

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: June 20, 2022 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: May 16

Treasurer's Report: Credit Card - \$4,022.55 for May

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Confirmation of Understanding letter from Auditors to approve and sign
2. Discussion of Liability Insurance proposals
3. Recent theft and security issues
4. Revision of Reconsideration of Materials policy to define who may bring a challenge

OLD BUSINESS:

1. Update on Trustee candidate for open seat
2. Patron Behavior Policy (update on Service Animal section, discussion, approval)
3. Internet Use Policy

Township Board Meeting: June 30, 2022 7 pm.

Adjournment:

Next regular meeting: July 18, 2022 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: May 16, 2022
6:30 P.M.**

MINUTES

Meeting was called to order at 6:32 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Michael Rydman, Shana Dykhuis, Derrick McLain, Jeffrey Babbitt, Director
Absent: None

Additions to the Agenda: Remove items 3 and 4 from new business

Approval of the Agenda: McLain made a motion to accept the agenda, removing items 3 and 4 from new business, and was seconded by Hunter. All yes, motion carried.

Approval of the Minutes: Dykhuis made a motion to accept the minutes with changes discussed, from April 16, 2022, and was seconded by McLain. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$5,561.09, and was seconded by Brooks. All yes, motion carried.

Public Comment: None

Committee Report(s): None

Director's Report:

Karen Shaffers storytime maintains around 10 participants and their parents. Lexi's TikTok Star Wars themed video was a huge hit, as was the Star Wars sensory bottles. There is discussion with Willard Sharp to include James Day in planning a po wow, scheduled for mid-October. Jeff Miling suggested checking with PCI to see if a special use permit was needed. Lori Castello from PCI said that it was not. Circulation and data base continues to be strong. The budget is up to date. The annual subscription for the Junior Library Guild has been paid, ensuring a variety of specially selected books sent monthly. An Improving Access grant proposal for \$7,225 is in the works. Appropriations were received and current donations are the largest to date. Ants have been spotted and treated, and staff are watching to be sure they don't come back. On April 21 Jeffrey attended the monthly Allegan County Library Association meeting in Holland. Rebecca Huberty from the Great Start Collaborative was the guest speaker. On April 27, Jeffrey contacted the American Legion Hall to see what opportunities may be available to the library serving the Veterans. Jeffrey attended the Township Board Meeting on April 28. Jeffrey noted that public comment should be noted prior to the approval of the Agenda in the event that a community member may want to add an agenda item. Jeffrey continues to attend meetings for the Improve Access to Information Grant. Elijah Kincaid who was interested in volunteering said that the work at the library did not fit into his schedule.

Committee Report:

None

NEW BUSINESS:

None

OLD BUSINESS:

1. **Update on Trustee Candidate open seat:** No applications have been received
2. **FOIA Policy:** McLain motioned to accept the FOIA policy and was seconded by Brooks. All yes, motion carried.

Township Board Meeting: May 26, 2022, at 7:00 p.m. Jeffrey will attend.

Adjournment: McLain motioned to adjourn at 7:02 pm, and was seconded by Dykhuis. All yes, motion carried.

Next regular meeting: June 20, 2022, at 6:30 p.m.

Submitted by Carrie Brooks

DORR TOWNSHIP LIBRARY

Check Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Checking					
05/02/2022	Check	15935	Midwest Tape	Invoice #502048896 Customer #2000018351 April Hoopla	-358.93 358.93
05/02/2022	Check	15936	Foster, Swift, Collins & Smith	Invoice #831844 April Legal fees	-382.50 382.50
05/05/2022	Check	15937	T-Mobile	Account #970594354 April hotspots	-120.40 120.40
05/06/2022	Tax Payment		IRS	Tax Payment for Period: 04/01/2022-04/30/2022 Federal Taxes (941/944)	- 1,321.66 - 1,321.66
05/16/2022	Check	15938	Frederik Meijer Gardens & Sculpture Park	Invoice #DTL051222 Prize for Plates 'n' Pages (ARP Humanities Grant)	-115.00 115.00
05/16/2022	Check	15939	Foster, Swift, Collins & Smith	Invoice #832299 Client/Matter #84829-00001 Legal fees for Policies	-630.00 630.00
05/16/2022	Check	15940	DEMCO	Invoice #7125036 Cataloging supplies	-405.82 405.82
05/18/2022	Check	15941	Lakeland Library Cooperative	Invoice #PT22-387 BookPage subscription May 22-April 23	-180.00 180.00
05/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 04/01/2022-04/30/2022 MI Income Tax	-287.33 -287.33
05/31/2022	Check	15942	US Bank Equipment Finance	Invoice #472602739 May 2022 copier	-544.14 544.14
05/31/2022	Check	15943	CENTER POINT LARGE PRINT	Invoice #1932536 May 2022 Large Print	-137.99 137.99
05/31/2022	Check	15944	Gals & Ghouls	Invoice #47 Special Effects Class for October 2022	-350.00 350.00

DORR TOWNSHIP LIBRARY

Check Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/31/2022	Check	15945	MidAmerica Books	Invoice #551998	-140.70
				Children's nonfiction	140.70
05/31/2022	Check	15946	Farmers Disposal	Invoice Date 5/28/2022	-48.00
				Quarterly Trash Payment	48.00
05/31/2022	Check	15948	Midwest Tape	Invoice #5012192928	-334.67
				Customer #2000018351	
				May 2022 Hoopla	334.67

