



Benzie Shores District Library Policies

Mission Statement

Our mission is to provide educational, informational, intellectual and recreational Library resources to our communities and visitors.

Definitions

Administration. The Library Board and/or the Director.

Board. The Library Board of Trustees for the Benzie Shores District Library.

Bookkeeper. A professional who is hired by the Library Director to provide bookkeeping services.

Cardholder. Any person who has a Benzie Shores District Library Card.

Director. The Benzie Shores District Library Director.

Employee. Any person who is on the Library's payroll.

Friends. The Friends of the Benzie Shores District Library.

Interlibrary Loan. The process by which a library requests materials from or loans materials to another library.

Intern. Any person who is a student and renders services to the Library, with or without pay. Interns who receive payment for their services are employees.

Librarian. Any employee who holds the position of Director, or Librarian.

Library. The Benzie Shores District Library (BSDL).

Library Card. A card issued by the Library that allows the holder to borrow material from the Library.

Library District. The City of Frankfort, the Township of Blaine, the Township of Crystal Lake, the Frankfort-Elberta Area School District portion of Lake Township, and the Township of Gilmore (including the Village of Elberta). Taxpayers in these municipalities pay a property tax millage to support the Benzie Shores District Library.

Library Premises. The Library building and surrounding grounds.

MeL. The Michigan Electronic Library.

MeLCat. The Michigan Electronic Library Catalog and Resource Sharing System.

Patron. Any person who uses the Library's resources. Staff. "Staff" means all employees.

Volunteer. Any person who provides their services to the Library without pay. Volunteers are not employees.

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1. Library Governance

A. Board of Trustees

The powers and responsibilities of the Board of Trustees are defined in the Library's by-laws. The composition of the Board of Trustees is described in the "Third Amendment to the Benzie Shores District Library Agreement." These may be found in the Library's "Signed Documents" notebook.

To facilitate Board development and knowledge of public libraries the Library Board of Trustees has access through the internet to a copy of the [Library of Michigan Trustee Manual](#). The Board will plan and provide funding for an annual Board development workshop, such as the Strategic Planning Workshop.

Library trustees will participate in at least one (1) continuing education opportunity every three (3) years. Such opportunities include, but are not limited to, the BSDL annual Strategic Planning Workshop, the Library of Michigan's workshops, the Michigan Library Association's conference and/or workshops, and the Mid-Michigan Library League's programs.

B. Staff and Volunteers

See Personnel Policies.

C. Friends of the Library

The mission of the Friends of the Benzie Shores District Library is to support the Library, its services and programs through advocacy, fundraising and volunteers. The Friends are dedicated to the goal of making our Library the very best through community awareness and involvement.

The Friends of the Library is a separate, tax-exempt 501(c)(3) organization whose purpose is to promote the Library and its services. The Benzie Shores District Library has an Operating Agreement (see Appendix 1) with the Friends of the Benzie Shores District Library which is reviewed and signed by both parties annually.

The Library welcomes the support of the Friends. All Friends activities must adhere to Library policies. Any item purchased by the Friends becomes the property of the Library.

The Friends of the Library maintains an Endowment Fund at the Grand Traverse Regional Community Foundation.

D. Library Board Meetings (approved 9/21/2022)

The Library Board holds meetings in compliance with the Michigan Open Meetings Act. Meeting notices are posted on the front entrance of the library. The meetings are typically held in the BSDL Meeting Room. Alternate locations within the library facility may be used in deference to library programming; location changes will be posted.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings. The presiding officer shall be guided by the following rules:

1. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and address.
2. Each statement made by a participant shall be limited to three (3) minutes duration.
3. During Public Comment, meeting observers and board members may not speak at any other time unless specifically recognized by the presiding officer.
4. Participants shall direct all comments to the Board and not to staff or other participants.
5. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

If a person(s) becomes disruptive, the president or presiding officer may declare said person(s) in the audience to be out of order and if necessary may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for Breach of the Peace committed at the meeting.

2. Intellectual Freedom and Equal Access to Materials

The Board believes that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the following document as official Library policy:

A. Library Bill of Rights

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

- Libraries are forums for information and ideas, and the following basic policies should guide their services.
- Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community that 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. Material 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 abridgment of free expression and free access to ideas.
- A person's right to use a Library should not be denied or abridged because of origin, age, background or views.

B. Parental Responsibility (Children's Access to Information and Materials)

Librarians and Library governing bodies cannot assume the role of parents/guardians or the functions of parental authority in the private relationship between parent/guardian and child. Parents/guardians have the right and the responsibility to restrict their children's access to Library resources. Parents who do not want their children to have access to certain Library services, materials, or facilities should so advise their children.

C. Freedom of Information Act (FOIA)

While the vast majority of public information does not require a Freedom of Information Act request, under Michigan Law a person has a right to file a FOIA request for public information and to appeal a negative decision to the Library Board. In responding to a request the Library may consult legal counsel.

The Director shall deny in writing any FOIA request for the release or disclosure of confidential card holder registration information.

The Director is the Benzie Shores District Library's FOIA Coordinator. In the event of the Director's absence, a designated staff member is the Alternate FOIA Coordinator. Only the FOIA Coordinator and the Alternative FOIA Coordinator are authorized to respond to FOIA requests.

There is no charge for processing a FOIA Request, except for extraordinary circumstances approved by the board. The Library will respond within five (5) business days. (See Appendix 2: FOIA Request Form.)

D. Reference Services

It is the policy of the Library to consider each individual information query to be of equal merit, although the time spent by staff on a question will depend upon the perceived needs of the patron, the information resources and the availability of staff and collection resources.

3. Technology

A. Internet Access and Use

The internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. All users bear the responsibility of selecting or rejecting online information based on good judgment and discretion.

Public access to the internet via Wi-Fi and public internet terminals, is available to all users of the Library whether or not they have a Library card. The Library cannot guarantee internet access. Staff can offer limited technical assistance as time allows. The Library assumes no responsibility for the safety of patron equipment.

