthorized absence from work, insubordination, or disloyalty.

The employee shall be given fair warning in writing by his/her supervisor if his/her performance or conduct is unsatisfactory. Such warning shall include the necessary steps for improvement and the time in which acceptable improvement is to be achieved.

### **Amendment of Personnel Policies**

The Hart Area Public Library reserves the right to unilaterally amend these personnel policies with or without notice. These policies are intended only to be guidelines for employment at the Hart Area Public Library and do not give rise to any contractual rights.

## **Sexual Harassment**

Adopted 02/21/2005

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with

an individual's work performance or creates an intimidating, hostile or offensive work environment.

Acts that constitute sexual harassment include, but are not limited to, unwelcome sexual advances, comments, conduct and suggestions where:

- Submission to such conduct or communication is either an expressed or implied term or condition of obtaining or retaining employment.
- Submission to or rejection of such conduct or communication is used as a basis for an employment decision affecting the harassed person.
- The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.

The Hart Area Public Library prohibits all employees from making sexual advances of a verbal or physical nature toward another employee, applicant for employment or customer. All sexually harassing conduct in the workplace is prohibited. Such conduct can include, but is not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Sexually oriented verbal "kidding" or abuse;
- Sexual comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Inappropriate sexually suggestive objects or pictures displayed in the workplace;
- Subtle pressure for sexual activity;
- Physical contact such as patting, pinching, or brushing against another's body;
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

The Hart Area Public Library shall immediately investigate any and all allegations of sexual harassment. Employees who believe they or a co-worker have been subjected to sexual harassment must report, in writing, the alleged incident to the Library Director or Board President. The Director or Board President shall immediately investigate all complaints and a report with recommendations shall be directed to the Board of Trustees and to the complainant.

Complaints against the Library Director pertaining to sexual harassment must be in writing and delivered to the Board President for investigation. The President may appoint another person of his/her choosing to conduct the investigation. All reports shall be promptly investigated and a report with recommendations shall be directed to the Board of Trustees and the complainant.

Each allegation of sexual harassment shall be made a part of the personnel file and remain for a period of five years.

Because of their sensitive nature, complaints of sexual harassment shall be investigated with particular care and shall remain, to any extent possible, strictly confidential. The purpose of this provision is to protect the confidentiality of the employee, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment. Employees shall not suffer adverse

employment consequences as a result of reporting a complaint or participating in the investigation of a complaint.

If found to have engaged in conduct constituting sexual harassment, the employee shall be subject to disciplinary action up to and including termination of employment. The nature and degree of such discipline shall be determined in each instance by the Hart Area Public Library, in its sole discretion.

## **Whistleblower Policy**

Adopted 3/14/2022

The library is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, the library expects employees and others with serious concerns about any aspect of the library's ongoing operations to come forward and voice those concerns. This policy is intended to encourage and enable employees to raise serious concerns within the library without fear of retaliation.

Employees are often the first to realize that there may be something seriously wrong within the Library. However, they may refrain from expressing their concerns because they feel speaking up would be disloyal to their colleagues. They may also fear harassment or victimization.

### **1. Scope**

This policy aims to:

- Provide avenues for employees to raise concerns and receive feedback on any action taken

- Reassure employees that when providing information in good faith they will be protected from retaliation or victimization

- Inform employees how to take the matter further, if they are dissatisfied with the response

This Whistle-Blowing Policy is intended to cover concerns of any employee or of any individual closely involved in the operations of the library. These concerns may be about something that:

- Is unlawful

- Violates the library's stated policies

- Falls below established standards of practice

- Represents improper conduct

## **2. Safeguards**

The library recognizes that the decision to report a concern can be a difficult one to make, possibly because of the fear of retaliation from those responsible for the misconduct.

The library will not tolerate harassment or victimization and will take action to protect those who raise a concern in good faith. Every effort will be made to protect an individual's identity if they report a concern and do not want their name disclosed. The investigation process, however, may reveal the source of the information, and/or a statement by the individual may be required as part of the evidence.

