Salem-South Lyon District Library

Policies

Table of Contents

101.1	Policy Manual	Reviewed 2/18/2026
200	**PERSONNEL**	
201	Employment Practices	Reviewed 2/18/26
201.2	Internal Posting	Reviewed 2/18/26
202	Pay Schedule	Reviewed 2/18/26
203	Employee classification / Benefits	Reviewed 2/18/26
206	Break Periods	Reviewed 2/18/26
207	Employee Conduct	Reviewed 2/18/26
207.1	Harassment	Reviewed 2/18/26
207.2	Social Media	Reviewed 2/18/26
208	Grievances & Appeals	Reviewed 2/18/26
208.1	Whistleblower Policy	Reviewed 2/18/26
209.1	Director Performance Review	Reviewed 2/18/26
211	Resignation or dismissal	Reviewed 2/18/26
212	Dress Code	Reviewed 2/18/26
213	Earned Sick Time	Reviewed 2/18/26
215	Family & Medical Leave	Reviewed 2/18/26
217	Vacation Time	Reviewed 5/04/26
218	Jury Duty & Subpoenas	Reviewed 5/04/26
219	Bereavement Pay	Reviewed 5/04/26
220	Military Service	Reviewed 5/04/26
221	Review of Personnel Records	Reviewed 5/04/26
224	Compensation for Emergency Closings	Reviewed 5/04/26
300 JOB DESCRIPTION		
300	Organizational Structure	Reviewed 5/04/26
301	Director	Reviewed 5/04/26

400 GENERAL OPERATING

400	Children in the Library	Reviewed 8/14/25
401	Collection Development	Reviewed 5/04/26
402	Gifts	Reviewed 5/04/26
403	Public Relations	Reviewed 4/21/25
404	Risk Control – Contract Services	Reviewed 8/14/25
406	Parking Lot	Reviewed 8/14/25
407	Library Hours and Special Closings	Reviewed 5/04/26
409	ADA Compliance (Americans with Disabilities Act)	Reviewed 8/14/25
410	Patron Code of Behavior	Reviewed 8/14/25
410.1	Animals on Library Grounds	Reviewed 8/14/25
410.2	Soliciting & Petitioning	Reviewed 8/14/25
416	Public Notices	Reviewed 4/21/25
417.1	Pavilion and Meeting Room Use	Reviewed 8/14/25
418	Displays/Exhibits	Reviewed 8/14/25
419	Acceptable Internet Use	Reviewed 4/21/25
422	Use of Video Monitoring Equipment	Reviewed 8/14/25
423	Sales related to Library Programs	Reviewed 8/14/25
425	Information and Reference Services Policy	Reviewed 2/18/26

500 LENDING

502.0	Patron Eligibility	Reviewed 8/14/25

600 TRUSTEE BY-LAWS

600	Trustee By-laws	Reviewed 8/14/25
601	Electronic Communication	Reviewed 4/21/25

700 LAW AND ETHICS

701	Privacy	Reviewed 8/14/25
711	Public Comment at Board and Committee Meetings	Reviewed 8/14/25

800 FINANCE

801	Board Business Expenses	Reviewed 8/14/25
804	Expenditure	Reviewed 8/14/25
807	Investment	Reviewed 8/14/25
808	Fixed Assets Capitalization	Reviewed 2/18/26
809	Endowment	Reviewed 8/14/25
810	Fund Balance	Reviewed 2/19/25
811	Credit Card Use	Reviewed 2/19/25
812	Acceptance of Payments via Financial Transaction Devices	Reviewed 2/19/25
813	Payment of Library Funds via Electronic Transactions	Reviewed 2/19/25

Change Log

201.1 Closed Meetings (Removed 1/30/12)
203.1 Employee Benefits (Removed 10/25/04)
204.0 Equal Employment (Removed 9/25/06; combined with Policy 201)
205 Probationary Period (Removed 04/28/03)
207.1 Sexual Harassment Policy (revised by Susan Hiser, Atty to Harassment Policy 08/27/18)
209.0 Staff Performance Review (Removed 11/27/06 to Procedure Manual)
210 Staff representative (Removed 9/27/04)
214 Maternity/Paternity Leave (Removed and combined with Policy 215 10/26/09)
216 Holiday Pay (combined with former policy 213 Sick Time into new policy 213 1/6/14)
217 Vacation Time (removed and combined with Policy 213 Paid Time Off 1/6/14), Added back Vacation Time 11/25/24 as 217 and Policy 213 changed to Earned Sick Time 11/25/24
222 Assignment of Employees (Removed 2/23/15)
223 Political Activities (Removed, Aspects moved to Policy 207 2/23/15)
400.1 Teens in the Library (Removed 6/27/11)
400.2 Minors after Hours (Removed 2/23/15)
403 Smoking on Library Premises (Removed 5/24/04)
404 Programs (Removed 5/24/04)
405 Violations of Library Board Policy (Removed 1/31/05)
406 Statistics (Removed 9/27/04 and re-named Parking Lot and Surrounding Area 3/27/06)
408 Censorship/Citizen Requests (Removed 5/20/24 and into Policy 401 Collection Development)
409 Citizen Requests (Removed 6/28/04)
409.1 Patron Complaints under ADA (removed and combined with Policy 409 ADA 8/27/12)
411 Safety and Security in the Library (Removed 1/30/12)
415 Unusual Incident Report Form (Removed 12/12/05)
417.1 Meeting Room Use (Moved to Procedure 7/27/15)
417.2 Study Rooms (Moved to Procedure 7/27/15)
420 DiskFree Online File System (Removed 2/23/15)
420.1 Unattended Children after Hours (Removed 10/25/04)
421 Cell Phones (Moved to 410 Patron Code of Behavior 03/25/19)
422 Fax Service (Removed 6/16/10)
424 Test Proctoring (Moved to Procedure 7/27/15)
501.0 Lending privileges (Removed to Procedure Manual 9/27/10)
502 Special Loan Periods (Removed 1/31/05: combined into policy 501)
503 Patron Eligibility (Removed 11/26/07; combined with Policy 502 and renamed)
506 Renewal of Materials (Removed 1/31/05; combined into policy 501)
507.1 Revocation of Borrowing Privileges (Removed 1/31/05; combined into policy 501)
508 Lost or Damaged Materials (Removed 1/31/05; combined into policy 501)
600 Commitment to serve (Removed from Policy 600 11/28/16)
600 Added Remote Voting (01/27/2020 & 02/24/2020)
701.1 Disclosure of Patron Registration Information (Removed/combined with 701.0 1/28/08)
701.2 Search Warrants/Subpoenas (incorporated into Policy 701.0 Privacy)
710 Board Member Commitment to serve (combined with policy 600 Board By-laws)
801 Operating Funds (Removed 11/28/05 to Procedure Manual)
802 Cash Reserves (Removed 11/28/05 to Procedure Manual)
803 Disposal of Library Equipment (Removed 1/31/05)
805.0 Continuing Information for Bond Issue (Removed 10/24/16)
806 Board Expenses (incorporated into Policy 225 on 10/24/05)
809 Endowment added (1/27/20)
900 Friends of the Library (Removed 1/30/12)

Policy 101.1: Policy Manual
Reviewed: 2/18/2026
Revised: 2/18/2026
Approved: 2/23/2026

1. The policy manual of the Salem-South Lyon District Library (referred to as SSLDL) shall consist of policies issued by the Board of Trustees as required.

2. Each policy will be reviewed on an annual basis.

3. The following categories and numbering system will be used:
   CATEGORY GENERAL SUBJECT
   100 Policy Instructions
   200 Personnel Policy
   300 Job Descriptions
   400 General Operating Policy
   500 Lending of Library Materials
   600 Board of Trustees By-laws
   700 Library Ethics and Law
   800 Finance

   Policies will be numbered within the proper subject and sub-numbered 101.0, 102.0, 103.0, etc.

4. Each policy header will include dates the policy was reviewed, revised and approved by the Board of Trustees.

Policy 201.0 Employment Practices
Reviewed: 2/18/2026
Revised: 2/18/2026
Approved: 2/23/2026

1. In accordance with the District Library Establishment Act, State of Michigan Public Act 24 of 1989, the Board retains the authority to appoint and remove the Library Director, and to set compensation levels for all employees. The Board delegates authority to the Director to fill all existing vacancies for positions reporting to the Director and the Director will inform the Library Board of all appointments.

2. SSLDL is an "at will" employer.

3. Selection of employees shall be based on the qualifications and credentials of the applicants. Employment is contingent upon successful completion of a background investigation.

4. SSLDL is an equal opportunity employer in compliance with all federal, state, and local anti-discriminatory laws and guidelines.

5. In accordance with the *Immigration Reform and Control Act of 1986,* SSLDL employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment.

Policy 201.2 Internal Posting Policy
Reviewed: 2/18/2026
Revised: 1/14/2020
Approved: 1/27/2020

All employees will be informed of and have the opportunity to apply for open positions either before or concurrent with SSLDL's consideration of external candidates for employment. Permanent position openings, vacancies, and opportunities for promotion are emailed to all employees.

Policy 202.0 Pay Schedule
Reviewed: 2/18/2026
Revised: 10/21/2021
Approved: 10/25/2021

A pay scale shall be maintained by the budget committee as part of the procedure manual. The STEP levels shall be reviewed by the Budget Committee annually with subsequent recommendations to the Board of Trustees for their approval during the budget process or as needed. Additional classifications and STEPs may be developed at the discretion of the Board of Trustees.

Policy 203: Employee Classification/Benefits
Reviewed: 2/18/2026
Revised: 4/28/2025
Approved: 11/24/2025

Salaried Employees

Salaried employees earn an annual salary and are not required to record their hours of work. This classification is exempt from the provisions of the Federal Labor Standards Act.

Benefits provided for salaried employees, after completing a three-month period of employment, include:

- Vacation Time – refer to Policy 217
- Bereavement Pay – refer to Policy 219
- Deferred Compensation, Group health, vision and dental
- Eight hours of Paid Time Off, taken the day of birth date or during the week of the birthday.

Hourly Employees

Hourly employee wages are paid at an hourly rate, and employees must record their hours of work. Hourly employees who work in excess of 40 hours per week (not counting paid time off) will be paid 1.5 times their normal hourly rate for those additional hours.

Benefits provided for hourly employees include:

- Bereavement Pay – refer to Policy 219
- Birthday pay, paid time off for the hours equivalent to an average shift, taken the day of birth date or during the week of the birthday.

Additional Benefits provided to hourly employees working 20-39 hours/week after completing 6 months of employment, include:

- Deferred Compensation
- Vacation Time – refer to Policy 217

All Employees

All employees will receive the following benefit:

- Earned Sick Time (EST)– refer to Policy 213
- Employee Assistance Program (EAP) except for minors

Cross Reference: Policies 213; 217; 219

Policy 206: Break Periods
Reviewed: 2/18/2026
Revised: 10/21/2021
Approved: 10/25/2021

Hourly and salaried employees will receive a paid break based on the following:

HOURS WORKED

Four hours = 15 minute break

Six hours = 30 minute break

Eight hours = 45 minute break

Policy 207 Employee Conduct
Reviewed: 2/18/2026
Revised: 2/19/2025
Approved: 2/24/2025

Rules of conduct for employees are intended to promote the orderly and efficient operation of the Library, as well as protect the rights of all employees. Staff members are responsible for providing the best customer service possible and are empowered to make decisions according to policy that will ensure the best experience for each patron. Ignorance of work rules is not an acceptable excuse for violation. Violations, therefore, may be regarded as cause for disciplinary action.

Violations of employee conduct include, but are not limited to:

1. Neglect of duty.
2. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
3. Accessing or releasing employee personnel records.
4. Making comments or judgments about a patron's selection of materials.
5. Intentional falsification of personnel records, payroll reports, or other Library records.
6. Theft, intentional destruction, or defacing of Library property.
7. Deliberate or careless conduct endangering the safety of self or other employees.
8. Possession or consumption of alcoholic beverages, marijuana substances, or illegal drugs while on the premises.
9. Abusive, threatening, or coercive treatment of another employee, or a member of the public.
10. Reporting for work in an unsafe condition which includes but is not limited to being under the influence of alcoholic beverages or drugs.
11. Offensive or derogatory comments or actions made to any person, either directly or indirectly, based on age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social or economic status, national origin, or religion.
12. Discussing political opinions while representing the Library.
13. Inappropriate comments and actions on any SSLDL social media or as an SSLDL representative.

When an employee engages in violations of employee conduct, that employee shall be subject to disciplinary action up to and including discharge.

Policy 207.1 Harassment Policy
Reviewed: 2/18/2026
Revised: 2/19/2025
Approved: 2/24/2025

It is the policy of SSLDL to maintain and ensure a working environment free from harassment. SSLDL will not tolerate, condone, or allow any form of racial, ethnic, religious or sexual harassment, or harassment based on any other protected status. SSLDL fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, whether paid or not, to seek, obtain, and hold employment without being subjected or exposed to harassment in the workplace.

Discriminatory Harassment is prohibited under Title VII of the Civil Rights Act of 1964 and Elliott-Larsen Civil Rights Act of 1976 and is considered misconduct subject to disciplinary action under Policy 207 Employee Conduct.

Prohibited conduct includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Other harassing conduct in the workplace is also prohibited. This can include, but is not limited to crude or offensive language or jokes of a racial, ethnic, religious or sexual nature; verbal abuse of a racial, ethnic, religious or sexual nature; and the display in the workplace of sexually suggestive or ethnically, religiously or racially offensive objects or pictures.

Any employee experiencing and/or witnessing harassment is encouraged to report the incident(s) as soon as possible to their supervisor, the Library Director, or the Library Board President.

All complaints of harassment will be reviewed, and if the complaints are determined by SSLDL to have merit, measures for correcting the situation will be immediately taken. Employees who engage in harassment will be subject to discipline, up to and including discharge, as determined appropriate by SSLDL.

SSLDL will apprise the complaining employee of its determination. Should the complaining employee feel that the matter is not being satisfactorily dealt with, the employee should immediately notify the Library Director or the Library Board President. In no event will SSLDL retaliate against any employee for implementing the procedures of this policy.

