

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: August 21, 2023 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: July 17, 2023

Treasurer's Report: Credit Card - \$3,903.19 for July

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of waiving fees for monthly meeting of AYSO Wayland Region in Community Room
2. Discussion and approval of Library Display Policy
3. Discussion and approval of revisions to Bylaws
4. Discussion and approval of Public Comment Policy
5. Discussion and approval of Programming Policy
6. Discussion and approval of Circulation Policy

OLD BUSINESS:

- 1.

Township Board Meeting: August 24, 2023 7 pm.

Adjournment:

Next regular meeting: September 18, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: July 17, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:30 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Bruce Bendull, Shana Dykhuis, Michael Rydman, Brittany Hunter, Jeffrey Babbitt

Absent:

Additions to the Agenda: Rydman proposed adding Advertising as New Business item #6, later withdrawn.

Public Comment: None

Approval of the Agenda: Dykhuis made a motion to approve the Agenda with the additional item, and was seconded by Rydman. All yes, motion carried.

Approval of the Minutes: Dykhuis made a motion to accept the minutes from May 15, 2023, and was seconded by Brooks. All yes, motion carried.

Treasurer's Report: Dykhuis made a motion to pay the May credit card bill in the amount of \$4,392.60 and was seconded by Hunter. All yes, motion carried.

Committee Report(s): None

Director's Report:

Summer Reading signups at 264 with 45 finishers so far. Programs are full. Staff handled supply chain problems for teacup bird feeders exceptionally well. Travis Jonker has joined Plates 'n' Pages. Book circulation higher than in past year-and-a-half. No Ancestry use in June, likely due to changeover to subscribing through Lakeland. Maintenance fixed loose screw in front doors after jam delayed opening a few minutes on July 7. Director went to many meetings. Liability Insurance renewed with Decker Agency July 7. Patron Point now linked to website. Zack Evans and Mary Fennema current volunteers. Library closed July 4.

Committee Report: None

NEW BUSINESS:

1. **Discussion of preparation for Strategic Planning process.** Director to ask staff for key stakeholders/regular patrons.
2. **Discussion and possible approval of plan for People Counter.** Tabled for next Fiscal Year.
3. **Discussion of pursuing a Space Audit.** Seeking less expensive alternatives. Demco shelving space audit. Outside storage. Evaluation of stored materials for possible elimination.
4. **Discussion of potential Library Display Policy.** Rydman withdrew item #6, as this was what he had in mind. Much discussion. Director to draft Display Policy for next Board meeting.
5. **Discussion of potential Non-Resident Card Policy.** Revisited. Consensus to revisit again if more than a few vacationers at Sandy Pines request access.

OLD BUSINESS

1.

Township Board Meeting: July 27, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: Dykhuis motioned to adjourn at 7:31 p.m., and was seconded by Bendull. All yes, motion carried.

Next regular meeting: August 21, 2023, at 6:30 p.m.

Submitted by Jeffrey Babbitt

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	257,683.94
271-000-002 Savings	256,659.71
271-000-003 Huntington CD	6,548.49
Total Bank Accounts	\$520,892.14
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$531,118.75
TOTAL ASSETS	\$531,118.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	449.57
271-000-229.1 Federal Taxes (941/944)	824.02
271-000-229.2 Federal Unemployment (940)	83.22
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	3,234.58
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,580.25
Total Current Liabilities	\$6,580.25
Total Liabilities	\$6,580.25

DORR TOWNSHIP LIBRARY

Balance Sheet As of July 31, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	457,091.35
Net Income	-53,444.94
Total Equity	\$524,538.50
TOTAL LIABILITIES AND EQUITY	\$531,118.75

Check Register 2023 - July

Date	Type	Check #	Vender	Memo	Amount
07/05/2023	Tax Payment		IRS	Tax Payment for Period: 06/01/2023-06/30/2023	
07/05/2023	Check	16131	ODC Network	Federal Taxes (941/943/944)	-2,161.67
07/05/2023	Check	16132	Coverall of West Michigan	Outdoor Discovery Center program	-290.00
07/05/2023	Check	16133	CENTER POINT LARGE PRINT	Invoice #7370163701	
07/06/2023	Tax Payment		MI Department of Treasury	July cleaning fee	-450.00
07/07/2023	Check	16135	Decker Agency	Invoice #2023485	
07/12/2023	Check	16136	Griffin Pest Solutions	July Large Print	-92.99
07/12/2023	Check	16137	UNIQUE MANAGEMENT SERVICES INC	Tax Payment for Period: 06/01/2023-06/30/2023	
07/12/2023	Check	16138	Jeffrey L. Babbitt	Invoice #4703	
07/14/2023	Payroll Check	DD	Jennifer L. Chamberlain	Annual Liability Insurance premium	-2,322.00
07/14/2023	Payroll Check	DD	Alexis Adrianse	Invoice #2369734	
07/14/2023	Payroll Check	DD	Karen K. Shaffer	July Pest Control	-90.00
07/14/2023	Payroll Check	DD	Jeffrey L. Babbitt	Invoice #6114922	
07/14/2023	Payroll Check	DD	Benjamin D. Joseph	July Collections	-9.85
07/14/2023	Payroll Check	DD	Reilly J. Brower	July Mileage Reimbursement	-36.94
07/14/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 06/28/2023-07/11/2023	-798.22
07/19/2023	Check	16139	Modern Marketing	Pay Period: 06/28/2023-07/11/2023	-472.57
07/27/2023	Check	16140	US Bank Equipment Finance	Pay Period: 06/28/2023-07/11/2023	-381.45
07/27/2023	Check	16141	Bay County Library System	Pay Period: 06/28/2023-07/11/2023	-1,192.38
07/27/2023	Check	16142	Muskegon Area District Library	Pay Period: 06/28/2023-07/11/2023	-271.78
07/28/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/28/2023-07/11/2023	-507.2
07/28/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 06/28/2023-07/11/2023	-286.43
07/28/2023	Payroll Check	DD	Karen K. Shaffer	Invoice #MMI152106	
07/28/2023	Payroll Check	DD	Jeffrey L. Babbitt	Giveaway pencils	-123.83
07/28/2023	Payroll Check	DD	Alexis Adrianse	Invoice #506345529	
07/28/2023	Payroll Check	DD	Benjamin D. Joseph	July copier	-482.92
07/28/2023	Payroll Check	DD	Jennifer L. Chamberlain	Damaged book replacement	-21.95
07/31/2023	Check	16143	Midwest Tape	Invoice #6097	
				Damaged book replacement	-16.95
				Pay Period: 07/12/2023-07/25/2023	-299.04
				Pay Period: 07/12/2023-07/25/2023	-286.43
				Pay Period: 07/12/2023-07/25/2023	-381.45
				Pay Period: 07/12/2023-07/25/2023	-1,192.37
				Pay Period: 07/12/2023-07/25/2023	-430.28
				Pay Period: 07/12/2023-07/25/2023	-248.07
				Pay Period: 07/12/2023-07/25/2023	-808.4
				Invoice #504149407	
				July Hoopla	-484.40