Individuals are encouraged to put their names to allegations. Concerns expressed anonymously are much less powerful, but they may be considered at the discretion of the library. In exercising this discretion, the factors to be considered include:

- The seriousness of the issues raised

- The credibility of the concern

- The likelihood of confirming the allegations from attributable sources

If an allegation is made in good faith, but is not corroborated by the investigation, no action will be taken against the originator of the allegation. If individuals make malicious allegations, disciplinary action may be considered against that individual.

## **3. Raising a Concern**

For less serious issues, employees should normally raise concerns with the library's director. In general, however, the Whistleblower Policy should be applied for issues that are potentially more serious and/or sensitive. The first step is to approach the library director. If the subject of the allegation happens to be the director, then the President and/or Vice President of the Board of Trustees should be contacted. In all cases, an initial investigation will determine whether or not a full investigation is required.

Concerns should be reported in writing. The background and history of the issue, together with pertinent dates, should be included. Include as much detail as possible, including the reason why the individual suspects fraud, theft, or corruption. The earlier the concern is reported, the easier it is to investigate and take action. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for concern.

## **4. How the Complaint Will Be Handled**

The action taken by the library will depend on the nature of the concern. The matters raised may be investigated internally and/or reported to the police.

The amount of contact between the investigator and the originator of the complaint will depend on the nature of the issues raised, the potential difficulties involved, and the clarity of the information provided. The library will take steps to minimize any difficulties that the originator of the complaint may experience as a result of their concern.

Allegations will be addressed as follows depending on the nature of the allegation:

- An internal investigation by the Library Director, the Board of Trustees, or an external auditor

- Referral of criminal matters to the police

## Appendix

### Display and Exhibit Release

Adopted 03/07/1994, Revised 07/12/2021

As an educational and cultural institution, the Hart Area Public Library welcomes exhibits and displays of interest and information to the community. The Library Director shall accept or reject material offered for display in accordance with suitability and/or availability of space. All exhibitors shall sign a waiver form which releases the Library from any responsibility for exhibited items.

I, the undersigned, agree to loan the following works of art and/or other materials to the Hart Area Public Library for exhibit purposes only. In consideration for the opportunity of exhibiting them in the library, I release the Hart Area Public Library and its employees and volunteers from any responsibility for loss or damage during the time they are being set up, displayed or removed from the library. Further, I acknowledge that ownership, control and responsibility for all materials are mine alone. I assume responsibility for insurance on all items on display.

Description of material(s) loaned:

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Dates of display\_\_\_\_\_

Printed Name\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address\_\_\_\_\_

Library Director's signature \_\_\_\_\_ Date \_\_\_\_\_

**Procedure: Freedom of Information Act Requests, 1976 PA 442, MCL 15.231 *et seq***

**(FOIA) Effective Date:**

**September 14, 2015**

**A. Appointment of FOIA Coordinator.**

In accordance with section 6 of the FOIA, MCL 15.236, the Library has appointed a FOIA Coordinator, as well as an alternate FOIA Coordinator. The names of the FOIA Coordinator and alternate FOIA Coordinator are available from the Library Director's Office.

The FOIA Coordinator shall report action taken on FOIA requests at the next scheduled meeting of the Hart Area Public Library Board.

**B. Submission of FOIA Request.**

FOIA requests to the Hart Area Public Library can be sent by email or mail

to: Email: [librarian@hartpubliclibrary.org](mailto:librarian@hartpubliclibrary.org)

Hart Area Public Library

Attn: FOIA Coordinator

415 S. State St.

Hart, Michigan 49420

Requests should include a name, phone number, email and mailing address.

**C. Immediately Forward FOIA Request.**

Any employee of the Library who receives a written request for a public record must immediately forward that request to the FOIA Coordinator at [librarian@hartpubliclibrary.org](mailto:librarian@hartpubliclibrary.org). If a Library employee receives a written request for a public record that is delivered to a spam or junk- mail folder, the employee must record the date and time the written request is delivered to the spam or junk-mail folder and date and time the employee first becomes aware of the written request. The employee must forward those dates and times to the FOIA Coordinator with the written request.