If the Library receives federal funding that requires adherence with the Children's Internet Protection Act (CIPA), we will comply by applying filters to our connected devices owned by the library and to those circulated to the public. Filtering of internet access on the wireless or wired network will be set at a level that promotes a safe environment for library patrons and staff and in compliance with state and federal laws.

Wireless internet access is available within the Library during Library hours or 24/7 outside in the immediate vicinity of the building in accordance with the Library's Acceptable Use Policy. It is the user's responsibility to secure their own computer, data, software and personal information. Information sent over the Library's networks is subject to possible capture.

1. Acceptable Use. Patrons must respect the rights, privacy, and equal access of others and comply with copyright law and licensing for individual data and programs. Failure to abide by the Library's policies may result in the loss of internet, computer, or other privileges. Illegal activity involving the Library's internet resources will be subject to prosecution by the appropriate authorities.

2. Unacceptable Use. Computing resources may only be used for legal purposes by the public and staff. Examples of unacceptable use include, but are not limited to the following:

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
- Interfering with or disrupting other computer users, services, or equipment.
- Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
- Malicious, threatening, harassing, or obscene behavior or language.
- Misrepresentation of oneself or the Library.
- Activities that cause congestion and disruption of networks and systems.
- Unsolicited advertising.
- Accessing, uploading, downloading, transmitting or distributing legally defined obscene material.

3. CIPA Compliance. To receive funding for internet access through the Federal E-rate program, the library is required to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

4. Child Safety on the Internet. As the staff does not monitor or supervise internet access, parental supervision of children searching the internet is advised.

5. Time Limits. Use of public internet terminals is on a first-come, first-served basis. Time limits may be used so that all patrons seeking access will have an opportunity to do so

6. Storage and Software. Patrons may not store information on the hard drive or use personal software on Library equipment. Electronic files should not be considered confidential. When required the Library must disclose all files to the extent required by law. The Library is not responsible for personal files/data left on Library equipment.

B. STEM and Circle Time Kits

Approved by Benzie Shores District Library Board 10/19/2020

The Library provides a variety of kits for patron check out. Kit loan periods are 1 week (7 days) with no renewal permitted. Missing pieces from the kit will result in a \$15 replacement fee. Substantial Damages or missing materials exceeding a reasonable loss will result in a fine equal to a full replacement of the item plus processing. Repeated incidents of loss or damages will result in kit borrowing privileges being revoked.

C. Technology for Staff

To keep staff knowledgeable and current, the Library will provide technical equipment, such as iPads, for administrative staff. Equipment may be used for the following:

- Scheduling
- Staff Communications
- Training
- Management of the Library's social media accounts
- Online content creation

Equipment is owned by the Library. Each staff member is responsible for their accounts. Apps used for work may be purchased by the Library. Library purchased apps must be approved by the Director. Storage limits should be considered when acquiring non-library related apps. Staff using Library owned equipment must adhere to the Library's acceptable use policy, Board policies, and all applicable state and federal laws. Staff members are responsible for caring for this equipment on a daily basis and ensuring that it is retained in a safe environment.

In cases of theft, vandalism, and other criminal acts, the staff member must report the damage or loss to the Director. Staff is responsible for any repairs or replacements due to negligence. In the event a staff member is no longer an employee, the device should be returned or purchased at fair market value.

4. Collection Development

A. Purpose and values

The purpose of the collection is to support the Library's Mission "to provide educational, informational, intellectual and recreational library resources to our communities and visitors." The collection will feature materials that reflect a plurality of viewpoints and foster inclusion in all matters of diversity. In accordance with American Library Association's Bill of Rights and Code of Ethics, the library will challenge censorship and protect privacy

B. Responsibility for selection

Collection development and assessment are managed by the Library Director. Designated staff may also select materials for the collection under the supervision of the Director. Criteria to be considered in making selections are as follows:

- Appeal to the interests and needs of individuals in the community.
- Permanent value as source material or interpretation.
- Vitality and originality of thought.
- Contemporary significance.
- Artistic excellence.
- Entertaining presentation.
- Accuracy and objectivity.
- Suitability of physical form to Library use.
- Authority and purpose of creator.
- Reputation of publisher, quality.
- Currency
- Relation to the existing collection

C. Specialized Materials

Specialized materials of limited community interest will not be purchased, but will be sought for the requesting patron through interlibrary loan or MeLCat.

D. Replacement and Maintenance

The Library keeps its collection vital and useful by retaining or replacing essential material and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand. General guidelines for collection management are adapted from the CREW (Continuous Review, Evaluation, and Weeding) method.

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

E. Requests and Donations

Requests from patrons for specific authors, titles or subjects will be considered. Any item donated to the library will be evaluated for inclusion using the same criteria outlined in this policy. Prospective donors should review the Library Donations Policy for more information.

F. Request for Reconsideration of Material

All complaints concerning the presence or absence of any material shall be referred to the Director who will discuss the matter with the concerned patron. If the patron wishes, he or she may complete the "Citizen's Request for Reconsideration of Library Materials" form. The Board shall examine the item in question and advise the patron of the decision, giving the reasons. Materials subject to complaint shall not be removed from use pending final action. (See Appendix 3: Citizen's Request for Reconsideration of Library Resources.) All Board decisions are final.

5. Gifts and Donations

A. Gift Materials

The Library reserves the right to accept or reject all gift materials. The Library may use any accepted gifts as it wishes, at its sole discretion, and may give gifts (not including cash) to other organizations, or otherwise dispose of them as the Library deems appropriate.

B. Monetary Gifts

Endowment contributions are channeled through the Grand Traverse Regional Community Foundation and are recognized by the Foundation and the Board. Unless otherwise stipulated by the donor, all other contributions are directed to the Friends of the BSDL. The Friends have a recognition policy and standards for acknowledgement.

Any assets received as gifts by the Library will be sold unless they are assets the Board plans to own for the long term. Proceeds from the sale are used at the discretion of the Board.