07/31/2023	Check	16144	T-Mobile	Account #970594354 July Hotspots	-168.93
07/31/2023	Expense		Chase Card Services		-3,903.19

DORR TOWNSHIP LIBRARY

General Ledger

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						273,212.08
07/05/2023	Check	16131	ODC Network		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-290.00	272,922.08
07/05/2023	Tax Payment		IRS	Tax Payment for Period: 06/01/2023-06/30/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-2,161.67	270,760.41
07/05/2023	Check	16133	CENTER POINT LARGE PRINT	Invoice #2023485	271-790-727 703-728. Operations:703. Books	-92.99	270,667.42
07/05/2023	Check	16132	Coverall of West Michigan	Invoice #7370163701	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	270,217.42
07/06/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 06/01/2023-06/30/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-446.67	269,770.75
07/07/2023	Check	16135	Decker Agency	Invoice #4703	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-2,322.00	267,448.75
07/12/2023	Check	16137	UNIQUE MANAGEMENT SERVICES INC	Invoice #6114922	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-9.85	267,438.90
07/12/2023	Check	16136	Griffin Pest Solutions	Invoice #2369734	271-790-806 800. Professional and Contract Services:806. Professional Services	-90.00	267,348.90
07/12/2023	Deposit				271-000-658 404. Penal Fines	3,034.22	270,383.12
07/12/2023	Check	16138	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-36.94	270,346.18
07/14/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-472.57	269,873.61
07/14/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-381.45	269,492.16
07/14/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-1,192.38	268,299.78
07/14/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-271.78	268,028.00
07/14/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-507.20	267,520.80
07/14/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-286.43	267,234.37
07/14/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 06/28/2023-07/11/2023	Direct Deposit Payable	-798.22	266,436.15
07/18/2023	Deposit				-Split-	3.32	266,439.47
07/19/2023	Check	16139	Modern Marketing	Invoice #MMI152106	271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-123.83	266,315.64
07/20/2023	Deposit				-Split-	15.24	266,330.88
07/27/2023	Check	16142	Muskegon Area District Library	Invoice #6097	271-790-728 703-728. Operations:703. Books:703.1 book replacement - LLC library	-16.95	266,313.93
07/27/2023	Check	16141	Bay County Library System		703-728. Operations:703. Books:703.2 book replacement MeLCat	-21.95	266,291.98
07/27/2023	Check	16140	US Bank Equipment Finance	Invoice #506345529	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-482.92	265,809.06
07/27/2023	Deposit				-Split-	19.91	265,828.97
07/28/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-808.40	265,020.57
07/28/2023	Payroll Check	DD	Benjamin D. Joseph	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-248.07	264,772.50
07/28/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-430.28	264,342.22
07/28/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-381.45	263,960.77
07/28/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-286.43	263,674.34
07/28/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-299.04	263,375.30
07/28/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 07/12/2023-07/25/2023	Direct Deposit Payable	-1,192.37	262,182.93
07/31/2023	Check	16143	Midwest Tape	Invoice #504149407	271-790-736 703-728. Operations:711. databases	-484.40	261,698.53
07/31/2023	Check	16144	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-168.93	261,529.60
07/31/2023	Expense		Chase Card Services		-Split-	-3,903.19	257,626.41
07/31/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	57.53	257,683.94
Total for 271-000-001 Checking							\$ -
							15,528.14

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2023

	TOTAL
Income	
271-000-658 404. Penal Fines	3,034.22
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	607.64
271-000-675.1 405. Miscellaneous Revenue	
271-000-602.3 405.4 Faxes	8.10
271-000-602.4 405.6 Unique Management Fees	9.85
271-000-659 405.2 Fines	2.70
271-000.602.1 405.1 Copies	19.45
Total 271-000-675.1 405. Miscellaneous Revenue	40.10
Total 46400 405-407. Other Types of Income	647.74
Total Income	\$3,681.96
GROSS PROFIT	\$3,681.96
Expenses	
271-790-715.3 702. Payroll Expenses	80.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	438.88
Total 271-790-921 729. Rent, Parking, Utilities	438.88
271-790-931 730. Equip Rental and Maintenance	482.92
271-790-933 732. Technology	58.03
Total 271-790-930 729-734. Facilities and Equipment	979.83
62100 800. Professional and Contract Services	
271-790-803 803. Unique Management Costs	9.85
271-790-806 806. Professional Services	540.00
Total 62100 800. Professional and Contract Services	549.85
65000 703-728. Operations	
271-790-727 703. Books	1,562.76
271-790-728 703.1 book replacement - LLC library	16.95
703.2 book replacement MeLCat	21.95
Total 271-790-727 703. Books	1,601.66
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	133.97
271-790-734 708.3 DVD	123.00
271-790-735 708.4 Video Games	143.05
Total 271-790-732 708. AV	400.02
271-790-736 711. databases	484.40
271-790-737 720. Supplies	583.35
271-790-738 720.1 Collection/Office Supplies	123.83
Total 271-790-737 720. Supplies	707.18
271-790-739 721. Advertising	40.00

DORR TOWNSHIP LIBRARY

Profit and Loss

July 2023

	TOTAL
271-790-880 710. Programs (Community Promotions)	1,292.07
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	36.94
Total 271-790-960.1 709. Ed. & Train Dor	36.94
Total 65000 703-728. Operations	4,562.27
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	2,322.00
Total 65100 Other Types of Expenses	2,322.00
780. Misc Expense	
782. Square Reader Fees	1.63
Total 780. Misc Expense	1.63
Payroll Expenses	
271-790-702 Wages	8,730.03
271-790-715.1 Taxes	676.64
Total Payroll Expenses	9,406.67
Total Expenses	\$17,902.25
NET OPERATING INCOME	\$ -14,220.29
NET INCOME	\$ -14,220.29

Director's Report, August 2023

Library Operation Updates

Our Summer Reading program broke records with 269 registered (a 50% increase over last year) and 110 finishing. Program attendance has slowed in August, but that is not unusual. The No-Sew Blanket program on August 31 is nearly full, just three of 30 household spots left open. This could translate into close to 100 people in the Community Room and Main Library, all managed by Lexi and Reilly. Strategic Planning preparation is continuing. We have reached out to township officials, local faith leaders, local educators, local business people, and the most active of our patrons to participate in our focus groups. Scheduling conflicts have moved children's author/artist Travis Jonker out of Plates 'n' Pages into his own visit in November. Children's picturebook author and illustrator Aaron Zenz finally made contact and is now scheduled to be the first in this year's Plates 'n' Pages events on September 5. We are partnering with Schuler Books to sell copies of our storytellers books using Schuler's remote sales kits. When we return unsold copies, we receive 20% of the sales for the library.

Statistics

Circulation statistics continue to be strong, with book circulation at an all-time high with over 6,300 books lent in July. Ancestry bounced back with 218 uses in July.

Budget and Financial Items

The Budget is up to date.

Staff and Building Items

Two lights above the Adult Nonfiction collection along the west wall of the main library were found not working. Randy replaced them promptly.

