

STATEMENT
OF
POLICY

BAD AXE AREA DISTRICT LIBRARY
200 S. HANSELMAN
BAD AXE, MI 48413

REVIEWED BY THE LIBRARY
BOARD OF TRUSTEES 2009

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BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Circulation

PURPOSE

The basic purpose of the Bad Axe Area District Library's circulation policy is to make materials equally and widely available. To that end we seek to establish regulations that facilitate uniform methods for distributing and retrieving materials.

ELIGIBILITY OF USE

The Bad Axe Area District Library serves all residents of the Bad Axe School District as well as townships which have contracted for library services. Patrons who do not reside in these areas or who do not own real property within these areas are subject to a nonresident fee. This fee may legitimately be determined by dividing the annual budget by the number of library patrons. The Library Board will determine the fee annually.

REQUIREMENTS TO OBTAIN A LIBRARY CARD

Applicants must present proof of identity and current residence in the form of a current, valid driver's license or a Michigan ID.

Applicants must fill out a registration form which includes full name, current address and reference.

Applicants unable to fill out registration forms will be assisted by the staff.

The person in whose name the card is issued shall be responsible and liable for any and all fines, losses or fees assessed against said card.

Patrons must present their library card to check out library materials.

Patrons may be required to supply proof of identity to establish that they are the holder of the library card that they present.

Patrons with unpaid extended use fees may not use the card of another patron.

Children must be five years old to obtain a library card. Children under the age of 16 and legally dependent adults require a parent's or guardian's signature. Cosigners accept responsibility for the return of all library materials and liability for any and all fines, losses or assessments against the library card.

The library considers the monitoring of children's reading to be the domain of parents and not the library staff. Upon written request from a parent, the staff will restrict a child's choice of materials.

The Library will issue cards for institutional use by facilities located within its service area. The card will be issued in the name of a single person who represents the facility. Borrowing privileges will be limited to materials which are useful to the facility.

In order to further improve cooperation among libraries and/or to promote the extension of library service to unserved areas, the Library Board is willing to consider contractual

or other arrangements with communities outside of the Bad Axe School District. In doing so, careful consideration will be given to the amount of local support for library service provided or to be provided by the contracting community relative to local public support currently received by the Bad Axe Area District Library as well as the state recommended minimum for such support and amounts paid by contractual areas exhibiting similar usage.

PRIVACY

All records, formal and informal, in the Bad Axe Area District Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the Bad Axe Area District Library to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Bad Axe Area District Library which are not specified in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision.

LOANS

Books and audio books will circulate for a period of two weeks at no charge to the patron.

Non-book materials, magazines and catalogs will circulate for a period of three days. The Library may charge a fee for some of these items in the interest of providing sufficient funds to maintain the service. Use fees and extended use fees will be reviewed annually by the Library Board.

RENEWAL

Patrons may renew any book for a second two weeks. If someone is waiting for the title, the patron will be informed of this. Second renewals will generally be made if no one is waiting for the book. Patrons may renew up to 50 books by bringing them into the library or phoning the library. Three day items may not be renewed. Three day items are generally popular, expensive, in limited supply, and/or dated.

Extended use fees will not exceed the value of the materials or the maximum fee set by the Library Board.

OVERDUE ITEMS

Patrons who fail to return materials will be given written notice after the materials are two weeks overdue. At three weeks, they will receive a telephone call. When materials are four weeks overdue, patrons will be billed for the value of the materials.

Patrons whose fines are excessive may not check out library materials. The fine amount that triggers revocation of privileges will be reviewed annually by the Library Board.

Patrons who fail to return materials and who fail to respond to requests for return of overdue materials will have their library privileges revoked. Extreme cases may result in criminal or civil court action.

Patrons whose library privileges have been revoked may be reinstated only by paying a refundable deposit which will be returned without interest after a year of responsible borrowing. The amount of the deposit is subject to annual review by the Library Board.

If a patron claims that overdue materials have been returned, the library staff will search for the materials and ask the patron to make one more search. If the materials are not located, the patron may fill out a written "claims returned" form. The materials will be considered lost and the patron will not be charged. After two such "claims returned" forms have been filed by a single patron, the patron will be billed for the material after one search of the library.