Policy 207.2 Social Media Policy
Reviewed: 2/18/2026
Revised: 2/19/2025
Approved: 2/24/2025

This policy governs publication and commentary on social media by employees of SSLDL. For the purposes of this policy, social media means any facility for online publication and commentary. Use of all electronic information resources at SSLDL shall be to support the mission, goals, and policies of the Library by providing access to global information and improving communication between employees of SSLDL, Library Board members, Friends of the Library, and community members. Employees must ensure that their online activities do not interfere with their professionalism, commitment to SSLDL, or their ability to provide excellent customer service.

SSLDL owns and has the right to monitor, access, retrieve, read, and disclose all information and materials that are created, sent, received, accessed, or stored on staff computers or other staff devices. Employees should understand that these resources are intended for business use, and all computer, fax, Internet/Intranet information, voicemail, and electronic mail messages are to be considered as SSLDL records. Employees should not assume any materials received or stored on SSLDL's electronic resources are private or confidential or that SSLDL or its designated representatives will not have a need to access and review this information. Use of the Library's systems constitutes an employee's acceptance of this library policy.

Policy 208 Grievance & Appeals
Reviewed: 2/18/2026
Revised: 2/19/2025
Approved: 2/24/2025

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation that is brought to the attention of a supervisor. If an employee disagrees with the interpretation of established rules of conduct, policies, procedures, or practices, the employee can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, businesslike manner, or for using the problem resolution procedure.

Employees are required to go through the following steps when pursuing the resolution of a grievance.

1. Try to settle the matter by discussion with the immediate supervisor. In most cases a solution is found in this first step.
   A. The discussion must take place within two weeks from the time of the grievance.
   B. Discussion must be documented in writing by the supervisor taking the grievance. The employee will have the opportunity to review the documentation. The documentation will be signed by both parties.

2. If the employee is not satisfied with the results of the discussion, the employee can explain in writing what the problem is. This must be done within seven days of the discussion and given to the immediate supervisor.
   A. The immediate supervisor will discuss the problem with the next level of supervision. A time will be set to discuss the grievance with the employee, to find facts, to determine what policy was violated and what remedy is being sought.
   B. All written records will be kept to show that the grievance has been investigated.
   C. The decision will be put in writing with a copy given to all involved in the grievance within seven calendar days.

3. If a satisfactory settlement is not reached, the employee shall submit the grievance in writing to the director within seven calendar days.
   A. The director will review the grievance with the employee and the supervisor(s) in a meeting.
   B. The director will investigate the grievance and contact an attorney if necessary.
   C. The director will respond in writing within 10 days; however, a longer period of time may be necessary for resolution.
   D. The director will follow up to take whatever action is necessary.

4. If a satisfactory settlement is not reached, the director and/or the employee shall submit the grievance in writing to the board within seven calendar days.
   A. The Board of Trustees will review the grievance at the next scheduled board meeting. The Board of Trustees may call a special meeting to address the problem.
   B. The Board of Trustees shall respond in writing within 10 days of the board meeting.

5. Copies of all grievances and responses will be placed in the employee's personnel file.

Policy 208.1 Whistleblower Policy
Reviewed: 2/18/2026
Revised: 2/19/2025
Approved: 2/24/2025

In compliance with the State of Michigan's Whistleblowers' Protection Act (§15.361-9), a copy of the protections and obligations under this Act shall be posted in the staff work room.

The SSLDL requires its Board of Trustees, Director, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as they pertain to the Library.

It is the responsibility of all trustees, employees, and volunteers to:

- Report ethics violations or suspected violations of federal or state law to the appropriate authorities and in accordance with this Whistleblower Policy.
- Uphold their sworn and/or civic duty to report suspected illegal activities to the appropriate civil enforcement agency.

No trustee, employee, or volunteer who, in good faith, reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The Library has an open door policy and encourages employees to share their questions, concerns, suggestions or complaints with their immediate supervisor. However, if an employee is not comfortable speaking with their immediate supervisor or is not satisfied with the response of the immediate supervisor, the employee is encouraged to speak to another supervisor or the Director.

All reports will be promptly investigated and appropriate corrective action will be taken, as per the procedure manual. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by circumstances and the law.

Policy 209.1 Director Performance
Reviewed: 2/18/2026
Revised: 8/14/2025
Approved: 8/25/2025

1. The Library Board is responsible for conducting the Director's yearly performance review. The Board President and/or designee(s) will compile a performance review according to the following suggested procedure:

    a) Two meetings prior to the Director's anniversary date, the Board President receives the Director's analysis of the employee goals and objectives and will review accordingly.
    b) One meeting prior to the Director's anniversary date the Board and the Library Staff submits their feedback forms for the Director's Performance Review to the Board President.
    c) The feedback forms will provide a three-point scale (3=Exceeds Expectations, 2=Meets Expectations, 1=Needs Improvement) to use in evaluating the Director's efforts at achieving the goals and meeting the primary responsibilities as outlined in the job description.
    d) The Board President will then compile the performance review.
    e) The Board President and/or designee(s) will meet with the Director to discuss the compiled review. At this meeting, the Director's goals and objectives will be mutually agreed upon for the next year.
    f) At the meeting after the Director's anniversary date, the compiled performance review along with the goals and objectives for the next year are presented to the Board.

2. The Board President and/or designee(s) may meet with the Director quarterly to review progress on that year's goals and objectives.

3. In accordance with section 15.268 of the Michigan Open Meetings Act, the Director may request in writing that the Board meet in closed session to consider periodic personnel evaluation, dismissal, suspension, discipline, complaints or charges, or to review applications submitted for employment or appointment to public office.

Cross Reference: Policy 301

Policy 211.0: Resignation or Dismissal
Reviewed: 2/18/2026
Revised: 4/21/2025
Approved: 4/28/2025

Employment with SSLDL is based on mutual consent. Both the employee and SSLDL have the right to terminate employment at will, with or without cause and at any time.

Termination information on individual employees is treated confidentially as prescribed by law. SSLDL will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Policy 212: Dress Code
Reviewed: 2/18/2026
Revised: 4/21/2025
Approved: 4/28/2025

Staff are expected to present a professional image to customers at all times. Acceptable personal appearance is an ongoing requirement of employment at SSLDL.

Policy 213: Earned Sick Time (EST)
Reviewed: 2/18/2026
Revised: 2/18/2026
Approved: 2/23/2026

1. Every employee earns 1 hour of earned sick time (EST) for every 30 hours worked. Hours worked do not include Vacation, Earned Sick Time, Holidays, any paid time off or other library closures.

2. Employees can use the EST hours as soon as they are earned.

3. Acceptable use of EST hours is defined in the Earned Sick Time Act MCL 408.964 Sec. 4 (1). Employees are NOT required to disclose the reason for the use of their EST hours, but they must state they are using their EST hours.

4. If using more than 3 days of EST consecutively, the employee is required to provide reasonable documentation per (MCL 408.964 Sec. 4. (4)). Any cost required with acquiring the required documentation will be the responsibility of the library.

5. There is no limit on the EST hours that can be accrued, however employees may only use a maximum of 520 EST hours per year.

6. Upon separation from employment the maximum payout is 80 EST hours. If two weeks' notice is not provided, the employee forfeits any payout of their EST hours.

7. To the extent possible, EST is to be entered in advance via online Time off tracker.

8. Vacation hours (refer to Policy 217) and Earned Sick Time (EST) will be tracked separately.

Cross Reference: Policies 217

Policy 215.0: Family and Medical Leave
Reviewed: 2/18/2026
Revised: 4/21/2025
Approved: 4/28/2025

In compliance with the Family Medical Leave Act (FMLA), SSLDL has adopted the following Family and Medical Leave Policy.

1. **Eligibility.** To be eligible for a Family and Medical Leave, an employee must:

   a. Have been employed by SSLDL for at least twelve (12) months which need not be consecutive;

   b. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave; and

   c. Work at a location where SSLDL employs 50 or more employees within a 75-mile radius.

   All periods of absence from work due to or necessitated by USERRA-covered military service is counted in determining an employee's eligibility for Family and Medical Leave.

2. **Qualification.** An eligible employee is qualified to use Family and Medical Leave for the following purposes:

   a. To care for a newborn following the birth of a child;

   b. To care for a newborn child or for a newly-adopted child or child recently placed in the employee's home for foster care;

   c. To care for a spouse, child or parent who has a serious health condition;

   d. The employee's own serious health condition;

   e. For a qualifying exigency that arises when a spouse, parent or child of the employee is on or has been called to covered active duty ("Qualifying Exigency Family Leave"); or

   f. When the employee is a spouse, parent, son, daughter or next of kin of a covered servicemember and is needed to care for that covered servicemember who suffers from a serious injury or illness incurred on active duty ("Military Caregiver Family Leave").

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement of the child.

3. **Qualifying Exigency Family Leave.** The FMLA Policy permits eligible employees to take leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to "covered active duty. "Covered active duty" means duty by a member of the regular Armed Forces during deployment to a foreign country. In the case of a member of the reserve component of the Armed Forces, "covered active duty" means duty during deployment to a foreign country under a call or order to active duty.

"Qualifying exigencies" include absences:

   a. Due to short-notice deployments (short-notice deployments occur when notice of the deployment is received within seven days of the deployment and leave is limited to seven calendar days from the notice);

   b. To attend certain military events such as family support or assistance programs or official military ceremonies;

c. To arrange for alternative childcare, provide childcare on an emergency but not regular basis, or to attend meetings at a school or daycare concerning the servicemember's child;

d. To address certain financial and legal arrangements;

e. To attend counseling sessions arising from the active duty;

f. To spend time with a servicemember who is on short-term rest and recuperation leave during a period of deployment (limited to fifteen days for each instance of short-term rest and recuperation leave);

g. To attend post-deployment activities, such as arrival ceremonies and reintegration briefings, within 90 days of the end of the deployment;

h. To care for a parent who is incapable of self-care, when the care is necessitated by the covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meeting with staff at a care facility; and
i. To address other events arising out of the active duty or call-up, provided that the employee and SSLDL agree that the leave qualifies as an exigency and agree as to both the timing and duration of such leave.

4. **Military Caregiver Family Leave.** The FMLA Policy permits a spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember who suffers from a serious injury or illness incurred on active duty. The leave is limited to a single 12-month period but can last as long as 26 weeks. During the single 12-month period, an employee is limited to a combined total of 26 weeks of Military Caregiver Family Leave and any other type of Family and Medical Leave.

A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who (a) is undergoing medical treatment, recuperation, or therapy, (b) is otherwise in outpatient status, or (c) is otherwise on a temporary disability retired list for a serious injury or illness. A "covered servicemember" is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

In the case of a member of the Armed Forces, a "serious injury or illness" means an injury or illness incurred by a servicemember in the line of duty on active duty, or that existed before the active duty and was aggravated by service in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

In the case of a veteran who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a "serious injury or illness" means an injury or illness that was incurred by the servicemember in the line of duty on active duty in the Armed Forces, or that existed before the active duty and was aggravated by service in the line of duty on active duty, and that manifested itself before or after the servicemember became a veteran, and is:

a. A continuation of the serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank or rating; or

b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or greater based in whole or in part on the condition precipitating the need for leave; or
c. A physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or
d. An injury, including a psychological injury, on the basis of which the covered veteran has

been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Next of kin" is the nearest blood relative of the servicemember.

5. **Duration of Leave.** Eligible Employees may take up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period for a purpose which qualifies for a family leave, a disability/medical leave, or a Qualifying Exigency Family Leave under the FMLA Policy. The twelve (12) month leave year is calculated backwards from the date the requested leave commences.

If an eligible Employee qualifies for a Military Caregiver Family Leave, he/she may take up to twenty-six (26) weeks of leave during a single twelve (12) month period. The single twelve (12) month period is different than the rolling twelve (12) month period addressed above, and begins on the first day of a Military Caregiver Family Leave.

If spouses are both employed by SSLDL and both are eligible for a Family or Medical Leave, spouses may take up to a combined total of twelve (12) weeks of Family and Medical Leave for the birth and care of a newborn child, the placement of a child in the spouses' home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition. If spouses are both employed by SSLDL and both attempt to use a Military Caregiver Family Leave, the aggregate number of weeks that they can use is a combined total of 26 during a single 12-month period, including any time spent on other types of Family and Medical Leave.

6. **Intermittent and Reduced Schedule Leaves.** Family and Medical Leaves for absences necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced schedule basis but only if such a schedule is medically necessary (including the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition).

In the case of caring for a newborn, adopted or foster child, intermittent Family and Medical Leave or a reduced schedule requires prior approval by SSLDL. SSLDL's consideration of such requests will include several factors, such as the length of the requested leave, the nature of the employee's job, existing and proposed work schedule, and SSLDL's business needs.

Military Caregiver Family Leave and Qualifying Exigency Family Leave may be taken intermittently or on a reduced leave schedule.

If a Family and Medical Leave is a foreseeable intermittent or reduced schedule leave for planned medical treatment, SSLDL may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of absence or to a part-time schedule. Employees must also make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SSLDL's operations.

7. **Notice of the Need for Family and Medical Leave.**

a. **Foreseeable Leave:** If the need for a Family and Medical Leave is foreseeable, employees should give at least 30 days notice of their intent to use the leave. If it is not possible to provide 30 days notice for a foreseeable leave, the employee must give notice as soon as practicable, which ordinarily means by the same or next business day. Failure to provide such notice may be grounds for delay or denial of leave.

b. **Unforeseeable Leave:** When the need for a Family and Medical Leave is unexpected, employees must provide notice as soon as practicable after the need for the leave is known. This means that employees generally must comply with SSLDL's normal call-in procedures. Failure to provide such notice may be

grounds for delay or denial of leave and may result in discipline for failing to comply with SSLDL's call-in procedures.

c. **Content of the Notice:** Employees must provide sufficient information for SSLDL to determine if the leave may qualify as a Family and Medical Leave and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Qualifying Exigency or Military Caregiver Family Leave. Employees must also inform SSLDL if the requested leave is for a reason for which Family and Medical Leave was previously taken or certified. If the request is for intermittent leave or reduced schedule leave, employees shall include the proposed leave schedule.

d. **Applying for Family and Medical Leave:** Notice of the need for Family and Medical Leave should be made in writing, absent extenuating circumstances, and submitted to the Assistant Director. To apply for a Family and Medical Leave, contact the Assistant Director or Director for a Family and Medical Leave Request form.