C. Artwork

All art acquisitions, donated or purchased, must be approved by the Board in advance. Any work of art belonging to the Library is subject to the same policies as other materials, and may be used or disposed of in any fashion that the Library deems appropriate. Artwork will not be displayed for private gain or commercial purposes. However, any artwork or project owned by the Friends for the purpose of enhancing the Friends' funding may be displayed in the Library at the Director's discretion.

6. Circulation *(approved May 2023)*

The general public is welcome to use the Library. A Library card is not required to use the Library computers, attend programs, or to browse and read materials in the Library.

A. Library Card Eligibility

Library cards are free and available to anyone. Borrowing privileges are based on the patron categories listed below. A photo ID is required for all card applications, regardless of residency. If a local (within the taxable service district) address is not on the ID, a current lease, utility or tax bill must be provided in order to have full borrowing privileges. Library cards are valid for one (1) year and must be renewed in person.

New card holders have the privilege of borrowing up to 3 items. The physical card will be mailed to the patron. If the address given is valid and the card is not returned, the 3 item restriction will be lifted.

1. Patron Categories

I. REG (Regular). REG patrons are year-round or part-time residents and their legal dependents within the Library district, or owners of property (and their legal dependents) within the Library district. REG patrons have full borrowing privileges. These include:

- All circulating library materials
- Digital materials (downloadable content)
- Library hotspots & chromebooks

II. LIM (Limited). Limited cards are issued to patrons who live outside the district. These non-district cards may be used to check out materials that are available in the library such as print materials (books and magazines), audiobooks and DVDs. In accordance with the Library's participation with the UpNorth Consortium Member Agreement, only patrons eligible for Full Borrowing Privileges permitted access to digital materials

III. LTL (Long Term Loan). Long term loan cards are issued to homebound patrons or rotating collections to institutions. LTL cards have full borrowing privileges and a four (4) week check out period for physical materials.

IV. FEAS (FEAS Student). Student cards are issued to active Frankfort-Elberta Area Schools students. FEAS cards have full borrowing privileges. So that parents understand the difference in loan policy between the school and the Library, FEAS card applications issued through the school require a parent or guardian signature.

V. TEACH (Teacher). Teacher cards are issued to teachers and homeschoolers. Teacher cards have full borrowing privileges and a four (4) week check out period.

2. Cards to Minors

Card applications for minors (under age 18) must be signed by a parent or legal guardian (age 18 or older) willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the minor's use of all library resources including access to the Internet;
- supervision of the minor's choice of materials;
- return of all materials when due;
- all losses and damages to materials and equipment borrowed.

The parent/legal guardian must meet the same qualifications for a library card outlined above and the child must be present with the parent/legal guardian when applying for a Card.

When a minor patron turns 18 years of age, they assume responsibility for the library account bearing their name including all borrowed items on that account. Any bills for lost or damaged items on the card will be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed.

B. Loan Periods

There is no limit on the number of materials that a cardholder may check out. The loan period may be extended unless there is a reserve on the item. Loan periods are as follows:

Material Type	Loan Period	Notes
DVD/Blu-ray	one (1) week	two (2) renewals allowed
Books	two (2) weeks	two (2) renewals allowed
Audio CD	two (2) weeks	two (2) renewals allowed
Newspapers	n/a	Non-circulating item
Mobile Hotspot	one (1) week	No renewals permitted
Chromebook	one (1) week	No renewals permitted
Kits	one (1) week	two (2) renewals allowed
Magazines	one (1) week	two (2) renewals allowed

C. Loans from Other Sources

The Library seeks to fulfill interlibrary loan requests through MeLCat and Interlibrary loan.

1. The Library participates in the MeL Statewide Delivery System. MeLCat policies apply to all materials borrowed via MeLCat. To protect our Library's privilege of obtaining books for patrons through the cooperative interlibrary loan program, the due dates on those books must be honored. A patron's abuse of the borrowing term is cause for possible termination of interlibrary loan borrowing privileges. There is no charge to the patron for interlibrary loan materials unless the lending library has a charge. The patron will be notified prior to order if there are charges.

2. With the exception of DVDs, if the request cannot be filled through the MeLCat system, the item may be requested through Mid Michigan Library League's interlibrary loan system. Mid Michigan Library League (MMLL) ILL policies and procedures can be found on the MMLL website.

D. Reserves

With the exception of HotSpots and Chromebooks, any Library material may be reserved. There is no limit on the number of reserves on physical items a patron may place or on the number of reserved items that may be checked out, as long as loan periods are observed. In-person, phone and Internet reserves are accepted. Digital items may be reserved as vendor/consortium policies allow.

7. Charges and Fees *(Approved 12/14/2022)*

The Board reserves the right to institute fees for certain services.

A. Photocopies and Printing

Staff shall make copies for Patrons upon request. There is a charge of \$.25 per page for computer printouts or photocopies, \$.50 for color. Scanning services are \$3.00 per page and will be performed as time allows. Self-serve scans are free if the patron provides their own USB drive. Self-serve scans (to USB) are free. USB drives are available for purchase for \$5.

B. Materials Not Returned by Due Date

1. Overdue Materials. As a courtesy to our patrons, the Library will inform patrons of their overdue items. With the exception of HotSpots & Chromebooks, there is no charge for overdue materials.

2. Billing for Lost and Damaged Items. If an item is lost or damaged to the point of needing replacement, the cardholder must pay a non-refundable replacement cost for the item. All books and materials that are checked out on a card are the cardholder's responsibility, no matter how the damage occurred. The Director may waive fine and damage assessments for extenuating circumstances. A patron is billed for non-returned item(s) 36 days after the due date. The bill is for the replacement cost as indicated in the Library's database. Items will be considered permanently lost if they have been kept out of circulation 112 days past the due date. The patron is responsible for the replacement cost as determined by the library, regardless of whether or not items are returned.

3. Recovery of Stolen Materials. Items totaling a minimum of \$250 per household that are not returned within 112 days from the due date are regarded as stolen property, and a bill for the materials will be given to the Frankfort City Police or the Benzie County Sheriff's department for delivery.