LOST ITEMS

Items which have been lost and paid for may be returned to the library if found. Upon return, the patron will be refunded the sum paid less the cost of reinstating the item. Items returned after they have been replaced may be rejected at the discretion of the Librarian in charge.

INTERLIBRARY LOAN

If a book is unavailable at the Bad Axe Area District Library, the Library will attempt to borrow it from another library. If the book is inexpensive or new, in print and within the scope of the library's collection, the library will purchase the book rather than borrow it.

The Bad Axe Area District Library will fill the reasonable interlibrary loan requests of any library. Borrowing libraries will be subject to the same rules, restrictions and liabilities as library patrons except that the loan period will be three weeks for books and audio books and one week for VHS items. The library reserves the right to refuse interlibrary loan requests if the requesting library has a history of failing to return materials or if the request is for materials that are in demand at the library or not suitable for mailing.

REFERENCE MATERIALS

Materials placed in the reference section of the library may not be checked out. These materials are generally of an encyclopedic nature. That is to say, they provide short answers to numerous questions. The Library will provide a limited number of free copies from these sources, the limit to be reviewed annually by the Library Board.

The staff of the Library will answer reference questions by phone for searches requiring five minutes or less. Extensive searches will require the assistance of the patron.

DENIAL OF SERVICES

The use of the Library or its services may be denied for due cause, such as failure to pay penalties, stealing of library property, destruction of library property, disturbances of other patrons, or any other illegal conduct on the library premises.

BOOK RESERVE

The Library will reserve any book for a patron and will notify the patron when the book is available. The library will not reserve three day materials because the delay this would cause would defeat the stated purpose of short term circulation.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

Any person wishing to request that material be withdrawn from circulation shall complete and return a "Citizen's Request for Reconsideration of Library Material". Such requests must be in written form. Requests will be reviewed by the Library Board at its regular meeting.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Limitations, Restrictions and Charges

RESTRICTIONS

“R” rated videos will not be checked out to minors 17 years and younger without parental consent. Although this is not consistent with the Library’s policy of unrestricted access, the Library Board feels that it is consistent with community standards.

The public computers may not be used for downloading, chat rooms, instant messaging, blogging, or playing games without permission of the Library Director.

Except in cases of emergency, the Library does not provide a telephone for general use. The Library staff will convey telephone messages to patrons. Except in cases of emergency, patrons will not be allowed to speak directly to callers.

LIMITS

Number of free xerox copies from non-circulating materials: 3

Number of new compact discs that can be checked out by a patron at one time: 2

Number of items that can be checked out by new card holders for first 2 months: 3

Maximum accumulation of fines before check-out privileges are revoked: \$5

Entire fine must be paid.

CHARGES

Overdue fines:

Books/Audio Books: 25 cents per day (no maximum fine)

Catalogs/Magazines: 25 cents per day to a maximum of \$10.00 for any group

Video and Electronic formats: \$1.00 per day; no maximum except value of material

Music CDs/Instruction Books for electronic formats: 25 cents per day

Copies: 10 cents per copy; 25 cents per microfilm and computer-generated copy;
75 cents per color copy

Replacement fees:

Library Card: \$1.00

Library materials: current list price

Barcode: \$1.00

Cases: \$1.00

Instruction books for electronic format: \$5.00

Deposit for reinstating revoked card: \$50

Nonresident fee: \$40 per family per year

Check out fee for video and electronic media: \$2.00 for 3 days for new DVDs;
\$1.00 for three days for computer games, video games, DVDs and VHS movies

Charge for reinstating lost item: \$3.00

Fax transmission: \$1.00 per page

TIME LIMITATIONS ON INFORMATION CENTERS

Word processing stations: one hour if others are waiting; two hours maximum

Microfilm viewer: two hours if others are waiting.

Limitations, Restrictions and Charges to be reviewed annually by the Library Board.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Acquisitions

MISSION

It shall be the purpose of the Bad Axe Area District Library to collect, store and provide access to materials which inform and entertain the patrons of its service area. As the tool of a democratic society, the library will present as wide a spectrum of materials as its budget will allow. An attempt will be made to meet the needs of all tax payers and to present all sides of any issue. In selecting materials, popular demand must be recognized to the extent of maintaining community interest in and support for the library. Selection by popular demand, however, must still be guided by merit, use and balance.