8. **Certification.** If an employee is requesting a Family and Medical Leave due to his or her own serious health condition or to care for a parent, child or spouse with a serious health condition, he or she will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long. Forms for this purpose will be provided by the Director or Assistant Director when employees notify SSLDL of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form or the request for a Family and Medical Leave may be delayed or denied.

a. **Second and Third Opinions:** After submitting the required medical certification, SSLDL may require, at its option and its own expense, that a medical certification be obtained from a health care provider of SSLDL's own choosing to verify the need for the requested Family and Medical Leave. If the first and second medical certifications differ, SSLDL may require, at its option and at its own expense, that a third certification be obtained from a third health care provider who is jointly selected by SSLDL and the employee. The third medical certification will be final and binding on both parties.

b. **Certification of a Qualifying Exigency Family Leaves:** SSLDL may seek certification of a Qualifying Exigency Family Leave each time the employee requests such leave in connection with a covered military member. The first time the employee requests such leave, SSLDL may also require that the employee provide a copy of active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty during deployment in a foreign country and the dates of the service.

c. **Certification of a Military Caregiver Family Leave:** If an employee is requesting a Military Caregiver Family Leave to care for a seriously injured or ill covered servicemember, medical certification for such a leave must address whether the covered servicemember suffered a serious injury or illness on active duty that may render him/her medically unfit to perform the duties of his/her office, grade, rank or rating. Such certification must be obtained from one of the following types of health care providers: (1) a Department of Defense (DOD) health care provider; (2) a Department of Veterans Affairs health care provider; (3) a DOD network authorized private health care provider; (4) a DOD non-network-authorized health care provider; or (5) any health care

d. provider as defined in 29 CFR 825.125. In lieu of such certification, the Company will accept Invitational Travel Orders (ITOs) or Invitational Travel Authorizations (ITAs) issued to any family member to join an injured or ill covered servicemember at his/her bedside. It is not necessary for the employee to be the family member named in the ITO or ITA.

e. **Recertification:** SSLDL may also require periodic medical re-certifications at the employee's expense.

9. **Utilization of Paid Leave.** Approved Family and Medical Leaves of absence for full-time, salaried employees will be paid for up to four weeks. For any leave exceeding four weeks in a rolling twelve- month period, full-time, salaried employees must use any accrued PTO concurrently with the employee's Family and Medical Leave to cover any additional time off. All other employees taking Family and Medical Leave

under this Policy must use any accrued PTO concurrently with the employee's Family and Medical Leave. Once an employee exhausts his/her accrued PTO, the remainder of any such leave will be unpaid.

11. **Continuation of Benefits.** While on paid or unpaid Family and Medical Leave, whether full leave, intermittent leave or reduced schedule leave, the employee's benefits under SSLDL's Priority Health shall be continued in full force and effect on the same terms as though the employee were not on leave, except as provided in Paragraph (b) below.

a. **Contributory Benefits.** To the extent that the employee is required to contribute to the cost of maintaining benefits under SSLDL's Group Health Plan, the employee shall, during the leave period, continue to make the required contributions as though the employee were not on leave. During any period of unpaid Family and Medical Leave, the employee shall pay his or her contribution in accordance with any agreement made by and between the employee and SSLDL in writing before the commencement of the leave. If no agreement has been made regarding payment of employee contributions, the employee shall remit his or her contribution to SSLDL at the same time as such contribution would be made if by payroll deduction in the ordinary course of employment by SSLDL. Nothing contained in this FMLA Policy shall operate to preclude or defer the effect of any change in the employee's required contribution which becomes effective during the leave period.
\With the exception of the employee's benefits under SSLDL's Group Health Plan as referenced above, employer contributions and other benefits defined under Policy 203, including the accrual and PTO, and seniority will continue only during any portion of a Family and Medical Leave that is paid. All employment benefits accrued by the employee before the start of Family and Medical Leave, except paid leave time substituted for unpaid Family or Medical Leave time as described above, shall be preserved during the term of the leave and shall be restored to the employee upon return to work at the expiration of the leave.
b. **Failure to Reimburse Employer.** If the employee fails, for a period of thirty (30) days, to make any payment required to keep his or her benefits under SSLDL's Priority Health Group Health Plan in force while on Family and Medical Leave, SSLDL's obligation to continue group health coverage will cease. The employee facing cancellation of coverage will be notified in writing at least fifteen (15) days before coverage is to cease. Coverage will be cancelled retroactively to the effective date of the period to which the unpaid premium applies.

12. **Failure to Return to Employment.** If an employee does not return to work upon the completion of an approved Family and Medical Leave for reasons other than the onset, continuation or recurrence of a serious health condition of the employee or the employee's parent, child or spouse, the serious injury or illness of a covered servicemember or other circumstances beyond the employee's control, SSLDL will require repayment of SSLDL contribution to the employee's health insurance and any other insurance premiums paid during the Family and Medical Leave.

13. **Restoration.** An employee on a Family and Medical Leave who returns to work on or before the expiration of 12 weeks (or 26 weeks, in the case of Military Caregiver Family Leaves) of Family and Medical Leave will generally be reinstated to his or her prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. Some employees, however, may be denied restoration of employment under limited circumstances:

a. An employee will not be restored to his or her prior job or an equivalent position if the employee would not otherwise have been employed at the time the restoration would have occurred, such as when an employee's position has been eliminated in an intervening reduction in force or when the employee was hired for a specific term that has expired or to perform work on a discrete project that has been completed.

b. "Key employees" may be denied restoration to their prior or equivalent positions under certain circumstances. A "key employee" is defined as a salaried employee whose compensation falls within the highest 10% of SSLDL's workforce. A key employee will be permitted to take Family and Medical Leaves but

may be denied restoration to his or her prior or an equivalent position if denial of restoration is necessary to prevent substantial and grievous economic injury to the operations of SSLDL. SSLDL will notify key employees of its intent to deny restoration as soon as SSLDL determines that substantial and grievous economic injury will occur in the event of restoration.

c. Acceptance of another job while on a Family and Medical Leave will result in the cancellation of the leave and the termination of the employee's employment.

14. **Status Reports and Fitness-for-Duty Certifications.** It is the employee's responsibility to remain in reasonable and periodic contact with SSLDL while on leave and to report on his or her status and intent to return to work as indicated in the SSLDL Procedural Manual Any employee not planning to return to work following an approved Family and Medical Leave is requested to submit a two-week written notice of resignation. In addition, if the employee is returning from a Family and Medical Leave relating to his or her own serious health condition, the employee must provide a written fitness-for-duty certification from a health care provider that the employee able to resume work.

15. **Absences Exceeding Entitlement to Family and Medical Leave.** SSLDL cannot guarantee any position to employees who are absent due to Family and Medical Leaves or other reasons for longer than twelve (12) weeks in any twelve (12) month period (or twenty-six (26) weeks, in the case of military caregiver family leaves). The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee's job, business conditions, staffing needs and the availability of openings for which the employee is qualified, as determined by SSLDL. If the employee's position is no longer open, efforts will be made to provide an appropriate alternative position at a comparable salary. If SSLDL determines that no appropriate alternative position is available, an employee who is returning from an extended leave will be terminated.

16. **Additional Information.** For additional information about your rights and responsibilities with respect to the taking of Family and Medical Leaves, please see the Administrative Manager. Issues or questions not covered by this FMLA Policy will be administered in accordance with applicable state and federal law.

Cross Reference: Policies 201; 203; 211

Policy 217: Vacation Time
Reviewed: 5/04/2026
Revised: 5/04/2026
Approved: 5/18/2026

1. Employees employed for the entire previous year will receive the following amount of vacation hours every January 1:
    Salaried employees:
        1 year – 64 Vacation hours
        2-4 years – 104 Vacation hours
        5+ years – 144 Vacation hours
    Hourly employees (20-39 hours/week): 12 Vacation hours

2. Employees NOT employed for the entire previous year will receive the following amount of Vacation hours prorated based on their date of hire on January 1:
    Salaried employees: 32 Vacation hours prorated
    Hourly employees (20-39 hours/week): 12 Vacation hours prorated

3. Hourly employees (20-39 hours/week), as defined in Policy 203, will be allowed to carry over Vacation hours in the first year of employment.

4. Salaried employees, as defined in Policy 203, will be eligible to accrue vacation hours based on the schedule in the procedure manual. No Vacation hours will accrue beyond the maximum accrual amount.

5. To the extent possible, Vacation is to be requested via online Time off tracker and approved by the supervisor in advance. Failure to do so may be considered a violation of Policy 207 (Employee Conduct) and treated accordingly.

6. Approval of Vacation time off is at the discretion of the immediate supervisor, assistant director and/or director.

7. Upon separation from employment, time off will be paid out to salaried and hourly employees (20-39 hours/week) based on the schedule in the procedure manual. If two weeks' notice is not provided, the employee forfeits the payout of any Vacation time. Admin staff are required to provide one-months' notice or the employee forfeits the payout of any Vacation time.

8. Vacation hours and Earned Sick Time (EST) (refer to Policy 213) will be tracked separately.

9. Staff that lost vacation hours due to EST will be grandfathered - refer to Policy 213.

Cross Reference: Policies 203; 207; 213

Policy 218.0: Jury duty and subpoenas
Reviewed: 5/04/2026
Revised: 4/21/2025
Approved: 4/28/2025

1. When employees are asked to serve on jury duty or comply with a subpoena written notice must be given to the employee's supervisor as soon as possible.

2. All employees working 20 hours or more will receive pay for their regularly scheduled hours for the duration of the jury duty or subpoena compliance.

3. Time off for jury duty or subpoena compliance will not be charged against the employee's earned sick or vacation time.

Policy 219.0: Bereavement Pay
Reviewed: 5/04/2026
Revised: 4/21/2025
Approved: 4/28/2025

1. All salaried and hourly employees may be granted up to three days of bereavement leave at the discretion of the director or designee in the event of the death of an employee's immediate family member.

2. "Immediate family member" is recognized as but not limited to a parent, spouse, child, son-in-law, daughter-in-law, parent-in-law, sister, brother, brother-in-law, sister-in-law, grandparent, or relative residing in the employee's household whether the relationship is natural, adoptive, step or foster.

3. Salaried and hourly employees will be granted pay for scheduled hours missed according to the guidelines above. This leave will not be charged against the employee's earned sick or vacation time.

Policy 220.0: Military Service
Reviewed: 5/04/2026
Revised: 4/21/2025
Approved: 4/28/2025

1. The Library will comply with legislation related to the treatment of employees who are retired from, active in, or intend to join a branch of the United States Armed Forces. Such legislation includes, but is not limited to Michigan Act 133 of 1955, Uniformed Services Employment and Reemployment Rights Act (38 USC §§4301-4335), MCLA §32.273.

2. All employees who are retired or active members of the Armed Forces, or intend to become a member of the military will be granted such leave as necessary, without pay, to fulfill the obligations of their service.

3. Members of the Armed Forces exiting active service, training, etc. will be offered reemployment in their prior or equivalent position unless the employee received a dishonorable discharge.

4. All issues of pay, benefits and seniority will be calculated including the time spent in the Armed Forces.

5. The employee may elect to use any or all earned sick or vacation time to continue receiving checks while in the Armed Forces, otherwise such military leave shall not be charged against their earned sick or vacation time.

Policy 221.0: Review of personnel records
Reviewed: 5/04/2026
Revised: 4/10/2017
Approved: 4/24/2017

In accordance with the State of Michigan Public Act No 397 of 1978, Employee Right-to-Know Act, all personnel records of employees, both active and inactive, are the property of the Library.

1. Employees, currently employed or formerly employed by the Library, have the right to review their own personnel file according to the steps in the procedure manual.

2. Personnel files include documents which relate to:

    a. A specific employee
    b. Personnel action or inaction regarding that employee
    c. Qualifications for employment, promotion qualifications, compensation, termination or disciplinary action.

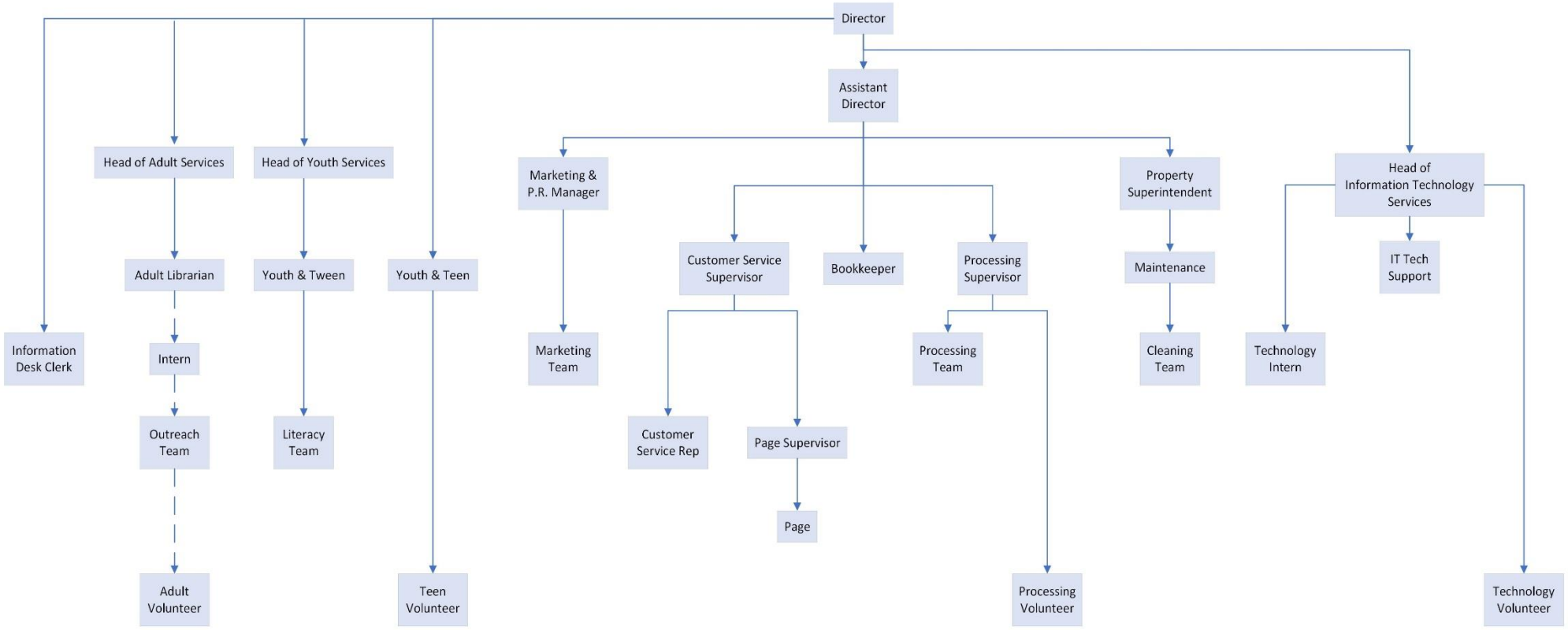
3. The Director maintains a policy of confidentiality of library personnel records. Information will be released with written permission of the employee, by court order, or in accordance with Michigan Law.