DORR TOWNSHIP LIBRARY

General Ledger

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
Checking								
	Beginning Balance						248,386.78	
05/02/2022	Check	15935	Midwest Tape	Invoice #502048896 Customer #2000018351	703-728. Operations:711. databases	-358.93	248,027.85	
05/02/2022	Check	15936	Foster, Swift, Collins & Smith	Invoice #831844	800. Professional and Contract Services:801. Legal Fees	-382.50	247,645.35	
05/05/2022	Check	15937	T-Mobile	Account #970594354	729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-120.40	247,524.95	
05/06/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-1,166.28	246,358.67	
05/06/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-368.61	245,990.06	
05/06/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-271.15	245,718.91	
05/06/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-662.10	245,056.81	
05/06/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-200.26	244,856.55	
05/06/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-224.27	244,632.28	
05/06/2022	Tax Payment		IRS	Tax Payment for Period: 04/01/2022-04/30/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,321.66	243,310.62	
05/06/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/20/2022-05/03/2022	Direct Deposit Payable	-424.76	242,885.86	
05/06/2022	Expense				729-734. Facilities and Equipment:732. Technology	-41.34	242,844.52	
05/10/2022	Deposit				404. Penal Fines	2,721.42	245,565.94	
05/16/2022	Check	15939	Foster, Swift, Collins & Smith	Invoice #832299 Client/Matter #84829-00001	800. Professional and Contract Services:801. Legal Fees	-630.00	244,935.94	
05/16/2022	Check	15938	Frederik Meijer Gardens & Sculpture Park	Invoice #DTL051222	703-728. Operations:710. Programs (Community Promotions)	-115.00	244,820.94	
05/16/2022	Check	15940	DEMCO	Invoice #7125036	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-405.82	244,415.12	
05/18/2022	Check	15941	Lakeland Library Cooperative	Invoice #PT22-387	703-728. Operations:725. LLC Costs:721.2 Other LLC fees	-180.00	244,235.12	
05/20/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-341.95	243,893.17	
05/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 04/01/2022-04/30/2022	Payroll Liabilities:MI Income Tax	-287.33	243,605.84	
05/20/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-389.99	243,215.85	
05/20/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-1,166.30	242,049.55	
05/20/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-662.10	241,387.45	
05/20/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-331.75	241,055.70	
05/20/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-211.98	240,843.72	
05/20/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 05/04/2022-05/17/2022	Direct Deposit Payable	-368.20	240,475.52	
05/31/2022	Expense		Chase Card Services		-Split-	-4,022.55	236,452.97	
05/31/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	31.11	236,484.08	
05/31/2022	Deposit				-Split-	1,136.33	237,620.41	
05/31/2022	Check	15942	US Bank Equipment Finance	Invoice #472602739	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-544.14	237,076.27	
05/31/2022	Check	15943	CENTER POINT LARGE PRINT	Invoice #1932536	703-728. Operations:703. Books	-137.99	236,938.28	
05/31/2022	Check	15944	Gals & Ghouls	Invoice #47	703-728. Operations:710. Programs (Community Promotions)	-350.00	236,588.28	
05/31/2022	Check	15945	MidAmerica Books	Invoice #551998	703-728. Operations:703. Books	-140.70	236,447.58	
05/31/2022	Check	15948	Midwest Tape	Invoice #5012192928	703-728. Operations:711. databases	-334.67	236,112.91	

DORR TOWNSHIP LIBRARY

General Ledger

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
05/31/2022	Check	15946	Farmers Disposal	Customer #2000018351 Invoice Date 5/28/2022	729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-48.00	236,064.91
Total for Checking						\$ -	12,321.87

DORR TOWNSHIP LIBRARY

Profit and Loss

May 2022

	TOTAL
Income	
402. Millage	
402.1 Tax revenue	47.29
Total 402. Millage	47.29
404. Penal Fines	2,721.42
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.1 Copies	76.50
405.2 Fines	3.80
405.3 Meeting Room Rental	15.00
405.4 Faxes	26.60
405.5 Book Sales	15.25
405.9 Uncategorized Income	5.91
Total 405. Miscellaneous Revenue	143.06
406. Interest Income Dor	63.45
407. Reimbursements	
407.2 Book Replacement	26.99
Total 407. Reimbursements	26.99
Total 405-407. Other Types of Income	233.50
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
Total 583.3 Legacies and Bequests	356.20
583.4 Donations	
583.4-2 Summer Reading Donation	640.87
Total 583.4 Donations	640.87
Total 583. Direct Public Support	997.07
Total Income	\$3,999.28
GROSS PROFIT	\$3,999.28
Expenses	
702. Payroll Expenses	73.00
703-728. Operations	
703. Books	887.81
705. Periodicals	29.95
708. AV	
Audiobooks	86.97
DVD	147.07
Total 708. AV	234.04
710. Programs (Community Promotions)	2,971.88
711. databases	693.60

DORR TOWNSHIP LIBRARY

Profit and Loss

May 2022

	TOTAL
720. Supplies	
720.1 Collection/Office Supplies	581.54
Total 720. Supplies	581.54
721. Advertising	25.00
725. LLC Costs	
721.2 Other LLC fees	180.00
Total 725. LLC Costs	180.00
Total 703-728. Operations	5,603.82
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	48.00
729.1 Telephone, Telecommunications	567.32
Total 729. Rent, Parking, Utilities	615.32
730. Equip Rental and Maintenance	544.14
732. Technology	41.34
Total 729-734. Facilities and Equipment	1,200.80
800. Professional and Contract Services	
801. Legal Fees	1,012.50
Total 800. Professional and Contract Services	1,012.50
Payroll Expenses	
Taxes	605.12
Wages	7,847.46
Total Payroll Expenses	8,452.58
Total Expenses	\$16,342.70
NET OPERATING INCOME	\$ -12,343.42
NET INCOME	\$ -12,343.42

DORR TOWNSHIP LIBRARY

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	253,894.51
Checking	236,064.91
Huntington CD	6,418.26
Total Bank Accounts	\$496,377.68
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$506,604.29
TOTAL ASSETS	\$506,604.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	191.25
211. Federal Unemployment (940)	-859.26
212. MI Income Tax	326.14
213. Federal Taxes (941/944)	705.18
214. MI Income Tax	-68.88
215. MI Unemployment Tax	0.00
216. Blue Cross Dental	250.04
217. Blue Cross Vision	1,287.16
Blue Cross Dental	5.48
Blue Cross Vision	40.66
Federal Taxes (941/944)	657.48
Federal Unemployment (940)	63.59
MI Income Tax	432.38
MI Unemployment Tax	0.00
Total Payroll Liabilities	3,031.22
Total Other Current Liabilities	\$6,376.89
Total Current Liabilities	\$6,376.89
Total Liabilities	\$6,376.89

