

4/19/16

Galesburg Charleston Memorial District Library Policy Manual

1. Mission Statement:

The Galesburg-Charleston District Library is your Go-To-Place For Life Time Learning and Enjoyment.

The Library strives to inform, enrich and equip residents in our community by creating and promoting easy access to a wealth of ideas and information; by providing lifelong programs and activities and by encouraging a love of reading.

(approved 4/19/16)

2. Services:

The Library shall provide access to current materials within the limits of its budget. Library staff will assist patrons in locating materials. Materials not available from the library may be obtained from various sources.

The Library offers access to computers including internet. Fax services are also available.

(approved 4/19/16)

3. Library Hours:

The Library will be open a minimum of 32 hours per week.

The current hours of operation are:

- Tuesday and Wednesday 10:30 a.m. to 6:30 p.m.
- Thursday and Friday 10:30a.m. to 4:30 p.m.
- Saturday 10:00 to 2:00 p.m.
- Holiday closings will be posted.

(approved 4/19/16)

4. Library Cards:

- Available at no additional cost to all residents of the City of Galesburg, Charleston Township (except Village of Augusta taxpayers), and Pavilion Township (excepting those living within the Portage Public Schools system.)
- Proof of identity and residence are required to obtain a library card. (Driver's license, state ID, lease agreement, utility bill.)

- Minor children (17 years of age and younger) may obtain a library card with parent/guardian signature, and proof of identity and residence.
- A parent/guardian may designate a minor child to check out items on the parent's/guardian's card
- Patron's accounts will be updated annually.
- Persons living outside the service area may purchase a library card for \$25 a year.
- MI Library card – Library staff will place identifying sticker on the patron's library card. This allows patron to use the services of any participating library, according to that library's MI Library card policies.

(approved 4/19/16)

5. Fees and Fines:

- Books, audiobooks and magazines may be checked out by library patrons for a period of two weeks. Books and audiobooks may be renewed one time for an additional two weeks (excepting those items with a waiting list). Overdue fines are \$.10 per day, per item, after a 3-day grace period.
- E-books may be downloaded by Library patrons for a 14 day period. There is no renewal. Patrons may download book again, if desired.
- DVD's and VHS movies may be checked out by library patrons for a period of 7 days at a cost of \$1.00. They may not be renewed. Overdue fine is \$.25 per item, per day.
- Reference materials circulate at the discretion of the librarian.
- Faxes may be sent by library patrons and the general public. Cover page is free, first page \$1.00 and subsequent pages \$.50 each, up to a total of \$5.00.
- Computer printouts and use of copy machine are available to library patrons. The cost is \$.25 per page.
- An item will be considered lost when it is two months past the due date. Costs for lost or damaged (beyond reasonable wear) materials will be determined by librarian. Patron will be billed for the cost of replacement, plus a minimal processing fee. Once paid, a damaged item may be returned to the patron.

(approved 4/19/16)

6. Computer Usage:

- Internet access is available to library patrons and the general public, as an informational and recreational resource. This access is provided via public computers located in the library, as well as wireless for use on personal devices.
- Internet access cannot be used for:
 - Downloading user's personal software on library's computer.
 - Destroying or damaging equipment, software or data belonging to the library or other users.

- Commercial activity or distribution of advertisements.
- Uses that compromise the safety of minors.
- Unauthorized monitoring or disruption of electronic communications.
- Viewing, transmitting, or downloading pornographic or sexually explicit materials.
- Obtaining or attempting to obtain unauthorized access to computers, networks, sites or informational system (hacking).
- Any other use deemed unacceptable by Librarian.

(approved 4/19/16)

7. Cell Phone Policy:

Cell phone use is permitted in the Library. Phones should be put on vibrate and sound turned off when entering Library.

Conversations should be kept short and voice lowered when using the cell phone and attempt should be made to move away from others so they are not disturbed. If there is an extended conversation, please use vestibule or exit the Library.

(approved 4/19/16)

8. Unattended Children:

Children under the age of 5 must be attended by a parent or responsible care providers while in the library. Parents/guardians are responsible for their children's behavior while in the library, regardless of age.

At the discretion of the Library Director or designated staff, a child with disruptive behavior may be asked to leave the library. Parent/guardian may be notified.

(approved 4/19/16)

9. Library Material Selection:

The library will endeavor to maintain a balance in its services to all. It will cooperate with, but cannot perform the functions of school or other institutional libraries, and will attempt to maintain a balanced selection of library materials.

The Director will have final decision on the usefulness and suitability of all library materials and is also responsible for disposal of unwanted materials.

The library accepts responsibility for providing free access of all points of view. The inclusion of an item within the library's collection in no way represents an endorsement by the library or its board of any theory, idea, or policy contained in it.

All sides of controversial issues are represented in the library as far as budget, space and availability of materials allow. The race, religion, nationality or political views of an author, the language content, the controversial content of any item, or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Responsibility for materials selected by or for a child rests with the child's parent/guardian.

Patron concerns about suitability of library materials should be put in writing and signed and given to the Director. The complaint will be reviewed by the Director and her designees (at least two) from the Library Board. Once a decision has been made, the complainant will be notified in writing. The questioned materials will remain in circulation during the period of review, unless Director deems it reasonable to remove, pending decision.