Policy 224.0: Compensation for emergency closings
Reviewed: 5/04/2026
Revised: 4/16/2018
Approved: 4/30/2018

1. The Library will be closed only when weather conditions deteriorate to the point where emergency situations arise; when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.); when condition of roads, parking lots and walkways are deemed unsafe; or, when there is an emergency within the Library service area. The decision to close the building will be based on an assessment of the situation by the director, assistant director, or an administrative staff member in consultation with a library board member.

2. If conditions prevent a normal work schedule, employees scheduled to work will continue to receive pay for up to two weeks.

Policy 300: Organizational Structure
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026



Policy 301.0: Library Director
Reviewed: 5/4/2026
Revised: 8/14/2025
Approved: 8/25/2025

The Library Director is appointed by the Board to efficiently administer the public library in terms of plans, policies and budget adopted by the Board.

QUALIFICATIONS:

- A Master's Degree in Library Science or its equivalent from a library school accredited by the American Library Association or receives a waiver from the State Librarian
- Meets certification requirements of the Library of Michigan based on library class level (currently class IV)
- Aptitude for effectively dealing with the Library public.
- Interpersonal and communication skills.
- Dedication and attention to customer service
- Knowledge of library organization, administration, services, finance and procedures.
- Computer skills and continuous advancement in library technology skills
- Ability to solve problems and make decisions.
- Physical ability to perform typical duties.

REPORTS TO: Salem-South Lyon District Library Board of Trustees.

JOB GOAL: To implement the Library Board of Trustees' goals and objectives in providing quality library services to the community.

CORE RESPONSIBILITIES:

- Examines the Library's collections, functions, and outreach. Recommends plans for the Library's growth and means of implementation.
- Directs and participates in the overall operations of the Library, recommends needed policies and administers the Library in accordance with adopted policies. Explains policies to staff and public. Implements procedures and oversees activities of library staff and volunteers.
- Develops with the Budget Committee the annual budget and gives current reports of expenditures against the budget at each monthly Board meeting. Decides on use of money within the Cost Centers.
- At budget hearings, the Director answers questions on library administration and financial details. The Director supplies facts and figures to the Board to aid in interpreting the Library's financial needs.
- Educates the community and seeks donors.
- Recommends prudent financial management and assists the Board in cooperating with other libraries. Alerts the Board to pending legislation that would affect library funding.
- Coordinates the activities of assigned personnel; assigning duties, developing and scheduling various programs and assuring that adequate personnel, materials and equipment are available to provide the best possible library services to the community.
- Assesses the quality and accuracy of staff performance, counseling employees as necessary.
- Assesses information regarding the community, formulating service goals and developing programs for the Library in conjunction with staff and administration.
- Prepares various reports regarding circulation, activities and programs describing and evaluating services.

- Reviews payroll for employees. Works for needed improvements in working conditions, fringe benefits, and salary scale. Capitalizes on skills and initiative of all staff members.

- Facilitates publicity and promotion of library services through group presentations and lectures, news releases and bulletins and by advertising library programs of public interest within the community.
- Oversees purchase of print and non-print materials and library equipment and determines necessary supplies for operations.

- Keeps current in library technology trends. Oversees purchases and maintains systems to remain state of the art.
- Keeps current on the latest methods and techniques in library services.
- Encourages the Board to study library-related topics by supplying information. Assists with orientation of new Board members and notifies Board members of important meetings to attend.
- Maintains good communication.
- Cooperates with the Friends of the Library.
- Maintains security, assures proper safety and security measures are followed for the benefit for staff, patrons, and volunteers.
- Ensures that the Library building and property are safe, comfortable and well-maintained.
- While the responsibility remains with the Library Director, s/he may choose to appoint a Designate to execute these responsibilities under the direct supervision of the Library Director and other duties as deemed necessary by the Board.

TERMS OF EMPLOYMENT:
Full time employment. The Director is expected to work a flexible schedule, based on 40 hours per week that includes special projects, Board meetings, Friends of the Library meetings, or similar activities. Salary, benefits and termination of employment in accordance with Board policy. The Salem-South Lyon District Library is an “at will” employer.

EVALUATION:
Performance of this position will be evaluated by the Board according to Policy 209.1, Director Performance Review.

Policies cross-referenced: 209.1; 804

Policy 400: Children and vulnerable adults in the Library
Reviewed: 5/04/2026
Revised: 5/04/2026
Approved:5/18/2026

SSLDL is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use the Library's collection and technology. Library staff are available to assist and support children in using the Library. Parents, guardians and caregivers are responsible for the supervision and safety of children and vulnerable adults at the Library.

1. Definitions

A. "Child" means a minor under the age of 18.

B. "Vulnerable Adult" an individual age 18 or over who, because of age, developmental disability, mental illness, or physical disability requires supervision or personal care or lacks the personal and social skills required to live independently.

C. "Caregiver" is an individual who is at least 16 years old and is responsible for monitoring or caring for a child or a vulnerable adult.

II. Rules and Regulations Regarding Children

A. Children, like all library users, are required to respect library property and act in a manner appropriate to the use and function of the Library. Children are expected to comply with all SSLDL policies including the Library's Code of Behavior (see policy 410.0).

B. Parents, guardians and caregivers shall be fully aware of all Library policies that may apply to children, including the Library's Code of Behavior (see policy 410.0)

C. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.

D. Library staff will not be expected to supervise or monitor children except when children are attending an official Library program that does not require adult attendance.

E. Library staff will not be responsible if unsupervised children of any age leave the Library premises alone or with other persons.

F. Children age 6 and under must be in the presence of a parent, guardian or caregiver at all times, except when attending a Library program that does not require adult attendance.

G. The parent, guardian or caregiver shall remain in the Library at all times.

H. Children age 7-11must have a parent, guardian or caregiver on the library premises at all times including the duration of a Library program the child is attending.

I. Children may not attend a Library program independently if the program description specifies that an adult caregiver must attend with the child.

J. Children ages 12 and older may be in the Library without a parent, guardian or caregiver.

K. The Library requests that children 12 and older who are unattended be picked up at least ten minutes before closing time. If a parent, guardian or caregiver cannot be reached by closing time after being contacted, Library staff may contact law enforcement officials to take charge of the unattended child. Library staff are not permitted to transport an unattended child or vulnerable adult under any circumstances.

Cross reference: Policies 410.0

Policy 401: Collection Development
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026

Table of Contents

I. Introduction
   a. Goals

II. Selection Responsibilities
   a. Responsibilities of Individual Selectors

III. Intellectual Freedom
   a. Accessibility of Materials in the Collection
   b. Reconsideration of Materials in the Collection
   c. Internet Access

IV. General Principles of Selection

V. Selection Criteria

VI. Adult Collection
   a. Fiction
   b. Nonfiction
   c. Large Print
   d. Reference
   e. Periodicals and Newspapers
   f. Local History
   g. Audio Books
   h. Video Recordings
   i. Music Recordings
   j. Gaming
   k. Kits

VII. Juvenile & Tween Collection
   a. Books - Picture Books, Easy Readers and Fiction
   b. Books - Nonfiction and Reference
   c. Periodicals
   d. Audio Books
   e. Media Kits
   f. Music Recordings
   g. Gaming

VIII. Realia

IX. Teen Collection
   a. Books - Fiction
   b. Books - Nonfiction
   c. Periodicals
   d. Audio Books
   e. Gaming
   f. Kits

X. Electronic Resources
    a. Development
    b. Retention

XI. Gifts and Donations

XII. Cooperatives and Resource Sharing

XIII. Preservation and Conservation

XIV. Collection Maintenance

XV. Evaluation and Revision of the Collection Development Policy

XVI. Conclusion

I. Introduction

The purpose of this Collection Development Policy is to outline the basic criteria for selection and retention of materials and electronic resources in the Library's collection. A written collection development policy provides guidance for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. A written policy statement also informs the public about the principles which guide the development and management of the Library's collection.

This Collection Development Policy is a statement and guide to be used by the professional staff of the SSLDL in selection, acquisition, evaluation, de-selection, preservation and maintenance of the Library's collection. It is understood that as the community changes, the Collection Development Policy will change as well. In order to keep the policy current and relevant, sections will be changed and amended as needed. These changes will be marked with appropriate dates.

A. Goals

SSLDL strives to achieve the following collection development goals:

1. Build and maintain a balanced collection, of adequate size, quality and diversity to meet the needs of the service community.
2. Build and maintain a collection that is up-to-date, attractive and well-maintained.
3. Optimize the allocation of the materials budget.

II. Selection Responsibilities

The authority and responsibility for the selection and de-selection of library materials is delegated by the Board of Trustees to the Library Director, and under his or her direction, to the professional staff working within the various areas of service.

A. Responsibilities of individual selectors

1. Perform materials selection and retrospective collection development.
2. Perform collection review and weeding.
3. Perform analysis of specific areas of the collection as required.

4. Keep current on library trends and be responsive to the changing interests of the community.
5. Report issues and potential issues relating to intellectual freedom, censorship and collection management to the Library Director.

III. Intellectual Freedom

A. Accessibility of Materials in the Collection

SSLDL is committed to providing a balanced collection. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The choice of library materials by users is an individual matter. Responsibility for selecting materials for children and adolescents rests with their parents and legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot restrict access to materials for others.

1. The Library is a forum for information and ideas. Books and other Library resources shall be provided for the interest, information and enlightenment of all people of the community. Materials shall not be excluded because of the origin, background or views of those contributing to their creation.

2. The Library shall provide materials and information presenting all points of view on current and historical issues. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.

3. The Library shall fulfill its responsibility to provide information and enlightenment.

4. The Library shall cooperate with all persons or groups concerned with materials in the collection.

5. A person's right to use the Library shall not be denied or abridged because of origin, age, background or views.

B. Reconsideration of Materials in the Collection

Due to the diverse nature of the Library collection, it is possible that any individual may find information and ideas, with which he or she disagrees, contained in the collection. An individual who has a serious concern about the inclusion of a specific item in the collection is encouraged to discuss this concern with a librarian. See Reconsideration Procedure.

C. Internet Access

SSLDL provides free Internet access from designated public stations and wireless access in the Library. Please refer to SSLDL's Acceptable Internet Use Policy, number 419, which allows the Library to conform to Public Act 212 of 2000.

IV. General Principles of Selection

The SSLDL recognizes the varied and changing needs and priorities of its service community. To meet these needs and priorities the Library will acquire, organize, maintain, and make accessible a variety of materials to meet the varied educational, informational, cultural, and recreational needs of individuals of all ages. Material selection will be guided by the following general principles:

1. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas, and subjects will be covered in sufficient depth to meet anticipated and expressed needs. The collection as a whole will not promote causes, further movements, or favor viewpoints. The Library's professional staff will aim to achieve a high standard of objectivity when selecting materials.
2. The collection as a whole does not reflect the views of the SSLDL or of individual staff or Board members.
3. Selection of library materials will be made on the basis of the educational and recreational needs and interests of the community, consistent with the Library's mission and goals.
4. Materials will be evaluated as a whole and not on the basis of a particular passage or passages.
5. Materials will be assigned to the juvenile, tween, teen, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove useful. The responsibility for the use of materials by children and teens rests with their parents or legal guardians.
6. When making selection decisions, material selectors will rely upon a number of tools, including, but not limited to: professional literature, popular media, standard and special bibliographies, lists created by recognized authorities, trade catalogs and publication announcements.
7. Materials will be considered using relevant state and federal laws (First Amendment, Title 18 Section 1470, United States Code, and Michigan Public Act 343 of 1984).
8. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation or the political or social views of the author.
9. Decisions to include materials created by local authors will be based on the same criteria used in selecting all other materials.
10. Reading, listening and viewing choices are the right of the individual and are a private matter. The freedom to read or inquire will not be restricted by the Library.
11. All suggestions and requests for purchase of materials are welcome and will be seriously considered. Patrons who wish to make collection recommendations should direct their suggestions to the librarians on staff, however the final decision rests with the Library Director. If a patron's recommendation meets the criteria designated within the collection management policy the item may be considered for purchase. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and interlibrary loan will be used to provide patrons with these materials.
12. The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to demand, availability and the nature of the series. When a specific title in a series is lost or withdrawn from the collection, selectors will consider whether to replace that title, subject to availability.
13. The Library's goal is to provide a quality collection of materials in a variety of formats for all age ranges which reflects the needs, interests and diversity of the service community. In order to serve the community to the greatest extent possible, the Library is committed developing a relevant collection in formats which maximize ease of access and are responsive to changes in technology. Materials in new formats will be considered with issues of budget and community relevancy in mind and will be systematically added to the collection when appropriate. Furthermore, materials in formats, which are no longer commonly used by the service community, will be de-selected from the collection as necessary with careful consideration of the issues of equal service and access in mind. The Library Director may approve the addition of new formats to the collection for evaluation based on requests or anticipated community interest without revision of this policy. If usage justifies continuation of these trial collections, a policy revision will be submitted for approval within one year of the collection's introduction.
14. The Library collection consists primarily of works in the English language. Representative titles

of works in other languages of interest in the community will be considered for inclusion in the collection. In addition, the Library collects language instruction books and audiovisual materials in languages other than English, as well as dictionaries and phrase books.