Meetings, Workshops, etc.

On July 21 and again on July 31, I met virtually with Zack Becker from Demco to discuss a space audit. He planned to reach out to the Design Team, who have more access to solutions. They have not yet contacted me with their suggestions.

On August 10, I attended Lakeland Library Cooperative's Board and Advisory Council meetings. We discussed Patron Point automatic renewal services.

I met with the Dorr Business Association on August 16 as the featured speaker. I talked to them about the Strategic Planning process and invited them to participate in our upcoming focus groups.

Finally, on August 17, I attended the Allegan County Library Association meeting and was elected the new Secretary. Our featured speaker was Carol Visser from Renewed Hope Free Health Clinic in Allegan, which serves the entire county. She spoke to us about health challenges faced by rural Allegan County residents and ways that libraries could help, including facilitating remote connection to resources through videoconferencing platforms. Privacy concerns were raised, but the problems are not insurmountable. We discussed intellectual freedom, and Andrea Estelle from Otsego District Library said she would share the Power of the Parent brochure that she had created.

Volunteers

Zack Evans and Mary Fennema continue to volunteer for us on a fairly regular basis.

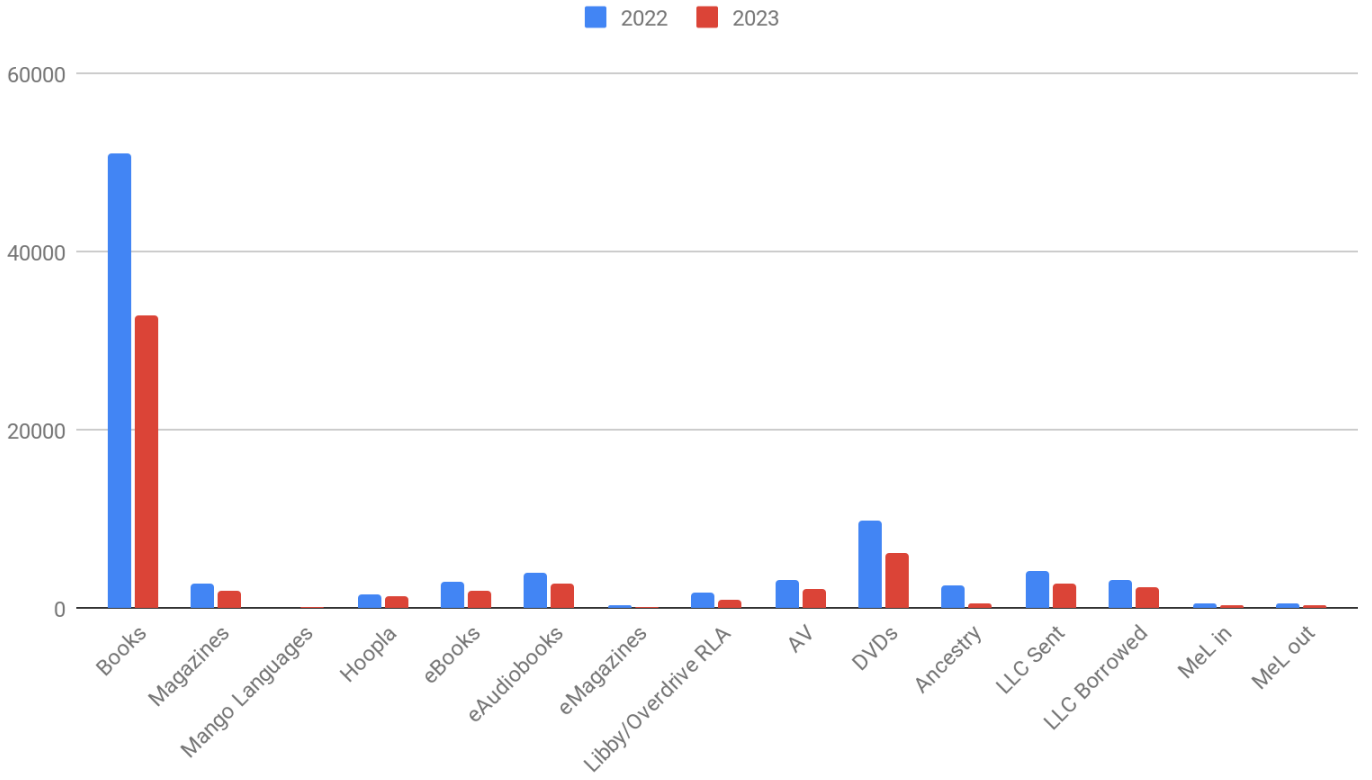
Library Closings

No closings.

Completed August 17, 2023, at 5:24 PM

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258	3676	5177	5526	4764	4215	4205	3879	3386
Magazines	188	172	242	170	239	322	208	169	280	280	238	255
Mango Languages	0	13	3	4	1	1	0	7	5	4	2	4
Hoopla	110	134	131	173	149	145	134	130	130	154	142	111
eBooks	254	198	233	236	249	223	266	265	273	281	289	275
eAudiobooks	336	257	335	348	327	308	313	318	309	379	362	358
eMagazines	39	60	52	35	22	30	12	17	21	20	44	23
Libby/Overdrive RLA Loans	148	123	136	177	138	157	144	155	136	154	161	156
AV	278	235	293	291	233	258	333	275	224	255	228	301
DVDs	826	705	963	934	751	796	1057	875	578	728	834	804
Ancestry	3	0	230	362	102	65	108	196	42	512	572	337
LLC Sent	391	333	367	321	243	385	339	366	374	396	316	334
LLC Borrowed	299	223	176	257	175	307	286	329	485	244	223	232
MeL in	57	50	44	38	48	44	53	51	53	54	60	38
MeL out	63	54	47	40	50	44	58	51	58	53	60	37

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377					
Magazines	230	287	291	392	327	242	266					
Mango Languages	2	49	12	4	0	3	3					
Hoopla	198	198	205	188	174	215	205					
eBooks	259	252	323	273	249	284	404					
eAudiobooks	365	320	388	387	393	462	480					
eMagazines	27	19	34	39	24	48	61					
Libby/Overdrive RLA Loans	167	171	184	136	163	222						
AV	328	237	414	302	269	321	252					
DVDs	879	634	853	995	892	1030	859					
Ancestry	63	13	70	63	52	0	218					
LLC Sent	372	387	475	354	345	473	462					
LLC Borrowed	437	251	394	332	437	285	242					
MeL in	67	56	71	65	55	39	75					
MeL out	70	54	69	67	54	48	70					



DISPLAY, EXHIBIT, AND POSTING POLICY

1. Introduction

Dorr Township Library's (the Library's) Display and Exhibition Policy provides a framework for Library staff to determine how display topics are selected. Library displays support the Library's mission by providing opportunities for patrons to access materials for education, information, and recreation. The Library's goal is to provide displays and exhibits in Library facilities to highlight the library's collection and inform the public on a variety of topics and viewpoints. The goal of these guidelines is to help staff and others understand the criteria used to create displays, the types of displays one may see around the Library, and how these displays help the Library achieve its mission.