4. Claims Returned. When a cardholder claims an item has been returned, staff will search thoroughly for the item. It is expected that the cardholder will continue to look for the item. If the item is not found and the cardholder claims it was returned, a "claims returned" notation will be entered on the cardholder's computer record. Two noted "claims returned" is the limit and cardholders will be charged for any materials that are claimed returned after that.

C. Revocation of Borrowing Privileges

The Library shall block borrowing privileges of a cardholder if their account exceeds \$20 in fines or fees for lost/damaged materials. The Library Director has the authority to block the borrowing privileges of a patron who chronically abuses library circulation policies.

D. Replacement Cards

Lost or damaged cards will be replaced free of charge.

8. Patron Confidentiality

The Library's commitment to patrons' privacy and confidentiality is rooted not only in the law but in the ethics and practices of Librarianship.

Personally identifiable information about Library patrons and their use of the Library is private. The Library shall not disclose such information to anyone except in the following cases:

1. If required by law, pursuant to a valid subpoena, warrant, court order or other investigatory document;
2. In accordance with U.S. Law, the FBI may obtain access to all personally identifiable information, including books and other materials checked out; searches done on Library computers, including places visited on the Internet; books and other materials borrowed through Interlibrary loan; when and where patrons have signed up to use Library computers; and notes taken by Librarians when helping patrons with questions. The law also prohibits Library personnel from notifying a patron under suspicion, the press, or anyone else that an investigation is underway.
3. On written consent of the patron.

All requests for patron information must be addressed to the Director, who shall consult with the trustees and legal counsel when appropriate.

Patrons who have been billed for stolen materials will be deemed to have waived their right to confidentiality insofar as is necessary for the Library to retrieve the missing material or secure appropriate compensation for its loss. See page 14, B.3 for definition of stolen materials.

Patrons who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Director.

Supplementary Information:

1. Information Needed for Core Services. The Library avoids creating unnecessary records and retaining records unnecessary to the fulfillment of its mission. It does not engage in practices that might place private information on public view. It must, however, gather and retain certain information about current patrons in order to provide services, including information pertaining to registration, circulation, and electronic access. (Examples of such information would include name, email address, Library card barcode, phone number or home address.) All personally identifiable information is kept confidential and will not be sold, licensed or disclosed under any circumstances except those defined above (A. 1,2,3)
2. Records of Use. By default, links between patron records and materials borrowed (loan history) are deleted when items are returned, and other records are deleted as soon as the original purpose for data collection has been satisfied. A feature of the Circulation System permits patrons to have their library loan history saved if they choose to do so. Participation in this feature is voluntary. Loan histories

are accessible online to patrons by logging into their library accounts. Library staff will not have access to this information. Loan history is saved from the point a patron opts in. Patrons may opt-out at any time and their loan history will be deleted. Patrons should be aware that with the appropriate court order, it is possible law enforcement officials could gain access to loan history. Loan history is subject to all applicable local, state, and federal laws. Under those laws, it could be accessed by law enforcement authorities without patron consent.

3. Third Party Security. Third party services provided through the Library have other terms and policies that affect the privacy of personally identifiable information. Patrons must understand when accessing remote or third party vendor sites that there are limits to the privacy protection the library can provide.

Staff Access to Patron Data: Only authorized Library staff members may access the Library's Circulation System. Access is limited to within the Library building with the exception of off-site Library functions. Access to the Circulation System may only be done on Library equipment.

9. Services to Patrons with Disabilities

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

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

A written copy of this policy may be requested, and if a person with visual impairment inquires about the Library's service, staff will offer to read this policy or any other Library policy requested.

Services and assistance include the following:

- The Library attempts to select appropriate materials which may be in audio or print format.
- The Library selects, when available, DVDs that are closed-captioned.
- The staff reaches and retrieves any and all materials which are inaccessible to wheelchair users or others with mobility impairments. Staff will not touch or move wheelchairs without permission from the patron.
- The Library attempts to select materials which are understood at appropriate levels of comprehension. Youth oriented materials are available in the same formats.
- Staff is available to communicate online or in the Library via writing and to assist with the online catalog.
- The staff makes every effort to inform patrons and their families about the services offered by the Library for the Blind and Physically Handicapped.

Despite our best efforts, not all Library materials may be available in accessible formats, and not every Library program can be made accessible to every disabled patron without fundamentally altering the nature of the activity or program.

10. Animals *(approved April 2023)*

Animals are not permitted in the Library other than therapy animals and service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming. Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, library staff will ask the animal's handler to leave with their animal if the animal is out of control and causes a significant disturbance, or if the animal is not housebroken, has an accident, or otherwise damages or soils library property.

11. Patron Conduct and Responsibility

To allow all Patrons to use the Library and grounds to the fullest extent during regularly scheduled hours, the Board has adopted the following rules and regulations:

- A. Patrons inside the Library are expected to engage in activities associated with the use of the Library (e.g. reading, studying, using the Internet or Library materials).
- B. Patrons are expected to respect the rights of other patrons and the staff. Patrons shall not harass or annoy others or interfere with the use of the Library.
- C. Anyone using the library must keep noise to a level that is considerate of patrons and staff. Exceptions are made for patrons with disabilities causing involuntary noises.
- D. Wheels, except those for medical purposes may not be used in the library.
- E. Patrons shall not have food or beverages inside the Library.
- F. Smoking, vaping and use of tobacco products is strictly prohibited inside the Library and anywhere on Library grounds.
- G. Patrons shall not be under the influence of alcohol or drugs.
- H. Patrons shall not engage in any illegal activity while on the Library premises.
- I. Patrons shall not interfere with the performance of duties by the Library staff.
- J. Patrons shall not deface or mar Library materials including books, magazines, newspapers, DVDs, audiobooks, or other items of the Library collection. Nor shall they deface, mar or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- K. Patrons shall not enter the building without a shirt or shoes.
- L. Pets and animals are prohibited from entering the Library, unless they are service animals or part of a program.
- M. Petitioning, soliciting, distributing of literature or leaflets, canvassing or similar conduct is prohibited on the Library premises.
- N. Solicitation of any kind is strictly prohibited. The exception to this non-solicitation policy is materials offered for sale by or through the Friends of the Library or Friends membership solicitation.
- O. Any materials removed from the Library must be checked out on a valid Library card.
- P. The staff may require a patron to provide his or her identification, including name, address and phone number.
- Q. Books and materials removed from the shelf, but not checked out, should be left on tables or at the desk, not re-shelved.
- R. Phone calls and computer voice programs are not permitted in the Library except in the meeting and study rooms. Calls and meetings must maintain a noise level that does not disturb patrons or staff.
- S. The Library is not responsible for personal belongings.
- T. All doors, aisles, and entrances must remain obstacle-free to keep in compliance with fire code and to prevent tripping hazards for other patrons. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

Any patron not abiding by these and other rules and regulations of the Library may be required to leave the Library premises and may forfeit his or her Library privileges.