DORR TOWNSHIP LIBRARY

Balance Sheet
As of May 31, 2022

	TOTAL
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-17,694.37
Total Equity	\$500,227.40
TOTAL LIABILITIES AND EQUITY	\$506,604.29

Director's Report, June 2022

Library Operation Updates

Attendance at Storytime has been between 9 and 17 children and their parents. Program attendance continues to be strong. Comics Creators Club is off to a good start, despite recruitment reaching less than full capacity. Currently, there are five participants, but all are engaged and interested in continuing. Due to staff concerns, we have postponed both the pow wow and the local history projects until next fiscal year. We have also begun to discuss doing something to mark Juneteenth next year.

Statistics

Circulation and database usage statistics are steady and strong. See the charts and graphs below.

Budget Items

The budget is up to date. As noted above, the local history project has been delayed until next year, so we did not submit the application for the Improving Access to Information grant this year.

Staff and Building Items

Megan Helms of the Friends of DTL has begun to help us clean and reorganize, working with staff to identify items we no longer need. I am working with Megan on an inventory of all of these items, determining if any are grant purchases we are legally obligated to keep for a specified period of time and identifying organizations that might find them useful.

Marcus Allen of Overwatch Data is nearing completion of a major computer purchase for us, replacing all six public desktops, adding five public laptops, and replacing one of the staff computers at the circulation desk. Dedicated Recycling Company from Grandville Michigan has offered to haul away all of the old computers for free.

Meetings, Workshops, etc.

On May 31, I attended the Zoom webinar The First Amendment in the Public Library with Library of Michigan Law Consultant Clare Membiela.

On June 7, I took part in the Michigan New Director (MiNDs) meeting on Zoom. We discussed the State Aid process and learned that there may be an additional payment later in the year if additional funds are allocated by the state. We have not yet received the first payment, but expect to soon. We also discussed

Penal Fine revenue, reasons it has dipped in recent years, and further threats to its continuation. Given the disproportionate burden penal fines impose upon the poor and people of color, I asked whether alternate funding is being considered. Clare Membiela informed us that the MLA is “working very hard” on this and that toll roads have been proposed as a possible solution.

The Lakeland Library Cooperative Board and Advisory Council met on June 9. KDL’s Lance Werner led the Advisory Council meeting with a primer on fielding materials challenges, due to the intensification of local challenges in nearby communities. There is concern about the involvement of organizations outside of the local communities driving these challenges forward and renewed urgency in making sure our essential policies and procedures are in place. It was suggested that library boards need to decide and clarify whether their library will consider challenges initiated by people outside of their service area. Also, Lakeland is entering its Strategic Planning process next month, seeking member input in August and September.

Volunteers

Local youth Ethan (or possibly Alex) Vaughan has been volunteering to help in the library twice a week this summer and has expressed interest in continuing until the end of summer. Front line staff have several projects lined up for him.