2. Displays

a. Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

b. Responsibility

Library staff or community members may suggest a display topic, and staff typically design and curate displays. However, final approval and ultimate responsibility for each display rests with the Library Director.

c. Intellectual Freedom and Censorship

The Library affirms the First Amendment to the U.S. Constitution and the right of the people to receive information. Displays and exhibits are marketing efforts designed to provide for these rights and are therefore under First Amendment protection.

d. Types of Display

- i. Monthly Displays. Every month, Library staff will change out displays around the Library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, award winning materials, and specific genres or classes of materials. Monthly displays are planned in advance by Library staff.
- ii. Pop-Up Displays. Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the Library and literary world. Examples include the displays near the entrance showcasing the current book being read in each Book Club.
- iii. Digital Displays. Displays that occur in the Library's online presence including, but not limited to, the Library's social media pages, the Library's digital signage, the Library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs.

3. Exhibits

Although it is not a common practice, the Library may choose to exhibit artwork, handiwork, historical, or other materials belonging to members of the community to showcase the talents and interests of the community and for the information, education, and interest of the public. These may or may not grow out of the Library's programs.

- a. **Restrictions.** The Library will NOT exhibit campaign materials or anything of a political nature.
- b. **Selection.** The Director shall accept or reject the material offered for display based on its suitability and availability. Materials exhibited will be appropriate to a general audience.
- c. **Liability.** The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any artifact can be placed in the Library.

4. Postings

- a. **Purpose.** The purpose of the public information displays and bulletin board in the Library lobby is to make print material regarding civic, cultural, recreational, educational, charitable, and human services programs and events in the community available to the public at large.
- b. **Restriction.**
 - i. Commercial and business items are limited to business cards, which may be pinned to the bulletin board.
 - ii. Campaign material and other material of a plainly political nature may not be distributed or posted in the Library.
 - iii. Religious material is acceptable if promoting a charity event. All religious bodies, broadly construed, are eligible for these types of postings.
- c. **Responsibility.** All final decisions regarding the acceptance or rejection of materials offered for public posting belong to the Director, who bears final responsibility for the content of displayed material.
- d. **Non-endorsement.** Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

5. Rejection, Reconsideration, and Appeal

- a. Users may appeal in writing any decision of the Library Director under the Exhibit and Posting Policies to the Library Board within ten days. Written appeals may be mailed to the Library, given directly to staff at the Library, or emailed to the Board at dorrLibraryboard@gmail.com.
- b. Patrons who object to content in a display, exhibit, or posting may follow the procedure outlined in the Collection Development Policy section on Reconsideration, beginning with requesting a Reconsideration Form from the Library staff or downloading the Request for Reconsideration from the website [here](https://www.dorrlibrary.michlibrary.org/site-assets/files/dorr-township-library-coll-dev-policy2023_reconsideration.pdf):
https://www.dorrlibrary.michlibrary.org/site-assets/files/dorr-township-library-coll-dev-policy2023_reconsideration.pdf

Board of Trustees of Dorr Township Library Bylaws

Article I Identification

The name of this organization is the Board of Trustees of the Dorr Township Library, located in Dorr, Michigan, established pursuant to 1877 PA 164 in accordance with M.C.L. § 397.213.

Article II Membership

Section 1. Appointments and Terms of Office. The Dorr Township Library has a Board of Trustees made up of six (6) elected members from the Township of Dorr. The Board of Trustees is designated in these By-Laws as the “Board of Trustees” or “Board”. Board members are elected every 4 years during the national November elections and will officially take office and be sworn in at the January Board meeting.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Board members are required to report their absence prior to the meeting to the Board President and the Library Director.

Section 3. Resignation. Resignation from the Board shall be by written letter submitted to the President of the Board. The resignation shall be effective upon approval by the Board.

Section 4. Vacancy. If the vacancy is in an elected seat, the Board shall appoint a new member to serve the remainder of the term. The Board shall select the new member from a list of candidates determined by placing a notice in at least one (1) local newspaper or other media as determined by the Board. The candidates shall be asked to submit a letter of interest to the Board President and shall be interviewed by the Board. The name or names of the approved candidate(s) shall be submitted to the full Board for acceptance. The appointment shall be by majority vote.

Section 5. Events Creating Vacancy. A vacancy on the Board shall arise on the happening of any of the following events:

- A. The death of a Trustee;
- B. The resignation of a Trustee;
- C. The removal of a Trustee from office by the Governor;
- D. A Trustee’s ceasing to be a resident of the township or city;
- E. A Trustee’s conviction of a criminal offense or of an offense involving the violation of his or her oath of office;
- F. A decision by a court of competent jurisdiction declaring the Trustee’s election or appointment void;
- G. Any other reason established by law.

Section 6. Request to Resign. A Trustee whose actions are found to be contrary to the ethical principles set forth in Section 7, or whose attendance record shows more than three (3) consecutive absences for regular scheduled meetings during any 12-month period, or 10 total absences during any three consecutive years, may be asked to resign by the president.

Section 7. Ethics Statement for Public Library Trustees.

- A. Trustees must avoid situations in which financial benefits might be gained at the expense of library users, colleagues, or the situation. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- B. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- C. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- D. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- E. Trustees who accept Library Board responsibilities are expected to perform all of the functions of library trustees.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the trustees at the annual meeting of the Board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board and generally perform all duties associated with the office of president.

Section 3.5. Within 30 days of election, a new president will replace with their own name, contact information, and signature the prior president's name, contact information, and signature with all of the Library's banking institutions.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president. In addition the vice president shall act as the head of the permanent personnel committee which consist of the vice president and at least one other Board member but no more than three members of the Library Board in total.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The Library Director or a member of the staff may be designated by the Board to perform secretarial or clerical duties.

Section 6. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge. The Library Director may be designated by the Board to perform treasurer duties.

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Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. The dates, times and places of the Board's regular meetings shall be posted within 10 days after the Board's first annual meeting. Meetings shall include the following:

- Call to Order
- Roll Call
- Changes to the Agenda
- Public Comment [moved]
- Approval of Agenda
- Approval of the Minutes
- Treasurer's Report
- Director's Report
- Trustee Update
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 1.5. Rules for Public Comment. **See Public Comment Policy.**

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in December of each year.

Section 3. Agendas and Notices. Meeting notices shall indicate the time, date, and place of the meeting and the following agenda will indicate all subject matters intended for consideration at the meeting.

Section 4. Special Meetings. Special meetings may be called at the direction of the president for the transaction of business as stated in the call for the meeting. The Board will provide at least 18 hours notice of special meetings. Special meetings will be announced on the library website and posted at the library.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.

Section 6. Open Meetings Law Compliance. Dorr Township Library is subject to the Open Meetings Act. M.C.L. § 15.261 *et seq.*

Section 7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Section 8. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second any proposal before the Board. In the event of a tie vote, the vote shall not carry and the motion will be denied.

Section 9. Any rule of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 10. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board.