In the rare case that Library privileges are suspended or revoked, the patron has the right to appeal the decision. Patrons may appeal any decision in writing to the Director within 14 business days of the date of the decision. The appeal shall state why Library privileges should be restored. The Director or a designee will respond to the appeal in writing within 7 business days of the date the appeal was received. Any person may appeal the Director's decision by sending an appeal in writing to the president of the Library Board within 14 business days of the date of the Director's decision. The decision of the Board is final.

12. Library Room Use and Reservation Policy

Approved 12/13/2023

I. Introduction and Purpose of Policy

The mission of the Benzie Shores District Library ("Library") is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Library Meeting Room Policy ("Policy"). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Library Rooms

A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy ("Users"). Meetings Rooms are available only during regular Library hours and Meeting Rooms may not be used for purely social events.

B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas ("Meeting Rooms"). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

1. Study Rooms: The capacity of a Study Room is three (3) people.
2. Meeting Room: The capacity of the Meeting Room is twelve (12) people.
3. Program Room: The capacity of the Program Room is forty-three (43) people.

C. Scheduling.

1. Applications shall be accepted on a first-come, first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community.
2. The Library may require Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored events.
3. Non-Library sponsored events will not be scheduled more than two months in advance. The Library will not accept reservations until the Library programming calendar has been set. The Library will accept same day reservations upon approval of Library staff.
4. The Library is responsible for scheduling use of the Meeting Rooms.

5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a maximum of two (2) hours. Users exceeding their allotted time will forfeit their reservation privileges.

6. No User may make more than two (2) reservations per month.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications are completed online or in person at the Library.

2. The Library will contact the patron with confirmation that their Reservation is accepted. Patrons should not assume their Reservation is complete upon submission of the application.

3. Patrons must provide the Library twenty-four (24) hours notice if they need to cancel.

III. General Guidelines Affecting all Library Meeting Rooms

A. Use by Persons Under the Age of 18. Users of the Library Meeting Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will oversee the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.

B. Food and Beverages. Users of the Program Room may serve food and nonalcoholic beverages, but only if approved by the Library at the time the User requests and receives permission to use the Program Rooms. It is the responsibility of the User to observe all health codes when serving food. Users may not use sterno or flames to heat food.

C. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.

D. Equipment Requests. Tables and chairs are available for use in all Library Rooms. Requests for use of audio or visual equipment, additional tables and chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment and tech support is not provided.

E. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the Library's Rooms in the

future, and an hourly cleaning rate of \$30.00 per hour with a \$30.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time.

- F. **Library Policies.** Users shall observe all rules of conduct and policies applicable to Library patrons.
- G. **Occupancy.** Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- H. **No Raffles and Contribution Requests.** Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- I. **Private Literature.** Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- J. **Use of Walls and Other Surfaces.** No decorations or other materials may be attached or affixed to the walls, windows, doors, or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- K. **Open and Accessible Use.** All activities in the Meeting Rooms must be free of admission fees, other charges, or requests for donation.
- L. **Room Access.** Users may not enter the Library before opening hours and should allow adequate time to set up.
- M. **After Hours Use.** After hours use is not permitted.

IV. Fees

- A. **No Fee For Use.** The Library will not charge a fee for use of the Meeting Rooms.
- B. **Clean Up and Damage Fee.** A fee of \$30.00 per hour for cleanup will be charged if the Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer

- A. **No Endorsement.** Public use of the Library's Meeting, Conference, and Study rooms does not imply Library approval or endorsement of the group, the meeting, or the ideas presented at the meeting. Publicity for a meeting held at the Library must not be

worded in a manner that would imply Library sponsorship or endorsement of a group, the meeting, or the ideas presented at the meeting.

An organization using a Library room may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Room or move the meeting to a different Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. The Benzie Shores District Library is released and held harmless from any and all claims for personal injury or property damage.

13. Photography and Videography

The Library permits photography and filming under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography is permitted for patrons and visitors provided it does not interfere with the operations of the Library or capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.
2. No commercial or media photography, including filming may occur in Library facilities without prior written permission.
3. Photos and videos from public programs and events held in Library facilities and spaces may be used in the Library's website and publications or for promotional purposes. The full names or any personal identifying information of photographed subjects will not be used to ensure the privacy of all individuals without express written approval from the subject, or if a minor, the parent or legal guardian. (See Appendix 4).
4. Permission may be revoked at any time if the photographer or videographer fails to comply with the terms of this policy or other rules and regulations of the Library.

14. Safety and Well-Being of Children

This policy is written for the safety and well-being of children, and to provide for the general welfare of all Library patrons. Parents, whether present or not, are responsible for their children's behavior, including damage to materials, equipment, and furnishings and for injury to themselves and others. The staff is not expected to assume responsibility for the care of unsupervised children.

A. Use of the Library by Children

Parents/guardians and caregivers are encouraged to share the Library with their children. In the interest of maintaining a safe and effective Library environment, children nine (9) years of age and younger may not be left unattended at the Library. Children nine (9) years of age and younger must be accompanied by a parent, guardian, or caregiver who is at least twelve (12) years of age. Caregivers or parents of children four (4) years of age and younger must be in the immediate vicinity of and in visual contact with the child. If the accompanying caregiver is under eighteen (18) years of age, they may not be responsible for more than two (2) children. Children ages nine (9) to twelve (12) must have the telephone number of a parent/guardian so that if necessary, they can be contacted. Library staff may take action they deem appropriate and necessary when a child is unattended.