V. Selection Criteria

In addition to the selection principles established elsewhere in this policy, material selectors may use, but are not limited to, the following criteria to determine if a title or item should be added to the collection. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. An item need not meet all of these standards in order to be added to the collection.

1. Community interest, demand and popularity, both current and anticipated
2. Suitability for meeting the needs of the community
3. Creator's significance, reputation or popularity, generally and in the local community
4. Reliability and reputation of the publisher
5. Literary prizes or recognitions awarded to the work or the author
6. Professional and popular reviews, indexes and bibliographies, book lists, trade catalogs, publishers' advertisements, opinions of subject specialists, and customer recommendations
7. Permanent value
8. Timeliness and significance of the subject
9. Cultural or historical significance of the work and subject
10. Artistic merit
11. Literary excellence
12. Quality of presentation
13. Originality of thought
14. Accuracy, authoritativeness and objectivity
15. Existence of similar material in the Library's collection, and the need to provide a diversity of viewpoints, genres, styles and approaches
16. Budget, cost and space considerations in relation to demand
17. Local, state or regional significance
18. Suitability of physical form for library use and ease or speed of replacement

VI. Adult Collection

A. Fiction

The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works and books of general interest. The focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

B. Nonfiction

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. Materials on subjects of enduring interest are retained or replaced with newer editions.

C. Large Print

In order to provide library materials for visually impaired patrons, the Library maintains a large print book collection primarily selected to meet the general recreational and informational needs of adults. For the most part, the large print collection is comprised of duplicate titles of materials which are also

available in standard-sized type.

D. Reference

Reference materials, both print and non-print, are selected to provide specific information to patrons and to staff members answering patron questions. In order to insure availability of these information resources whenever needed, the reference collection is available for use only in the Library. Reference materials will be acquired in online or electronic forms, when these are readily available, unless cost is prohibitive and/or the print version of the resource is known to be superior and/or the print version is judged to provide better access to the information for the user group for which it is intended.

E. Periodicals and Newspapers

The Library subscribes to a variety of periodicals that reflect the diverse recreational reading interests of the local community. Preference will be given to general readership periodicals rather than professional journals due to the availability of indexed databases. Journals which are highly technical or scholarly will not be included in the collection. In addition to magazines, the collection includes local and national newspapers. Selection of periodicals and newspapers is based on patron demand. The periodical and newspaper collection will be evaluated periodically by library staff, at which time certain subscriptions may be altered or cancelled.

F. Local History

The Library maintains a limited collection of local historical information. Working in conjunction with local historians and historical societies, the Library will collect, preserve, organize and make available suitable materials of historical, geographical, cultural and genealogical relevance to the South Lyon area and to Michigan in general. The purpose of this collection is to provide materials for historical research to visitors, students and other interested members of the community. In addition, the Library will maintain a digital collection of the South Lyon Herald, which includes issues back to 1929. This collection is made up largely of gifts, and the Library will only buy materials for this collection where and when availability, space and budgetary considerations allow. SSLDL currently does not have facility to provide museum standard or archival quality storage for materials.

G. Audio Books

The audio book collection will provide public access to unabridged spoken recordings of print material. The majority of titles in this collection are fiction, however works of nonfiction, poetry, drama, world language instruction and self-improvement or instructional material are also included.

H. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing. This collection includes popular interest feature films, classics, musicals, documentaries, TV shows, and international films, as well as general interest informational and instructional films.

I. Music Recordings

The music section of the collection represents a wide range of musical styles. Community needs, customer requests, reviews and awards are considered in selection.

J. Gaming

Games purchased for adult use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.

K. Kits

Kits are tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to tools, technology and other material to be checked out by the public.

VII. JUVENILE AND TWEEN COLLECTIONS

The juvenile and tween collection has been developed to meet the entertainment, cultural and informational needs of SSLDL's young patrons, infant through eighth grade. The Library does not stand *in loco parentis*, and leaves the responsibility of guiding a minor's selections to the parent.

To encourage life-long reading habits, the juvenile and tween collections provide materials in a variety of formats to satisfy and stimulate the informational, educational, cultural and recreational needs of the children of South Lyon from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

A. Books - Picture Books, Easy Readers, and Fiction

The picture book collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most pictures books are intended for the young child, there are a number of picture books that are specifically written and illustrated for the older child. Easy Readers are intended for kindergarten through second grade readers. They are characterized by a controlled vocabulary, large print, heavy use of illustrations and a limited number of pages.

The fiction collection serves students from late second grade through eighth grade. The books feature age- appropriate vocabulary and subject matter.

B. Books - Non-Fiction and Reference

The juvenile and tween nonfiction and reference collections include materials to serve the informational needs of preschoolers through eighth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to children.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

E. Media Kits

The Library will purchase realia including but not limited to puzzles, books, DVDs, audiobooks games and other materials for checkout to the public. The subject matter, vocabulary, organization and scope must be age appropriate.

F. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing for children.

G. Music Recordings

The Library will purchase music recordings in a variety of genres to meet patron demands. This collection includes popular music, educational songs, and games. It is intended to serve infants through fifth grade children.

H. Gaming

Games purchased for juvenile and tweens use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age-appropriate.

VIII. REALIA

Realia is tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to puzzles, posters, bookmarks and other material for use in the juvenile, tween, and teen departments.

IX. TEEN COLLECTION

Purchases for the teen collection are made to fill a transitional need between the juvenile/tween and adult collection. Teens may find additional materials of interest in both the juvenile/tween and adult collection areas. The Library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. Materials located in the teen area are aimed at youth, ninth through twelfth grade.

A. Books - Fiction

Materials are a mix of traditional, popular, and contemporary titles of interest to the target age group.

B. Books - Nonfiction

The teen nonfiction include materials to serve the informational needs of teens in ninth grade through twelfth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to teens.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

E. Gaming

Games purchased for teen use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age-appropriate.

F. Kits

The Library will purchase realia including but not limited to puzzles, books, games and other materials for checkout to the public. The subject matter and scope must be age appropriate.

X. Electronic Resources

Electronic resources consist of informational, educational or entertaining media delivered in a broadcast or interactive format other than the printed page. Electronic resources may consist of, but are not limited to, databases, ebook delivery platforms, and audio/video/data file streaming or download services. Factors in selection include informational value, entertainment value, space allocation, availability of print equivalent, cost, availability of remote access, relevancy to the community and patron demand. Priority items will be those products which meet the needs and interest of the Library's service community, provide added value to their print equivalents and products which are the equivalent of paper collections. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

A. Development

SSLDL will facilitate access via its website to all resources furnished freely by the Michigan eLibrary (MEL) to State of Michigan residents. The Library will further facilitate access via its website to all electronic services offered by The Library Network (TLN) which are included as part of the Library's membership dues to the aforementioned organizations. If deemed necessary and appropriate by the Library Director and appointed staff, additional electronic resources will be made available to the users and staff of the SSLDL via subscription provided:

- Inclusion of the resource(s) is consistent with and informed by the Library's mission statement, current strategic plan and current materials selection policy
- Inclusion of the resource(s) is supported by patron demand, reasonable belief of patron demand, or assists library staff in the performance of their duties
- Any resource obtained or deployed for library staff use may also be made available for library patron use at the discretion of the appropriate department head
- The resource(s) or similar product(s) is not freely available via MEL, TLN, MLCS, or a trusted governmental or library agency
- The resource is cross-platform and compatible with a majority of popular operating systems and browsers
- The resource may be easily deployed via the Library's existing information technology network and website in a timely manner by current library staff, qualified vendors, or with the assistance of TLN or MCLS agents
- The resource provides content that may not otherwise be obtained through a less costly or more efficient means
- The resource may be funded by the Library's current and future budgets

B. Retention

An essential consideration in retaining electronic products is patron use. A subscription resource that does not show significant use over a time period of a year or more through statistics made available from the vendor or from our web server will be replaced or removed. A resource's utility to the Library staff in the performance of their duties will also be a consideration.

XI. Gifts and Donations

Please refer to the SSLDL Policy 402.

XII. Cooperatives and Resource Sharing

SSLDL participates in regional and state cooperative programs to provide a full range of access to information to its service community. These programs supplement and greatly expand local collections, remove geographic barriers and are essential to libraries of all types and sizes. SSLDL is a member of The Library Network, which provides a comprehensive program of support services for member libraries. These services include resource sharing and professional development for staff.

XIII. Preservation and Conservation

The Library strives to maintain a healthful environment for housing the collection. In the event of a disaster, the Library will do everything within its power to conserve and preserve the collection. The Library will make all attempts possible to repair damaged library materials. Items that are damaged beyond in-house repair and may be considered for replacement if they meet current collection management criteria as outlined in this policy. Items that are damaged beyond repair will be recycled whenever possible. SSLDL currently does not have facility to provide museum standard or archival quality storage for materials.

XIV. Collection Maintenance

SSLDL is committed to providing an up-to-date, attractive and well- maintained collection. To ensure a vital collection of continued value and relevancy to the community, the Library follows an ongoing program of reevaluation of materials. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.
Materials are removed from the collection when:

A. They are no longer within the scope of the Collection Development Policy.
B. They have zero or low circulation or use within an appropriate time period.
C. They contain obsolete information, theories or concepts that are not useful for historic reference.
D. They contain outdated or incorrect information.
E. They are in an obsolete format.
F. There are duplicate copies, unless multiple copies are justified by customer demand.
G. Newer editions are acquired, unless older editions contain valuable information not found in recent editions.
H. They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

The criteria listed above by no means represents a comprehensive list. Librarians will make the final determination regarding withdrawing materials from the collection. Withdrawn materials will become part of the Friends of the Library Book Sale when appropriate or recycled when possible.

XV. Evaluation and Revision of the Collection Management Policy

In order to maintain a collection that continues to serve the patrons of the SSLDL well into the future, it will be necessary to review portions of this policy periodically. As the community changes, the Library will need to reassess and adapt its collection to reflect new and differing areas of interest and concern. The Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection. The librarians will make recommendations for revisions to the policy as times and circumstances require.

XVI. Conclusion

SSLDL's Collection Development Policy serves as a guideline for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. It also serves to inform the public of the scope and nature of the collection. The goal of the staff of SSLDL is to create a useful, relevant collection that serves the population of the Library district. Comments and questions regarding the policy may be directed toward any librarian.

Policy 402: Gifts
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026

SSLDL may legally receive gifts as authorized by the Michigan Community Foundation Act 38 of 2017 (MCL 123.905 et seq.) SSLDL may accept gifts and donations of real, personal, or intangible property for the library as allowed by Sec 5. (3) and (4) of said Act.

Donations

Donors may make contributions directly to the Library general operating fund or to any active, defined Library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities. Gifts under $10,000 can be accepted by the Library Director and above $10,000 must be approved by the Library Board.

A. Materials

Gifts of materials may be added to the Library's collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection (see Collection Management Policy 401). The Library reserves the right to accept, discard, or redistribute, at its discretion, any unsolicited material sent to the Library.

B. Equipment/Furniture

The decision to accept equipment or furniture will be made by the Library Director and/or the Library Board of Trustees

C. Art

The decision to accept art and the determination of its location in the Library shall be made by the Library Director and/or the Board of Trustees of the Library, as appropriate. Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact and impact on the operations of the Library.

D. Landscaping

Library Director and/or the Library Board of Trustees, and the Friends of the Library as appropriate, shall make the decision as to the acceptance and location of gifts of landscaping items.

Appraisals for Public Library Gifts

The appraising of a gift to the Library for income tax purposes is the responsibility of the donor.
The Library will acknowledge receipt of gifts. A standard receipt form for used book donations is available.

Policy 403: Public Relations
Reviewed: 4/21/2025
Revised: 4/21/2025
Approved: 4/28/2025

To ensure that the public receives consistent and accurate information about Library policies, procedures, programs and services, and to ensure that the best possible image of the Library is presented to the public, the following public relations policy has been developed.

1. All contacts with the media will be arranged for the Library by the Director, the Director's designee, or the Board President. All media communication designed to speak officially for the Library, requires the prior approval of the Director or the Board President. If needed the Board of Trustees may designate additional representatives to speak on behalf of the board in special circumstances.

2. The Director will ensure that promotional and informational materials produced by the Library are accurate and meet high standards of quality.

3. In emergency situations or closings, official statements to the public and media will be made by the Director, Assistant Director or the Board President.

4. If it is necessary for Library staff to provide the public with information related to Library business or policy, the Library Director or designated personnel will inform staff what is to be said or distributed.

Policy 404: Risk Control - Contract Services
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

SSLDL will attempt to remove or limit its liability when contracting service from outside providers.

1. The Library will attempt to ensure that all contracts for service are in written format and that each separate contract contains a “hold harmless clause” that indemnifies the Library from any and all liability, injuries and/or damages caused by the service provider.

Example: I agree to hold harmless SSLDL from any liability that may arise.

2. Certificates of insurance shall be requested from all service providers upon contract initiation or at renewal. The Library should be named as an additional insured party in all contracts.

Policy 406: Parking Lot and Surrounding Area
Reviewed: 8/14/2025
Revised: 8/13/2024
Approved: 8/26/2024

1. The Library provides motor vehicle parking for staff and visitors. Reasonable efforts have been made to provide convenient parking in proximity to the building; however, the Library does not guarantee the availability of parking space at any particular time.