Article V Committees

Section 1. Standing Committees. Standing Committees shall be appointed by the president from Board of Trustee members during the annual meeting. Committee members may make recommendations to the Board as pertinent to Board meeting agenda items. The personnel committee shall be headed by the Board's vice president and will remain a standing committee at all times.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include library staff as well as outside experts at the discretion of the committee and outside opinions shall only be viewed in an advisory capacity.

Section 3. No committee shall have voting powers but only be used in an advisory capability to the Library Board.

Article VI Duties of the Board of Trustees and Library Director

Section 1. Legal responsibility for the operation of the Dorr Township Library is vested in the Board of Trustees and the Library Director. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, employ and supervise a properly certified and competent Library Director, and approve compensation of all library employees.

Section 2.5. Within 30 days of hire, a new director and/or assistant director will replace with their own names, contact information, and signatures the prior administrators' names, contact information, and signatures with all of the Library's banking institutions.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Library Director shall provide the Board with the budget.

Section 4. The Board and the Library Director shall have joint and exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board and Library Director shall supervise the maintenance of the building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the long term goals of the library.

Section 6. The Board and Library Director shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board and Library Director shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board of Trustees or Library Director shall make monthly reports to the township on the state of the library, ongoing and upcoming activities, and other pertinent information.

Article VII Conflict of Interest

Section 1. Policy. Trustees owe certain fiduciary duties, including the duties of loyalty, diligence, and confidentiality, to the Library, which require that each Trustee act in good faith on behalf of the Library and to act in the Library's interest and not for their own or others' interest.

Section 2. Disclosure. A Trustee shall promptly disclose to the Board any personal or outside interest, relationship or responsibility (financial, professional or otherwise) held by the Trustee, or a relative of the Trustee, with respect to any potential or actual transaction, agreement or other matter which is or may be presented to the Board for consideration.

Section 3. Board Action. For any potential conflict, the Board, with the abstention of the interested Trustee, may decide whether such Trustee may participate in any discussion or vote on the issue that gave rise to the potential conflict.

Section 4. Recusal. Any Trustee with such an interest, relationship or responsibility which conflicts with the interest of the Library, shall recuse himself or herself from any discussions and vote on the issue that gave rise to the conflict and, if necessary, from the Board meeting, or applicable part thereof.

Section 5. Resignation. In circumstances where a Trustee has a significant, ongoing and irreconcilable conflict, and where such personal or outside interest, relationship or responsibility significantly impedes the Trustee's ability to carry out his or her fiduciary responsibility to the Library, resignation from the Board or from the conflicting interest may be appropriate.

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Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by **one of the following valid reasons**. Board members are required to report their absence prior to the meeting to the board president and the library director.

- Death in the family
- Accident
- Hospitalization

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Section 1.5. Rules for Public Comment. All interested citizens are encouraged but not required to contact the Board before the meeting to arrange to take part in Public Comment. The Board President will ask members of the public if they wish to address the Board when prompted by the Agenda. Each member of the public addressing the Board will have up to 5 minutes for their comments.

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The Board shall have all other powers and duties established by law.

Adopted by the Board of Trustees of the Dorr Township Library on the 21st day of February 2022.

POLICY FOR PUBLIC COMMENTS AT MEETINGS

I. Introduction

Dorr Township Library (“the Library”) welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period and Meeting Agendas.

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting.
- B. The agenda will indicate the designated time(s) for the public to provide comments.
- C. The Library Board will include at least one public comment period during each meeting.
- D. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- E. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- F. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform these duties under this policy.
- B. The Chair will ask persons wishing to speak to raise their hands to be recognized by the Chair. The Chair will recognize one person to speak at a time, and each

speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.

- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Secretary.

Programming Policy

I. Purpose

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- A. Expands the Library's role as a community resource.
- B. Introduces patrons and non-users to Library resources.
- C. Provides entertainment.
- D. Provides opportunities for lifelong learning.
- E. Expands the visibility of the Library.

II. Responsibility

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- A. Community needs and interests.
- B. Availability of program space.
- C. Treatment of content for intended audience.
- D. Presentation quality.
- E. Presenter background/qualifications in content area.
- F. Budget.
- G. Relevance to the interests of and issues in the Community.
- H. Historical or educational significance.
- I. Connection to other community programs, exhibitions or events.
- J. Relation to Library collections, resources, exhibits and programs.

III. Outside Presenters

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

- A. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.
- B. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

- C. Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select Library-initiated programs. Such offers and suggestions will be taken or not taken at the discretion of the Director.
- D. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics and resources are not excluded from programs because of possible controversy.
- E. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- F. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. Any sales of products at Library programs must be approved by the Library and benefit the Library.
- G. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Director.

IV. Open Access

- A. All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming.
- B. A fee may be charged for certain types of Library programs and some programs may be limited in number due to materials fees, the presenter, or space considerations.
- C. Registration may be required for planning purposes or when space is limited.
- D. Programs may be held on site at the Library, or off site.

V. Reconsideration

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should address the concern with the Library Director and fill out the Request for Reconsideration form. Patrons are entitled to a prompt and courteous response and a full investigation, as described in this Policy.

- A. No program shall be stopped or removed from the Library's schedule until all steps in the following process have been completed.
- B. Patrons who object to particular Library programs will be provided with a copy of the Programming Policy and the Request for Reconsideration form.
- C. 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 Programming Policy and any other

relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

- D. The process of processing the initial Request for Reconsideration can take 16-24 work hours. In recognition of the impact of the process on the Library's resources, each patron is limited to three (3) active Requests for Reconsideration at a time. As each is resolved, the patron may submit a new challenge through the same process.
- E. The Library Director shall send the decision in writing to the complainant within seven (7) calendar days of the receipt of the completed Request for Reconsideration form.
- F. If the decision is that the questioned program should be removed from the schedule, the complainant will be notified in writing by the Library Director and the program will not take place.
- G. If the decision is that the questioned program is to be held, the complainant will be notified in writing by the Library Director that the program will go on.
- H. The written decision of the Director will be posted on the Library website (dorrlibrary.michlibrary.org/reconsideration) upon completion, with all information identifying the complainant redacted, while the judgment is in place.
- I. A written appeal of the Library Director's decision may be made by the requester to the President of the Library Board within ten (10) business days after the written decision is issued 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.
- J. The Library Board serves as the final authority in cases involving Library programming.
- K. Judgment for each challenged program shall be in place for a period of two (2) years from final disposition (beginning 10 days after the date on the Director's written decision, if there is no appeal; or on the date of the Library Board's decision if there is an appeal). This will render said program ineligible for a challenge for the entirety of those two (2) years if the program is retained. If the program is removed from the schedule, the same program and any program bearing a substantial resemblance to that program will be ineligible to be held at the Library or for two (2) years; if restricted, ineligible for a change in status. At the end of the two (2) year period, Library staff may re-evaluate and decide to schedule the program, at which time patrons are again able to challenge the program if they wish.

Request for Reconsideration – Dorr Township Library

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone# _____

Address _____

City/State/Zip _____

Library Card Number _____

Do you represent: yourself an organization? (check one)

What type of material or service are you commenting on?