B. Children's Program Attendance

Children attending story hours or other children's programs must be accompanied by a parent/guardian or caregiver, and must have immediate contact with that parent/guardian or caregiver.

C. Children Choosing to Leave the Library

The Library is not responsible if minors leave the Library for any reason.

D. Unattended Children at Closing

If a child is left unattended in the Library when the Library is closing, the staff will attempt to locate their parents. Staff members are not permitted to remain after hours with an unattended child or to give them a ride home. For the safety of the child, the staff will not leave a child the age of nine (9) or under outside to wait for a ride. The police will be called to escort the child home or keep the child until the parent/guardian can be reached. Two staff members must stay with the child until the police or parent/guardian has arrived.

15. Public Relations

The Library seeks to keep the public informed and to maintain a positive image.

A. Exhibits, Bulletins, Displays, Handouts, and Announcements

Though the Library may provide space for a display, handout, announcement or exhibit, this does not mean the Library endorses the activity and/or information. The Library reserves the right to place restrictions upon the use of exhibit case, display area space and the bulletin board. All exhibits and displays are offered to the Library on a voluntary basis free of charge. Final authority for all exhibits and displays rests with the Director or an appointed designee.

1. Bulletin Board. The Library encourages the display of brochures, pamphlets, and posters, announcing area civic, educational, and cultural events in the community. However, space for these items is limited. Guidelines for posted materials:

- Posted materials shall be no larger than 8 ½" by 11" and will not be returned.
- The bulletin board and brochure rack is a public forum. Information provided in non-library handouts is for the informational needs of the community and is not endorsed by the Library. The Library is not responsible for the content.
- The Library reserves the right to remove items from the bulletin board and brochure rack at any time. When space is limited, priority is given to announcements for programs and activities sponsored by local area groups and organizations.
- No partisan materials allowed.

2. Exhibits and Displays. The exhibit case and all display areas are reserved for educational, artistic, informational, and cultural displays and exhibits. The Library assumes no liability for damage, destruction or theft of a display. A sign stating the sponsorship of the display must be included in all displays.

3. Handouts. The Library acts as a distribution point for handout materials for public awareness from non-profit groups, community groups or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are made available for such handouts. Handouts of a commercial nature will not be accepted. The Library may decline to display submitted material.

B. Programming

All programs will be within the scope of the Library mission and will be periodically evaluated. The public use of the Library facility is restricted to events sponsored by the Library or Friends of the Library. For any Library event a minimum of one (1) staff member and one background checked volunteer must be present.

C. Website

The Library's official online presence is its website. As such, the site serves as both a gateway to the Library's resources and services and a public relations tool which presents and promotes the Library in a virtual environment.

1. Website URL Address. The URL for the Benzie Shores District Library website is www.benzieshoreslibrary.org. Website hosting services and the domain name and license are contracted. The website is hosted off-site.
2. Webmaster. The Webmaster must be a member of the Library staff appointed by the director. Training/education in website design and maintenance is required. The Webmaster creates content and links to other websites based on the selection criteria for electronic resources outlined in the Library's Materials Selection Policy. With the approval of the Library Director, the Webmaster may appoint a backup web technician from the Library staff to assist in maintaining the Library website. Only the Library Webmaster and his/her backup is authorized to make changes to the Library website.
3. Website Scope. The Library website provides public and staff access to a variety of educational and informational resources in electronic format, and a dynamic collection of links and content on a variety of subjects for users of all ages and levels of experience. The information will complement and supplement the print and multimedia collections of the Library.
4. Website Access and Content. The Webmaster will make efforts to accommodate a broad range of device capacities and will evaluate all potential website content for appropriateness in accordance with the Library's mission and website scope. Criteria for external links:
 - The primary intent of the website is to educate or inform.
 - The site is relevant to the community.
 - The site's owner or sponsor is easily identifiable, and contact information is provided.
 - The site does not charge for access.
 - The site does not promote a specific religious, political, or social agenda.

Since website content may change or disappear entirely without notice, the Library cannot be held responsible for the content or accuracy of websites not maintained by the Benzie Shores District Library. The webmaster will make every effort to keep links current, but will encourage website visitors to inform the Library if they find a link that no longer functions or that is inconsistent with the above stated criteria.

5. Website Maintenance The website will be updated at least once a week. The website is hosted off-site and a back-up is stored on-site.

6. Privacy Policy The Benzie Shores District Library will collect only the information necessary to measure the number and timing of visitors to different areas of the website.

D. Social Media Policy

The Library uses social media to inform library users about library programs, events (including those co-sponsored with other organizations or neighboring libraries), announcements, and general library and literature-related news and events.

The Library's social media pages are not intended to be traditional public forums for the general exchange of ideas and viewpoints. Courts have recognized that libraries are limited public forums and as such, are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events and materials are permitted, except as otherwise stated in this policy.

This policy governs the use of social media in three areas: public use, employee use, and publication of comments on social media. Social media is defined as any forum for online publication and commentary, including blogs, wikis, and social networking sites such as Facebook, Twitter, and YouTube.

1. **Public Use.** The Library is not responsible for or liable for the content of postings by third parties on any Library sponsored social media site. All third party postings, unless specifically designated otherwise, do not reflect opinions or positions of the Library, its employees, or trustees.

By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any postings or comments they make without any compensation to the individual who made the post or liability on the part of the Library.

2. **Employee Use.** Employees who engage in social networking including sites such as Facebook, Twitter, blogs or wikis for personal use must do so on their own time. If an employee is speaking about a Library related issue on his or her personal social networking site, the employee must identify that he or she is speaking as an individual and not on behalf of the Library.