2. Parking is allowed in designated spaces only, unless additional space is opened up during large events. Vehicles may not be parked on the lawn, in the fire lanes, etc. Vehicles may not be double- parked. Vehicles parked in handicap parking spaces should display a state approved handicap sign in the rear view mirror of the vehicle or a state approved handicap license plate

3. Vehicle repairs of any kind, except for those that are immediately needed to remove the vehicle from the property, are prohibited.

4. At the discretion of the Library Director and/or designee, any vehicle on library property that does not have a license plate, has been parked for over 24 consecutive hours, poses a safety hazard, or impedes upon a restricted parking area may be immediately removed at the owner's expense.

5. The Library does not assume responsibility for damage to any vehicle, or for lost articles or property resulting from theft. The patron fully assumes all risk and responsibility for protecting a vehicle and its contents from theft or any other loss or damage.

Policy 407: Library Hours and Special Closings
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026

Every effort will be made to keep SSLDL open to serve the public as scheduled. All closings are subject to change. Check the website for updates.

Planned Closings

In some instances, building closures may be required for the maintenance and upkeep of facilities or in-service training. On the Wednesday and Thursday after Labor Day Weekend, the Library will be closed to the public for maintenance and upkeep of the facilities.

Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of SSLDL. All planned closings will be approved by the Library Board and announced to the public with as much forewarning as possible.

Holidays

SSLDL provides the following days of holiday closures:

New Year's Day
Memorial Day Weekend
Fourth of July
Labor Day: Saturday, Monday, Tuesday after Labor Day
Thanksgiving (5 PM Wednesday – Friday)
Christmas Eve Day
Christmas Day
New Year's Eve Day

Additional days may be considered if a holiday falls on a weekend.

Emergency Closings

Whenever a situation arises that, in the judgment of the Director or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to power failure, flooding, fire, vandalism, or extreme weather.

Bereavement or Funeral Closings

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the Library for a period of time.

Policy 409.0 ADA Compliance (Americans with Disabilities Act)
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

SSLDL is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Handicappers Civil Rights Act.

The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.

Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library at least one week in advance of the program/meeting in order that appropriate arrangements can be made.

Policy 410.0: Patron Code of Behavior
Reviewed: 5/4/2026
Revised: 5/04/2026
Approved: 5/18/2026

Policy Statement:

The Salem-South Lyon District Library (SSLDL) is committed to providing a safe and appropriate environment within the library that allows all patrons to use library facilities to the fullest extent during regularly scheduled hours.

The SSLDL Board of Trustees has established the following guidelines to ensure:

- Everyone may access SSLDL'S information, services, and opportunities
- SSLDL patrons experience safe library spaces
- SSLDL resources are protected from theft and damage
- SSLDL staff members have a safe workplace

SSLDL does not tolerate illegal behavior which is never permitted in physical and virtual library spaces. Visitor conduct must never endanger the health, safety, or well-being of other SSLDL users or employees or cause or threaten to cause damage to SSLDL property.

Any patron not abiding by regulations of the library may be required to leave the library premises and may have his or her library privileges suspended. Library employees will contact the police if deemed advisable.

Expectations:

A. Disruptive or unsafe behavior is prohibited, including, but not limited to:

- Running, climbing furniture, throwing, hitting, pushing, or shoving
- Following, threatening, bullying, or harassing other people or staff
- Inflicting physical, sexual, or verbal abuse
-

B. Patrons who possess a firearm on library property are required to be in compliance with all State and Federal Laws.

C. Visitors must not interfere with the use of the library by other patrons or with staffs' performance of duties, which includes monopolizing the attention of staff.

D. Visitors must have permission from a library staff member to enter a designated staff area.

E. Personal items must be kept in the owner's possession at all times. SSLDL is a public space; staff are not responsible for loss or damage of unattended items.

F. Visitors must not misuse or loiter inside restrooms.

G. Covered beverages are allowed in the adult and teen departments. No food or drink is allowed in the children's area.

H. Smoking, vaping, consuming alcohol, or use of illegal controlled substances are prohibited on Library property.

I. Soliciting for funds and/or support for political, charitable, or other causes must occur outside of SSLDL and may only take place in designated areas. Solicitors must not impede entry to SSLDL. Solicitations

inside the building are not permitted. Any organization wishing to place a collection receptacle at SSLDL to gather donated items must first contact the Director or Assistant Director to determine whether the request can be accommodated.

J. No person shall damage or deface library property.

K. Patrons must wear proper attire in the library at all times, including shoes.

L. Roller-blades, skateboards, or bicycles are not to be used as recreation in or outside the Library except as a legitimate mode of transportation or pursuant to library programs.

M. When on a cell phone, patrons shall keep conversation at low levels.

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the behavior and safety of minors or adults who require care. Any conduct that violates these guidelines may result in cost recovery charges, exclusion from SSLDL spaces and from the use of SSLDL services, and prosecution. All SSLDL staff are authorized to ask visitors whose choices violate the SSLDL's guidelines to leave the building for the remainder of the day. All staff are authorized to call 911 and required to document the incident.

SSLDL may bring criminal charges against any persons suspected of criminal acts toward SSLDL staff or patrons, including theft or vandalism of SSLDL property or materials or of any violations on SSLDL property of federal, state, or local laws and ordinances.

The Library Administration has the authority to deny use of the facility to any person or group that disturbs or interferes with the health, safety and welfare of persons in the area. In cases of disruptive behavior patron identification including name, address and phone number, may be requested and the following disciplinary actions may be taken:

First violation: Initial warning and given copy of Library Rules of Conduct.

Second violation: Library privileges suspended for one day.

Third violation: Library privileges suspended for up to one month.

Fourth violation: Library privileges suspended for up to one year.

Suspension from the SSLDL and the length of suspension will be at the discretion of administrative staff based on the severity of the offense. Suspension from the SSLDL includes library services, grounds and spaces. A patron whose privileges have been suspended or revoked may have the decision reviewed by the Board of Trustees

Policy 410.1: Animals on Library Grounds
Reviewed: 8/14/2025
Revised: 10/4/2012
Approved: 10/29/2012

1. Animals are prohibited in the Library except for service animals and those used for library programs. Any animal that poses a direct threat to the health or safety of other Library guests (human or animal) will be asked to leave.

2. All animals on Library grounds or in vehicles are the responsibility of the owners.

3. All animals outside of vehicles on Library grounds must be on a leash, harness, or tether and controlled by the owner.

4. All animal owners must clean up after their pets.

5. The Library will not be held liable for any animals that bite or attack any individual while on Library premises.

6. The Library is not responsible for any animals that may be injured on library grounds.

Policy 410.2: Soliciting & Petitioning
Reviewed: 8/14/2025
Revised: 10/14/2024
Approved: 10/28/2024

To comply with the First Amendment, the Library allows petitioning, soliciting, and/or distribution of literature, or similar types of appeals, by members of the public in the following manner while on Library Grounds:

A. Groups/individuals shall not obstruct or prevent the public or staff in any way from entering or leaving the Library or parking lot, from utilizing the Library grounds, including any bench, sitting area, or library garden. Access to any ingress or egress shall not be impeded or blocked.

B. Solicitation/petitioning must be outside and kept 100 feet from all Library entrances.

C. Groups/individuals must make arrangements, at their expense, for the disposal of any of their leaflets, pamphlets, handbills, articles, circulations, advertising, etc. that they do not use or is unwanted by the public. All such materials must be removed from the exterior of the Library at the close of each day. Costs will be assessed to the group/individual for any clean-up the Library has to incur because of their activity. Such materials containing any obscene or illegal content will not be permitted at any time.

D. Groups/individuals shall not create loud and disturbing noises, including but not limited to the use of loud speakers, sound amplifiers, or other such devices.

E. Groups/individuals are not permitted to sell anything on the grounds of the Library without prior approval from the Library Director or Assistant Director. This includes the solicitation and receipt of funds.

NOTE: Groups/individuals must in no way affiliate themselves with the Library. The Library does not advocate or endorse the views/opinions of groups or individuals soliciting/petitioning on Library grounds.

Policy 416.0: Public Notices
Reviewed: 4/21/2025
Revised: 4/21/2025
Approved: 4/28/2025

Postings must follow the guidelines listed below:

Community Bulletin Board

1. The Library does not advocate or endorse the viewpoints of postings on the community bulletin board.

2. The appearance and content of the notice must be suitable for the Library's community bulletin board.

3. The Library assumes no responsibility for the preservation or protection of materials.

4. The Library does not display posters, petitions or notices for political parties or candidates or those advocating a position on public issues. Official and nonpartisan election information, such as materials from the League of Women Voters, can be displayed and distributed at the Library.

5. Materials may not be returned to the sponsor. The Library will condense postings to accommodate space.

Road Sign

The road sign will be used only for SSLDL affiliated events.

Policy 417.1 Pavilion and Meeting Room Use
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

Purpose: The primary purpose of the pavilion and meeting rooms is for library activities including, but not limited to, library programs, activities of the Friends of the SSLDL, meetings of the SSLDL Board of Trustees and its' committees and as a polling place for elections. When the pavilion or meeting rooms are not needed for these activities, all civic, community, or educational organizations, whose purpose is non-commercial and non-profit, may use the pavilion or meeting rooms at no charge. It is not available for social events such as showers, birthday parties, weddings or receptions.

General Regulations and Guidelines: The pavilion and meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the room. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library Staff or the Library Board of Trustees. The Library reserves the right to deny future use or access to any group that violates any part of this policy.

A. Scheduling

1. Library Administration authorizes the use of the space and maintains the schedule. For information and reservations, contact Library Administration at 248-437-6431.
2. Programs, services, meetings and events hosted by or in partnership with the library have first priority for scheduling. Applications for times not scheduled will be considered thirty (30) days prior to meeting date on a first-come, first-served basis.
3. The meeting room is available for reservation during regular library business hours. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including set-up and clean-up, must begin and end during library hours.
4. The library reserves the right to limit the frequency of use of its meeting room, to cancel reservations, and to review any or all applications before granting approval.
5. The pavilion and meeting rooms application must be signed by an adult, age 18 or older. A member of the group must be a SSLDL cardholder in good standing. Groups comprised of minors under the age of 18 are required to have adult supervision at all times (one adult must be present for every 10 elementary children and one adult must be present for every 20 middle school children).
6. If the library is forced to close due to an emergency situation, the meeting room will not be available and Library Administration is not obligated to provide an alternate meeting space.
7. Reservation cancellations must be made at least 24 hours in advance.
8. The Library may cancel any reservation at any time for any reason.

B. Safety

1. The Library is not liable for injuries to people or damage to individuals or organizations using the pavilion or a meeting room.
2. In accordance with library regulations, the maximum capacity of the meeting rooms are in compliance with local fire codes for posted public occupancy limits.
3. Exit doors must be kept clear at all times.
4. Do not move library tables and/or equipment. All set-up and take-down of tables and equipment must be performed by library personnel.

C. Acceptable Room Use

1. All meetings and programs held in the library meeting rooms and pavilion during library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the library. Meeting room programs must not interfere with library operations.
2. The Library Administration has the authority to deny use of the pavilion or a meeting room to

any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.

3. Groups shall abide by all of the Library's policies, as well as, all applicable laws, ordinances, codes and other rules. Violation of any regulation may result in the immediate removal of the group from the meeting room and library premises.

4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited, but may be permitted at the discretion of Library Administration.

5. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without permission of the Library Administration. Do not affix or adhere anything to the walls.

6. Food and beverages must be contained within the meeting room. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.

7. The kitchenette in the meeting rooms is not furnished with any supplies or utensils other than a sink. Groups using a meeting room must bring all supplies with them.

8. Waste must be placed in the proper receptacles.

9. The Library cannot supply any storage space. Groups using the meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.

10. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library's tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker.

11. The individual reserving the pavilion or meeting room on behalf of an organization is responsible for any and all damage caused by meeting attendees or others associated with the meeting.

D. Publicity:

1. The name, address, or phone number of the SSLDL may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.

2. The use of the pavilion or meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.

3. The person signing the pavilion and meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Policy: 418.0: Displays/Exhibits
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

SSLDL welcomes the opportunity to allow the community to use the exhibit areas of the Library. Display goals are to educate, enlighten and empower.

The fact that an organization or person is permitted to use a library display/exhibit space does not in any way constitute an endorsement by the Library of its policies or beliefs and no claim to that effect may be used in advertising.

The following policy has been developed to promote equitable access to the display/exhibit spaces in the Library and to ensure that displays/exhibits reflect the Library's overall commitment to quality. This policy applies to all public-provided displays/exhibits in the Library.

SSLDL is committed to following guidelines for display set out in the American Library Association's Library Bill of Rights:

1. The Library will consider a wide range of artistic expression and educational value in deciding on potential displays/exhibits. In deciding on the suitability of any work, the Library is mindful that the display/exhibit areas are used for normal library activity and will be viewed by all segments of the community and all age groups. The Library reserves the right to decline any display/exhibit. In the event that a potential display/exhibit is declined, the Director or coordinating librarian will notify the applicant in writing explaining the reason for the decision. The Library Director has final approval over any proposed display/exhibit as well as the right to request the exhibitor to make changes to the display/exhibit.

2. The display/exhibit spaces may not be used for political purposes, advertising, or for commercial enterprises.

3. The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.

Policy: 419.0: Acceptable Internet Use
Reviewed: 4/21/2025
Revised: 4/21/2025
Approved: 4/28/2025

The Internet, being a forum for information and ideas, and having become a mainstream source of information, is made available free-of-charge for the public at the SSLDL, within the framework of this Acceptable Use policy.

It is the policy of SSLDL 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)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Salem-South Lyon District Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
(a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
(b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

The Library follows the American Library Association's position on Children's Internet Protection Act (CIPA).

Rights and Responsibilities of Users

User Rights: Consistent with the mission statement of the Library and the principles of public librarianship, this policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, and privacy.