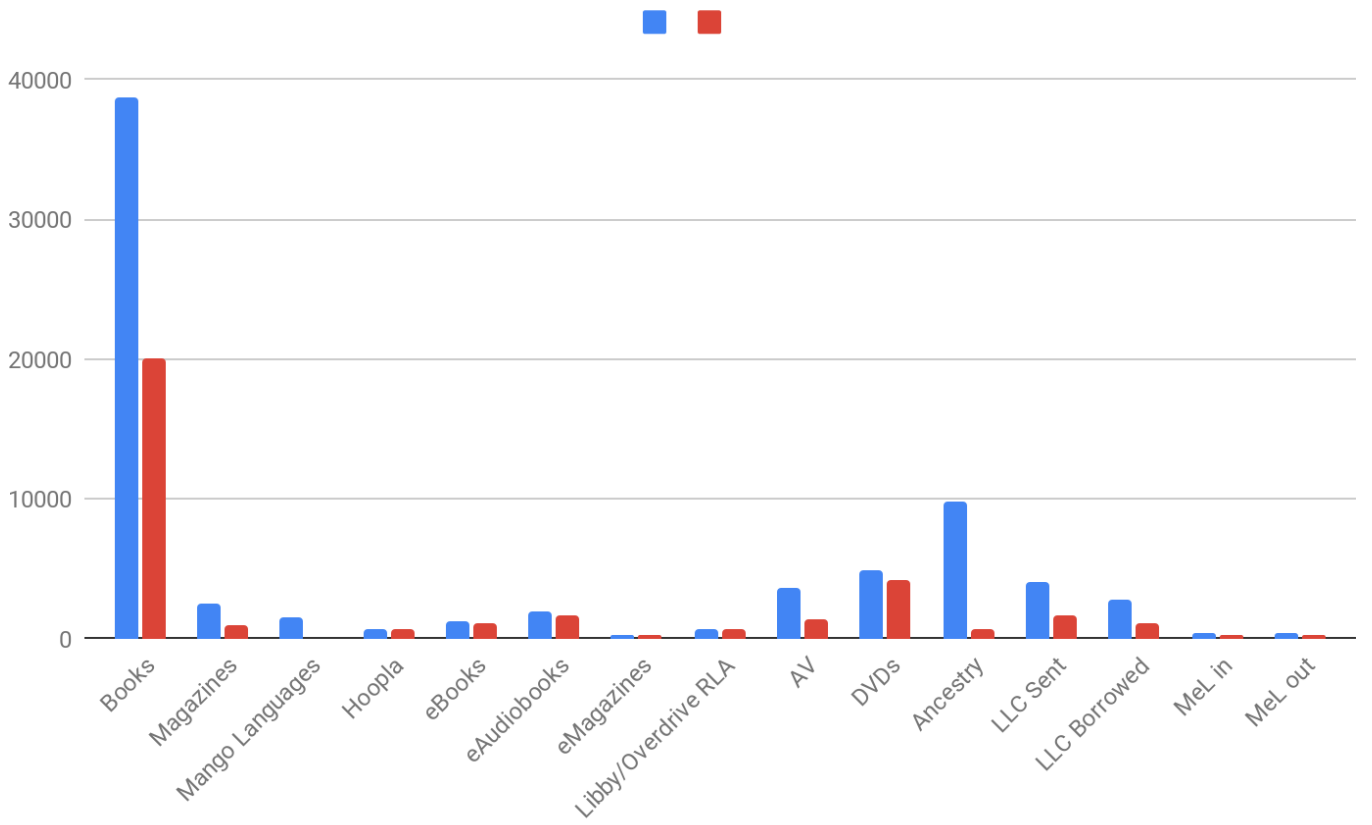
Library Closings

The library was closed for Memorial Day and the Saturday preceding it. Next month, the library will be open the Saturday before Independence Day, but considering Dorr’s plans for that weekend, we may want to reconsider for next year.

Completed June 16, 2022, 12:25PM

	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1982	2056	2267	2191	2951	4101	4274	4314	3886	3745	3802	3121
Magazines	130	214	119	115	260	222	203	301	244	232	280	173
e-Magazines/Audio/Hoopla	187	144	104	73	189	767						
Hoopla							102	122	99	94	159	83
eBooks							257	220	200	200	202	185
eAudiobooks							300	350	331	358	348	302
eMagazines							39	49	42	49	24	22
Libby/Overdrive RLA Loans							152	118	92	134	130	
AV	547	727	566	420	179	160	184	176	208	133	172	174
DVDs	102	115	128	79	518	282	657	627	583	700	626	491
Ancestry	710	1398	1063	335	1176	359	1048	375	762	1660	817	73
LLC Sent	438	405	368	234	302	362	297	314	361	315	342	259
LLC Borrowed	293	179	153	310	143	248	241	282	243	291	188	250
MeL in	33	53	33	36	28	36	38	49	39	35	39	37
MeL out	35	47	30	41	29	40	36	44	43	33	41	35

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258	3676							
Magazines	188	172	242	170	239							
Mango Languages	0	13	3	4	1							
Hoopla	110	134	131	173	149							
eBooks	254	198	233	236	249							
eAudiobooks	336	257	335	348	327							
eMagazines	39	60	52	35	22							
Libby/Overdrive RLA Loans	148	123	136	177	138							
AV	278	235	293	291	233							
DVDs	826	705	963	934	751							
Ancestry	3	0	230	362	102							
LLC Sent	391	333	367	321	243							
LLC Borrowed	299	223	176	257	175							
MeL in	57	50	44	38	48							
MeL out	63	54	47	40	50							



February 28, 2022

Members of the Library Board
Dorr Township Library
1804 Sunset Drive
Dorr, MI 49323-9324

We are pleased to confirm our understanding of the services we are to provide the Dorr Township Library for the year ended March 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the Dorr Township Library Fund, a special revenue fund of the Township of Dorr, and the disclosures, as of and for the year ended March 31, 2022.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles (GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Audit's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Management override of controls
2. Improper revenue recognition due to fraud
3. Use of cash basis to record revenues
4. Use of cash basis to record payroll and nonpayroll expenditures

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Dorr Township Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements as they relate to the Library Fund. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Library's financial statements, in conformity with GAAP, based on trial balances provided by you

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Daniel L. Veldhuizen is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Library Fund's audit requirements, our fee will not exceed \$2,700. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

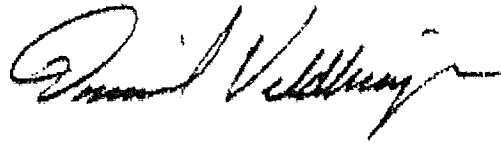
We will issue a written report upon completion of our audit of the Dorr Township Library's financial statements. Our report will be addressed to the Library Board of the Dorr Township Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Library Board
Dorr Township Library
Page 4
February 28, 2022

We appreciate the opportunity to be of service to the Dorr Township Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Dorr Township Library.

By: _____

Title: _____

Date: _____

February 28, 2022

Members of the Library Board
Dorr Township Library
1804 Sunset Drive
Dorr, MI 49323-9324

We are engaged to audit the financial statements of the Dorr Township Library Fund as of and for the year ended March 31, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 28, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Dorr Township Library and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Library's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Library's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Library's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your Library functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Dorr Township Library Fund's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Library and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Library or to acts by management or employees acting on behalf of the Library. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Library's fiscal year. The Library's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.


Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Dorr Township Library.

This information is intended solely for the use of the Board members and management of the Dorr Township Library and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

Michigan Municipal Insurance Coverage Proposal

For

Dorr Township Library
Allegan County

August 24th, 2022 to August 24th, 2023

David Bellingar

Ted Hartleb Agency

5840 King Highway
Kalamazoo, MI 49048

Since 1977

Ted Hartleb Agency

Service Guarantee!

“Our Pledge”

To listen to our clients needs, wants, and concerns in regards to their insurance and benefits.

Provide our business partners with the highest quality of insurance products available to us in the market place based on their insurance needs.

Provide our business partners with continuing education of what products they are purchasing, what insurance products are available to them, and how those products can better serve them.

Provide our business partners access to us for questions, renewals, and claims. We give our clients our cell phone numbers so one of us can be reached at your convenience twenty-four hours per day, seven days per week.

Provide our business partners employees with continuing education of the employee benefits that have been purchased for them on their behalf.

Assist employees with questions, problems and concerns regarding their employee benefits.

To always employ individuals who are educated and licensed in the field of insurance and who are committed to making our business partners their number one priority!

For over forty years the Ted Hartleb Agency has had one goal and that is to give you, our clients, the best service that we can offer, you can count on us to be there for you!