- Book Magazine Library Program Movie Music CD Display/Exhibit Newspaper Audio recording Slide Internet Resource/Site Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: _____

Author: _____

If commenting on a program/display/exhibit what is the title and the date?

Title: _____

Date: _____

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the back of this page for further comments if necessary.

a. Programming Policy

- The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:
 - o Expands the Library's role as a community resource. Introduces patrons and non-users to Library resources. Provides entertainment. Provides opportunities for lifelong learning. Expands the visibility of the Library.
- Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:
 - o Community needs and interests. Availability of program space. Treatment of content for intended audience. Presentation quality. Presenter background/qualifications in content area. Budget. Relevance to community interests and issues. Historical or educational significance. Connection to other community programs, exhibitions or events. Relation to Library collections, resources, exhibits and programs.
- In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- All Library programs are open to the public. A fee may be charged for certain types of Library programs and some programs may be limited in number due to materials fees, the presenter, or space considerations. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.
- Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

- External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library’s Director.
- The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with a Library staff member and/or fill out the following ‘Request for Reconsideration form.’

Request for Reconsideration – Dorr Township Library

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone# _____

Address _____

City/State/Zip _____

Library Card Number _____

Do you represent: yourself an organization? (check one)

What type of material or service are you commenting on?

- Book Magazine Library Program Movie Music CD Display/Exhibit Newspaper Audio recording Slide Internet Resource/Site Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: _____

Author: _____

If commenting on a program/display/exhibit what is the title and the date?

Title: _____

Date: _____

What item/program/display/exhibit are you commenting on?

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend’s recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.
Please use the back of this page for further comments if necessary.

- Please see #2 section d. and subsection iii for further information on the Request for Reconsideration form.

Circulation Policy

1. Services

a. Registration

- i. **Adults.** Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, and understanding fines/fee/or other notations on their cards.

1. **Method 1.**

To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address for LLC Shared ILS libraries. For the purpose of registration, a post office box will not be accepted as a current, local street address.

2. **Method 2.**

If the patron cannot meet the requirement **above**, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person

- a. A credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person picture and named on the identification is the person they claim to be. In the absence of the three forms of ID noted in Method 1, acceptable photographic documentation of identification includes:

- i. Military ID
- ii. Employment ID
- iii. School ID
- iv. Out-of-state driver's license
- v. Passport

- b. IN ADDITION to a credible photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address:

- i. Voter registration card
- ii. Recent utility bill
- iii. Hospitalization, insurance card or automobile registration
- iv. Printed check
- v. Recent local property tax bill

3. **Method 3.**

If the patron is unable to use Method 1 or 2, the Library may use one of the photographic identifications listed in Method 2 to verify identity, AND mail the Library card, return service requested, to the patron to verify the actual local street address. The Library shall limit circulation to its own materials under this provision until the patron presents the valid card at the registering library. The registering library must place a message on the patron's account – including the date that the card was mailed – and upon presentation of the card at the registering library, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.
- ii. Juveniles. Juvenile patrons are defined as under 18 years of age. Juvenile registrations must be co-signed by a parent or guardian.
 1. **Method 1.**

The co-signer must meet the registration requirements listed above for adults. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.
 2. **Method 2.**

By local option, the Library may issue a card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. The Library registering a juvenile in this way MUST include this note, "Co-signer's ID not confirmed," with date, library code, and the initials or name of the staff member entering the registration.
 3. Parental Responsibilities
Signatures indicate an acceptance of responsibility for the following:
 - a. Supervision of the child/ward's choice of material.
 - b. Use of all library resources including access to the Internet.
 - c. Return of all materials when due.
 - d. All losses and damages to materials and equipment borrowed.
 4. **Children of Parents with Substantial Fines**

To prevent parents/guardians from obtaining juvenile cards when their own card is in arrears, the following scenarios and resolutions will be taken when a parent/guardian wishes to register a juvenile:

 - a. If Parent/Guardian's card has outstanding bills greater than \$40 and has collection block on card, resolution will be to delay registration for a juvenile card until the Parent/ Guardian's card has been resolved and the block removed.

(except on Borrowing Agreements)

- b. If Parent/Guardian's card has outstanding bills between \$10 and \$40, resolution will be to ask P/G to make a good faith payment to bring bills below \$10 checkout threshold.
 - i. If payment is made, juvenile card will be issued
 - ii. If partial payment is made, but P/G card greater than \$10, juvenile card will not be issued until P/G card below \$10 checkout threshold.
- c. If Parent/Guardian's card has outstanding bills less than \$10, resolution will be to issue juvenile card at that time.

b. Card Replacement.

Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.

c. Lending Period

- i. Books. Lending period for books is three (3) weeks.
- ii. Periodicals. Lending period for magazines is one (1) week.
- iii. Audiobooks. Lending period for audiobooks is three (3) weeks.
- iv. Videos. Lending period for videos is one (1) week.
- v. Kits. Lending period for children's book/audiobook kits is three (3) weeks.

d. Library of Things.

i. Guidelines for Borrowing and Use

- 1. Library patrons assume all responsibility when using a Makerspace Kit, Vitality Pack, Boovie Bag, Binge Box, and/or Games-to-Go. The library is not responsible for any accidents involving the Kits.
- 2. These items can only be checked out from and returned to staff at the circulation desk. They cannot be returned in the book drop. A \$5 fine will be imposed for any kits returned in the book drop.
- 3. Borrowing is restricted to Lakeland Library Cooperative residents who hold a valid library card issued from their library of residence. These kits may not be placed on hold and may not be sent through transit to another library. They may only be checked out from and returned to Dorr Township Library.
- 4. A valid library card must be presented every time a patron checks out one of the items. Borrowers may only use their own card.
- 5. Borrowing ages.
 - a. Makerspace kits: Borrowers must be at least 15 years old. Parents or legal guardians may check out Makerspace Kits for patrons under 15; the adult assumes responsibility for the kit and any liability in using the kit.

(except on Borrowing Agreements)

- b. Boovie Bags, Binge Boxes, and Games-to-Go: Borrowers may be of any age to check out these items. Parents/Guardians are responsible for reviewing the contents of the items their children might check out.
6. Borrowers must read, understand, and sign the borrowing agreement in the presence of a library staff member.

ii. Circulation Rules

1. Makerspace Kits and Boovie Bags circulate for 3 weeks and can be renewed.
2. Binge Boxes and Games-to-Go circulate for 1 week and can be renewed.
3. Borrowers may not alter software or settings or add or remove anything from the Kit. Some Makerspace Kits will come with additional consumable material such as yarn which need not be returned to the library. Games-to-Go must be returned with all game items listed on the container.

iii. Fines and Liability

1. There are no fines for items returned late. However, if an item exceeds the due date by 30 days, the borrower will be sent a bill for the replacement cost for each “Library of Things” item checked out.
2. The borrower must pay replacement costs for damaged or lost Kits or accessories. Replacement values vary per Kit and may include but are not limited to any of the following: the device, power cord, case, tool set, pouch for circulating and tag, individual tools, instructions, etc.

iv. Proper Care and Use

1. Some Makerspace Kits include electronic devices. As with all electronic devices, patrons are advised to use care when handling. Screens will break if dropped onto hard surfaces and internal mechanisms may be damaged. If damage is detected, you will be charged to replace the unit.
2. Keep kits in the condition you checked them out in. Clean Makerspace tools if needed before returning to the library.
3. Boovie Bags and Binge boxes contain discs that are to be handled with care. Please make sure all materials listed on the containers are returned.
4. Makerspace Kits and Games-to-Go contain multiple pieces/tools. Please make sure all materials listed on the containers are returned and in good condition.