3. **Comments on Social Media.** Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. The Library encourages dialogue with our patrons and followers. The Library reserves the right to delete comments at any time. The Library also reserves the right to ban or block users who have posted in violation of this policy. This would only be done in good faith to protect our readers from comments that include, but are not limited to, the following:

- Advertisements
- Spam
- Postings which contain obscene matter
- Postings which are disparaging, harassing, abusive, profane or offensive
- Hateful, threatening, or pornographic postings which contain graphic or gratuitous violence
- Potentially libelous or defamatory postings

- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners
- Postings which violate or potentially violate local, state or federal laws, including, without limitation, intellectual property and copyright laws
- Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed or ancestry
- Postings which are sexually harassing including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or joke.
- As appropriate, comments will be professionally, respectfully and promptly addressed by the Director.

16. Disposal of Furniture and Equipment

The Library shall dispose of furniture and equipment in any of the following manners:

- Public sale, with notice published in the newspaper and posted in the Library.
- Sale or donation to other libraries or charitable organizations.
- Inoperative or outdated equipment older than three (3) years may be disposed of as appropriate.

17. Data Security Plan

Off-site storage of the Library's circulation records and patron data is handled by BSDL's integrated Library system provider. All other Library data is stored on a mirrored hard drive located in the library. The hard drive is backed up to an off-site server and all data is encrypted.

Financial data is backed up daily by the bookkeeper and kept off-site at his or her place of business. A flash drive containing updated financial information is brought to the Library weekly.

18. Library Hours and Closings

A. Hours

1. Library hours are set by the Board. Current Library hours are as follow:

Monday 10 a.m. to 7 p.m.
Tuesday 10 a.m. to 6 p.m.
Wednesday 10 a.m. to 6 p.m.
Thursday 10 a.m. to 6 p.m.
Friday 10 a.m. to 5 p.m.
Saturday 10 a.m. to 2 p.m.
Closed Sundays

2. During the hours the Library is open, two staff members or, when necessary, one staff member and one adult volunteer will be on duty at all times.

B. Closings

The Library may close due to weather or other emergencies at the discretion of the Director.

The Library will be closed for the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Eve at 5:00 p.m., Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. If a holiday falls on a Friday, the Library will also be closed on the following Saturday. If a holiday falls on a Saturday, the Library will be closed on the preceding Friday. If a holiday falls on a Sunday, the Library will be closed on the following Monday.

PART TWO: FINANCIAL MANAGEMENT

1. Formalized Accounting Procedures

The Library prepares financial reports and budgets on a modified accrual basis. The basis for the preparation of monthly interim statements and budgets is not significantly different from year end statements.

The Library is funded through a district-wide millage, penal fines, state aid, endowment funds, and contributions from the Friends of the Library. The Board will determine the annual millage rates and develop and maintain a budget in compliance with laws and ordinances.

Revenue is recorded as received.

Except for expenditures for the Library's collection, assets costing over \$1,000 with an estimated life over one year are depreciated on a straight line basis over the estimated useful life.

All transactions are booked through the general fund except for infrequent and sizeable non-recurring capital projects.

The Library uses the "Uniform Chart of Accounts," as developed by the State of Michigan.

Audits by an independent certified public accounting firm are performed at least as often as required by the State of Michigan.

In addition to this policy, for the segregation of duties, see the Financial Procedures (Appendix 5).

2. Investments

The Library's investments shall be restricted to those permitted by statutes of the State of Michigan. Consideration will be given to yields, risk, fees and marketability.

3. Endowment Fund

It is the policy of the Board to place its endowment under the management of the Grand Traverse Regional Community Foundation. The Advisory Committee of the Endowment Fund is made up of the entire Library Board. When the makeup of the Board changes, the Grand Traverse Regional Community Foundation must be notified of the change in the Holtrey Endowment Fund Advisory Committee in a timely fashion.

The terms of the bequest resulting in the Holtrey Fund with the Grand Traverse Regional Community Foundation permit withdrawals of all income from the fund. Therefore, amounts over the base amount are available for withdrawal. It is the policy of the Library to use withdrawals from the fund for capital improvements and other non-recurring expenses from time to time, but not to use the funds for ongoing expenses.

4. Capitalization

All assets costing \$1,000 or greater will be capitalized. Capital assets may be acquired through donation, purchase, or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction. The Library will keep a current inventory of all Library assets, including items valued at under \$1,000. Individual circulating items (i.e. books, DVDs) will not be capitalized.

Disposition of assets: When capital assets are sold or otherwise disposed of, the inventory should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

The useful life of each asset will be determined by the Director.

5. Financial Operations

Budget expenses can exceed annual revenue. The expenditure of gift receipts is permissible only for nonrecurring expenses. The board must approve receipt of major gifts.

Payment of bills will be authorized by the Director; checks will be prepared by the Library's accounting service and signed by an authorized Board member whose signature has been provided to the bank. Checking account statements will be reviewed by the Director and one other person who is independent of all checking account activity.

Bills in amounts over \$1,000 must be approved by the Board or the Bill Authorization Committee prior to payment, except customary, recurring bills.

The Bill Authorization Committee is an ad hoc committee consisting of three Board members including at least one officer. This Committee meets only when the Director deems it necessary to obtain authorization to make a timely payment prior to the next Board meeting.

The Library credit card has a spending limit of \$1,000. The Director is the only person authorized to use the Library credit card. Payment of the credit card bills will be timely and follow the same procedures as other bills.

The Director is authorized to have corporate, tax exempt accounts when necessary for accomplishing Library business.

It takes two Board members to purchase or redeem certificates of deposit. Only the treasurer accompanied by one other officer is authorized to purchase or redeem certificates of deposit without prior authorization of the Board. If necessary, two Board members will be authorized by the Board to purchase or redeem certificates of deposit. Renewals are automatic and require no Board action. The funds are deposited in the Library checking account.

The treasurer and one other Board member reconcile the actual certificates of deposit with the records annually. The reconciliation must be complete prior to the audit.

The treasurer and Director will be responsible for providing monthly financial reports and for procuring adequate insurance coverage. They will review insurance coverage with the Board annually. An internal procedure determined by the Director will be used for petty cash and the amount of petty cash will not exceed \$100.