**D. Request Response Time.**

The Library must respond to FOIA requests within 5 business days after receipt of the request. The Library may extend the time for responding by an additional 10 business days by notifying the requesting person in writing of the reason for the extension and the new due date. MCL 15.235(2) (d) and (6). Due to the short statutory time period within which the Library must issue a written notice in response to the FOIA request, it is imperative that there be no delay in complying with the Library procedures and guidelines.

Written requests made by facsimile, electronic mail or other electronic transmission are not received by the FOIA Coordinator until 1 business day after the electronic transmission is made.

**E. Response to a FOIA Request.**

Only the Library's FOIA Coordinator or Alternate FOIA Coordinator will respond to FOIA requests. The Library will provide copies of these procedures and guidelines and a summary of these procedures and guidelines with each written response, or provide a link to an online version of these documents. If a request is denied, in full or in part, the Library will provide the requester with an explanation of the basis of the denial under the FOIA, and give notice to the requester of his or her remedial rights. MCL 15.235(4)

**F. Assessment of Fees for a FOIA Request.**

The FOIA permits the Library to charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material, but only if the failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. MCL 15.234(1) and (3)

The following fee guidelines for calculating labor and material costs incurred in processing

FOIA requests are established pursuant to MCL 15.234(3):

1. Fees will be uniform and not dependent upon the identity of the requesting person.
2. Fees will be itemized using the attached detailed itemization form and will include:



A. Labor costs for the search, location, and examination of public records will be calculated using the hourly wage of the Library's lowest paid employee capable of conducting the search, location, and examination, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

B. Labor costs for the review of public records and separation and deletion of exempt from nonexempt material will be calculated using the hourly wage of the Library's lowest paid employee capable of conducting the review and separation and deletion of exempt from nonexempt material, whether they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down.

The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

C. Non paper physical media costs will be calculated using the actual and most reasonably economical cost of computer discs, computer tapes, and other digital and similar media provided by the Library.

D. Duplication and publication costs will be calculated using the actual total incremental cost of necessary duplication or publication of a public record, not including labor. The actual and incremental cost, calculated per sheet, shall be charged and will not exceed 15 cents per sheet of paper for letter or legal size paper. The Library shall use the most economical means available for making copies, including the use of double-sided printing, if cost-saving and available. The Library will not charge a fee for duplication costs of less than \$1.00.

E. Labor costs for the duplication or publication of public records, including making paper copies, making digital copies, or transferring digital public records to be produced on nonpaper physical media or through electronic means, will be calculated using the hourly wage of the Library's lowest paid employee capable of duplicating or publishing the public records, whether they are available or actually

perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

F. Actual costs of mailing using a reasonably economical and justifiable manner.

3. No Library employee shall agree to work overtime or include overtime wages in the labor costs described in these procedures and guidelines.

4. If a requester submits an affidavit of indigency, the first \$20.00 of a fee will be waived. A requesting person must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Other than \$20.00 for cases of indigency, no Library employee shall waive a fee or any part of a fee without authorization from the FOIA Coordinator.

5. Labor costs for monitoring an inspection of original records will be calculated using the hourly wage of the Library's lowest paid employee capable of monitoring the inspection. Labor costs for monitoring an inspection will not be charged for the first hour. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Note: Section 3(3) of the FOIA, MCL 15.233(3), provides, in pertinent part, that "[a] public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction."

6. If a statute authorizes the sale or production of public records to the public for a specified fee or if a fee for production of public records is otherwise set by statute, the Library will charge the statutory fee in lieu of a fee calculated using the guidelines set forth above.

7. The Library will not charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material that will take less than one hour. If the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material will take more than one hour, a fee will be charged in accordance with this procedure pursuant to section 4 of the FOIA, MCL 15.234. The hourly wage will be based on the Library's payroll records

for the applicable fiscal year.