The Bad Axe Area District Library reaffirms the Library Bill of Rights prepared by the American Library Association.

RESPONSIBILITY FOR SELECTION OF MATERIALS

Ultimate responsibility for selection and weeding, as for all library activity, rests with the Library Director, who operates within the framework of policies determined by the Library Board.

SELECTION OF JUVENILE AND YOUNG ADULT MATERIALS

When choosing materials specifically for young people an attempt shall be made to avoid sensationalism. It is our goal that “nothing fall into the child’s hands that wastes his time, or robs him of his sense of wonder, or distorts his innate good taste. May what he reads feed that which is individual in him, and may he learn to make up his own mind about the books he reads; to discover the difference between real feeling and sentimentality; between honest excitement and violence for its own sake; between the drama of conflict inevitably resolved, and the contrived, unending action of melodrama; between real people and stereotypes in the pages of books”. (International Reading Association)

Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.

DONATED MATERIALS

The Bad Axe Area District Library will accept only those donated items which meet the needs of the library. Gift materials will be judged by basic selection standards and will be accepted or rejected by those standards. All donations shall be reviewed by the Library Director prior to acceptance. Once donated, the materials become the property of the library and the library reserves the right to use them or dispose of them in the manner most useful to the library.

REQUESTS

All requests from patrons for specific titles or subjects will be considered. If there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased.

In the case of best sellers from the various best seller lists and other popular reading

materials, demand will take precedence over all other selection criteria and titles will be purchased as demand dictates whether or not materials meet the library's other selection criteria.

Since any book in the library is liable to theft or mutilation, the possibility of theft and mutilation becomes a secondary consideration in excluding materials. Experience has shown that materials in some subject fields, e.g. books on marriage and sex, as well as reference books and illustrated books in many fields, are more often subject to mutilation and theft than others. If the material is essential in a well-rounded collection, the library prefers, instead of excluding such books, to protect them by various precautionary measures.

In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government and community organizations. Materials selection will also include consideration of the needs of the disabled (in accordance with the Americans with Disabilities Act).

It is a responsibility of the library to provide an adequate supply of information on sex, designed for all levels of readers not trained in medicine or related disciplines. Materials purchased are those which are authoritative and scientifically sound in treatment. Materials for varying levels of educational and differing social and religious customs are provided.

The library has a responsibility to provide patrons with factual information about religions of the world. Materials whose sole purpose is persuasive or solicitous will not be selected.

Legal and medical works will be acquired only to the extent that they are useful to the layman.

SPECIALIZED MATERIALS

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, but the library takes cognizance of and avoids unnecessary duplication in subject areas which are the special prerogative of other community resources.

TEXTBOOKS

Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best, or the only, source of information on the subject.

DUPLICATION

Every agency responsible for book selection has the problem of evaluating demands and needs for the duplication of materials. While the problem differs in the various departments, the library, in general, attempts to weigh the specific demand in relation to the total library program and policies. No agency duplicates heavily at the expense of a first copy of important, less-called-for material needed in the permanent collection. For example, a sound, readable book in heavy demand is duplicated extensively if it will have long use. On the other hand, the library believes that the timely and adequate provision of significant materials on current problems is necessary, and, therefore, it duplicates extensively, for both group and individual use, carefully selected titles, even though they may soon be dated and have to be discarded. Other things being equal, if a book is worth duplicating, an additional copy is purchased for every three reserves taken.

ACCESS

Process and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog entry to indicate its point of view or bias. All materials except for documents will be shelved in their proper order on open shelves freely and easily accessible to the public. The library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to using the juvenile collection. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

BOOK WITHDRAWAL POLICY

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

1. To remove physically worn out or damaged volumes from the library.
2. To eliminate books containing obsolete information.
3. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.
4. To consider for withdrawal books which have not been checked out for several years.

LIBRARY BILL OF RIGHTS

The council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people

of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

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

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins, or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Conduct

NO PERSON SHALL:

Make unauthorized solicitations for any reasons;

Eat, drink, or smoke except in designated areas;

Engage in behavior that is disruptive to other patrons;

Willfully annoy another person;

Damage or deface public property;

Improperly remove library materials or equipment;

Be in a state of intoxication in a manner that causes a public disturbance;

Direct profane, obscene or injurious language at another person;

Remain in the building after its regular closing hours;

Use cell phones or similar communication devices while in the library; or

Violate city ordinances or township or village rules on library premises for the jurisdiction in which the library is located;

Any person violating these rules may be evicted from the library.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Personnel

BOARD RESPONSIBILITIES

The Library Board will appoint a suitable director and necessary staff members. The Board will fix their compensation and will have the power to remove such appointees.

EQUAL OPPORTUNITY EMPLOYMENT

The Library Board will not discriminate for any reason in considering an applicant for employment.

VOLUNTEERS

Volunteers will be subject to the same constraints and expectations as paid employees. They will waive liability for death, injury or loss of property.

BENEFITS

For hourly/part-time employees, personal time, inclusive of sick leave and vacation, will be earned at the rate of one (1) five-hour day for each 100 hours worked in the prior fiscal year. Paid personal time must be used before an employee may request unpaid personal time. Personal time not taken during a calendar year will not be rolled over for use during the next fiscal year. Personal time may be taken by prior arrangement with and at the discretion of the Director. Hourly personnel will be paid for days when the library must close due to inclement weather. If an employee is unable to report for work due to inclement weather, s/he must take such missed time as personal or arrange with the Director to make up the time.

The library will contribute toward providing health insurance and retirement benefits for its full-time employees. The library contribution may be reviewed at the Board's discretion.

Full-time employees will earn vacation and personal time based on length of employment as follows:

1-4 years:	1 week vacation; 2 days personal time
5-9 years:	2 weeks vacation; 2 days personal time
10-14 years:	3 weeks vacation; 2 days personal time
15-19 years:	3 weeks vacation; 3 days personal time
20-24 years:	3 weeks vacation; 4 days personal time
25 years or more:	3 weeks vacation; 5 days personal time

An hourly employee who moves into a full-time position will be credited the number of his/her years of hourly employment when determining length of employment.

Full-time employees may roll over unused vacation time from a fiscal year, up to 50% of the total allotted annual personal time for that fiscal year. Unused time must be used in the following fiscal year. For example, if an employee has a total of 8 days of vacation/personal time during a fiscal year and only uses 2 of those days, s/he may roll over up to 3 days of vacation/personal time during the next fiscal year and must use those rolled over days in that next fiscal year. Exceptions will be at the Director's discretion.

The Director's vacation and personal time will be negotiated by the Board and the Director.

HOLIDAYS

Holidays will be determined annually by the board at its January meeting.

SEXUAL HARASSMENT

All employees have the right to work in an environment free from intimidation and harassment, including freedom from sexual harassment. The Library prohibits sexual harassment of its employees in any form. Such conduct may result in disciplinary action, up to and including dismissal. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the work place, whether physical or verbal, committed by supervisors or non-supervisory personnel, is also prohibited. This includes sexual harassment through offensive sexual flirtation, advances, propositions, graphic or verbal commentary of a sexual nature, or any other abuse of a sexual nature.

Persons who feel that they are being harassed by another employee (whether or not a supervisor) should, in appropriate circumstances, report such conduct to the Director of the Bad Axe Area District Library. If this is not appropriate, employees are urged to seek the assistance of the Chairperson of the Library Board. Where investigation confirms the allegations, appropriate corrective action will be taken.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY

Receipt and Display of Community Information

The Bad Axe Area District Library, being a collector and disseminator of information, will accept for public display information of current community interest on educational, cultural, recreational or civic topics and activities. All sides of such information are entitled to be presented. Business, commercial and personal advertising will be excluded.

All literature must identify the individual or group responsible for its content.

Opinions and points of view held by community groups or organizations displaying information are not opinions and points of view of the Bad Axe Area District Library.

All events publicized shall be open to the general public.

Materials will be displayed in designated display areas only for a maximum period of three weeks. Materials must not be of such a size or format that they consume a disproportionate amount of space or interfere with Library functions. The library will not be responsible for the return of displayed material.

All materials placed on display must first be approved by the Director. The decision of the Director is subject to written appeal to the Library Board at its next regular meeting.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Meeting Room Policy

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meeting be open to the public. “...From American Library Association, LIBRARY BILL OF RIGHTS.”

The Bad Axe Area District Library is a public institution whose facilities are available to all on the same basis. The intent of this policy is to make the Library’s limited meeting room space available on as widespread and equitable a basis as possible for educational and informational community meetings and programs conducted on a non-profit basis.

Meetings held in the Library must be open to the public and be free of charge except when a Library-approved tuition or materials charge is made.

First Priority for use of meeting rooms will be given to Library-produced or sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes.

Second Priority will be given to meetings of an educational, cultural, civic, political or professional nature. The use is to be on an occasional basis for general public meetings. It is not the intent of the Library to provide space on a frequent and permanent basis to support the primary activities of a group or organization.

No charge will be made for programs or sales conducted by non-profit Library Friends’ groups, the proceeds of which will go to the direct benefit of the library.

No charge will be made for the sale of material directly related to library sponsored programs which will have had prior approval of the Library Director.

No charge will be made for programs sponsored by non-profit groups to cover the cost of utilities.

A charge of \$50.00 per booking will be made for programs the primary intent of which is commercial.

Meetings may not exceed 3 hours.

Meeting space will be available during regular library hours. Arrangement for meetings at other times may be made for an additional fee at the discretion of the Library Director.

The Library Director will establish and publish specific regulations based on this policy statement. The Library Board will be the final authority in granting or refusing permission for use of Library facilities.

**BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY:
Regulations for the Use of Library Meeting Rooms**

Reservations may be taken beginning one month prior to the start of the booking period. The booking periods are January through May, June through August, and September through December. These booking periods are necessary in order to allow access by the maximum number of users to the limited space available.

For prime time when there is more than one potential user for a meeting room, the library may restrict use by a group or individual to once a month. Every effort will be made to schedule such use at acceptable non-prime times. In the event a prime time period has not been booked, any qualified user may reserve it seven or less days in advance of the day of use.

The library reserves the right to revoke permission to use a meeting room if the scheduled room is needed for library purposes. Every attempt will be made to provide an acceptable alternate time.

After reading the Bad Axe Area District Library's Policy and Regulations, the requesting individual will complete the application for approval and filing.

If there is to be a program at a meeting, this information is to be designated on the application so that the telephone and other inquiries may be answered by the library.

The Bad Axe Area District Library may not be used as the official address or headquarters of any organization. No equipment may be stored at the library.

Any publicity about a meeting which takes place in the library must contain the phrase, "Although this group will meet at the Bad Axe Area District Library, it is in no way affiliated with the library".

The Librarian in charge must be notified as soon as possible if it is necessary to cancel a reservation for a meeting room. Failure to notify the library of a canceled meeting may result in cancellations of future meeting room reservations for the organization.

Permission for the use of library meeting rooms for courses of an educational or cultural nature sponsored by a college, university, school, governmental agency or by the library for which a charge for tuition is necessary to support the program must be approved by the Library Director. All regulations of the meeting room policy apply to meetings falling in this category.

The group will be responsible for setting up, rearranging and taking down needed tables and chairs. The room will be left in an orderly condition. A fee of \$25.00 will be charged if the room is left in an unacceptable condition.

The individual submitting the application for meeting room use will be responsible for discipline and reasonable care of the room and furnishings and is expected to pay for any damage. The Librarian in charge may require a supervising adult to be in charge and present

whenever a group of children or young people uses the meeting room.

Light refreshments only may be served where facilities permit. Permission must be secured at the time the application is approved. Serving of alcoholic beverages must be approved by the Board and all legal requirements met.

Smoking is not allowed. All state and local requirements regarding room occupancy and capacity must be observed at all times.

Groups must take trash with them.

Failure to observe these regulations will result in the loss of meeting room privileges.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: Finances

BUDGET

The Library Director prepares the budget for presentation to the Library Board.

The proposed budget includes:

- a. Expenses for the last completed fiscal year, estimated expenses for the present fiscal year, and estimated expenses for the next fiscal year.
- b. Income for the last completed fiscal year, estimated income for the present fiscal year, and estimated income for the next fiscal year.
- c. The amount of surplus or deficit from the last completed fiscal year, estimated surplus/deficit from the present year, and estimated surplus/deficit for the next fiscal year.

A budget is adopted by the Library Board at least 35 days before the start of the fiscal year.