We are proud to provide quality insurance programs from Employers Mutual Insurance Company, Grange Insurance, Michigan Millers Mutual Insurance Company, Safeco Insurance Company, Wolverine, West Bend, Liberty Mutual, Progressive, Blue Cross Blue Shield of Michigan, and many others.

Insuring your Municipalities, Libraries, Fairs and Festivals, Public School Systems, Businesses, Benefits, Home and Auto, etc...

*Please Call Us and Ask How We Can Assist Your Insurance Needs.
269-385-5911*

**EMC INSURANCE GROUP INC.
NAMED TO FORBES.COM 100
MOST TRUSTWORTHY COMPANIES LIST**

FOR IMMEDIATE RELEASE

Contact: Lisa Hamilton (Media)
515-345-7589
Steve Walsh (EMCI Investors)
515-345-2515

EMC Insurance Group Inc. on 50 Most Trustworthy Financial Companies List by *Forbes*

DES MOINES, Iowa (Aug. 26, 2016) — For the third consecutive year, EMC Insurance Group Inc. (EMCI)* is listed on the 50 Most Trustworthy Financial Companies list, announced by *Forbes*. EMCI achieved an accounting and governance risk (AGR) score of 84 in the small-cap category. EMCI was previously listed on the *Forbes* 100 Most Trustworthy Companies list in 2013.

MSCI ESG Research compiled the list separate from the *Forbes* 100 Most Trustworthy Companies list. To create the list, MSCI ESG Research reviewed nearly 700 publicly-traded North American financial companies with market caps of \$250 million or greater for the year ending December 2015. MSCI ESG Research considers accounting and governance behaviors, including high-risk events, revenue and expense recognition methods, SEC actions and bankruptcy risk in scoring a company's credibility. An AGR number is then given to each company and is the final composite by which organizations are scored. "We highlight companies that are most transparent and reporting accurately on their financial outcomes, whether good or bad," states MSCI ESG Research.

The entire list and article can be found here: <http://ow.ly/C09M303g24f>

***About EMC Insurance Group Inc.**

EMC Insurance Group Inc. (EMCI) is a publicly held insurance holding company with operations in property and casualty insurance and reinsurance. EMCI was formed in 1974 and became publicly held in 1982. The company's common stock trades on the Global Select Market tier of the NASDAQ Stock Market under the symbol EMCI. EMCI's parent company is Employers Mutual Casualty Company (EMCC). EMCI and EMCC, together with their subsidiary and affiliated companies, operate under the trade name EMC Insurance Companies. For more information, visit www.emcins.com/ir.

About EMC Insurance Companies

EMC Insurance Companies is among the top 50 insurance organizations in the country based on net written premium, with more than 2,100 employees. The company was organized in 1911 to write workers' compensation protection in Iowa. Today, EMC provides property and casualty insurance products and services throughout the United States and writes reinsurance contracts worldwide. Operating under the trade name EMC Insurance Companies, Employers Mutual Casualty Company and one or more of its affiliated companies is licensed in all 50 states and the District of Columbia. For more information, visit www.emcins.com and www.CountonEMC.com.

--end--

EMC INSURANCE COMPANIES JUMPS TO NUMBER 2 IN 40 BEST COMPANIES FOR LEADERS

(December 29, 2016) – For the fourth consecutive year, EMC is listed as one of the best 40 companies for leaders in the January/February 2016 issue of *Chief Executive magazine*. EMC ranks 2nd this year, jumping from 4th in 2015, and remains listed among notable companies including GE, IBM and P&G.

The annual ranking is based on a survey of organizations worldwide conducted by *Chief Executive* in cooperation with Chally Group Worldwide. The companies are scored on the following criteria:

1. Having a formal leadership process in place
2. Commitment of the CEO to leadership development
3. Percent of senior and middle management positions filled by internal candidates
4. Number of companies that report recruiting from the company
5. A shareholder performance metric

LIST OF COMPANIES (TOP 15 OF 40)

1. GENERAL ELECTRICAL
2. **EMC INSURANCE COMPANIES**
3. HITACHI DATA SYSTEMS
4. IBM
5. JOHNSON CONTROLS
6. VF CORPORATION
7. VERIZON COMMUNICATIONS
8. 3M
9. P&G
10. DOW CHEMICALS
11. OWENS CORNING
12. LAFARGEHOLCIM
13. FLUOR
14. WIPRO
15. SOUTHWEST AIRLINES

Features
of the

EMC PUBLIC ENTITY PROGRAM

- 1) **Designed Exclusively for Michigan Public Entities**
- 2) **100% of Covered Risk is with Insurance Company – NO POOLING**
- 3) **Non-Assessable**
- 4) **Higher Limits Available Upon Request**
- 5) **Local Loss Control Services Available**
- 6) **Local Claims Service**
- 7) **Underwriting of Risk done in Michigan**
- 8) **EMC – Providing Insurance Products for over 100 years**
- 9) **EMC – Insuring Municipalities for over 40 years**
- 10) **EMC – Over \$4,000,000,000 in assets**
- 11) **EMC – A Proud American Company!**

SERVICE COMPANIES

MARKETING AND SERVICE:

Ted Hartleb Agency
5840 King Highway
Kalamazoo, MI 49048
269-385-5911
269-385-3370 (fax)

Your Service Agent is: **David Bellingar**
Your in office Account Manager is: **Rob Koets**

INSURANCE CARRIER:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

**Office established in Michigan since 1940*

CLAIMS AND LOSS CONTROL ADMINISTRATION:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

Loss Control Services

As an EMC policyholder, you have preferred access to extensive loss control information and resources. All loss control services are free of charge and include:

- Safety Video Library—Online access to hundreds of safety videos
- Compliance Benchmarking—Receive on-site surveys with reports of potential violations
- Environmental Health Services—Identify workplace risks with recommendations
- Ergonomic Assessments—Assess employee work stations
- Fleet EMC—Learn about defensive driving and DOT regulations
- *Loss Control Insights*—Free monthly online newsletter focused on loss control
- Partnership Services—Develop cost-effective safety solutions
- Review of Safety Programs—Evaluate programs to comply with industry standards
- Safety Talks and Safety Signs—Download hundreds of talks and signs
- Security Consulting—Develop an emergency response plan
- Training Certificates—Create certificates for employees who complete training courses