8. If the FOIA Coordinator knows or has reason to know that all or a part of the requested information is available on the Library's website, the Library shall notify the requestor in its written response and shall include the website address in that response. The FOIA Coordinator shall separate the requested public records available on the website from those that are not available, and shall inform the requestor of the additional charge to receive copies of what is available on the website.

**G. Deposit Requirements.**

If the Library estimates a fee to process a FOIA request greater than \$50.00, the Library will require a good-faith deposit from the requestor before providing the public records to the requestor. The deposit shall not exceed 1/2 of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by the Library regarding the time frame after a deposit is received that it will take the Library to provide the public records to the requestor. The time frame estimate is not binding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

If the requestor has made a previous request under FOIA for which the Library has not been paid in full the total amount for copies of records requested, the Library may require, under conditions set forth in MCL 15.234(11), a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual.

**H. Appeals of Fees and Disclosure Determinations.**

If the Library charges what the requestor believes to be an excessive fee or denies all or part of a request, the requestor may submit to the Hart Area Public Library Board, as the governing body of the Library, a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. The Library Board shall designate the FOIA Coordinator to receive the written appeal and to immediately notify the head of the Library Board of its receipt.

## **I. Review of Fees and Disclosure Determinations**

Under section 10(3) of the FOIA, MCL 15.240(3), the Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

Should the Library Board decide to consult with the Library's legal counsel on the appeal, it must comply with the time periods set forth in the FOIA for written responses as well as the provisions of the Michigan Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*

## **J. Further Appeals Concerning Fee Reductions or Disclosure Determinations**

A requestor may, within 180 days after the Library's final determination to deny a request, commence a civil action in the circuit court to compel disclosure. Under section 10(4) of the FOIA, MCL 15.240(4), the "circuit court of the county in which the public record or an office of the public body is located has venue over the action." Actions involving fee reductions must be filed within 45 days after receiving the notice of a required fee or the determination of an appeal to the Library Board.

### **Summary of Charges (Itemization of Costs Form):**

#### **1. Labor costs for the search, location and examination of public records**

- a. Lowest paid employee capable of performing the search
- b. For search, location, examination, review, separation use time increments of 15 minutes or more, rounded down
- c. No charge if you have the records on hand, for example, from a previous request

#### **2. Labor costs for review and separation for non-exempt and exempt materials**

- a. Must be itemized to express hourly wage and number of hours: \$10/hour x 2 hours = \$20
- b. May add up to 50% to cover or partially cover the cost of fringe benefits
- c. Overtime wages shall not be included unless specifically stipulated to by the requestor and clearly noted on the form.

#### **3. Actual costs of non-paper physical media**

- a. The requestor may "stipulate" that the records will be provided on non-paper physical media, by email or other electronic means
- b. Actual and most reasonably economic cost of CD's, etc.
- c. This does not apply if the public body lacks the technological capability to transfer the records to the media

#### **4. Actual cost of duplication or publication**

- a. May charge total cost per sheet
- b. Must be itemized to express cost per sheet and number of sheets Limited to actual total incremental cost or 15 cents per sheet of 8.5 x 14 inch paper, whichever is less
- c. Use double-sided copying if it saves costs

**5. Labor costs for duplication and publication**

- a. Lowest paid employee capable of performing the work
- b. Time increments of the public body's choosing, rounded down

**6. Actual costs of mailing**

- a. Actual cost for mailing in a reasonably economical and justifiable manner
- b. Cannot charge more for shipping or insurance unless "specifically stipulated to by the requester," MCL 15.234(1)(f)
- c. May charge for the least expensive form of postal delivery information

**Freedom of Information Act Response**

If payment is required as indicated in the accompanying letter, requested information will not be released until the payment described below is received. Please call the HAPL FOIA Coordinator or return this form if you decide you do not wish to receive this information.

<b>REQUESTOR'S NAME AND ADDRESS:</b>	
<b>BILL CALCULATION</b>	<b>AMOUNT</b>
<b>LABOR:</b> Searching for and locating the material:  No. of Hours: <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>  Reviewing the material, including separating exempt from non-exempt material: No. of Hours <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>  Multiplier used to calculate fringe benefits (up to 50%) _____	\$
<b>POSTAGE:</b> (Actual Cost)	
<b>DUPLICATING:</b>  Labor: No. of Hours <u>0.00</u> X Wage Rate (including fringes) <u>0.00</u>  Paper: No. of Pages _____ X Copying Rate \$ <u>.15</u> per page	\$

<b>OTHER COSTS: Describe</b> (e.g., Overtime, cost of duplicating to media other than paper)		\$
Make check (business/personal) or money order payable to:  Mail Check/Money Order to: Hart Area Public Library 415 S. State St Hart, Michigan 49420  <b>Return a Copy of this Invoice with Your Payment</b>		TOTAL  \$
*PLEASE NOTE THAT IF A DEPOSIT IS REQUESTED (TOTAL IS GREATER THAN \$50.00), THE INDICATED AMOUNT IS AN ESTIMATE OF THE COST OF COMPLYING WITH YOUR REQUEST. THE ACTUAL COST MAY VARY FROM THIS AMOUNT.		DEPOSIT
<b>For Internal Use Only</b>		BALANCE TO BE PAID
REQUESTED INFORMATION TO BE:  <input type="checkbox"/> Provided without charge  <input type="checkbox"/> Mailed upon receipt of payment  <input type="checkbox"/> Paid and picked up in person	Check / M.O. #  From:	
Date Payment Received:	Date Documents Mailed:	Date Documents Picked Up:

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of

weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to*



*impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

## Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

## Request for Reconsideration of Library Material

Title of Material to be Reconsidered: \_\_\_\_\_

Author of Material to be Reconsidered: \_\_\_\_\_

Did you read or view the entire work? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Amount: \_\_\_\_\_

What is objectionable about the material, and how do you expect it to affect the users of the Library? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

\_\_\_\_\_

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

\_\_\_\_\_

Have you consulted an evaluation of this work by experienced critics? No: \_\_\_\_\_ Yes: \_\_\_\_\_

(If "Yes", please cite): \_\_\_\_\_

What are your specific recommendations to the Library regarding this work?

\_\_\_\_\_

Would you recommend this material for a specific age group? \_\_\_\_\_

If you are suggesting removal of the item, what work of equal value do you recommend for replacement?

\_\_\_\_\_

Received By: \_\_\_\_\_

**The Hart Area Public Library values the opinions of all members of the community. Please be advised that this completed form will appear in the Hart Area Public Library's Report to the Board which is a public document.**

Name: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing: Self: \_\_\_\_\_ Organization (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hart Area Public Library♥415 South State Street♥Hart, Michigan 49420♥231-873-4476**

## Standards of Ethics and Conduct

Adopted 02/11/2008, Approved 4/11/2022

As an appointee / employee / contract employee / consultant (please circle one) of the

Hart Area Public Library I, \_\_\_\_\_, hereby pledge

that I will abide by these Standards of Ethics and Conduct, as adopted by the Library Board.

1. A public official or employee shall not divulge to any unauthorized person confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
2. A public official or employee shall not represent his personal opinion as that of his board or commission.
3. A public official or employee shall use personnel resources, property and funds under his official care and control solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
4. A public official or employee shall not, directly or indirectly, solicit or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization other than the Library that tends to influence the manner in which the public official or employee or any other public official or employee performs his official duties.
5. A public official or employee shall not engage in a business transaction in which he may profit from his official position or authority or benefit financially from confidential information he had obtained or may obtain by reason of such position or authority.
6. A public official or employee shall not engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his official duties or when that employment may tend to impair his independence of judgment or action in the performance of his official duties.
7. A public official or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which he has directly or indirectly a financial or personal interest.

Further, I agree to conduct myself so as to avoid even the appearance of impropriety. I hereby agree to these Standards and will conduct myself accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_