The budget is reviewed monthly by the Library Board.

CASH

Proper security of cash receipts is maintained from time of receipt until funds are deposited.

Cash receipts are deposited once per month.

Cashing of checks out of currency receipts is prohibited.

PETTY CASH

The person responsible for handling petty cash funds is the Library Director.

Petty cash funds are kept separate from other cash income or expenditure accounts.

A maximum limit on petty cash will be set by the Library Board.

Receipts or vouchers are required for all petty cash payment.

Cashing of checks out of petty cash is prohibited.

BANK ACCOUNT/INVESTMENTS

Funds are deposited in a bank insured by the FDIC or FSLIC.

Funds in excess of those needed for normal operations are invested in interest-bearing accounts or securities.

Surplus funds are invested according to PA 217 (1982).
Investments are authorized by the Library Board.

Securities are protected as follows: on deposit with the bank.
Records are maintained detailing date of acquisition, purchase cost, and physical location of item.

REVENUE AND RECEIVABLES

All revenues, including overdue and other fees, are deposited intact.

Cash income is not used for petty cash expenditures.

Clear and separate accounting records are kept for the receipt of tax funds, special purpose funds, and other monies.

EXPENDITURES

Vendor's original invoices are required for all disbursements.

All disbursements including payroll are made by check or from petty cash.

Total expenditures may not exceed total appropriations by more than 15%.

The Library Director may transfer budgeted amounts between accounts within the following limits: Transfers may not exceed 10% of the total budget or more than 15% of the individual account.

All checks, disbursement vouchers, or check requests are approved for payment by the Library Board.

Check signers are authorized by the governing body as follows: signatures of one of the Library Board members.

Bank accounts are reconciled promptly after the end of each month by the Library Director.

PAYROLL

Formal attendance records are used.

Payroll is approved by the Library Director.

Payroll checks contain detail of gross pay and deductions.

Paychecks are given only to the employee.

Changes in payroll, including pay increases, are made in accordance with procedures adopted by the Library Board or other governing authority.

ACCOUNTING

Funds are accounted for using a cash basis.

Financial reports are prepared monthly and reviewed at board meetings.

Clear and separate accounting records are kept for the receipt and expenditure of tax funds, special purpose funds, and other monies.

AUDIT

A CPA firm audits funds annually according to generally accepted accounting principles.

INSURANCE

Adequate insurance is maintained for worker's compensation, general liability, errors and omissions, and physical damage.

Insurance files are secured in order to prevent their loss or use by unauthorized personnel.

COMPETITIVE BIDS

The library will consider competitive bids as a tool for determining fair cost. The Library Board reserves the right to accept or reject any bid. In the bid process, the Library Board's primary obligation will be to serve the best interests of the community.

BAD AXE AREA DISTRICT LIBRARY STATEMENT OF POLICY: By-Laws

ARTICLE I - NAME

The name of the library shall be the Bad Axe Area District Library.

ARTICLE II -AUTHORITY

The Bad Axe Area District Library is formed under the authority of Public Act 24 of 1989 as amended.

These by-laws may be amended at any meeting of the Library Board provided that all Board members vote for the amendment and the proposed amendment has been presented at the previous Board meeting.

ARTICLE III - TRUSTEE MEMBERSHIP

The governing Library Board shall consist of seven members. The members must be residents of the Bad Axe Area District Library district. New trustee members may be recommended by the existing Library Board. Final appointment is made by the participating municipalities.

The term of trustee members shall be four years ending June 30th or until his/her successor has been appointed. No member shall serve more than two consecutive terms. Members appointed to fill an existing vacancy shall serve a maximum of eight consecutive years. Trustee members must be off the board for two years before being reappointed.

ARTICLE IV - DUTIES OF BOARD OF TRUSTEE MEMBERS

Section 1. The trustee members shall make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library.

Section 2. The trustee members shall have exclusive control of the expenditure of all monies of the Bad Axe Area District Library, and of construction of any library buildings, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased or set apart for that purpose. All financial decisions require adoption by a two-thirds vote.

Section 3. The trustee members shall have the power to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library.

Section 4. The trustee members shall have the power to appoint a suitable Director and necessary assistants, to fix their compensation, and shall also have the power to remove such appointees.