Disbursements will be reviewed monthly at the Board meeting in the following month. All disbursements must follow the approved Financial Procedures (Appendix 5) and comply with the Library's Internal Controls. Electronic Transfers: (See Appendix 5: Financial Procedures.)

6. Internal Controls

The Library has adopted the following four internal control objectives from the Library of Michigan's Financial Management Reference Guide:

1. Safeguard assets
2. Accuracy and reliability of financial reporting and supporting information
3. Operational efficiency and effectiveness
4. Adherence with applicable laws and regulations

The policies of the Library ensure that all financial processes are divided into steps so that no one person has control of all financial operations. Any authorized Board member may sign checks. The bookkeeper, the Library Director or staff are NOT authorized to sign checks or have access to the Library's bank accounts. The treasurer has access to the Library bank accounts but cannot write checks or make withdrawals. Board members have access to the safe deposit box. Only the treasurer accompanied by one other Board member is authorized to purchase or redeem certificates of deposit without prior authorization of the Board. If necessary, two Board members will be authorized by the Board to purchase or redeem certificates of deposit. Renewals are automatic and require no Board action. The funds are deposited in the Library checking account.

Only the bookkeeper has access to Quickbooks. The Board, staff and general public have access to the monthly financial reports. Disbursements are reviewed weekly by the treasurer (or designated Board member) when checks are signed.

Disbursements are reviewed and approved by the Board at the regular monthly meeting of the Board. See Appendix 5 for the Board approved Financial Procedures.

7. Financial Retention and Disposal

The Library Financial Retention and Disposal Schedule is in compliance with the State of Michigan Records Retention and Disposal Schedule for public libraries approved by the State of Michigan. (See Appendix 6: Records Retention and Disposal Schedule.)

8. Fund Balance Policy

The Board of the Benzie Shores District Library (“BSDL”) seeks to assure that the fiscal integrity of BSDL, a community resource, can be maintained currently and well into the future. The BSDL Board (“Board”) recognizes that the maintenance of a fund balance (a/k/a reserve funds and contingency fund) is essential to the preservation of the financial health of BSDL. BSDL maintains reserves in a Fund Balance to support and ensure its operational viability, service provision and financial stability.

This policy provides guidance concerning the desired level of Fund Balance maintained by BSDL to provide financial stability, cash flow for operations, resources for future capital projects, and the assurance that BSDL will be able to respond to emergencies with fiscal strength.

The Fund Balance can be used for purposes approved by the Board of Trustees, including, but not limited to:

1. Provide cash flow for operational needs;
2. Offset significant economic downturns or revenue shortfalls including a decrease in property tax revenue, loss of state aid or reduction of penal fines;
3. Provide for contingent liabilities;
4. Provide funds for emergency or other unanticipated needs;
5. Provide for future capital needs, including building repairs and maintenance, technology and special projects; and,
6. Maintain Investment grade bond ratings.

B. Definitions

Fund Balance refers to the difference between assets and liabilities in governmental entities. It serves as a measure of the financial resources available to BSDL to budget or spend in the future.

A Fund Balance policy establishes a minimum and/or maximum level (target range) at which the projected end-of-year Fund Balance should be maintained.

C. Categories of Fund Balance

The Fund Balance will be reported in the following categories based on the definitions and criteria set forth in GASB Statement No. 54:

1. *Non-Spendable* – includes amounts that cannot be spent because they are either (a) not in a spendable form (i.e., Prepaid Expenses) or (b) legally or contractually required to be maintained intact (i.e., principal balance of an endowment). Non-spendable amounts will be determined before all other classifications and consist of the following items:
 - a. The balance of any long-term outstanding balances due from others (including other internal funds);
 - b. The value of prepaid items and any inventory balances;
 - c. The principal of any permanent funds held legally or contractually required to be maintained intact; and,
 - d. The balance of any nonfinancial assets held for sale.

2. *Restricted* – includes amounts that can be spent only for the specific purpose stipulated by external resource providers (grantors, donors) or through enabling legislation.
3. *Committed* – includes amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees. Amounts can only be moved from the category by formal action of the Board.
4. *Assigned* – includes amounts intended to be used for a specific purpose but do not meet the criteria to be classified as restricted or committed.
5. *Unassigned* – includes the residual amount not allocated to other classifications and are available and expendable for any library cooperative purpose; also known as Contingency Fund.

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

D. Recommended Amount of Fund Balance

While it is prudent and necessary to maintain adequate reserves in support of BSDL's operations and viability, it is not appropriate or intended that excessive amounts of public moneys be held in reserve. A reasonable, stable, fund balance is recognized as an element of effective long-range planning.

BSDL's primary objectives for establishing a reasonable fund balance are to maintain an adequate level of financial resources to protect against reducing service levels, avoid borrowings to meet cash flow needs due to revenue shortfalls or unanticipated emergencies, or other necessary expenditures that may tend to impair the fiscal integrity of BSDL.

1. *Unassigned (Contingency) Fund Category* – It is the goal of BSDL to maintain no less than three (3) and no more than six (6) months of annual operating expenses in the Contingency Fund.

Contingency Fund balances over the maximum at the end of the fiscal year may be transferred by the Board through Board resolution to the Committed or Assigned fund categories, to be used for maintenance and repair, construction, or other special projects/programs.

2. *Committed Fund Category* – The Committed Fund category will be funded, as noted above, by Board resolution to support commitments to future capital projects determined by BSDL's Strategic Plan. Capital Projects will include expenditures more than \$5,000 with a useful life of at least two (2) years.

3. *Other Fund Categories* – Other fund balances will be determined by stipulated restrictions or Board or management decision, as defined.

E. Maintaining Fund Balance

Fund balances may fall occasionally outside of the target ranges because of special projects, emergencies, and other extenuating circumstances. BSDL will reduce recurring expenditures or pursue other funding sources to replenish the funds to the minimum level within a reasonable time frame, typically two (2) years.

F. Annual Review of Fund Balance

As an integral part of the annual budgeting process, consistent with prudent budgeting practices necessary for the continued services of BSDL, the Board will fully review, consider, and determine the appropriate level of Fund Balance.