(approved 4/19/16)

10. Displays:

Materials offered for display maybe accepted or rejected by the Director based on suitability and availability. The Director shall display books and materials in the library in such a way as to attract and encourage patrons to read and use the library. Seasonal display and materials relating to current events are encouraged.

(approved 4/19/16)

11. Gifts:

The Library is pleased to accept donations of cash and goods that will assist the Library to fulfill its mission and support Library programs as well as special projects.

The library will accept gifts at the discretion of the Director. These could include books, pamphlets, periodicals and other materials with the understanding that they will be added to the library collection on the basis of suitability and availability of space and/or disposed of.

In all cases, the final disposition of any donation is wholly in the purview of the Director or Library Board. The Library Board makes no warranty that any donated items will be displayed, added to the collection or kept permanently in the Library.

(approved 4/19/16)

12. Memorial Fund:

The Library gladly accepts donations in honor or in memory of friends or relatives. The donations may be designated to purchase specific items for library use. A memorial plate will be affixed to items purchased. All monies received will be used as designated.

Non-designated monies will be placed in the Memorial Fund and are considered restricted funds to be used for the betterment of the Library. These funds are to be used for non-budgeted expenses, at the discretion of the Library Board.

As funds permit, a minimum balance equal to 3 months operating expenses will be kept in the fund for unexpected catastrophic needs. A subcommittee of the Board can be created to make spending recommendations to the Board for use of the memorial monies on an ongoing basis.

(approved 4/19/16)

13. Confidentiality of Library Records:

The personal and circulation records of library patrons are held in strict confidentiality and not sold or made available to any source.

Library staff shall not keep any permanent records of library users' requests for information or computer usage.

(approved 4/19/16)

14. Community Service:

At the discretion of the Director, students may complete community service hours needed for school requirements, Scouting advancements or organization service projects.

Individuals needing to complete community service hours as a court sentencing requirement may do so at the discretion of the Director.

(approved 4/19/16)

15. Use of Building and Grounds:

Community groups may use the building and grounds with approval from the Director or Board. The building and grounds may not be used for religious or political groups.

(approved 4/19/16)

16. Bids:

At least 2 bids shall be invited by the Director or Board before the purchase of any item costing in excess of \$1,000. This shall not apply to the purchase of books.

(approved 4/19/16)

17. Solicitation: (Helena to give further direction)

No commercial solicitation is permitted in the Library or anywhere on Library property at any time.

Only the Friends of the Library is allowed to engage in fundraising activities in the Library or on Library grounds. No other fundraising or distribution of materials for civic, political, youth or other groups, charities or cause including raising money through the sale of goods or food, is permitted in the Library or anywhere on Library property at any item.

(approved 4/19/16)

18. Library Bill of Rights:

The Library subscribes to the **American Library Association Bill of Rights:**

- Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or bridged because of origin, age, background or views.

(approved 4/19/16)

19. Library Staffing:

The Director shall assign hours worked by employees. A minimum of two employees/volunteers will be on duty during all hours that the Library is open to the public.

(approved 4/19/16)

20. Library Personnel:

The Director is hired and yearly evaluated by the Board.

The Director will make recommendations as to hiring personnel on the staff. All open positions will be posted on various Library and other web sites and posted on bulletin board of Library. Director will interview candidates and make hiring recommendations to Board for approval.

The Director shall perform yearly evaluations of staff. Evaluations are to be completed by November and reviewed with Board prior to discussion with employee. All merit raises (if any), must be approved by Board.

(approved 4/19/16)

21. Duties of Director:

As described in Director job description and evaluation form.

(approved 4/19/16)

22. Duties of the Trustees:

The Board has five primary roles:

1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups and leaders; making sure the community's needs and interest are paramount when making board decisions.

2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future, in partnership with the Director, and creating it to be responsive to what the community needs.

3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should be. For example, the library board is familiar with the library's budget – where the money is coming from and how it will be spent. The board monitors monthly financial reports and reviews expenditures. The board also helps determine whether the community is satisfied with the service received from the library.

4. Set library policies. The library board spends much of its time on policy issues – developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed broadly stated, written guideline for actions and decisions of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.

5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the Director to make sure the library operates well and in the best interest of those the library serves.

6. Attend meetings promptly and regularly. A Trustee shall not miss three (3) consecutive meetings without notifying the Board or they may be removed from the Board.

7. Approve spending of any/all memorial funds.

(approved 4/19/16)

PUBLIC CONDUCT AT LIBRARY BOARD MEETINGS

1. Seating will be available for the public.
2. Time will be allotted for Public comment pertaining to items on the agenda.
3. All wishing to speak will be recognized in turn.
4. Each speaker may have up to 3 minutes.
5. No interruptions or sidebar comment will be recognized.

(approved 4/19/16)

OPEN MEETINGS ACT **ACT 267 OF 1976**

15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; tape-recording, videotaping, broadcasting, and telecasting proceedings; rules and regulations; exclusion from meeting; exemptions.

Section 3. (1) All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceeding of a public body at a public meeting. The exercise of this right shall not be dependent upon the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.