ARTICLE V - OFFICERS

Section 1. Officers of the Bad Axe Library Board shall be Chair, Vice-Chair, Secretary and Treasurer.

Section 2. A quorum for the transaction of business shall consist of four members of the Library Board.

ARTICLE VI - ELECTION AND TERMS OF OFFICE

Section 1. All officers shall be elected for a term of one year at the Annual Meeting held in July. They shall assume their duties immediately upon adjournment of the Annual Meeting, and shall serve until their successors have been elected.

Section 2. No member shall hold the same office for more than two consecutive terms. Any part of the term in excess of six months shall be considered a term in deciding eligibility for re-election.

Section 3. Vacancies of officers shall be filled by special election of remaining Library Board members.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. The Chair shall preside at all meetings of the Library Board. In the absence of the Chair, the Vice-Chair shall serve as temporary Chair. The Chair shall appoint committees, authorize calls for any special meetings, and generally perform all duties of a presiding officer.

Section 1A. Special committees for the study and investigation of special problems may be appointed by the Chair, such committees to serve until the completion of the work for which they were appointed.

Section 2. The Secretary of the Board shall keep a true and accurate account of all the proceedings of the Board Meetings, shall have custody of the minutes, (a copy of minutes to be kept at the library), shall provide a copy to each board member of the previous month's minutes at the next board meeting, shall notify the Board of all vacancies on the board and sign checks. Only one signature is required on checks, from among the officers of the Board. In the absence of the Secretary from a board meeting, the members present shall select a temporary Secretary for the meeting.

Section 3. The Treasurer shall sign checks at meetings of the Board. In the absence of the Treasurer, the Chair shall select a temporary Treasurer from among the Board officers.

Section 4. The Library Director shall be considered the executive officer of the Library Board and shall have the sole charge of the administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of

the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Library Board meetings. The Library Director shall submit a treasurer's report at all Library Board meetings and the Board shall vote on payment of all bills. The Director shall prepare a proposed fiscal year budget, and at the end of the fiscal year an actual fiscal statement. A temporary qualified person may be appointed as Director at a special meeting. A minimum of five Library Board members must be present.

ARTICLE VIII - ORDER OF BUSINESS

Section 1. The order of business to be followed at each Library Board meeting shall be as follows: Call to order, Approval of Minutes, Public Comment, Acceptance of Treasurer report, Approval of bills, Report of Director, Unfinished Business, New Business, Adjournment.

Section 2. Robert's Rules of Order (revised) shall be the parliamentary authority for the conducting of Bad Axe Area District Library Board Meetings.

ARTICLE IX - MEETINGS

Section 1. Regular meetings of the Bad Axe Area District Library Board shall be held on the first Wednesday of each month at the Bad Axe Area District Library. Notice of all meetings will be communicated to Trustee Members by the Director. The Chair shall appoint a temporary person to fulfill this duty if the Director is unable to do so.

Section 2. The Director's proposed budget for the next fiscal year will be given at the May Meeting.

ARTICLE X - FISCAL YEAR

The fiscal year of the Bad Axe Area District Library shall be July 1 through June 30.

The Director's annual treasurer's report shall be given at the second meeting of the fiscal year, provided that the annual audit has been completed. If the annual audit has not been completed by the second meeting of the fiscal year, the Director shall give the annual treasurer's report at the next meeting following completion of the annual audit.

CITIZEN'S REQUEST
FOR RECONSIDERATION OF LIBRARY MATERIAL

Circle one: BOOK VIDEO AUDIO OTHER

AUTHOR/ARTIST:

TITLE:

Request initiated by: _____

Telephone: _____ Address: _____

City: _____

Complainant represents:

Himself/Herself _____

Name organization _____

Identify other group _____

1. To what in the work do you object? (Please be specific; cite pages, etc.)

2. What do you feel might be the result of exposure to this work? _____

3. For what age group would you recommend this work? _____

4. Is there anything good about the work? _____

5. Did you read, listen to, view work? _____ What parts? _____

6. Are you aware of the judgment of the critical opinion of the work? _____

7. What do you believe is the theme of this work? _____

8. What would you like your library to do about this work?

Withdraw it from the library? _____

Re-evaluate its appropriateness? _____

Signature of Complainant

Date