“Library of Things” Lending and Using Agreement

I agree:

- To follow the lending guidelines stated above.
- The pay full replacement costs for Makerspace Kits or accessories, Boovie Bags, Binge Boxes and Games-to-Go that are lost, stolen, or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

Item to be checked out:

- Makerspace Kit
- Boovie Bag
- Games-to-Go
- Binge Box
- Vitality Pack

Print Name: _____

Signature: _____

Library Card Number: _____

Staff Initials: _____

Date: _____

“Library of Things” Barcode: _____

e. Calculators**i. Guidelines for Borrowing and Use**

1. Patrons must be 13 years of age or older
2. Patrons must read, understand, and sign the Calculator Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
3. Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
4. Patrons must present a valid photo ID/school ID at the time of checkout.
5. Calculators must be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
6. Calculators may be placed on hold by one patron per household.

ii. Circulation Rules

1. Calculators may be checked out for three (3) weeks.
2. If there are no holds, calculators can be renewed up to 2 times.

iii. Fines and Liability

1. The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
2. A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. If the device is returned, the billing cost will be dropped.
3. Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.
4. Calculators are checked for condition before checking out and before checking in. If damage is detected that occurred while the calculator was in the patron's possession, the patron will be charged to replace the unit.

iv. Proper Care and Use

1. Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
2. Please keep the calculator away from liquids.
3. Any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.
4. The calculators should be kept in a temperature-controlled environment. DO NOT leave them in your car.



Dorr Township Library

Calculator Borrowing Agreement

- Patrons **must** be 13 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
- Patrons **must** have a Dorr Township Library card and **must** be in good standing with fines and fees below \$10.
- Patrons **must** present a valid photo ID/school ID at the time of checkout.
- Calculators **must** be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
- Calculators may be checked out for three (3) weeks. If there are no holds, hotspots can be renewed up to 2 times.
- Overdue Calculators will be charged replacement value on patron's card.
- Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.
- Calculators may be placed on hold by one patron per household.

Please initial:

I understand that any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.

I understand that I MUST return the hotspot AT the library from which it was checked out!

Calculator REPLACEMENT COSTS due to loss or damage:

- TI-Nspire CX II - \$130.00
- Neoprene storage case - \$10.00
- Charging cable - \$5.00
- **TOTAL REPLACEMENT COST: \$145.00**

Fines and Liability

- The calculators should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
- A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. *If the device is returned, the billing cost will be dropped.*

By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: _____

Signature: _____ Date: _____

Email: _____ Address: _____

Patron Barcode: _____ Form of ID Provided: _____

Calculator Number: _____ Staff Initials: _____

Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.

f. Hotspots**i. Guidelines for Borrowing and Use**

1. Patrons must be 18 years of age or older and must read, understand.
2. Patrons must sign the Mobile Hotspot Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff each time a Mobile Hotspot is checked out.
3. Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
4. Patrons must present a valid photo ID at the time of checkout.
5. Mobile Hotspots must be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
6. Patrons may only check out one (1) hotspot per household at a time.
7. Hotspots may be placed on hold by one patron per household.
8. Due to high demand, patrons must wait one (1) week after returning a hotspot to check out another.

ii. Circulation Rules

1. Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
2. Overdue Mobile Hotspots will be deactivated within five (5) days.

iii. Fines and Liability

1. Patrons are responsible for internet access performed by minors.
2. As the internet and related technologies have inherent security risks, the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.
3. The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
4. A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. Due to increased risk of damage or tampering, the device cannot be returned at this point.
5. Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.

iv. Proper Care and Use

1. Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
2. Please keep the hotspot device away from liquids.
3. Any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.
4. The Mobile Hotspot should be kept in a temperature-controlled environment. DO NOT leave it in your car.



Dorr Township Library

Mobile Hotspot Borrowing Agreement

- Patrons must be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a Mobile Hotspot is checked out.
Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
Patrons must present a valid photo ID at the time of checkout.
Mobile Hotspots must be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
Overdue Mobile Hotspots will be deactivated within five (5) days.
The Mobile Hotspot can provide Wi-Fi Internet access for up to fifteen (15) devices simultaneously.
Patrons are responsible for internet access performed by minors.
Patrons may only checkout one (1) hotspot per household at a time.
Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.
Hotspots may be placed on hold by one patron per household. Due to potential high demand, patrons must wait one (1) week after returning a hotspot to check out another.

Please initial:

I understand that the reliability and quality of the internet connection provided by the Mobile Hotspot are not guaranteed by the Library.

I understand that the internet and related technologies have inherent security risks, and that the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.

I understand that any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.

I understand that I MUST return the hotspot AT the library from which it was checked out!

Fines and Liability

- The Mobile Hotspot should be kept in a temperature-controlled environment. DO NOT leave it in your car.
The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. The device cannot be returned at this point.

Mobile Hotspot REPLACEMENT COSTS due to loss or damage:
Mobile Hotspot Unit: \$84
Power Cord/Adapter: \$10
Plastic Case: \$10
Nylon Case: \$8
30 days of service: \$30
TOTAL REPLACEMENT COST: \$142.00

By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: _____

Signature: _____ Date: _____

Email: _____ Address: _____

Patron Barcode: _____ Form of ID Provided: _____

Hotspot Number: _____ Staff Initials: _____

Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.

g. InterLibrary Loan**i. LLC.**

The Dorr Township Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Dorr Township Library patrons have borrowing privileges at any other member library. Borrowed materials may be returned to any member library.

ii. MeL.

In addition, Dorr Library card holders have access to MelCat materials which is a statewide inter library loan service provided by the Library of Michigan. Dorr Township Library participates in INN-REACH checkout to remote sites, which allows patrons from participating libraries to borrow materials at our library through our existing integrated library system.

h. Fines and Replacement Costs**i. Fines Free Library.**

Dorr Township Library does not charge fines for overdue materials. However, after 35 days past the due date, the patron is charged for the full replacement cost of the item. If the item is returned, the replacement charge is negated.

ii. Replacement of Lost or Damaged Material.**1. Method 1.**

The patron pays the replacement cost as determined by Library staff and recorded in the ILS record directly by cash, check, or card.

2. Method 2.

Alternatively, if the patron can find a copy of the lost or damaged item in the same format and condition as the original and purchases that item for a price lower than the listed cost, the patron may donate the item to the Library in exchange for the deletion of the associated fines.