User Responsibilities: Users of the Internet resources of the Library are expected to act in a responsible manner, respecting and in accordance with applicable law, and in a courteous manner, respecting the quiet enjoyment of others using the Library. This policy applies to all forms of Internet access at the Library

Conditions of Access:

1. Users must agree to abide by this policy.
2. Users will report any equipment problems to the Library's staff.
3. Users must act in accordance with applicable local, State, and Federal law, as well as domestic and international copyright law.
4. Users must respect the security measures established for public computer use, and must not abuse access by attempting to circumvent or violate said measures.
5. Use of Internet access at the Library must not be conducted in such a way as to cause harm to come to others.
6. Use of Internet access at the Library must not be conducted in such a way as to violate anyone's privacy, electronic or otherwise.
7. Users must not attempt to change software or hardware configurations, including additions to or removal of Library-installed components. The Library cannot accommodate individual requests for the installation of user-provided specialty software.
8. Personal devices such as e-readers, laptops/tablets and smartphones may receive limited support from library staff when working to access library services.
9. Individuals using personal devices at the Library must agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the Library or receiving support from library staff.

Policy 422: Use of Video Monitoring Equipment
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

I. PURPOSE

The purpose of security cameras is to enhance the safety and security of the SSLDL staff, patrons, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Code of Conduct Policy.

II. POLICY

Security cameras and video recording equipment are on Library property as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct sight lines;
- The area would be burdensome to monitor due to its size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes is limited to public areas of the Library. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways.

Video surveillance will be conducted in a professional manner and in a manner complying with other library policies and applicable law. No audio will be recorded. In order to protect patron privacy only the Library Director and Head of IT will have continuous access to the security cameras. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Recorded video surveillance images are not considered a "Library Record" (as defined by the Michigan Library Privacy Act) and may be disclosed in accordance with applicable law. Images may have to be blurred or redacted prior to release. The Library Director or their designee will determine whether the images can be disclosed without a court order or written consent, including in accordance with a Freedom of Information Act Request. The surveillance videos shall be kept for a limited period of time as determined by the Library Director in accordance to the State of Michigan Approved Record Retention Schedule.

Policy 423: Sales Related to Library Programs
Reviewed: 8/14/2025
Revised: 11/13/17
Approved: 01/6/14

The Library frequently offers programs that are scheduled by the Library staff according to availability and local interest. Occasionally, a presenter will have a book, craft or some other material related to the program that they would like to make available to the program attendees to purchase.

Library employees are authorized to take vendor requests to the Library Director or their designees for approval.

Policy 425: Information and Reference Services Policy
Reviewed: 2/18/2026
Revised: 2/18/2026
Approved: 2/23/2026

Forms of Inquiry
Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

Responses to Requests for Assistance
Reference service is intended to be provided by trained staff during all hours the Library is open. When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. Reference staff members will attempt to answer questions at the time the request is made and to work within the patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource(s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

Staff will assist, as they are able, in helping patrons with computer applications or electronic reading and listening devices. They may refer patrons to appropriate books, online tutorials or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.
Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice or personal recommendations in any area other than the use of
- Library resources. This includes, but is not limited to, legal, medical, tax, financial, political or religious advice.
- Critiquing or editing documents.
- Completing forms (including online forms) for patrons.
- Creating accounts for patrons, such as banking, financial, or online shopping accounts.

Policy: 502.0: Patron Eligibility
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

1. Residents:

A. SSLDL is funded by property taxes, state aid, penal fines and contributions. It is not a school-district funded library. Therefore, residency requirements for membership should not be confused with or presumed to be the same as residency requirements for the South Lyon School District.

B. A resident of SSLDL is any person who resides in or pays property taxes to a jurisdiction assessing an operational millage for the Salem- South Lyon District Library. Services will not be denied or abridged because of religious, racial, social, economic or political status, nor because of age. Regardless of this requirement, employees or elected board members of the South Lyon Community School District are treated as residents eligible for full borrowing privileges under this policy.

Persons who own a business in the SSLDL service area may obtain a Library card upon proof of business ownership in Salem Township, the City of South Lyon, or Green Oak Township.

All cards are renewed annually.

Resident card and business card holders have access to all library services

C. Resident Minors
Minors are entitled to a library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18 a patron does not require the signature of a parent or guardian.

2. Nonresidents:

A. Contract Nonresidents are persons who reside in or pay taxes to any jurisdiction that has entered into a contract with the SSLDL for provision of services in exchange for financial support. Contract Nonresidents are eligible for all privileges granted to Residents as described above.

B. Child Nonresident: Any child age 18 and below in the SSLDL,, but one who does not live in the Salem-South Lyon District Library service area, is eligible to use their The Library Network (TLN) library card to borrow no more than five items.

C. Other Nonresidents. All other Nonresidents who reside in or pay taxes to any jurisdiction served by a library that is a member of The Library Network (TLN) may also be entitled to full library privileges. However, sharing of library resources should be equal between member libraries. When use of the Salem-South Lyon District Library by residents of a TLN participating district exceeds 5%, the SSLDL Board of Trustees will consider whether charging an annual per-family user fee to persons from that district is appropriate. Individuals who live at the same address are considered a family.

D. Nonresident Fees. If the SSLDL Board of Trustees determines that assessment of an annual per-family fee to families from a particular district is appropriate, the Board of Trustees will determine the fee amount each year. No portion of the annual fee or Summer Pass fee can be refunded. A family that pays the fee receives library cards entitling each household member to full library privileges at SSLDL. These Nonresident cards must be renewed annually. The Board of Trustees shall have complete discretion in applying Nonresident Fees to offset library expenses.

1. One piece of identification which includes proof of residency will be required for each resident or non-resident library card application. Examples of proper identification are: current driver's license, lease or rent receipt, recent utility bill, tax receipt, current voter's registration card, etc. To borrow materials, patrons must present their library card or a valid identification.

2. Minors are entitled to a library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18 a patrons does not require the signature of a parent or guardian.

3. Any person who knowingly provides falsified identification in applying for or renewing of a library card is subject to revocation of borrowing privileges.

4. All library cards are non-transferable. It is the responsibility of the patrons to notify the Library if his/her card is lost or stolen.

Policy: 600: Trustee By-laws
Reviewed: 8/14/2025
Revised: 01/14/2020
Approved: 02/24/2020

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I: NAME

This organization shall be called the Salem-South Lyon District Library.

ARTICLE II: MEMBERSHIP

Section 1: In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Salem-South Lyon District Library (the "Board") shall initially consist of seven members to be appointed as follows: The City Council of the City of South Lyon has appointed three members of the Board. The Township Board of the Township of Salem has appointed four members of the Board.

Section 2: The Board shall consist of seven members elected at large from the District in accordance with the District Library Act. Trustees will be elected to a four-year term at the General Election on a non-partisan ballot. Eligibility:

Resident of Salem Township or the City of South Lyon
Registered voter
Board members must be legally sworn in by the appropriate official of the City of South Lyon or Salem Township
Ability to abide by the basic trustee duties according to the Michigan Public Library Trustee Manual

In the event that a Board member becomes ineligible to serve, they will be given 45 days to correct their ineligibility or be removed from the Board.

Section 3: In the event of a vacancy, the Board shall appoint an eligible replacement, whose term shall extend to the end of the term of the former member of the board or to the next general election.

Section 4: Each Board member shall serve on at least one standing committee as defined in Article VI, Section 9 of this policy. Board President is a standing member on all committees although attendance to all committee meetings is not required

Section 5: Trustees, as members of the Library Board, shall not use their elected positions to endorse any political candidates.

Section 6: It is the responsibility of each Board member to represent the Library in a positive and supportive manner.

If such a conflict arises between Board membership and personal or professional life, the affected Board member shall declare the conflict to the Board. The Board will determine if the affected Board member should be allowed to participate in discussion and/or voting on the issue in question.

Section 7: Trustees whose action or inaction is in conflict with the basic trustee duties as detailed in the Michigan Public Library Trustee Manual may be subject to an escalating disciplinary scale that includes reprimand, censure, suspension and expulsion. Suspension and expulsion exceed the authority of the Board and involve either action by the Governor of the State or recall by the

electorate.

Reprimand is telling the offending Board member that their action/inaction is not in keeping with the expectations or duties of members of the Board. It is the result of the majority of the Board (as determined by vote) and recorded in the minutes of the meeting.

Censure is a more extreme form of reprimand where a detailed explanation of the offense(s) and necessary means of correction are documented in the meeting minutes. This is also determined by majority vote.

Suspension bars the Board member from voting or having any impact on the decisions of the Board for a set period of time. Expulsion refers to removal from the Board.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1: The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director, as it deems necessary or appropriate.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Salem-South Lyon District Library.

Section 3: The fiscal year of the Salem-South Lyon District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4: On or before the regularly scheduled March Board meeting of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the City Council of the City of South Lyon and to the Township Board of the Township of Salem.

Section 5: The Board of Trustees requires the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV: OFFICERS

Section 1: Officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 2: The officers shall be elected for a term of one year at the annual meeting of the board as defined in Article VI, Section 2 of this policy.

Section 3: Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the un-expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1: The President shall preside at all Board meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, act as board spokesperson and generally perform the duties of a presiding officer.

Section 2: In the absence of the President, the Vice- President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the un-expired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director or another Board appointed designee.

Section 4: The Treasurer shall have charge of the funds of the Salem-South Lyon District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the President, Library Director or another Board approved designee.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Salem-South Lyon District Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). Within ten days following the Annual Meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 2: Effective on and after January 1, 2005, the Annual Meeting of the Salem-South Lyon District Library Board shall be the first regular meeting of the calendar year. For years beginning prior to January 1, 2005, the Annual Meeting was the first regular meeting of the fiscal year. The Annual Meeting shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided 18 hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting to the Trustees. Trustees not present at the time of announcement of such special meeting shall be notified by the Library Director or Board Secretary. In addition to meetings and special meetings, Board members may be asked to participate in additional activities, including but not limited to: strategic planning, Board self-evaluation programs, and Board development workshops, seminars and educational events that may enhance a Trustee's skills as a Board member.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Library Director or Secretary to all members at least three days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

Call to order and attendance
Approval of agenda
Approval of minutes
Financial Report, including approval of bills
Director's report
Staff reports
Friends of the Library Report
Correspondence and communications
Public comments
Committee reports
Old business
New business
Adjournment

Section 6: A quorum for the transaction of business shall consist of four members of the Board physically present at the meeting, except for provided in section 8. As a quorum is the requirement to conduct business, each Trustee should make it a high priority to be in attendance at all meetings of the board, committees and task forces of which they are a member. Trustees should come to all meetings prepared to discuss the issues and business to be addressed at that meeting, including reading the agenda and all supplied background material.

Section 7: Any Board action, to be official, must be approved at an official Board meeting by a majority of the members of the Board attending the meeting either in person or (when approved on a case-by- case basis) electronically. The decisions of the Board shall be supported in a positive manner by all Board members regardless of whether their vote was in the majority or minority.

Section 8: In Extreme Situations, it may be necessary to convene meetings of the board, committees, and/or task forces electronically. In the event official business is to be conducted electronically, it needs to be done so in a way that is available to the public and compliant with the Open Meetings Act.

Section 9: REMOTE ATTENDANCE: Board members may be connected to a meeting remotely under the following conditions: (1) The request has been submitted and approved by the Library Director or Library Board President in advance of the meeting. (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting. (3) The Board member's participation shall not be considered attendance for the purpose of establishing a quorum. A Board member may participate remotely, no more than three times, unless extenuating circumstances.

Section 10: In case of an emergency that has been determined by the President and the Library Director and Board action is needed, members will be polled individually by the President and/or the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11: The Board shall create and identify standing committees at the Annual meeting of the Board. The names of the committees and the board members serving on each committee will be documented in the minutes to the Annual meeting. The committee will select a Board member to act as chairperson for that committee at their first meeting following the Annual Board meeting. The committee chair (or a designee) will call for the scheduling of meetings; ensure that the agenda and support materials are distributed to committee members prior to the meeting; conduct the meetings in an orderly, fair, open and efficient manner; and, make committee reports to the Board at scheduled Board meetings. Additionally, the Board may appoint non-board members to standing committees when advisable. The committees shall have no power to make independent decisions on any issue(s) but shall only make recommendations to the full Board for consideration and adoption.

The Board may appoint or dissolve other committees as the need arises. All committee meetings will follow the guidelines from the Michigan Open Meetings Act (Act 267 of 1976).

ARTICLE VII: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2: The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. Board members shall refrain from intruding in administrative issues that are the responsibility of the Library Director or a designee, except to monitor the results and prohibit methods not in congruity with Board policy. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency and quality of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular monthly meeting a written monthly report of the Library.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: RULES OF CONDUCT
Section 1: The chairperson of all meetings that are not committee meetings shall be the Board President or designee.

Section 2: All parties in attendance shall conduct themselves in a courteous and civil manner during all meetings.

Article IX: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Policies cross-referenced: 301; 403; 601; 711

Policy 601: Electronic Communications Policy
Reviewed: 4/21/2025
Revised: 2/20/2024
Approved: 2/26/2024

The Open Meetings Act requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the Open Meetings Act. With advancements in technology and the availability of the Internet, the Library desires to ensure all electronic communications comply with existing law. Toward that end, the following points shall govern all forms of electronic communication:

Library board members or members of other elected or appointed bodies of the Library shall not discuss or deliberate library issues with a quorum of the public body by electronic communication. Example: “respond to all” in an email, frequently constitutes a quorum, and should be avoided.

A Library public body shall not conduct a meeting over the Internet or in a chat room; however, technology may be used to allow an absent member to participate if a quorum is already present and in compliance with the Open Meetings Act.

Official business of the board shall not be conducted by electronic communication. In the event official business is to be conducted electronically, it must be done in a way that is available to the public and in compliance with the Open Meetings Act.

Upon receipt of information designated as “For Distribution Only”, the members of the public body shall not reply to all or a quorum of other members of that public body. Any questions or comments shall be directed to the director or the board secretary who sent the electronic communication.

Since electronic communication sent to and received by public officials may be subject to the Freedom of Information Act, no library elected or appointed official should place any information in an electronic communication that he or she would not include in other forms of written correspondence.