Claims Services

An insurance claim has a financial and personal impact. That's why our primary goal is to handle your claim as fairly and quickly as possible, regardless of the type or size. Claims services include:

- Weekly workers' compensation meetings to discuss difficult claims and new laws
- Quarterly educational meetings for claims staff
- Adjuster credibility
- Open communication with insureds throughout the claims process
- Reduced medical costs with PPOs, prescription programs and a medical claims review unit
- Chiropractic care, physical/occupational therapy, inpatient and outpatient hospitalization and diagnostic procedure reviews
- Insured, claimant and medical provider contact made within 24 hours of claim receipt
- Experienced nurses, life care planning and input on complex medical issues

Attorney Services

The law firm of Zausmer, August & Caldwell, P.C. provides free advice to EMC municipal clients. Licensed attorney Heidi Hudson will work with you directly and can be reached at 248-851-4111. Heidi has experience with labor and employment law, school law, insurance defense and fraud claims. Free advice is offered on issues such as:

- Litigation
- Employment
- Drafting, interpretation and enforcement of ordinances and charters
- Land use, zoning and permits
- Property acquisitions and conveyances
- Facilitation of public works, including bidding, contracts, construction monitoring and disputes
- Review and preparation of municipal policies
- Open Meetings Act and Freedom of Information Act compliance
- Inter-government and shared service agreements
- Enforcement of construction, fire, property maintenance and other codes

COMPREHENSIVE PUBLIC ENTITY LIABILITY COVERAGE

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$3,000,000
DEDUCTIBLE	NONE
DAMAGE TO PREMISES RENTED TO YOU	\$500,000
MEDICAL EXPENSE LIMIT	\$10,000
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000
PRODUCTS AND COMPLETED OPERATIONS AGGREGATE LIMIT	\$3,000,000
EMPLOYEE BENEFIT LIABILITY (\$1,000 deductible)	INCLUDED

- A) Bodily Injury Included (broadened definition)
- B) Personal Injury Included
- C) Property Damage Included

ADDITIONALLY NAMED:

The "Persons Covered" provision of the Comprehensive Public Entity Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

- 1) Personal injury includes hazard groups:
 - a) Detention, Imprisonment, Malicious Prosecution
 - b) Wrongful Entry or Eviction or other Invasion of the Right of Private Occupancy
 - c) A Publication or Utterance of a Libel, Slander or other Defamatory or Disparaging Material
- 2) Contractual Liability – Coverage for the Entity When it Becomes Legally Obligated for Liability Assumed Through an Approved Contractual Agreement
- 3) Advertising Injury Liability – Includes Slogan Infringement
- 4) Host Liquor Liability – Includes Incidental Giving and Serving
- 5) Broad Form Property Damage Liability
- 6) Extended Bodily Injury – bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease
- 7) Incidental Medical Malpractice – Included
- 8) EMT/EMS coverage - Available
- 9) Fellow Employee Exclusion - Deleted
- 10) Cemetery Professional - Available
- 11) Care, custody and control exclusion waived (will include vehicles)
- 12) Watercraft Liability - Available
- 13) **Broad Liability coverage available for all electric, gas, sewer and water utility operations**
- 14) Sewer back up coverage – optional

*For additional coverage and exclusions please refer to your policy

COMPREHENSIVE PUBLIC ENTITY ERRORS AND OMISSION COVERAGE

EMC LINEBACKER FORM

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$2,000,000
EMPLOYMENT PRACTICES LIABILITY	INCLUDED
WRONGFUL ACT	INCLUDED
DEDUCTIBLE	\$0

OCCURRENCE FORM

The “Persons Covered” provision of the Comprehensive Public Entity Liability coverage also includes the following while acting “on behalf of” or “in the interest of” the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

Supplementary payments and plaintiff/claimant attorney's fees and expenses
Defense Costs: First Dollar Coverage
Zoning: inverse condemnation, takings – **MONETARY DAMAGES - AVAILABLE**
****DEFENSE COSTS – OUTSIDE POLICY LIMITS**

Actual or alleged errors
Misstatements or misleading statement
Act or omission or neglect or breach of duty
Injunctive Relief (non-monetary) **NO SUBLIMIT** **Included**
Loss of Salary/Fringe Benefit **\$75,000/\$150,000** **Included**

*5 year extended reporting period available
** See options page for Monetary Damage Coverage Limits for Regulatory Takings and Inverse Condemnation (if selected defense costs move outside of limits)

*For additional coverage and exclusions please refer to your policy

PUBLIC ENTITY UMBRELLA COVERAGE

LIMIT OF COVERAGE
AGGREGATE LIMIT
SIR

AVAILABLE
AVAILABLE
\$0

EXCESS COVERAGE OVER:

GENERAL LIABILITY
EMPLOYEE BENEFIT LIABILITY
AUTO LIABILITY
ERRORS OR OMISSIONS LIABILITY
WORKERS COMPENSATION

AVAILABLE
AVAILABLE
AVAILABLE
AVAILABLE
AVAILABLE

WORKERS COMPENSATION

NOT QUOTED AT THIS TIME

*Payrolls provided at application and subject to annual audit

*For additional coverage and exclusions please refer to your policy

Recommendations

- 1) Obtain certificates of Liability and Worker Compensation Insurance from sub contractor's that preform work on your behalf and/or on your premises.
- 2) Annually review higher limits of Liability and may be obtained through written request.
- 3) Aggressively remove ice and snow from walkways and parking lots.
- 4) Complete proper background checks on new hires.
- 5) Run Motor Vehicle Records periodically on all employees who drive on your behalf.
- 6) Annually obtain certificates of insurance from employees who drive on your behalf.
- 7) Difference In Condition (DIC) Policy – consideration for purchase of coverage for many of the common exclusions found in a Standard Property Policy.
- 8) Document any disciplinary action(s) for review with counsel.
- 9) Regular review of Real and Personal Property Values and Schedules.
- 10) Regular inspections of vehicles, equipment, fire suppression systems and electrical services.
- 11) Document all maintenance and inspections.
- 12) Regular update of employment handbooks, policies and procedures.
- 13) Regular update of zoning and ordinance laws.
- 14) Utilize loss control services and establish a time table for implementation.
- 15) Establish a tree maintenance program or if you already have one, review it to be sure that the Authority is documenting, cutting down and/or removing dead trees/limbs from Authority Property.
- 16) Carefully review Business Income and Extra Expense exposures to insure current limits are met with Authority Board approval.
- 17) Review your bonding exposures and limits to insure that your bonds provide adequate protection for your Authority.
- 18) Cyber Liability is a growing area of litigation for municipalities throughout the country. It is a area of liability you should discuss and review to determine if this type of protection should be added to the Authority Insurance Program.

We can provide assistance in helping with many of these recommendations and/or provide options for you based on written request.

SUMMARY OF COVERAGES AND PREMIUM

1) GENERALY LIABILITY	INCLUDED
2) ERRORS AND OMISSIONS	INCLUDED
3) PROPERTY	AVAILABLE
4) INLAND MARINE	AVAILABLE
5) ELECTRONIC DATA PROCESSING	AVAILABLE
6) AUTO LIABILITY	AVAILABLE
7) BOILER AND MACHINERY (Mechanical Breakdown)	AVAILABLE
8) CRIME COVERAGE	AVAILABLE
9) BOND COVERAGE	AVAILABLE
10) UMBRELLA	AVAILABLE
11) WORKERS COMPENSATION	AVAILABLE

<i>TOTAL PREMIUM</i>	<i>\$2,660</i>
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Optional Coverage:

UMBRELLA

<i>LIMIT</i>	<i>AGGREGATE</i>	<i>PREMIUM</i>
<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$505</i>
<i>\$2,000,000</i>	<i>\$2,000,000</i>	<i>\$1,010</i>

****Higher limits are available upon request.***

CYBERSOLUTIONS

<i>\$50,000 - \$100,000</i>	<i>\$992</i>
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****Higher limits are available upon request.***

PUBLIC OFFICIAL BOND

<i>TREASURER - \$25,000</i>	<i>\$150</i>
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DORR TOWNSHIP LIBRARY

Acceptance of Insurance Proposal

Effective Date of Policy: August 1st, 2021

Signature	Title	Date
TOTAL PACKAGE PREMIUM		\$2,660
OPTIONAL LIMITS ACCEPTED:		
INITIAL	LIMIT	PREMIUM ADJUSTMENT
_____	CYBERSOLUTIONS	\$50,000 - \$100,000
_____	TREASURER BOND	\$25,000
_____	UMBRELLA	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
TOTAL ANNUAL PREMIUM:		\$ _____

CYBER SOLUTIONS – optional coverage

DATA COMPROMISE COVERAGE

RESPONSE EXPENSE LIMIT	ANNUAL AGGREGATE	\$100,000
LEGAL REVIEW		\$50,000
FORENSIC “IT” REVIEW SUBLIMIT		\$50,000
NAMED MALWARE SUBLIMIT		\$50,000
PUBLIC RELATIONS SUBLIMIT		\$10,000
REGULATORY FINES AND PENALTIES		\$50,000
PCI FINES AND PENALTIES		\$50,000
DEDUCTIBLE		\$1,000

DATA COMPROMISE DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
NAMED MALWARE SUBLIMIT		\$50,000
DEDUCTIBLE		\$1,000

IDENTITY RECOVERY COVERAGE

IDENTITY RECOVERY LIMIT	\$25,000
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$0

CYBER COVERAGE

COMPUTER ATTACK LIMIT	\$100,000
LOSS OF BUSINESS SUBLIMIT	\$50,000
PUBLIC RELATIONS SUBLIMIT	\$10,000
CYBER EXTORTION SUBLIMIT	\$10,000
MISDIRECTED FRAUD PAYMENT	\$5,000
DEDUCTIBLE	\$1,000

NETWORK SECURITY DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
DEDUCTIBLE		\$1,000
ELECTRONIC MEDIA LIABILITY	\$100,000	
DEDUCTIBLE		\$1,000

*For additional coverage and exclusions please refer to the coverage document.

CyberSolutions

Almost every business relies on data and computer systems, and when these systems experience an attack, critical information can be lost. The effects of a cyber attack or data breach, including loss of income and expensive litigation, can be long lasting and financially devastating.

Coverage When You Need It Most

CyberSolutions from EMC Insurance Companies provides the robust protection you need to respond to and recover from a data breach or cyber attack. We do this by combining data compromise and cyber liability coverage into one product that offers a variety of limits and deductibles at affordable rates.

Available to a wide variety of businesses and organizations—from schools and municipalities to offices, manufacturers and contractors—CyberSolutions helps pay for the costs associated with:

- Computer software restoration
- Data recovery
- Third-party liability protection
- Response efforts
- Defense and liability
- Identity recovery for key individuals within your organization

Cyber Liability Component

The cyber liability component of CyberSolutions protects your organization against two related risks: computer attacks and liability to third parties due to security weaknesses in your computer systems.

Computer Attacks

When a computer attack causes damage to your electronic data and computer systems, CyberSolutions pays for the costs associated with recovery, including:



- **Data Restoration:** The cost of a professional firm hired to replace lost or corrupted data from electronic sources
- **Data Re-Creation:** The cost of a professional firm hired to research, re-create and replace lost or corrupted data from nonelectronic sources*
- **System Restoration:** The cost of a professional firm hired to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system
- **Loss of Business:** Business income lost and extra expense incurred during the period of time when system and data recovery activities are taking place*
- **Public Relations Services:** Assistance from a professional public relations firm in communicating with outside parties concerning the computer attack and your response*

* Sublimits apply

Network Security Liability

Network security liability provides coverage for defense costs (within the policy limits) and associated settlement and judgment costs arising from actions brought by third parties who allege injuries as a result of a failure in the security of your business systems, including:

- A breach of third-party business data
- An unintended propagation of malware
- A denial of service attack in which you unintentionally participated

Data Compromise Component

The data compromise component of CyberSolutions provides the following coverages to help you notify and assist your clients and others following a breach of personal information:

Response Expense Coverage

Includes coverage for costs associated with a legal and forensic information technology review of the breach, public relations and notification to the affected individuals. This coverage also includes services for the affected individuals:

- A toll-free help line
- Credit monitoring
- Identity restoration case management

Defense and Liability Coverage

Provides coverage for data compromise defense and liability (within the policy limits) in the event that affected individuals or a government entity brings an action against you. There must first be a covered loss under the response expenses coverage before defense and liability coverage goes into effect.

Identity Recovery Coverage

Provides expense reimbursement and case management services caused by an identity theft for key individuals within your organization. Covered expenses may include:

- Various legal costs
- Lost wages
- Child and elder care costs
- Mental health counseling

Policyholders who are victims of covered identity thefts are assigned a case manager who provides a wide range of identity recovery services, including letter writing, phone calls, credit report requests, follow-up and record keeping.

Claim and Legal Services

Claim services are provided by data compromise and identity recovery claim specialists. Policyholders who need legal defense are represented by experienced law firms—a service that would normally be too expensive for many business owners.

Tools and Resources Through eRiskHub®

With CyberSolutions, you'll also receive access to eRiskHub, an online risk management portal that includes tools to manage cyber security risks and resources to help you stay informed of the latest security threats. Learn more about eRiskHub on our website.



Visit www.emcins.com/businessins/cybersolutions to view more information about CyberSolutions, including real examples of how this coverage can protect your business or organization.

Learn More

To learn more about CyberSolutions, contact your local insurance agent or visit www.emcins.com/businessins/cybersolutions.

EMC Insurance Companies
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Des Moines, IA 50309
800-447-2295 • 515-280-2511

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EMC's billing plan offers you **convenience** and **flexibility** in the payment of your insurance premium.

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- ▶ Single withdrawal or payment

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Reconsideration of materials

In the context of the following procedure, “Patron” is defined as anyone who may borrow directly from Dorr Township Library, including registered residents of Dorr Township, resident patrons of other libraries in the Lakeland Library Cooperative, and patrons eligible to borrow under the MeL Visiting Patron program.

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

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form.
 - If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn.
 - If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
- A written appeal of the Library Director’s decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

PATRON BEHAVIOR POLICY

I. Introduction.

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

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

II. Rules for a Safe Environment.

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

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food is not permitted in the Library unless part of a Library program and beverages with secure lids are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials may be required to leave the building

if the number of patrons in the library is excessive or if the patrons are interfering with patrons' enjoyment of or staff's ability to work effectively in the Library or otherwise violating rules. This includes sleeping on Library furniture or floor. Patrons who are required to leave the building shall not remain on Library property.

- E. Considerate Use. The following behavior is prohibited in the Library or on Library property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.

- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited unless noise occurs as part of an official Library event. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

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

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from for items brought into

the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

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

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

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

V. Violation and Appeal Section

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. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in

writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

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Dorr Township Library Rules for Patron Behavior

- 1. Keep the library clean and safe to be enjoyed by everyone.**
- 2. Respect and be kind to each other.**
- 3. Respect and be kind to the staff.**
- 4. Respect and take care of library property.**

Violators may be asked to leave, so please be respectful.

Full Patron Behavior Policy available at the front desk.

COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet

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

II. Nature of the Public Library Setting

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. Procedure for Use

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
2. Patrons should only use their first name and the time when signing in.
3. A waiting list will be created at the Circulation Desk if all computers are in use.
4. Internet use is not generally timed, and Users sign up for an indefinite period of time as long as there is no waiting list. In cases where someone is waiting for a computer, the User who has been at a station for the longest (minimum of one hour) will be asked to leave the station. In cases where multiple patrons are on the waiting list, each User will be limited to one hour at a station.

- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.

- C. Closing. All computers and printers are shut down fifteen (15) minutes before the Library closes.

- D. Reimbursement for Printing. The User shall reimburse the Library ten (10) cents per single-sided page for black and white printing and twenty-five (25) cents per single-sided page for color printing. Double-sided pages are charged per side. The User shall be responsible for all printing costs, so Users are encouraged to use “print preview” so that they are aware of the number of copies.

- E. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating print resources on Web searching are available.

IV. Internet Filtering; Children Under 18

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Users Under 18 Years of Age.
1. Unfiltered/Unblocked Terminals. A parent or guardian must accompany and be sitting at the computer terminal with Users under 18 years of age wishing to have access to the unfiltered or unblocked Internet workstation.
 2. Filtered Terminals. Users under 18 years of age are free to access the Library's filtered workstations without supervision. A filtered terminal means the computer has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors.
 3. Wireless Access. Wireless access will be filtered. Users under 18 years of age may not access unfiltered wireless access.
- C. Disable Filters. Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered wireless access, the patron may request a login for the unfiltered wireless access from the Information Desk.
- D. Unblock Sites. Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

V. Acceptable Use

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

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in summary and made available in full in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.
- G. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization.
- H. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- I. Terminal Use.
 - 1. For the adult Internet computers, only (1) person may use a workstation except for (1) a parent or caregiver assisting a user and (2) a person assisting another individual who lacks the knowledge to effectively use the computer alone.
 - 2. Upon request, Library staff members may approve and allow additional Users at a workstation.

- J. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- K. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

VI. Violations of Internet Use Policy

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

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, 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 of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The 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 may be reinstated.
- E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

VII. Right of Appeal

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within 10 working days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VIII. Staff Assistance

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