2. Records Privacy Policy

The Dorr Township Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information (excepting video security footage, per Public Act 315 of 2020) retained by the Library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Dorr Township Library will not release nor disclose a “library record” except as provided by the Library

New text

(except on Borrowing Agreements)

Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials and other library business permitted by law.

I. Circulation Policy

A. Services

1. Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, and understanding fines/fee/or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.
2. Dorr Township Library participates in INN-REACH checkout to remote sites, which allows patrons from participating libraries to borrow materials at our library through our existing integrated library system.
3. The Dorr Township Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Dorr Township Library patrons have borrowing privileges at any other member library. Borrowed materials may be returned to any member library. In addition, Dorr Library card holders have access to MelCat materials which is a statewide inter library loan service provided by the Library of Michigan.

B. Registration

1. Adult registrants will be registered according to Lakeland Library Cooperative (LLC) policy CIRC 2.2.1, which states: To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address for LLC Shared ILS libraries. For the purpose of registration, post office boxes will not be accepted as current, local street address. There are 2 exceptions to this policy and 1 last resort option.
 - a) Exception 1 (CIRC 2.2.2) states: If the patron cannot meet the requirement in CIRC 2.2.1, a credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person pictured and named on the identification is the person they claim to be. Examples of acceptable photographic identification are Military IDs, employment IDs, school IDs, and out-of-state driver's

licenses and passports. IN ADDITION to a credible photographic identification, the person registering must provide one of the following ■ corroborate the name and establish the current street address:

- (1) Voter registration card
- (2) Recent utility bill
- (3) Hospitalization, insurance card or automobile registration
- (4) Printed check
- (5) Recent local property tax bill

(NOTE: Under this exception, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person).

- b) Exception 2 (CIRC 2.2.3) By local option, the Library may use one of the photographic identifications listed in Exception 1 to verify identity, AND mail the Library card, return service requested, to the patron to verify the actual local street address. The library shall limit circulation to its own materials under this provision until the patron presents the valid card at the registering library. Under this exception, the registering library must place a message on the patron's account – including the date that the card was mailed – and upon presentation of the card at the registering library, that library shall remove the message. A block shall be place on the patron account if the mailed card is returned to the registering library.
- c) Last Resort Option (CIRC 2.4) If a member library in the LLC Shared ILS does not comply with Lakeland Library Cooperative Registration or Circulation Policies and Procedures, that member library will be financially responsible to the owning library for any lost or damaged materials. Member libraries must note on the patron record when a card is issued not in accordance with the Patron Registration Policy with the note “Alternative Registration” along with the date, library code and the initials or name of the staff member entering the registration.

2. Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- a) supervision of the child/ward's choice of material,
- b) use of all library resources including access to the Internet,
 - o return of all materials when due, and
 - o all losses and damages to materials and equipment borrowed.

- o The co-signer must meet the registration requirements in CIRC 2.2.1 or CIRC 2.2.2 regarding identity and current street address verification. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

§ Exception (CIRC 2.3.2) By local option, a library may issue a library card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. A library registering a juvenile in this way MUST include this note, "Co-signer's ID not confirmed," with date, library code and the initials or name of the staff member entering the registration.[J2]

- o To prevent parents/guardians from obtaining juvenile cards when their own card is in arrears, the following scenarios and resolutions will be taken when a parent/guardian wishes to register a juvenile:

§ Scenario 1: Parent/Guardian's card has outstanding bills greater than \$40 and has collection block on card. Resolution will be to not issue a juvenile card until the Parent/Guardian's card has been resolved and the block removed.

§ Scenario 2: Parent/Guardian's card has outstanding bills between \$10 and \$40. Resolution will be to ask P/G to make a good faith payment to bring bills below \$10 checkout threshold.

- If payment is made, juvenile card will be issued

- If partial payment is made, but P/G card greater than \$10, juvenile card will not be issued until P/G card below \$10 checkout threshold.

§ Scenario 3: P/G's card has outstanding bills less than \$10. Resolution will be to issue juvenile card at that time.

ii. Audio/Visual Material

- As the Dorr Township Library's Audio books (CD) and story books (CD and books) will lend for 3 weeks.

iii. Library of Things

- E- Reader Lending Policy and Agreement

Dorr Township Library

Guidelines for Borrowing and Use

eReaders can only be checked out from and returned to the circulation desk. They cannot be returned in the bookdrop. A \$5 fine will be imposed for an eReader returned in the bookdrop. Borrowing is restricted to Dorr Township Library residents who hold a valid Dorr Township Library card.

A valid Dorr Township Library card must be presented the first time a patron signs the lending agreement form and checks out a Nook or Kindle. After that, patrons can check out Nooks or Kindles if they do not have their card, but they must show proof of identity. Borrowers must use their own card.

Borrowers must be at least 15 years old. Parents or legal guardians may check out eReaders for patrons under 18; the adult assumes responsibility for the device.

Borrowers must read, understand and sign the borrowing agreement in the presence of a library staff member.

eReaders circulate for 3 weeks and can be renewed if there are no other holds on the device.

Borrowers may not alter software or settings or add or remove anything from the device's internal storage. eReaders will come preloaded with ebooks. Borrowers will not add or remove books from the eReader.

Fines and Liability

Fine for late return is \$1 per day for a maximum fine of \$10. A borrower will be sent a bill for the replacement cost for an eReader not returned 20 days after the due date. [J5]

The borrower will pay replacement cost for damaged or lost eReaders or accessories. Replacement values vary per eReader but will include: the device, screen protector, case, power adaptor, pouch for circulating and tag.

Proper Care and Use

As with all electronic devices, use care when handling. eReader screens will break if dropped onto hard services.

Immersion in liquids will ruin eReaders.

Borrowers may not alter software or settings or add or remove anything from the device's internal storage. Do not attempt to download eBooks from Overdrive or other websites.

Ereader Lending Agreement

I agree:

To follow the lending guidelines stated above.

To pay overdue fines for any eReader returned late[J6] .

To pay full replacement cost for eReaders or accessories that are lost, stolen, not returned or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

Print Name: _____

Signature: _____

Library Card Number: _____

Staff Initials: _____

Date: _____

Device Barcode: _____

- Passed by Dorr Township Library Board on May 12, 2014

v. Fines

2. Damaged Material fines

Book/Magazines		
	Water damage	\$1 – cost of book
	Animal damage	\$1 – cost of book
	Cut/torn pages	\$.50 – cost of book
	Writing/highlighting	\$.50 – cost of book
	Lost barcode	\$1
CDs/DVDs		
	Scratched (but plays)	\$1 - \$5
	Scratched (does not play)	Replacement cost
	Broken case/bag	\$1 - \$3
	Lost barcode	\$1
Makerspace Kit		
	Missing tag	\$5
	Missing/damaged contents	Varies depending on kit
E-reader	Missing/broken power cord	\$10
	Missing/broken screen protector	\$5
	Missing/torn tag	\$5

	Missing/tear case or bag	\$15
	Damaged E-reader	Varies depending on reader

vi. Records Privacy Policy

The Dorr Township Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information (excepting video security footage, per Public Act 315 of 2020) retained by the Library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Dorr Township Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials and other library business permitted by law.