Policy 701: Library Privacy
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

It is the policy of the SSLDL Library Board, administration and staff to preserve the confidentiality of all library patron records and related patron information to the fullest extent permitted by law. The Library patron records of the SSLDL shall be released or disclosed only to comply with subpoenas and search warrants listed in the Library Procedure Manual and applicable law including the Michigan Library Privacy Act. MCL 397.601 *et seq.*

All library patron records and related patron information shall be treated by the staff of the SSLDL as confidential, including name, address, telephone number, or any other information provided on library patron records that personally identifies a library patron. The SSLDL may only use library patron records for library transactions and to distribute library-related information to registered library patrons.

1. Library patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of library services. Library records are retained in accordance with state law to satisfy administrative, legal, fiscal and historical needs.[1]
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act.[2]
3. The Library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the Library may gather and retain about current and valid library users may include the following:
    a. Library circulation system
        i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
        ii. Information collected includes: name, address, phone number, e-mail address, driver's license number, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to library card account matters.
        iii. Library cards contain a barcode number and associated PIN number.
    b. Internet access: No individual information is collected.
    c. Web-based events application
        i. Information is collected to manage library program and event registration. It includes name, phone number, e-mail address, grade, and ages of minors.
    d. Surveillance recordings
        i. The Library records people using the Library in order to increase security and to provide a means of identification should an incident occur. See Policy 422.
    e. Meeting room applications
        i. The Library requires an application for the use of its meeting rooms (see Meeting Room Use Procedure) in order to verify eligibility, designate a responsible party and to provide a point of contact. It includes name, organization, address, phone number, and email address.
    f. Credit card transactions
        i. In order to process credit card transactions in person, the Library will transmit the following information: credit card holder's name, credit card number, credit card security code, credit card type and credit card expiration date.
        ii. Online credit card transactions will transmit the following information: credit card holder's name, address, phone number, email address, credit card number, credit card type and credit card expiration date

5. Access to records shall be restricted as much as possible and treated as confidential:
    a. Staff shall only access records required to complete library work as assigned and appropriate to job duties.
    b. Staff shall only provide account information to the Library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user.[3] This includes questions about whether or not a person has a library card.
    c. Records may be shared with designated agents of the Library if required for the conduct of the Library's activities, e.g., a collection agency.
    d. The Library may use records to distribute library-related information to registered borrowers.
    e. The Library may use information collected in aggregate for statistical analysis and planning purposes.
    f. The Library Director is the designated custodian of records.
    g. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer upon request.
    h. Any other disclosure of library records is prohibited unless required by law.

<u>Social Security Number Privacy for Employees/Patrons</u>

1. Patrons
    a. The Library does not collect social security numbers from patrons.
2. Employees
    a. As required by MCL 445.84, SSLDL adopts this social security number privacy policy.
    b. SSLDL Library will ensure to the extent practicable the confidentiality of social security numbers held by the Library. Social security numbers will not be disclosed to those outside of the Library, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.
    c. More than four sequential digits of the social security number will not be publicly displayed, used as an account number, password, or identifier, or included in or on any document sent outside the Salem-South Lyon District Library, except as authorized by law. Any documents containing social security numbers are to be shredded before disposal.
    d. Violations of this policy may result in discipline (see Policy 207), up to and including dismissal. Employees who violate the Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87, also may be subject to fines and imprisonment.[4]

---

[1] MCL 399.5 et seq. and 750.491 et seq. General Schedule #17 Michigan Public Libraries.

[2] MCLA 15.243 et seq. Freedom of Information Act

[3] MLC 397.601 et seq. Michigan Library Privacy Act

[4] Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library Records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]) Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87

Policy: 711: Public Comment at Board and Committee Meetings
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

To establish guidelines for public input at meetings to allow the board to fulfill its obligation of completing the scheduled agenda in an effective and efficient manner.

SSLDL Board of Trustees encourages residents to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the board to fulfill its obligations to complete the scheduled agenda in an effective and efficient fashion, a maximum of five minutes per person of public participation will be permitted at each meeting.

During board deliberation, the public is asked not to make any comments unless responding to a specific question asked by a trustee or committee member.

Policy cross referenced: Policy 600

Policy: 801: Board Business Expenses
Reviewed: 8/14/2025
Revised: 11/29/11
Approved: 01/02/12

1. Board members are eligible for reimbursement of expenses incurred for the purpose of approved library business.
2. All expenses need prior approval at a Library Board Meeting prior to the event and are to be substantiated by means of receipts and expense reports and be submitted within three months.

Policy 804: Expenditure
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

Authority and responsibility for procurement for SSLDL shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.
The general purchasing policy of SSLDL shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; the Board may use any method deemed appropriate to select firms to render these services.

2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:

a. All purchases with an estimated total cost of $20,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
b. All purchases with an estimated total cost between $10,000 and $20,000 require written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
c. All purchases under $10,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
e. All purchases must be contained within the budget approved by the Library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 807: Investment Policy
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

It is the policy of SSLDL to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state statutes governing the investment of public funds.

This investment policy applies to all transactions involving the financial assets and related activity of the SSLDL except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- General Fund, including both designated and undesignated portions
- Debt Service Funds
- Any new fund created by the Board of Trustees

OBJECTIVES

Funds of SSLDL will be invested at official financial institutions as selected by the Board in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

A. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Whenever feasible, invested funds should be insured through FDIC or a similar program.
B. Diversification – So potential losses on individual securities do not exceed the income generated from the remainder of the portfolio, investments shall be diversified by all of the following:
   - specific maturity dates
   - official financial institutions as determined by the first board meeting of the year
   - specific class of securities
C. Liquidity – The ability of an asset to be converted into cash within ten business days and without any price discount.
D. Return on Investment – The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio

DELEGATION OF AUTHORITY
The SSLDL Budget committee will make investment recommendations for approval by the Library Board. Upon Board approval, the Treasurer shall take the necessary action and provide a follow up report to the Board.

---

5 P.A. of 1968 et seq. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 et seq. the Revised Municipal Finance Act

Policy 808: Fixed Assets Capitalizations
Reviewed: 2/18/2026
Revised: 2/18/2026
Approved: 2/23/2026

Asset Classification	**Individual or Cumulative Purchases Greater than Amount**	**Depreciation Life**
Furniture & Fixtures	$2,500	7 years
Office Equipment (not including computer equipment)	$2,500	5 years
Library Computers/Workstations	$2,500	4 years
Servers and Technology Equipment	$2,500	5 years
Buildings	$20,000	30 years

I. **Definitions and Provisions**

A. Tangible Assets. Assets that can be observed in one or more physical senses.

B. Fixed Assets. Tangible assets of a durable nature that are employed in the operating activities of the Library, relatively permanent, and needed for the production of goods or services. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, furniture, collections and equipment).

C. Capital Outlays. Expenditures that benefit both the current and future fiscal periods. This includes the cost of acquiring land or structures; construction or improvement of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the Library's general fixed assets.

D. Historical Costs. The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.

E. The Library will capitalize items with an individual value equal or greater than $2,500.

II. Land

The Library will capitalize all land purchases, regardless of cost.

Original cost of land will include the full value given to the seller, including legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers, salary and benefits). Donated land will be recorded at fair market value on the date of transfer plus any associated costs.

III. Furniture and Equipment

The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.

Improvements or renovations to furniture and equipment will be capitalized only if the total cost exceeds $2,500 and the total costs will be greater than the current book value and less than the fair market value.

Donated furniture and equipment will be made in accordance with any restrictions associated with the funding source and with the above procedures.

IV. Buildings

Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.

The cost of improving or renovating an existing building will be capitalized only if the total cost exceeds $1,000 and the total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparations of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material and any costs attributable to construction of the building.

Donated buildings will be recorded at fair market value on the date of transfer with any associated cost.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

V. Improvements Other Than Buildings

This asset group includes improvements to land, attached or not easily removed, and with a life expectancy of greater than two years. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. Road or drives on library-owned land that provide support to our facility are assets. Sidewalks installed on library-owned land for use by the public and for the support of our facility are capital assets.

Improvements or renovations to improvements other than buildings will be capitalized if the total cost exceeds $2,500 and/or the total cost will be greater than the current book value and less than fair market value.

Donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

VI. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Library, the valuation of assets

shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

An asset register shall be maintained to provide a record of capital assets of the Library.

VI. Safeguarding of Assets

Accounting controls are designed and implemented to provide reasonable assurances that detailed records are maintained to assure accountability for library-owned assets.

VIII. Salvage Value

Capitalized assets under this policy will be assumed to have no salvage value.

IX. Disposal of outdated Equipment

Equipment will be disposed of at the request of the Network Administrator and approved by the Director or when it is fully depreciated. See form in Procedure Manual for Disposal of Outdated Equipment.

Assets no longer of use to the Library may be donated to a 501c3 or 501c4 or a similar public entity. It may be sold through auction or a publicly advertised sale including internet sale with any proceeds from such sale being deposited to the general fund of the library. At the discretion of staff, the sale does not have to go to the highest bidder if the purchasing party is another public entity.

Policy 809: Endowment
Reviewed: 8/14/2025
Revised: 01/14/2020
Adopted: 01/27/2020

On October 28, 2019, the Salem-South Lyon Board of Trustees created an endowment fund. That fund is held and managed by the Community Foundation for Southeast Michigan. Donors may contribute to the fund directly or may indicate on a contribution to the Library that the funds should go toward the endowment.

Each year, the Library is able to receive a distribution from the Fund in the form of a grant. The rate and calculation method for the distribution is reviewed annually by the Board of the Community Foundation for Southeast Michigan. The Community Foundation will notify the Library when and what amount can be distributed. The Library Board of Trustees will determine if the money, in whole or in part, is to be distributed or reinvested in the Fund. At the time of determination, the Library Board can either designate a specific use for the funds or simply place it in the Library Funds account.

Policy 810: Fund Balance
Review: 2/19/2025
Revised: 2/20/2024
Approved: 2/26/2024

This policy has been adopted by the Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

- General Fund – used to account for all financial resources not accounted for and reported in another fund.
- Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt services or capital projects.
- Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.
- Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisitions or construction of capital assets.
- Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library's objectives.
- Internal Service Fund – used to report an activity that provides services or goods to departments of the library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

- Non-spendable Fund Balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact.
- Restricted Fund Balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the SSLDL Board.
- Assigned Fund Balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed.
- Unassigned Fund Balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications.

The following guidelines address the classification and use of fund balance in governmental funds:

- Classifying Fund Balance Amounts – Fund balance classification indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.
- Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed.

- Unassigned Fund Balance – The Board has designated an unassigned fund balance for the Library's General Fund. This minimum unassigned fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and maintain a budget stabilization commitment. The Board has outlined in Policy 807, that the investments of funds shall be in a manner to allow access to those in a timely manner to fund the month to month expected operating expenditures of the Library as well to cover limited unexpected expenses from the Library's General Fund. The Library Director and Assistant Director through the Budget Committee, will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested by the Board Treasurer.

Policy 811: Credit Card Use
Review: 2/19/2025
Revised: 2/20/2024
Approved: 2/26/2024

SSLDL recognizes that bank corporate credit cards offer an alternative to procurement processes and provide a method of purchasing goods and services. Library employees, authorized by the Library Director, may use credit cards for Library-related purposes in accordance with this policy, the approved budget, and Library purchasing guidelines.

The Library Director and Assistant Director will be responsible for the issuance, accounting, monitoring, and general oversight of credit card use in the Library and will develop the administrative guidelines. The credit limit of individual credit cards will be authorized and monitored by the Library Director and Assistant Director.

Individuals with credit cards are as follows: Library Director ($4,000), Assistant Director ($4,000), Head of Information Services ($5,000), Head of IT ($4,000), Four Librarians in Charge of Collections (totaling $11,000), and Head of Processing ($2,000), Head of Facilities ($3,000) and Head of Marketing ($2,000). The library credit card maximum limit is $35,000. Library Director and Assistant Director may adjust individual limits as necessary staying within the maximum limit to account for major purchases.

Administration reviews each cardholder's activity to verify that the credit card is being used in accordance with this policy and administrative guidelines. Cardholders are required to provide receipts for all card usage.

Cardholders are required to take measures to protect the use and custody of the card and will immediately notify the credit card company, the Library Director, and Assistant Director if the card is lost or stolen. Cardholders will immediately surrender their cards upon request by the Library Director or Assistant Director and will surrender their cards upon separation from employment.

The credit card may never be used to purchase personal items or services. Willful misuse of the credit card will result in termination of employment.

SSLDL will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

All credit charges will be paid monthly to the issuing financial institution. Pursuant to MCL §129.244 et seq., the total combined authorized credit limit of all credit cards issued by the Library shall not exceed 5% of the total budget of the Library for the current fiscal year.

Policy 812: Acceptance of Payments via Financial Transaction Devices
Reviewed: 2/20/2024
Revised: 2/20/2024
Approved: 2/26/2024

The Library is authorized by the Board of Trustees and adopts this policy pursuant to MCL §129.221 et seq. to accept payment due to the Library via an electronic funds transfer card, a credit card, or a debit card (collectively, "approved financial transaction devices"). The Library Director and Assistant Director are responsible for determining any additional types of financial transaction devices that may be accepted by the Library. The types of fees that may be paid to the Library via an approved financial transaction device include without limitation donations and fees due to the Library from Library patrons.

The Library Director and Assistant Director are responsible for accounting, monitoring, and overseeing compliance with this policy. Payments to the Library via approved financial transaction devices shall be subject to the current Library payment procedures and internal controls.

Policy 813: Payment of Library Funds via Electronic Transactions
Reviewed: 2/19/2025
Revised: 2/20/2024
Approved: 2/26/2024

The Board of Trustees adopts this policy pursuant to MCL §124.301 et seq. The Library Director, Assistant Director, and Library Board Treasurer are designated by the Board of Trustees as the Electronic Transactions Officers ("ETO") for the Library. As the ETOs, the Library Director, Assistant Director, and Library Board Treasurer are authorized to enter into automated clearing house ("ACH") arrangements and ACH transactions. For purpose of this policy, a "ACH arrangement" means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an ACH. ACH transactions of the Library include without limitation automated direct deposits of payroll funds to Library employees.

The ETOs are responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETOs as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures.