



FRANKENMUTH
WICKSON
DISTRICT LIBRARY

POLICY HANDBOOK

December 8, 2025

TABLE OF CONTENTS

BYLAWS.....	4
INTRODUCTION.....	7
AMERICANS WITH DISABILITIES ACT.....	8
ASSET DISPOSTION.....	11
BED BUGS.....	12
CELLULAR PHONE USE.....	14
COLLECTION DEVELOPMENT.....	15
CONFIDENTIALITY OF LIBRARY PATRON RECORDS.....	20
CREDIT CARD TRANSACTION.....	22
DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS.....	23
EXAM PROCTORING.....	25
FACILITY USE.....	26
FINANICIAL POLICY.....	32
FREEDOM OF INFORMATION ACT.....	51
GIFTS.....	68
HOME DELIVERY.....	70
INTERNET USE.....	72
LIBRARY BILL OF RIGHTS.....	75
LIBRARY CARD.....	76
LIBRARY OF THINGS.....	77
MATERIAL LENDING.....	80
MEDIA POLICY.....	83
NOTARY SERVICES.....	84
PATRON BEHAVIOR.....	86
PHOTOS AND INTELLECTUAL PROPERTY.....	93
PUBLIC COMMENT AT MEETINGS.....	94
PUBLIC SERVICE/HOURS OF OPERATION.....	97

SAFETY AND WELLBEING OF CHILDREN AND VULNERABLE ADULTS.....	101
TECHNOLOGY LENDING POLICY.....	105
TRUSTEE CONDUCT.....	107
TRUSTEE/DIRECTOR.....	109
LIBRARY VIOLATIONS.....	110
APPENDIX A – APPLICATION TO USE COMMUNITY ROOM	
APPENDIX B- FINES AND FEES	
APPENDIX C- MINOR INTERNET USER PERMISSION	
APPENDIX D – REQUEST FOR FURTHER CONSIDERATION OF LIBRARY MATERIALS	
APPENDIX E – TECHNOLOGY LENDING AGREEMENT	
APPENDIX F – ACCIDENT/INCIDENT REPORT FORM	
APPENDIX G – HOME DELIVERY APPLICATION	
APPENDIX – H – EXAM PROCTORING	
APPENDIX I – LIBRARY OF THINGS LENDING POLICY AND BORROWING AGREEMENT	
APPENDIX J – APPLICATION FOR ACCOMMODATIONS	

BYLAWS OF THE FRANKENMUTH WICKSON DISTRICT LIBRARY BOARD OF TRUSTEES

Adopted: July 14, 2008

Amended: December 12, 2011

Amended: December 8, 2025

Article I, Membership

In accordance with the provisions of the District Library Establishment Act, 1989 PA 24 MCL 397.171, *et. seq.* and the District Library Agreement between the City of Frankenmuth and the Frankenmuth School District dated May 12, 2008, The Library Board of the Frankenmuth James E. Wickson District Library shall consist of eight trustees chosen for their fitness for public library trusteeship and one ex-officio member.

The eight trustees shall be appointed thusly: Four residents of the City of Frankenmuth to be appointed by the City Council and four residents of the Frankenmuth School District to be appointed by the School Board.

The Library Director shall be an ex-officio, non-voting member of the Library Board.

Trustees shall be appointed for three-year terms staggered so that two to three vacancies occur each year.

Article II, Officers

Section 1. Officers of the Board shall be a President, Vice President, Secretary and Treasurer. The officers shall serve as fiscal signatories.

Section 2. The officers shall be elected by ballot at the annual meeting for a term of one year. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section 3. The duties of the officers shall be such as by customs and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

Article III. Duties of the Officers

Section 1. President. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, execute any

document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

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

Section 3. Secretary. 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 regard the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authority of the President, of all special meetings, and shall have custody of the minutes and other records of the Board. With the approval of a majority of the Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4: Treasurer. The Treasurer shall have charge of the funds of the Frankenmuth Wickson District Library, providing for their safe custody and investment as directed by the Board of Trustees, subject to limitations for investment of public funds as provided by law. A records of all moneys received and 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 at its regular meeting. In addition, the Treasurer shall perform such duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

Artilce IV. Meetings

Section 1. Board meetings shall be held as determined by the Board. The September meeting shall be the annual meeting.

Section 2. Special meetings may be called by the President, or upon written request of three trustees, for the transaction of business as stated in the call. Written telephone notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least two days in advance of such meeting.

Section 3. A quorum for transaction of business shall consist of five Board members. Five positive votes shall be required to pass a motion.

Section 4. Order of business may be:

Call to order

Approval of minutes

Additions/corrections of agenda

Payment of bills

Library Director's report

Unfinished Business

New Business

Comments from citizens

Adjournment

Section 5. *Robert's Rules of Order*, last revision edition, shall govern the parliamentary procedure of the Board.

Section 6. Public comments shall be limited to three minutes per person

Article V, Committees

Committees for the study of special problems may be appointed by the President to serve until the final report of the work for which they were appointed has been filed.

Article VI, Library Director

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings, except those at which appointment, salary or performance is to be discussed or decided.

Article VII, Library Cards

All residents of the Frankenmuth School District are eligible for a library card at no charge.

Article VIII, Amendments

These by-laws may be amended at any regular meeting of the Board with a majority of five votes, providing the amendment was stated in the call for the meeting.

INTRODUCTION

This is the complete written policy of the Frankenmuth Wickson District Library Board of Trustees, hereby referred to as the “Policy Manual”. The Policy Manual is revised via motion and approval of the Board of Trustees at regularly scheduled Board of Trustees meetings.

The Policy Manual is posted on the library’s website. Questions regarding this document should be directed to the Director, Frankenmuth Wickson District Library.

AMERICANS WITH DISABILITIES ACT

Adopted: December 8 2025

The Frankenmuth Wickson District Library (“Library”) is subject to the provisions of the Americans with Disabilities Act (“ADA”). As a local government, the Library’s services, programs, and activities including its website, must comply with ADA.

Policy Statement

The Library is committed to ensuring that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of the Library services, programs, or activities.

Reasonable Accommodations

- A. Applicability – Reasonable accommodation may be made in accordance with the law for individuals with a disability. A “disability” is defined as a physical or mental impairment that substantially limits one or more major life activities.
- B. Accommodations Requested – Individuals needing special auxiliary aids or services or other reasonable accommodations for access to Library programs, services, activities, or meetings should make a request by contacting the Library Director in advance of the needed service, program, activity, or meeting in order that arrangements may be made.

The person requesting the accommodations shall work with the Director to determine whether there is a reasonable accommodation that would enable the person to participate in the program, service, or activity at issue. This may include providing information regarding the requested accommodation to the extent such inquiries are permitted by law.

- C. Reasonable Accommodations – The Library shall make reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, or impose an undue financial or administrative burden. The reasonable accommodation is not always the accommodation that is requested.

Service Animals

- A. Service Animals Permitted – Animals are not permitted in the Library other than Service Animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for the Library programming. Service Animals are

permitted to accompany individuals with disabilities in all areas of the library where the public is allowed to go.

- B. Permitted Inquires – The Library is permitted to ask the person requiring a Service Animals the following questions: (i) is the animal a service animal required because of a disability? (ii) what work or task has the animal been individually trained to perform? The Library may not ask about the individual’s disability, require medical documentation, require a special identification card, or ask that the service animal demonstrate its ability.
- C. Removal of Service Animal – The handler may be asked to remove the service animal for either of the following reasons: (i) the animal is out of control and the handler does not take effective actions to control it, or (ii) the animal is not housebroken.

Reasonable Accommodations Dealing with Wheelchairs, Mobility Aids, and Other Power-Driven Mobility Devices (“Devices”).

- A. When Permitted- Devices are only permitted by those who require them because of a disability. All other uses of these devices inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a “credible assurance” that the device is necessary because of a disability. The Library Director or designee shall obtain such credible assurance if required.
- B. Where Permitted – Devices shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, devices must be left near the circulation desk.
- C. Speed – Other Power-Driven Mobility Devices (“OPDMDs”) shall be operated at the speed of walking pedestrian traffic, which is approximately 3 miles per hour.
- D. Prohibited Other Power-Driven Mobility Devices- OPDMDs that use a gas or combustion engine are prohibited from operating inside the Library.

Grievance Procedure

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

A complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number or complainant and location, date, and description of the problem. Alternative means for filing a complaint, such as personal interviews or tape recording, will be made available for person with disabilities upon

request. A complaint should be submitted by the grievant or his/her designee as soon as possible but not later than 10 business days after the date of the alleged violation to:

Library Director
Frankenmuth Wickson District Library
359 S. Franklin Street
Frankenmuth, MI 48734

Within 10 business days after receipt of the complaint, the Library Director or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 10 business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of the Library and offer options for substantive resolution of the complaint.

If the response by the Library does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 10 business days after receipt of the response to the Library Board President. After receipt of the appeal, the Library Board of Trustees shall hear the appeal and notify the complainant in writing and, when appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or the Library Board of Trustees will be retained by the Library for at least three (3) years.

ASSET DISPOSTION

Adopted: December 8, 2025

Obsolete, worn out, damaged, or surplus materials and equipment shall be disposed of through any of the following methods:

1. Trade-in on new equipment
2. Return to manufacturer
3. Sealed bid/Electronic bidding for items >\$1500.00
4. Open bid via lobby display or website listing
5. Auction
6. Donation to another library, school, non-profit organization, or government agency
7. Junking or recycling

The sale of any asset to a library employee or board member must be approved by the Director

Bed Bug Control Policy

Adopted: December 8, 2025

Policy Statement

This policy outlines Patron and Library protocols for the prevention of and reaction to, potential bed bug situations in its collection and on its premises so as not to jeopardize the health and cleanliness of library facilities, collections, and users. This is no definitive way to prevent bed bugs from entering any public building.

Guidelines

A. Patron Protocol

- a.** Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug infestation in their residence.
- b.** Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Library privileges for the patron and for any patrons in the same residence as the original patron.
 - i.** Suspended patrons and all other household members will have their borrower status changed so that no checkouts of physical items are permitted, yet access to digital collections is allowed.
 - ii.** Patrons may appeal the decision to suspend privileges or the conditions place on reinstatement by sending a written appeal to the Library Board of Trustees within ten (10) business days of the suspension notice. This appeal should be sent to the President of the Library Board in care of the Library Director. The decisions of the Library Board is final.
 - iii.** Suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.
- c.** If a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:
 - i.** If the materials are inside the Library: bring the materials to a staff member and inform the staff member of the problem.
 - ii.** If the materials are outside the Library and in the possession of the patron: place the materials into a sealed plastic bag. Returned the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use the book drop to return materials with evidence of, or potentially containing bed bugs.

- d. patrons who self-report before or during the return process will not be held accountable for the cost of discarded item(s).
- e. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to the Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.
- f. Patrons donating items to the Library must inspect materials for evidence of live or dead bed bugs before donating them. The Library reserves the right to discard or refuse materials with signs of past or present bed bug activity.

B. Library Protocol

- a. Staff will routinely inspect all incoming materials, including those returned at the circulation desk, in the book drop, or through interlibrary loan delivery, for signs that bed bugs are or have been present. These signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces or spotting associated with bed bugs.
- b. All items identified by Library staff as potentially containing live or dead bed bugs at any stage will be promptly quarantined in a sealable plastic bag and disposed of in an outside trash receptacle.
 - i. If the items in question were found in the library, staff will inspect the items shelved or formerly shelved on either side, above, below, and behind the infested items for signs of bed bugs.
 - ii. If the items in question were received from another library, staff will immediately contact the sending institution and inform them of the situation.
 - iii. If the items in question were returned by a library patron, staff will inspect all other items borrowed by the patron and all of patrons in the same residence as the original patron for signs of bed bugs.
- c. The Library Director or designee will take additional actions as necessary up to and including contacting licensed, reputable professional for further inspections and treatment.

CELLULAR PHONE USE

Adopted: December 8, 2025

Patrons are asked to silence cell phones and all other sound-emitting devices while in the library.

Individuals finding it necessary to use their cell phone while in the library must keep their voice at a reasonable level and move away from others so as not to disturb other library patrons.

Patrons may be asked to leave the library if cell phones use is disruptive to library staff or other patrons.

COLLECTION DEVELOPMENT

Adopted: 07/14/2008

Amended: December 8, 2025

I. Purpose.

The purpose of the Frankenmuth Wickson District Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Frankenmuth Wickson District Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection.

- A. To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help individuals attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.

- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection. The Director is also ultimately responsible for decisions regarding what collection or location Library Materials will be located.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.

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

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parents). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance

- Audience for material

VII. Gifts.

Acceptance of gifts of Library Materials shall be governed by the same principles and criteria applied to the selection of items for purchase. The review, approval and acceptance of gifts will be processed pursuant to the Library's Gift Policy.

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the complete Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

CONFIDENTIALITY OF LIBRARY PATRON RECORDS

Adopted: 07/14/2008

Revised: December 8, 2025

It is the policy of the Frankenmuth Wickson District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided for herein.

All patron registration information shall be treated by the staff of Frankenmuth Wickson District Library as confidential, including name, address, telephone numbers, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

This policy defines "registration records" as any information gathered from the patron on the library card registration form and/or any information entered into the library's patron database.

In compliance with the Library Privacy Act (MCL 397.601-397.605) no information will be released to any person, agency, or organization, except in response to a valise court order of subpoena, properly presented to the Library Director.

The Library Director, in a timely manner, shall review all requests and orders, consult with an attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976, Public Act 442, MCL 15.231-15.246.

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the person(s) identified in the records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243(1).

The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information.

The Library Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.

The authority for this policy is the Michigan Freedom of Information Act, 1976, Public Act 442, MCL 15.243(1)(a) regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

Credit Card Transaction Policy

Adopted: December 8, 2025

For the convenience of its patrons, the Frankenmuth Wickson District Library provides the option of paying library bills and fines via credit/debit card. Payments are encrypted to protect financial information. Credit card dates are not retained by the library. Patrons may not charge less than \$1.00. The library does not charge a fee for credit card use.

Displays & Distribution of Non-Library Literature

Adopted: 07/14/2008

Revised: December 8, 2025

As part of its public service and information mission, the library provides information to the community through displays, handouts, announcements and exhibits provided from the library's own collection and/or services or through those of other non-profit organizations, community groups, governmental agencies and artists. Though the library may be providing space for a display, handout, announcement or exhibit, this does not mean that the library endorses the activity and/or information.

Exhibits and displays

Due to space constraints, a limited amount of exhibit case and display area space is available for use by non-profit organizations, community groups or governmental agencies. The library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the group, organization or artist may have a display. All exhibits and displays are offered to the library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted.

Exhibit case and display area space is available on a first-come, first-served reservation basis for educational, artistic, informational, and cultural displays and exhibits. The library assumes no liability in the event of damage, destruction or theft of a display, whether it be in a locked case or not. Reservations for the display case and any free-standing space may be made through the Library Director. Final authority for all exhibits and displays rests with the Library Director or an appointed designee.

Handouts and bulletin boards

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

The library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by non-profit civic, cultural, educational and religious groups through bulletin board space. Announcements of a commercial nature will not be accepted.

General guidelines:

1. Posters will be no larger than 16"x 24" and brochures will be no larger than 8.5" x 11".
2. Materials cannot be returned unless prior arrangements have been made.
3. Materials which are not date-sensitive will be displayed as long as space is available.
4. Materials advertising partisan politics, denominational religions, or commercial endeavors will not be displayed.

Final authority for all handouts and bulletin board announcements rests with the Library Director or an appointed designee. The library reserves the right to remove inappropriate items from the bulletin board at any time. When space is limited, priority is given to announcements for programs and activities within the library's legal service area.

Petitioning, solicitation or distribution of literature

The library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility.

Rights of Appeal

Users may appeal a decision by the Library Director within 10 working days of the date of the decision. The Library Director or designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

EXAM PROCOTORING POLICY

Adopted:07/14/2008

Revised: December 8, 2025

Frankenmuth Wickson District Library does provide exam proctoring for residents of our legal service area. The student must contact a librarian to request proctoring services before any examination is sent to the library. The library requires that the students provide their name, telephone number, and email address on any correspondence with the library. The student is responsible for having the examination and instructions sent to the library.

The student is responsible for any charges that accrue due to test prints and copies, or postage.

Proctoring is only available during library hours, and availability is limited. Testing accommodation may vary. The library cannot guarantee that students will be always observed during the examination. Students will be required to only have items with them that are necessary for test taking. The library is not responsible for retaining copies of past tests.

The students must schedule their exam with a librarian 2 days in advance. Test date and time must be agreed to by a librarian and will not exceed 3 hours. Students must contact the library to cancel the test schedule. Tests missed without notice will not be rescheduled. The student should bring photo identification and any supplies needed for the exam.

The library reserves the right to refuse proctoring if the guidelines and student responsibilities are not fulfilled by the student.

Exam Proctoring Request Form is located in Appendix H

Facility Use Policy

Adopted:07/14/2008

Revised: December 8, 2025

Community and Collaboration Rooms

I. Introduction and Purpose of Policy

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

II. Application and Scheduling of Meeting Room

- A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours. The Meeting Rooms may not be used for purely social events.
- B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:
 - 1. Community Room: This room has a capacity of up to 36 people.
 - 2. Study Rooms: These rooms have a capacity of up to 6 people each.
- C. Scheduling.
 - 1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored with the Library having priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. If there is no reservation or activity scheduled in the room and it is empty, use can be arranged by speaking to the staff member at the Front Desk.

2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
3. Reservations
 - a. For the Community Room, non-Library sponsored, or co-sponsored meetings and events will not be scheduled more than 12 months in advance. The Library will not accept reservations until the Library programming has been completed.
 - b. For the Study Rooms, Users may reserve the room one day ahead of time or on the date of use. Walk ins are welcome if a Study Room is free (check with the Reference Desk).
4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
5. Time Limit
 - a. For the Community Room, each non-Library sponsored or co-sponsored event shall be scheduled for a time of day not to exceed 4 hours, unless otherwise specifically permitted.
 - b. For the Study Rooms, the use shall not exceed one 2 hour block in a day.
6. No user may use the Meeting Rooms more than 4 times per month.

D. Application Process for the Community Room.

1. Any person 18 years or older may fill out an application for the Community Room. Applications should be sent to the library or given to the Front Desk.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.
3. If you need to cancel the Reservation, you must provide the Library 24 hours notice.

4. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

E. Process for the Study Rooms

1. Any person or group that would like to use the Study Room must inquire at the Front Desk about study-room availability.
2. A sign-up sheet is available at the Front Desk for reserving the room.
3. The study room may be reserved up to four months in advance for a 2-hour period.
4. Study room reservations will be forfeited if the individual or group has not checked in within 10 minutes of the reserved timeslot.
5. Users who have reserved the study room must check in at the Library Front Desk. Please report the number of individuals who will be using the room.

III. General Guidelines Affecting all Library Meeting Rooms

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Community Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damage that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one (1) adult supervisor for every 10 minors. For the Study Rooms, Users must be at least 14 years old.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms.
- D. Food and Beverages. Users of the Community Room may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users should be aware that there is

no kitchen or sink available for use in any of the Meeting Rooms. No food or beverages are allowed in the study room.

- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and a hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, doors, windows or other surfaces unless approved by the Library. At no time shall any materials or other documents be displayed in the windows. If such approval is granted, any such material must be removed at the close of the scheduled time.

- M. Open and Accessible Use. All activities in the Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donation; provided that meetings in the Study Rooms are not required to open to the public and may be privately reserved.
- N. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up.

IV. Fees

- A. Clean Up and Damage Fee. A fee of \$25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer

- A. No Endorsement. Use of the Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Rooms must state that "The Frankenmuth Wickson District Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Frankenmuth Wickson District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately

dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time pursuant to the Library's Violation and Appeal Policy.

Financial Policy

- A. Budget/Accounting
- B. Purchasing Policy
- C. Credit Card Policy
- D. Disbursement
- E. Expense Reimbursement Policy
- F. Fund Balance Policy
- G. Policy for Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds
- H. Investment Policy
- I. Capital Assets Policy

A. BUDGET

The Library Director, in consultation with the Administrative Staff, should determine needs for the library for its upcoming fiscal year. The Library Director will develop an annual budget to reflect these perceived needs.

1. Adopting an annual budget is the direct responsibility of the Library Board.
2. The budget is subject to review, evaluation and change quarterly and as needed throughout the year.
3. The budget must be submitted to the Library Board.
4. The Library Board will review the proposed budget.
5. A public hearing on the budget will be held at the regular meeting of the Library Board in the month of May or June.
6. The Library Board will assess that portion of the millage allowed by law required to support the proposed budget prior to September.
7. The Library Board will designate its agent to deliver the certification of Tax Levy to the appropriate Saginaw County Delegate.

ACCOUNTING

Monthly Financial Statements: comparative balance sheet, statement of revenue and expense must be prepared by the Library Director and presented to the Library Board.

B. PURCHASING POLICY

This Policy is intended to clarify and expand the library's protocol for the procurement of goods and services by the library consistent with 1877 PA 164 and Michigan law.

1. **Purchases** – All purchases of (a) goods or services over \$25,000, (b) contracts over \$25,000, (c) contracts for the library auditor or attorney, or (d) any purchases without appropriation in the current budget, shall be submitted to the Library Board for approval prior to purchase, except as required under Section 3, Emergency Purchases or Section 4, Specifically Authorized Purchases. The purchase request shall outline the need and provide justification for the particular goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing.
2. **Minor Purchases** – Any purchases of (a) goods or services under \$25,000 or (b) contracts under \$25,000 (except for attorney or auditor contracts), when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, are deemed to be pre-approved by the Library Board upon approval of the current budget and may be completed after submittal to the Library Director, with a report being provided to the Board within a thirty (30) day period.
3. **Emergency Purchases** – In an emergency endangering the public peace, health, safety or property of the Library, the Library Director or his or her designee may purchase supplies, materials, equipment or services which are deemed immediately necessary to respond to and alleviate the emergency and the Library Board shall be immediately notified. A full report shall be filed by the Library Director with the Library Board within a thirty (30) day period of such action.
4. **Specifically Authorized Purchases** – The Library Board specifically authorizes the Library Director to make the following purchases that may exceed \$25,000:
 - a. **Book and Subscription Services:** The Library Board recognizes that the Library receives periodic invoices for book and subscription services that may exceed \$25,000 and therefore approves the purchase. The Library Director is authorized to purchase these goods or services and pay the invoices that exceed \$25,000 provided that the appropriation has been included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year.

5. **Purchasing Agent** - The Library Director shall act as purchasing agent of the Library, unless he/she shall designate another officer or Library employee to act as purchasing agent. Every purchase order shall be approved by the purchasing agent before being issued. The purchasing agent may adopt rules regulating requisitions and purchase orders.
6. **Requisitions and Estimates.** All departments of the Library shall file with the purchasing agent detailed estimates of their requirements in supplies, materials, equipment and contractual services in such manner, at such times, and for such future periods as the Library Director shall prescribe. The requirement for preparing estimates shall not prohibit any department from filing with the purchasing agent at any time a requisition for any supplies, materials, equipment or contractual services the need for which was not foreseen when the detailed estimates were filed.
7. **Conflict of Interest** – No employee or Board member shall participate in any purchase or procurement when such participation is considered a conflict of interest under Michigan law, the Library Board’s Code of Ethics, or the American Library Association’s Code of Ethics. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with legal counsel and/or the Board shall determine whether the employee or Board member should participate.
8. **Quotes** – Unless otherwise specifically provided by the Library Board with respect to the purchase of particular goods or services or contracts, the purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any such purchase shall be based on at least three competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library.

C. CREDIT CARD POLICY

The Frankenmuth Wickson District Library recognizes that in certain instances, it is in the best interest of the library to acquire a library credit card for use by designated employees* to assist in their ability to perform their assigned responsibilities.

1. Credit cards secured by the library will be issued directly to the library if possible and not to individual employees. If a company (such as a bank) indicates the card must be issued in an individual's name, it should be limited to the Director, Department Head of Business Services and one other Department Head as approved by the Director. The card should also indicate that it is for the library.
2. Library credit cards may be used only for the purchase of goods or services related to the official business of the Frankenmuth Wickson District Public Library. Library credit cards may not be used for any personal business.
3. It is the responsibility of the Library Director to secure the credit card in the safe with the proper documentation for its use.
4. The Library Director will prepare complete invoice packages for each transaction.
5. Any user found in violation of this policy will be subject to appropriate discipline.
6. Should a designated employee notify the library of their intent to separate from service their name will be removed as an authorized card user and the decision for a replacement will be made by the Director.

D. DISBURSEMENTS

The Library Director will prepare a check register for the monthly board packets. The following system of internal accounting controls will be used to monitor check transactions made by the Frankenmuth Wickson District Library:

- a. The Director enters the bills into the accounting system and generates the checks.
- b. All checks are signed by the Board Treasurer. In the Treasurer's absence, another authorized Board member may sign the checks.
- c. If a Board member is not available in a reasonable timeframe, the Library Director is authorized to sign the checks.
- d. All checks are reviewed by a Board member and presented to the Library Board.
- e. The Director shall retain all invoices and supporting documentation for audit purposes.

Payroll is signed automatically by the payroll processing company.

E. EXPENSE REIMBURSEMENT POLICY

- 1. The Frankenmuth Wickson District Library will reimburse employees for legitimate expenses incurred while on library business.** Such expenses may be authorized by the Library Director if provided for in the budget. All expenses must be substantiated, to the extent possible, by receipts to be eligible for reimbursement.
 - a. All charges for transportation, lodging, convention or seminar registration, and the purchase of small items should be documented.
 - b. The Library Director will review all requests for reimbursement before for approval and payment.
- 2. Reimbursement for travel expenses:**
 - a. Authorized travel will be reimbursed at the current Federal government automobile use allowance per mile.
 - b. When driving to a long distance conference reimbursement will be paid to a maximum equal to the round trip coach airfare to the destination.
- 3. Reimbursement for cash expenditures:**
 - a. Requests for reimbursement for all amounts must be submitted on a Reimbursement form.

F. Fund Balance

Adopted: 09/10/2012

Purpose:

The following policy has been adopted by the Frankenmuth Wickson District Library in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the library and jeopardize the continuation of necessary public services. This policy will ensure that adequate fund balances and reserves are maintained in order to:

1. Provide sufficient cash flow for daily financial needs,
2. Offset significant economic downturns or revenue shortfalls,
3. Provide funds for unforeseen expenditures related to emergencies, and
4. Accumulate sufficient funds for major future capital improvements.

Fund Type definitions:

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

- A. General Fund - for all financial resources not accounted for and reported in another fund.
- B. Special Revenue Fund - for proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
- C. Debt Service Fund - for all financial resources restricted, committed or assigned to expenditure for principal and interest.
- D. Capital Projects Fund- are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- E. Permanent Fund - for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support library purposes.

Fund Balance Categories:

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Non-spendable fund balance

Definition — includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact.

Classification — Non-spendable amounts will be determined before all other classifications and consist of the following items:

- The balance of any long-term outstanding balances due from others (including other internal funds).
- The value of prepaid items and any inventory balances.
- The principal of any permanent funds held legally or contractually required to be maintained intact.
- The balance of any non-financial assets held for sale.

Restricted fund balance

Definition — Includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition — Includes amounts that can be used only for the specific purposes determined by a formal action of the board of trustees

Authority to commit

Definition — Commitments will only be used for specific purposes pursuant to a formal action of the board of trustees of the Frankenmuth Library. A majority vote is required to approve a commitment, and a two-thirds majority vote is required to remove a commitment.

Assigned fund balance

Definition — includes amounts intended to be used by the library for a specific purpose but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign

Definition — the Board of Trustees delegates to the Director or their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition— includes the residual classification for the government’s general fund and includes all spendable amounts not contained in the other classifications.

Prioritization of fund balance use

As required by GASB 54, the library board establishes that when multiple classifications are available and appropriate for particular expenditures, fund balance will be “spent” first from the most restrictive category working toward unassigned fund balance. Relative “restrictiveness” of fund balance shall proceed from most to least in order of the five classifications listed in this policy.

Minimum committed fund balance for cash flow

The Frankenmuth Wickson District Library will maintain a minimum committed fund balance in its General Fund sufficient to provide operating cash flow for the governmental pooled funds from July 1st through December 15th of each year. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts. For the General Fund the library will strive to maintain an unassigned fund balance what will be no less than 20% of the General Fund expenditure, except in the case of emergency or financial distress.

Replenishing deficiencies

Definition— when fund balance falls below the minimum necessary to ensure sufficient cash flow for operations, the library will replenish shortages/deficiencies by either reducing expenditures and/or increasing fees for services or other funding as soon as reasonably possible. The strategies and time frame to accomplish the replenishment shall be recommended by the Director to the Library Board for review and approval.

Surplus fund balance

Definition— should there be surplus unassigned fund balance, the library will use such fund balance surpluses for one-time expenditures that are nonrecurring in nature or to supplement the operational transfers to the Capital Improvement Plan.

Implementation and review

Upon adoption of this policy, the board of trustees authorizes the Director to establish any standards and procedures which may be necessary for its implementation. The Director shall review this policy at least annually and make some recommendations for changes to the Library Board.

G. POLICY FOR AUTOMATED CLEARING HOUSE (ACH) ARRANGEMENTS AND ELECTRONIC TRANSACTIONS OF FUNDS

The following policy shall govern the use of electronic transactions and ACH arrangement for the Frankenmuth Wickson District Library.

1. Definitions

“Automated Clearing House” or ACH means a national and governmental organization that has authority to process electronic payment, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the Library Director.

2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds.

The Frankenmuth Wickson District Library may enter an ACH arrangement as provided by Public Act 738 of 2002, effective December 20, 2002.

The Frankenmuth Wickson District Library shall not be a party to an ACH arrangement unless the Frankenmuth Wickson District Library Board of Trustees has adopted a resolution to authorize electronic transactions and the Library Director has presented a written ACH policy to the Frankenmuth Wickson District Library Board.

An ACH Arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq.*), or to provisions of law or charter concerning the issuance of debt by a local unit.

3. Responsibility for ACH Agreements

The Frankenmuth Wickson District Library Director and/or designee is responsible for the Frankenmuth Wickson District Library’s ACH agreements, including payment

approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Library Director or designee shall submit to the Library Board documentation detailing the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by each payment of public funds made by electronic transfer.

This report may be contained in the library's electronic general ledger software system or in a separate report to the Library Board.

4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by the Library

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by the Frankenmuth Wickson District Library:

- a. The Director and/or designee shall prepare a list of vendors authorized to be paid by ACH transaction.
- b. The Director initiates the transaction upon receipt of an invoice included on the authorized ACH list. A board member reviews and signs the ACH invoice.
- c. The Director shall retain all ACH transaction documents for audit purposes.
- d. The Director shall retain all invoices for audit purposes.

H. CAPITAL ASSETS POLICY

General Guidelines

Purpose: To establish a standard policy by which fixed assets will be capitalized.

Identifying Capital (Fixed) Assets:

Assets will be regarded as capitalized when all of the following criteria are met:

1. Assets purchased, built or leased that have useful lives of one year or more
2. The cost of the asset (including installation and architect/design fees) is at least:
 - Furniture \$2,500
 - Equipment \$2,500Equipment is defined as moveable property, i.e. machinery, computers, etc. that is not a replacement part. Component systems that form one working equipment system are combined for capitalization purposes. * Additions to equipment that are permanently connected to existing equipment are also defined as equipment and should be capitalized if over \$2,500.

*Component systems include proprietary components for capitalization purposes not components such as monitors, keyboards and mice.

- Building Improvements \$5,000
- Land Improvements \$5,000
- Books \$500 – Entered as an aggregate at year end
- Software – The Library will regard purchased software programs as fixed assets subject to the above *equipment* capitalization policy. Costs associated with maintenance and customer support are considered expenditures and will not be capitalized. Software acquisitions will be capitalized if the aggregate cost of the software for all users exceeds \$2,500.

Assets purchased in quantity whose individual costs are less than \$2,500 will be capitalized if the aggregate cost of the assets exceeds \$2,500.

Assets outside these parameters will not be capitalized and will be considered expenditures and charged to the appropriate department and fund and entered into the Fixed Assessment Inventory spreadsheet if the expenditure is \$100 or more.

Other Considerations:

REPAIR – an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life or change the function of the asset. All repair expenditures are charged to the appropriate department expenditure fund.

IMPROVEMENTS – expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of this nature are capitalized.

Examples of Repairs versus Improvements

Repairs = Expenditures	Improvements = Capitalized Assets
All items – life less than one year	Life of more than one year
Replacement of machine parts to keep equipment in normal operating condition	Replacement of motor and parts that prolong the useful life of equipment
Existing building repairs, under \$5,000	Building Regulation Conformity, over \$5,000
Patching walls, minor floor repair, painting	Installation of floor, wall, roof
Patching Driveways	New driveway or major repair
Cleaning drapery, carpet, furniture	New drapery, carpets, furniture (over \$5,000)

Depreciation Method will be Straight-Line over the following useful lives:

Office Equipment	5 years
Computing/Network Hardware and Software	3-10 years
Technology Control and Automation Systems	10-15 years
Furniture	10 years
Buildings	40-60 years
Building Improvements	10-30 years
Books	7 years

GASB 34 requires the Fixed Asset Accounting Spreadsheet to be updated for all additions, retirements and transfers that occur during the fiscal year.

F. Investment Policy

Adopted: 09/11/2023

I. Purpose.

It is the policy of the Frankenmuth Wickson District Library (“Library”) 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 entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope.

This Investment Policy (“Policy”) applies to all transactions involving the financial assets and related activity of the Library except for any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act (“Act 20”).

III. Objectives.

Funds of the Library will be invested in accordance with Act 20, 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 ensure the preservation of capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements, which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, considering the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority; Delegation of Authority.

Authority to manage the investment program is derived from state law, including Act 20, as amended, and the District Library Establishment Act, 1989 PA 24. Management responsibility for the investment program is hereby delegated to the Finance Committee, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy. No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Finance Committee. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after approval by the Finance Committee, may hire consultants, including a bookkeeper, to assist with Library investments. The Director shall be the Investment Officer.

V. Authorized Instruments.

In accordance with Act 20, as amended, the Finance Committee authorizes the Investment Officer to invest the surplus funds of the Library as follows:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions:
 - 1. Certificates of deposit in accordance with all of the following conditions:
 - a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.

- c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
 - e. At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
2. Deposit accounts of a financial institution that meet all of the following conditions:
- a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each deposit account.
 - e. On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.
- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.

- D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- E. Bankers' acceptances of United States Banks.
- F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:
 - 1. The purchase of securities on a when-issued or delayed delivery basis.
 - 2. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - 3. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in 5A through 5G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Finance Committee and evidenced by safekeeping receipts as determined by the Finance Committee.

VII. Prudence.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. Reports

The Finance Committee may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Finance Committee shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict

The Finance Committee, Director and Library Board Members shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

Freedom of Information Action

Adopted: 09/11/2023

I. PURPOSE.

The Frankenmuth Wickson District Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for

the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Frankenmuth Wickson District Library

Attn: FOIA Coordinator

Address: 359 South Franklin Street

Frankenmuth, Michigan 48734

b. By e-mail: michelle@wicksonlibrary.org

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the

Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response*. Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

2. Issuing a written notice to the requesting person denying the request;

3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying

the requestor that all or a portion of the public records requested are available on the website if applicable); or

4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.
 - a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.
 - b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.
 - c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.
2. Separating and Deleting Exempt from Non-Exempt:
 - a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.
 - b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:
 - 1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits

in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise

electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

- b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.
- C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.
- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit for Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction

of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
 - a. The late response was willful and intentional.
 - b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.
2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

VIII. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

IX. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

X. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Frankenmuth Wickson District Library ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Reverse the disclosure denial.

b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how

the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XI. CIVIL ACTION.

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek

judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual

or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XIV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XV. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

Gifts

Adopted: 07/14/2008

GIFTS

The library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards required of purchased materials. Gift materials not meeting these standards may be sold at the Friends of the Library book sale, given to other organizations, or otherwise disposed of as the library sees fit.

All donated materials will be reviewed by staff for possible addition to the collection.

In general, the following conditions will apply:

Adult Books:

- Non-fiction books more than two years old will not be added unless they pertain to local history or genealogy.
- Fiction books more than two years will not be added unless they are in excellent condition and 1) complete a series, 2) replace a worn copy of a book already in our collection or 3) are considered a “classic” as defined by the Public Library Catalog.

Children’s and Young Adult Books:

- Non-fiction books more than two years old will not be added.
- Picture books, Easy readers and fiction will be considered if they are in excellent condition and published within the last five years.
- Books will be evaluated for “swaps” if they are in like-new condition.

MEMORIAL/HONOR FUND

The Frankenmuth James E. Wickson District Library has established a memorial/honor fund for the purchase of books for the library. A bookplate will be put in each book purchased through this fund.

Donations given to the memorial/honor fund shall be used in accordance with the directions of the donor as pertain to the type of book(s) purchased and wording of the bookplate. In cases where no preference is given by the donor, the library will select appropriate titles for purchase according to the needs of the library.

When a memorial/honor donation is given, the following letters will be sent:

- Thank you letter to the donor. Contains information to be used as a tax receipt.
- Letter to the honored person or family of the deceased to notify that a tribute was received.

Home Delivery

Adopted: December 8, 2025

Patron Eligibility

The Frankenmuth Wickson District Library offers home delivery service to individuals who are residents within our district boundaries. Home Delivery service is designed for those who are unable to reasonably get to the library or may be homebound. This is defined as being generally confined to one's resident temporarily, either due to illness, surgery, childbirth, or accident, or permanently due to disability, age, or other mobility issues.

An application for Home Delivery Service can be filled out at the library or over the phone. There is no fee for home delivery.

Patrons applying for home service must have a Frankenmuth Wickson District Library card. If they do not have a library card one can be issued to them.

- New patrons will be provided with a library card application.
- A family member, friend, or other volunteers can bring an application to a new patron and return it to the library filled out with a copy of valid photo id for patron
- Accounts can be started over the phone by a library staff member but will need to be signed by the patron and returned to the library.

Materials Available

Patrons registered for home service may call or email the library at melcontact@wicksonlibrary.org to request titles, or they may request a staff member or volunteer select materials based on the patron's reading/viewing preference as specified on the Home Delivery Application.

Home Delivery patrons can borrow up to 10 items for home delivery. This includes books, DVDs, magazines, audiobooks, puzzles, or any other library circulating items. All library materials may be renewed by phone or library website.

Delivery Schedule

Library materials will be delivered to a patron's residence by library staff or volunteers. Delivery service will be scheduled at the mutual convenience of staff and patron during the work week between 9 am to 3 pm, once every 3 weeks.

Patrons requesting these services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their homes. Staff members and volunteers have the right to refuse to deliver items if they feel unsafe or uncomfortable upon arrival at the patron's home.

The patron items will be in a waterproof secure bag with a Frankenmuth Wickson District Library logo or tag. No staff member or volunteer is to enter the home, and all materials are to be returned in the Frankenmuth Wickson Library bag in which the books were delivered.

Fines and Fees

Patrons must protect all library materials while in their custody. There will be no late fees or fines on home delivery items. Patrons will be charged for lost or damaged items.

Home delivery service will terminate when the eligibility or service requirements are no longer met or at the request of the patron, the patron's parent or legal guardian, or an individual with the power of attorney to act on the behalf of the patron.

The Frankenmuth Wickson District Library may terminate services due to staff issues, safety concerns, or termination of the program.

Internet Use Policy

Adopted:10/12/2020

The Frankenmuth Wickson District Library provided patrons access to the Internet and other electronic resources. These resources enable the library to provide materials beyond the confines of its own collection and provide access to ideas, information, and commentary from around the globe. The library is not responsible for the quality of accuracy, timeliness or availability of internet resources.

This policy identifies certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines below, the library may at any time make a determination that a particular use is not appropriate.

INTERNET ACCESS

1. The Frankenmuth Wickson District Library provides access to the internet via designated workstations and wireless access points.
2. Users of public access internet stations agree to follow the Internet Acceptable Use policy of the Frankenmuth Wickson District Library.
3. The Frankenmuth Wickson District Library assumes no responsibility for any loss of data as a result of the library's software, hardware, or staff action
4. The Frankenmuth Wickson District Library cannot guarantee privacy of transactions conducted via the Internet. The staff of the Frankenmuth Wickson District Library are subject to confidentiality laws, however some information may remain on terminals after use.
5. The Frankenmuth Wickson District Library has no control of the Internet nor of any resources found in it. The library assumes no responsibility for the accuracy, quality or timeliness of any Internet resource.
6. In the interest of child safety on the Internet and in compliance with Michigan Public Act 212, prohibiting minors from receiving or viewing obscene or sexually explicit matter on the Internet, we use a central server to assign and monitor Internet workstations. Workstations are in public areas in full view of staff and other patrons. The staff makes random checks of the computer area for compliance with rules. We do not use filtering software on public computers. The children's wing and tween area contains computers that provide a variety of educational games and programs. These computers do not provide internet access. Hotspots and laptops are available for patrons over 18 to check out for off premises use.

Parents or guardians are responsible for the internet information selected and/or accessed by their children. Children under 18 years of age must have a signed Minor Internet Use Permission Form located in Appendix C on file in order to use computers with Internet.

7. Damaging or altering the software or hardware components of any network or database is not permitted. Users may not develop or use programs that would alter or damage the computer or systems network. Users are expected to make only authorized copies of copyrighted or licensed software or data. Non-library software may not be used. Personal programs, programs downloaded from the Internet, or data may not be installed on the hard drive. Users should save files on their own storage media.
8. Users must respect the privacy of others: for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user.
9. Internet use should be consistent with guiding ethical standards and accepted community standards. Malicious use is not acceptable.
10. Users may not send, receive or display text or graphics that are legally defined by State and Federal law as “obscene” or “child pornography”. Actions that violate local, state or federal law may result in prosecution.
11. Failure to use the public computers in an appropriate and responsible manner will result in the loss of those privileges. Illegal or unethical acts involving the public computers may also be subject to prosecution by local, state, or federal authorities.

PUBLIC INTERNET ACCESS PROCEDURES

1. Access is available on a first-come, first-served basis. Public computers are available in 4-hour time blocks for patrons and 1-hour time blocks for guests.
2. Library staff are available to offer limited assistance in providing initial access to the computer and/or internet. However, staff cannot devote time to helping patrons navigate. Patrons using the computer must have basic computer skills to operate independently. A patron who requires extended assistance may be asked to schedule an appointment for specific help with a library staff member.
3. Wireless internet access is provided by the library. Patrons must provide their own computers or devices with wireless capabilities to take advantage of this access. A password is not required to use the wireless internet. By using the network, the wireless user agrees to abide by the Frankenmuth Wickson District Library’s Internet Use Policy.

4. No more than 2 individuals may gather around one public computer, except for an adult working with children.
5. Simultaneous use of two or more public computers is prohibited. Users may not abandon machines for any length of time without the chance of them being claimed by the next user.
6. The cost of printing from the public computers can be found on in Appendix B.
7. The public computers will be available for use during all of the hours the library is open. All computers will be turned off 15 minutes before closing.

Library Bill of Rights

Adopted: December 8, 2025

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people from the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment
4. Libraries should cooperate with all person and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1968; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

Library Card

Adopted: December 8, 2025

The Frankenmuth Wickson District Library will determine who is eligible to borrow materials and will provide for the return and replacement of such materials.

Eligibility

Frankenmuth Wickson District Library issues a library card at no charge to any resident of the library's legal service area upon proof of residency. Guest cards are also issued free of charge to any residents of a library service area which the Frankenmuth Wickson District Library has a reciprocal borrowing agreement. School of choice students who attend the Frankenmuth Public Schools or students who attend St. Lorenz School but lived outside of the service or reciprocal area will be issued a guest card with full services to the student with renewal options every fall. Any person living outside the areas listed above can purchase a guest card at the standard charge listed in the Fines and Fee Schedule in Appendix B. A guest card grants the privilege of checking out materials. A full-service guest card, which includes interlibrary loan and e-resources, is also available for purchase.

Renewal

Library cards expire three (3) years after date of issue. Periodically, library staff delete cards from the database with no activity. In that case, the patron will need to register for a new card.

Lost, Damaged, or Stolen Cards

The library charges a standard fee as listed in the Fines and Fee Schedule in Appendix XXX to replace damaged or lost library cards. Proof of identity is required at the time a replacement card is issued.

Interlibrary Loan

A request for borrowing material from other libraries or institutions is available through the VLC or through MelCat, the Michigan statewide catalog and interlibrary loan system. Items are held until the hold expires date; if the patron does not pick up items before that date the items will be sent back to the lending library. There are no fees associated with requesting a book, however fees will occur if the items are overdue, damaged, or lost from the lending library.

Library of Things

Adopted: December 8, 2025

Purpose and Selection

The Library recognizes the need to circulate items that may be outside the scope of traditional library materials. Therefore, the library has developed a “Library of Things.” The Library staff will select materials for the Library of Things based on the criteria identified in the Library Collection Development Policy. Any requests for reconsiderations of “Things” will be processed under the same procedure as reconsideration of library materials in the Collection Development Policy.

Guidelines for Borrowing and Use

The following are the guidelines for borrowing:

- A. Current List: The library will provide a current list of “Things”, but the list may be changed from time to time. The Library does not guarantee the availability of any items on the list.
- B. Check out and Return: Things must be returned to a staff person at the Circulation Desk, not to the book drop. Thing items returned in the drop box or left somewhere else outside or inside the library may result in preventing the borrower from checking out additional Things for 90 days.
- C. Library Card: A valid Frankenmuth Wickson District Library is required to borrow a Thing and be a borrower in good standing for at least 1 month to borrow certain items. Borrowers must be 18 years or over to borrow items from “The Library of Things” collection. Parents or legal guardians may grant permission for patrons 12-18 years old to borrow items from the Library of Things by accepting financial responsibility by signing a The Library of Things Borrowing agreement on their behalf. Borrowers between 12-18 years old may not check out certain items, these items include items over \$100.00 in value and/or tools and equipment not appropriate for minor use. Borrowers may not lend the Thing item to another person.

Checkout Limits

- A. Checkout Duration – Items have varying checkout length of time between 10 and 21 days depending on the item.
- B. No renewals – Library of Things may not be renewed
- C. Limits – Borrowers may check out up to 3 items from the collection at one time
- D. Reservations – Borrowers may not reserve Library of Things items

Fines and Liability

- A. Lost Things – If a Thing is overdue more than 14 days it is considered lost. If the Thing is more than 30 days overdue, the borrower will receive a bill to cover the replacement cost. If a billed item is returned in good condition, the bill will be removed from the borrower's account. If a borrower returns Things late more than 2 times, they will be unable to check Things out for 90 days.
- B. Damage – Borrowers are responsible for any damage to the Thing and/or its accessories. The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage to or loss of a Thing and/or accessories. This includes damage due to heat or cold weather exposure.
- C. Replacement Costs- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
- D. Library Not Responsible – The Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
- E. Notice to Library – Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or state of repair of a Thing.
- F. Criminal Penalties – Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return checked out tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.

Care and Operation

- A. Safe Operation/No Warranties – The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines. Use care when handling and using the Thing. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for researching, reading and abiding by all manufacturers' recommendations, warnings, instruction for use, Library Policies and all state and federal laws governing the use of that item.
- B. No Modifications – Borrower shall not make any modifications, repairs, or alterations to the Thing.
- C. Condition Upon Return – All Things shall be returned in the same condition as they were when issued, excluding normal wear and tear. All Things shall be returned

clean. Any Thing that must be cleaned by staff will result in the prevention of borrowing additional Things for 90 days and will result in a \$20 cleaning fee. Return the Thing with all parts, components, and accessories.

Violation and Appeals

- A. Violations – The Library Director or designee may refuse to lend any of the Things if a borrower has violated any part of this Policy, including losing or damaging any Thing, violating any term of the Borrower’s agreement. The Library shall provide written notification to the borrower.
- B. Appeal – The Borrower may appeal the decision of the Library Director or their designee’s decisions to the Library Board by filing a written appeal with the Library Board within 10 business days of the notice of refusal.

Material Loaning

Adopted: 07/14/2008

While it is preferred that a library card be presented when checking out materials, the library recognizes that there will be times when a patron does not have their library card available. A registered patron may check out materials upon presentation of picture identification.

Standard Loan Periods

New DVDs	10 days
New adult books/audios	10 days
Magazines	10 days
Library of Things	10-21 days based on item
All other materials	21 days
Reference materials	At the discretion of the staff
Loan period of interlibrary loan materials is specified by the owning library	

Special loan periods

A vacation loan period (beyond 10 or 21 days) is available to all individual cardholders. Patrons may not check out more than 3 new books for an extended period. Items on reserve may not be extended.

Non-circulating materials

Reference materials, newspapers and current issues of magazines do not circulate.

Renewal of materials

The renewal of library materials may be done in person, by telephone, or online. An item may be renewed up to two times. Materials returned by a patron must remain on the shelf overnight before the same patron can check out that item again. An item on reserve will not be renewed. Interlibrary loan materials may be renewed one time, at the discretion of the owning library.

Limit on materials

Checkout limits on materials are as follows:

DVDs	10 items
Audiobooks (including Vox and Wonderbooks)	5 items
Hotspots/Laptops	1 item of each

Library of Things	3 items
Launchpads	1 item
All other materials	50 items

Limits may be adjusted at the discretion of library staff

Reserve of materials

A reserve may be placed on eligible library materials by telephone, in person or online. The patron will be notified in compliance with the Michigan Library Privacy Act when the reserve becomes available. The item will be held at the circulation desk for up to 6 days.

Lost/Damage Items

If an item is lost, the patron must pay the replacement cost for the item. The replacement cost will be the actual cost of the item and indicated in the library's database or the current retail cost as listed on Baker and Taylor's website. The library will also accept an exact duplicate of the item that has been billed for replacement in lieu of payment. There will be no refund of payments.

Lost/damaged interlibrary loan (MeL) items

The owning library determines the charge for lost or damaged books. Some libraries charge up to \$100 in handling fees. Fines accumulated on overdue MeL items will not be waived upon payment for the material.

Damaged materials

If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible to pay the replacement cost of the item. When full payment is made, the patron has the option to keep the item once it is removed from the database and all ownership marks have been obliterated.

Claims returned

When a patron claims an item has been returned, the item will be renewed as the patron and library continue to look for it. If the item is not located within 30 days of the billing notice, the patron may be responsible for the item.

Revocation of library privileges

The library revokes the privileges of patrons according to the amounts listed in the Fines and Fees schedule, Appendix B.

Media Policy

Adopted: December 8, 2025

In order to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to protect the privacy of Library patrons, the following media policy has been developed.

1. The terms of this policy apply to all photographers and videographers, including the media
2. Media, like all other patrons, are subject to the provisions of the Patron Behavior Policy and may not disturb the normal operations of the Library.
3. The Library's primary point of media contact shall be the Library Director. Employees and individual members of the Library Board of Trustees should refer all requests for information about the Library, its policies and operations to the Library Director. The Library Director shall approve all press releases.
4. Members of the media are expected to inform the library administration before any filming in the building. The public should also be informed if the media will be filming or recording an event. Unless approved in writing by the Library Director, no person except Library employees or agents may take pictures, videos or capture images by electronic means inside the Library. Requests from any person for photographing, videotaping or similar means of capturing images in the Library may appeal to that decisions within ten (10) days of receiving such denial to the Library Board of Trustees. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act
5. Approved video and/or photographic use of the Library's facilities shall not imply or interrupt any institutional endorsement through the use of identifiable logos, trademarks, symbols, music or other intellectual property.
6. Photographers and videographers who are not employed by or are agents of the Library but who have received permission from the Library Director must also obtain written permission from patrons before photographing, videotaping, or otherwise capturing their image. Request for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian. Copies of these permission slips and releases are to be provided to the Library. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.
7. Library employees may take photos and/or videos of Library sponsored programs for use by the Library

MCL 15.261 et seq. Open Meeting Act

MCL 397.601 et seq Library Privacy Act

Notary Service

Adopted: December 8, 2025

Notary Services will be provided at the Frankenmuth Wickson District Library in accordance with the laws of the State of Michigan. Only Library employees or officials who hold a valid State of Michigan notary commission will be able to provide notary services.

1. Availability – Patrons seeking notary services should call the Library in advance to make an appointment. The Library does not guarantee the availability of notary services at any time.
2. Fees – Notary services are provided for \$1.00 per signature
3. Identification – To receive notary service, patrons must present valid, government-issued picture identification. Any person requesting notary services must sign the document(s) in front of the notary.
4. Exclusions – Notary services will NOT be provided for the following:
 - a. I-9 forms
 - b. Real estate documents, such as closing documents, mortgages, and deeds
 - c. Trust and estate planning documents such as trusts, living wills, wills codicils
 - d. Documents with blank pages, documents or pages not filled in, pages not related to the body of the document, or pages in a language other than English.
 - e. The notaries retain the right to refuse notary services for any reason.
 - f. Notaries cannot certify or notarize that a document/record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.
5. Witnesses- The notaries cannot act as witness to and notarize the same document. Library employees or officers who do not personally know the person requesting the notary's services may not act as a witness. All witnesses must present a valid photo identification.
6. Compliance with Michigan law- Notaries will maintain a journal wherein each transaction will be noted, along with the identification provided. The notary may refuse to do any act or take any action that is not in compliance with Michigan law. Notarizing a document does not constitute a legal review of the documents' content. Notaries cannot pre- or post-date any document.

Patron Behavior

Adopted: 07/14/2008

Revised : December 8, 2025

I. Introduction.

The Frankenmuth Wickson District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on

Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.

- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library's parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library shall not remain on Library Property. This includes sleeping on Library furniture, the floor or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual

activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is

prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.

- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around one (1) table.

V. Violations and Appeal.

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violation and Appeals Policy.

Photos and Intellectual Property

Adopted: December 8, 2025

The library may wish to publish a photograph of a patron, or some written or graphical work of a patron or other person. The publication may be in print form (brochure, booklet) or electronic form, such as video, social media, or web site.

The Library frequently uses photos of patrons in its publications and display spaces to promote the value, and use of library products and services. Taking photos of patrons is encouraged and puts the library at no legal liability. Some general guidelines however, should be followed to ensure positive patron relations.

Photographing Groups of Adults/Children Using the Library

No permission is needed to take photos of crowds using the library or attending programs.

Photographing Adults

If photographing one adult or small group (3 or less), ask first if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website or social media sites or in the local newspaper.

Photographing Children Under Age 18

If photographing one child or small group (3 or less), get parental consent prior to taking the photo. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the parent know that the photo may be used in future library publications, on the Library website or social media sites or in the local newspaper. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

Public Comments at Meetings

Adopted: December 8, 2025

Purpose

The Frankenmuth Wickson District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

Public Comment Period; Meeting Agendas

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

Rules of Public Comment

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

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President's duties under this policy.
- B. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.

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

- L. All signs are prohibited in the Board meetings.

Recording of Rules

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

Public Service/Hours of Operation

Adopted:07/14/2008

Revised: December 8, 2025

1. Hour of Operations

- a. Monday -Thursday 9:00 a.m. – 7:00 p.m.
- b. Friday 9:00 a.m. – 5:00 p.m.
- c. Saturday 10:00 a.m. - 2:00 p.m.

Unscheduled closing may occur at the discretion of the Library Director or the Board of Trustees.

2. Holiday Closings

The Library will be closed on the holidays listed below. The library may be closed additional days prior and/or after the observed holiday or may have shortened hours prior to the holiday. Should a holiday fall on a day the library is normally closed, the library board may determine another day for it's observance, in accordance with the Employee Handbook Policies.

New Year's Day

Good Friday

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

3. Emergency Closing

In case of tornado watches, business will proceed as usual. If a tornado warning is issued, the library will be closed until an all-clear is received from the Weather Bureau. Library patrons in the building will be allowed to remain in the library's basement until the all clear is given. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

Adverse weather/equipment failure:

The library is a public service institution, and every effort is made to maintain regular hours for the public. The library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails, or when there is a general emergency. The decision to close the library will be made by the Library Director (or supervisor on duty) in coordination with City Hall. After hours, the decision will be made by the Library Director.

Pandemic Policy

Purpose: To establish library protocol in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including community support, service restrictions, limited hours of operation, or possible closure. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crisis. It is important to ensure that core business activities of the library are maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Definitions:

Pandemic: A pandemic is the worldwide spread of a new disease (World Health Organization)

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (fire, storm etc.). Recovery from a pandemic may be slow and involve limited staff, services, and hours for an extended period of time.

Appropriate Staffing Level: For the purposes of this policy. Appropriate staffing level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

Level of Response: The Library Director will respond accordingly if and when the benchmarks of Levels of Response, set by the City of Frankenmuth are reached:

Level I: Educating and try to contain with CDC recommended procedures

Level II: Delay or cancelling school and events

Level II: Closing Public Facilities

Level IV: Community State of Emergency

Library Closure Public Health Mandate: The Frankenmuth Wickson District Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county or state level.

Discretionary Service Level Changes: At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff and Library Board Trustees.

Staffing: Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per full-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health/safety measure for staff (wearing gloves, wearing a mask, providing barriers for physical distancing, wiping down work area)
- Restricted access to areas in the library (closing floors or areas of the library)
- Social distancing practices in public areas
- Reduction of open hours
- Cancellation of some or all programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours
- Closure of the library

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure, employees will be compensated for the regularly scheduled hours for as long as the budget allows.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (laptops, supplies, etc.) will be checked out to employees by the Library director or designee for work at home assignments.

Communication: In the event of closure necessitated by pandemic, effective communication about any reduction in services or opening hours will be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on television stations, Facebook and the library website.

Prioritization of Services: Priority will be given to the following essential services:

- Information services for the public, both in-person and online
- Payroll
- Accounts payable

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

4. Reference Services

Reference questions are answered in the following order: in person, telephone, written correspondence. A maximum of 15 minutes of time can be devoted to a patron to responding to questions immediately. Staff members are encouraged to consult with colleagues if they need help with difficult questions. If the requested information cannot be provided in 48 hours, the patron should be notified of the status of the request.

Referral to other agencies may be made when appropriate. Patrons should be advised that they may contact the library for further assistance if they are not successful in obtaining help from the agency. Staff members are not to assume that a patron knows how to locate library materials. Assistance should be offered whenever a patron appears to need it.

Telephone callers may be asked to leave their names and phone numbers for return calls by staff when the answer is not immediately available and/or the library is busy and the answer cannot be quickly provided.

Staff members treat requests for medical, tax and legal information as other requests. However, they do not offer medical and legal advice to patrons.

SAFETY AND WELL-BEING OF CHILDREN AND VULNERABLE ADULTS

Adopted: December 8, 2025

I. Purpose

Children and vulnerable adults are welcome and encouraged to use the Frankenmuth Wickson District Library ("Library") at all times. The Library desires to make each visit an important one. The Frankenmuth Wickson District Library Board ("Library Board") adopts the following Children and Vulnerable Adults in the Library Policy ("Policy") with regard to children and vulnerable adults at the Library.

II. Definitions

- A. "Child" means a minor under the age of 18.
- B. "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. "Responsible Caregiver" is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 12 years old.

III. Rules and Regulations Regarding Children

- A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library.
- C. Library Staff will not be expected to supervise or monitor children's behavior.
- D. Children under the age of 9 must be attended by a parent, guardian, or Responsible Caregiver. The parent, guardian, or Responsible Caregiver shall remain in the Library at all times. If a child under the age of 9 is attending a Library-sponsored program on the premises, the parent, a guardian, or Responsible Caregiver is to remain on the premises for the duration of the program.

- E. Children of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care shall be attended by a parent, guardian, or Responsible Caregiver at all times.
- F. Children ages 7 and under must be within the visual contact of a parent, guardian, or Responsible Caregiver at all times, including during programs and visits to the restroom. Children 7 and under may not be left in the Children's Area alone.
- G. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- I. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

III. Rules and Regulations Regarding Vulnerable Adults

- A. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- D. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.

- E. We request that all vulnerable adults be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- F. Vulnerable adults must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

IV. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult

- A. Library staff will attempt to contact a parent, legal guardian, or Responsible Caregiver when:
 - 1. The health or safety of an unattended child or vulnerable adult is in doubt;
 - 2. A child or vulnerable adult is frightened while alone at the Library;
 - 3. The behavior of an unattended child or vulnerable adult violates Library policy.
 - 4. The unattended child 13 years of age or younger or vulnerable adult has not been met by a parent, legal guardian, custodian, or Responsible Caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation. A child is considered unattended at closing time if the child is under the age of 14 or a child of any age needs assistance procuring transportation.
- B. If a parent, legal guardian, or Responsible Caregiver cannot be reached within 15 minutes prior closing, fails to arrive within a reasonable time after being contacted, or arrives 30 minutes or more after the Library closes, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
- C. If the parent, legal guardian, Responsible Caregiver can be reached within 10 minutes after closing and arrives at a reasonable time, the staff member shall explain the Library's policy and provide a copy of this Policy.
- D. Two Library staff members shall remain with the unattended child or vulnerable adult until the Responsible Caregiver or law enforcement arrives.

V. Violation; Enforcement; Appeal

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeals Policy

Technology Lending Policy

The Frankenmuth Wickson District Library has mobile hotspots and laptops available for patron check out. This lending program is designed to acknowledge the fundamental importance of equal access to the internet and technology in modern society. By providing the means to access the internet away from the library, the Library can help connect members of the community to important resources and services even when the library building is closed.

Conditions for Borrowing:

- Hotspots may be borrowed by Frankenmuth Wickson District library patron card holders ages 18 and above with a valid library card in good standing. The loan period is ten (10) days.
- Laptops may be borrowed by Frankenmuth Wickson District library patrons and guest card holders ages 18 and above with a valid library card in good standing. The loan period is ten (10) days.
- Once a hotspot or computer is checked out, it becomes the responsibility of the cardholder per the Lending Agreement.
- Hotspots and Laptops is limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a patron, or another patron living in the same household, may check it out again.

Conditions for Use:

- Any use of hotspot or laptop for illegal purposes, unauthorized copying or copyright-protected material in any format, or transmissions or threatening, harassing, defamatory or obscene materials is strictly prohibited.
- If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
- The Library is not responsible for any liability, damages, or expense resulting from misuse of a borrowed device, connection of the device to other electronic devices, or data loss from use of the device.

Conditions for Loss & Damage

- The Library reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing cardholders will not be held liable for damage that the Library judges to be the result of normal wear and tear.

- Borrowing cardholders will be charge the cost of replacing a lost device
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Trustee Conduct

Adopted: December 8, 2205

To protect public trust, the library discourages trustees from engaging in any activity, practice, or conducting conflicts with, or appears to conflict with, the interest of the library.

1. The function of the Library Board of Trustees is to set board policy direction, monitor adherence to policy and not to interfere with the day to day operations of the library
2. Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the board even if they personally disagree. After a policy or rule is adopted by a majority of the library board, individual trustees should publicly support those decisions.

As individuals, board members have no authority to speak on behalf of the board, except for that specifically delegated by the board. Nothing in this policy prevents library board members from speaking in public as individual citizens, as is their right so long as they do not state that they are speaking on behalf of the board.

3. The board should conduct its business in such a way as to minimize risks of liability and call upon the advice of professionals (legal, financial, architectural or insurance, etc) as appropriate.
4. The library may cover expenses for library board trustees to attend events and library related conferences subject to approval by the library board. Rotation of opportunity among library board trustees will be determined by the library board
5. Neither members of the Library Board of Trustees nor their family members are eligible for consideration as a prospective employee during the term of office as a member of the Board of Trustees.
6. Trustees should not engage in a business transaction in which they or an immediate family member would profit or benefit financially because of confidential information obtained by reason of library position or authority.
7. Trustees should disclose any material interest they or their immediate family have in any firm that does business with the library or that might affect his/her judgment in carrying out library business. Trustees should abstain from any vote on matters which involve a conflict.

Trustee/Library Director Relationships

Adopted: December 8, 2025

The Frankenmuth Wickson District Library Board of Trustees shall be responsible for:

1. Policy making
2. Voting in payment of bills
3. Dealing with petitions, suggestions, complaints which are presented in writing by members of the public
4. Employment and evaluation of the library director
5. Attendance of regular and special board meetings
6. Attendance at workshops, and outside meetings when possible

The Library Director shall be responsible for:

1. Suggestions of programs and policies to the board
2. Administration of programs and policies
3. Attendance at all board meetings as a non-voting participant, except where the salary, employment, or performance of the Director is to be discussed.
4. The facility and its contents
5. Selection of staff and discharge of their duties
6. Selection and ordering of materials and services
7. Reports on the financial condition of the library, including the presentation of bills

LIBRARY VIOLATIONS AND APPEAL POLICY

Adopted: December 8, 2025

The purpose of this policy is to provide a process for addressing violations of the Frankenmuth Wickson District Library policies. This Library Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Patron Behavior, Meeting Room, Internet Use, and Safety and Well Being of Children and Vulnerable Adults in the Library Policies.

Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

Incident reports.

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges.

- A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:
 1. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing

length.

B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

Reinstatement.

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

Right of Appeal.

Patrons may appeal a decision (1) to limit or suspend privileges or (2) to attach conditions to any reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Appendix A

Application to use the Community Room

Approved: December 8, 2025

Frankenmuth Wickson District Library
Application to use the Community Room

Date of request _____

Date of use _____ Time of use _____

Name of Organization _____

Street address _____

City _____ Zip code _____

Telephone _____

Purpose of meeting or program _____

Number attending _____

By signing this Application, the Organization identified above agrees to indemnify and hold harmless the Frankenmuth Wickson District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Room, its furnishings or equipment by the User or any person attending the User's meeting. The Organization also agrees to pay for any damage caused by its use of the Multipurpose Room.

Appendix B

Fines and Fee Schedule

Approved: 07/14/2008

Revised: 11/08/2010

Revised: 08/08/2014

Revised: 08/12/2019

Revised: 12/08/2025

FINES AND FEES SCHEDULE

Overdues, damaged and refund

Lost and damaged items	The patron will be charged the list price of the item. Overdue fines will be waived upon payment. No refunds will be given plus a \$5.00 processing fee.
Library of Things cleaning fee	\$20.00 per item
Damaged/missing cases	\$1 per case

Registration

Library card replacement	\$1
Guest card (out of district)	\$25 per year, payable full year in advance
Full service Guest card	\$50 per year, payable full year in advance
Temporary Full Service Card (6 months or less)	\$25 expires 6 months from date issued.

Copies

Photocopies	\$.10 per exposure (\$.20 for 2-sided), \$.25 per exposure for color
Computer printouts	\$.25 per page B&W or color
Scanning	Free

Fax service

Sending/Receiving	Free
-------------------	------

Notary Service (by appointment only)

Signature	\$1 per signature
-----------	-------------------

Appendix C

Minor Internet User Permission

Approved: 07/14/2008

Revised:10/12/2020

FRANKENMUTH JAMES E. WICKSON DISTRICT LIBRARY

MINOR INTERNET USE POLICY

The Frankenmuth James E. Wickson District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the library to expand its information services significantly. This policy applies to both the Library owned computers and wireless access available at the Library

General Information regarding Internet access:

The Internet is a vast and unregulated information network; it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet which are divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly, and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Responsibility for, and any restriction of, a child's use of the internet resides solely with his or her parents or legal guardians.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Because Library users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

Patrons Under 18 Years of Age

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children under 18 years of age must have signed parental permission on file in order to use computers with Internet access. Children who use the Internet unsupervised may be exposed to disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the internet.

Compliance with Michigan Law, Public Act 212:

We use a central server to assign and monitor Internet workstations. Workstations are in public areas in full view of staff and other patrons. The staff makes random checks of the computer area to check for compliance with rules and policy. We do not use filtering software on the public computers.

The children's wing and tween area contain computers that provide a variety of educational games and programs. These computers do not provide internet access.

Chromebooks are available for patrons over the age of 12 to use while in the library. We use the built-in supervised access to restrict explicit sites; however, no filter is guaranteed foolproof.

Hotspots and Chromebooks are available for patrons to check out for off premise use. Hotspots are funded through grants and contain filters in compliance with the Children's Internet Protection Act requirements.

User Responsibilities:

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy. This includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.
- Using the Library's Internet resources for educational, informational, and recreational purposes only.
- Refraining from illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet in the Library.
- Refraining from altering or damaging software or data residing in the Internet.
- Refraining from the transmission of threatening, harassing or abusive language and images.
- **Compliance with the Library Policy and Guidelines:**
Violation of Library policies, including this policy regarding the use of computers in the library, may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's resources will be subject to prosecution by the appropriate authorities. See the library's Rules of Conduct Policy for detailed information regarding suspension of privileges and the appeal process.

Staff Assistance:

Computer access at the Library is self-serve. If time permits, staff may be available to answer specific questions about computer applications and Internet searching.

I have read Frankenmuth Wickson District Library's computer policy and give my consent for my child to use library's computers.

Child's Name _____

Age _____

Parent Signature _____ Date _____

Appendix D

Request for Further Consideration of Library Materials

Approved: 07/14/2008

FRANKENMUTH JAMES E. WICKSON DISTRICT LIBRARY

Citizens' request for reconsideration of a book or other material.

1. If you would like to recommend the removal or restriction of a book or other material from the library collection, please answer the following questions.

2. Author of the material

3. Title of the material _____

4. How was the material brought to your attention?

5. Do you know what literary critics/reviewers think of this item Yes____ No____

6. Have you read the entire book/listen to entire CD/watch entire movie? Yes____ No____

7. Are you objecting to the entire item or single chapter/track/scene?

8. What, in your opinion is the theme of the item?

9. What is your objection to the material? (Please be specific; cite pages/tracks)

10. In what section of the library is the material kept?

____Adult____ Young Adult ____Juvenile____ Childrens

11. What do you feel might be the result of reading this book/listening to this CD/watching this movie?

12. If the item were removed from the library, what similar item would you recommend to replace it?

Please use the back of this form for any additional information you provide

Name_____ Date_____

Street address_____

City_____

Telephone_____ Email address_____

Signature_____

The Library Director will inform you in writing concerning the action on the book or material in question.

Appendix E
Technology Lending Agreement
Approved: 12/08/2025



Frankenmuth Wickson
District Library
359 S. Franklin St.
Frankenmuth, MI 48734
989-652-8323
wicksonlibrary.org

Technology Lending Agreement Borrower's Information

Please read the following terms and conditions for borrowing laptops and mobile hotspots from the Frankenmuth Wickson District Library and sign below:

Borrower's Agreement

1. Hotspots may be borrowed by Frankenmuth Wickson District Library Full Service patrons who reside in the district boundaries who is over 18 years old, with a valid library card in good standing for 1 month. The loan period is ten (10) days.
2. Laptops may be borrowed by Frankenmuth Wickson District Library Full Service patrons or guest card holders who are over 18 years old, with a valid library card in good standing for 1 month. The loan period is ten (10) days.
3. At the time for the first hotspot or laptop checkout, a borrower must complete a Technology Lending Agreement form. Once a hotspot or laptop is checked out, it becomes the responsibility of the borrower per this Lending Agreement.
4. Hotspots and Laptops are limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a borrower, or borrower living in the same household, may check it out again.
5. Any use of a hotspot or laptop for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
6. Hotspots or laptops are available on a first come first served basis.
7. If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
8. The Library is not responsible for any liability, damages, or expense resulting from the use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device.
9. The Library reserves the right to charge the borrower's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowers will not be held liable for damage that the Library judges to be the result of normal wear and tear.
10. Borrowers will be charged for the cost of replacing a lost device
11. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Appendix F

Accident/Incident Report Form

Approved: 07/14/2008



Frankenmuth Wickson
District Library
359 S. Franklin St.
Frankenmuth, MI 48734
989-652-8323
wicksonlibrary.org

Incident Reporting Form

Date of incident: _____

Name/Address/Phone of Injured/Property Damage: _____

Description of Incident: *(Describe what, where, when, how incident occurred.)*

Date of Report: _____

Police/Fire/Ambulance Report Filed? _____

Signature of person filing report: _____ Date: _____

Signature of Library Employee: _____ Date: _____

Appendix G

Home Delivery Application

Approved: 12/08/2025



Frankenmuth Wickson
District Library
359 S. Franklin St.
Frankenmuth, MI 48734
989-652-8323
wicksonlibrary.org

Application for Home Delivery

Name: _____

Address: _____

Telephone Number _____ Text Messaging: _____

Email Address: _____

I have received a copy of the Library Home Delivery Policy and agree to comply with the rules specified therein. Initials: _____

By my signature below, I hereby agree to hold harmless and release the Frankenmuth Wickson District Library, their employees, representatives, and agents from any loss, liability, claim, suit, or judgment that may arise out of or in conjunction with the Home Delivery Service.

I understand that I may become ineligible for this program if I do not abide by the rules set forth.

Signature: _____

Type of Service:

Temporary Delivery _____ Expected End Date _____

Permanent Delivery _____

Person to Contact in case we can't reach you:

Name: _____

Phone Number: _____

Please turn over to fill out the reading interest questions.

Materials Interest:

Regular Print Hardcover _____
Large Print Books _____
Audiobooks CDs _____

Magazines _____
Children's Items _____
Movies _____

Genres Preferred:

Best Sellers: _____
Christian Fiction _____
Fantasy Fiction: _____
Historical Fiction _____
Science Fiction _____
Suspense _____
Mysteries _____
Romance _____
Westerns _____
Other Fiction _____

Biographies _____
True Crime _____
History _____
Cookbooks _____
Arts/Crafts _____
Other Non Fiction: _____

Favorite
Authors: _____

Favorite
Magazines: _____

Favorite
Movies _____

Can we keep a list of your checked-out materials to ensure we are not duplicating items being sent to you?

Yes _____ No _____ Initials _____

Appendix H

Exam Proctoring

Approved: 12/08/2025

Exam Proctoring

Frankenmuth Wickson District Library does provide exam proctoring for residents of our legal service area. Students must fill out the proctoring request form and read and agree to the following:

Guidelines

- The Library cannot guarantee that students will be observed during all times during exams.
- Proctoring is available only for residents of our legal service area.
- Proctoring is only available during normal library hours.
- The proctor may be someone other than the person originally contacted by the student.
- Examinations not completed within 30 days of receipt will not be retained unless specific arrangements have been made by the student.
- The library is not responsible for retaining copies of past tests.
- Testing accommodation may vary.
- The library reserves the right to refuse proctoring if the guidelines are not followed and the student responsibilities are not fulfilled.

Student Responsibilities

- Complete and sign the proctoring request form.
- Confirm with the school that library guidelines fulfill school proctoring requirements.
- Confirm that the library has received the exam.
- Students must schedule their exam with a librarian at least 24 hours in advance.
- The student must contact the library to cancel a scheduled test time. Tests missed without notice will not be rescheduled.
- Come prepared with appropriate ID.
- Provide address and stamped envelopes for exams that need to be returned by mail.
- Relinquish use of personal laptops, cell phones, and all other materials not allowed during testing. A space will be provided to safely store these items.

Proctoring Request Form

Last Name

First Name

Student #

Phone Number

Email Address

School Name

School Phone#

Semester

Course Name	Course #	Instructor Name	Instructor Email

I have read and agree to the Proctoring Guidelines for Frankenmuth Wickson District Library. I understand and agree to fulfill my responsibilities as the student. I understand and accept that the library reserves the right to refuse proctoring at any time should the Guidelines not be followed or should I fail in completing my responsibilities.

Student Signature

Date

Appendix I

Library of Things Lending Policy Borrower's Information

Approved: 12/08/2025



Frankenmuth Wickson
District Library
359 S. Franklin St.
Frankenmuth, MI 48734
989-652-8323
wicksonlibrary.org

Library of Things Lending Policy and Borrowing Information

The Library recognizes the need to circulate items that may be outside the scope of traditional library materials. Therefore, the library has developed a “Library of Things.”

Borrower’s Agreement

1. A valid Frankenmuth Wickson District Library card is required to borrow a Thing and the borrower must be in good standing for at least 1 month to borrow certain items. Borrowers must be 18 years or over to borrow items from “The Library of Things” collection. Parents or legal guardians may grant permission for patrons 12-18 years old to borrow items from the Library of Things by accepting financial responsibility and signing this form on their behalf. Borrowers between 12-18 years old may not check out certain items, these items include items over \$100.00 in value and/or tools and equipment not appropriate for minor use. Borrowers may not lend the Thing item to another person.
2. Items borrowed from the Library of Things must be returned to the Circulation desk at the library. Items may not be returned in the drop box or left outside or inside the library at another location. Failure to return to the Circulation desk may result in preventing the borrower from checking out additional items for 90 days.
3. Lost Things – If a thing is overdue more than 14 days it is considered lost. If the Thing is more than 30 days overdue, the borrower will receive a bill to cover the replacement cost. If a billed item is returned in good condition, the bill will be removed from the borrower’s account.
4. Damage – Borrowers are responsible for any damage to the Thing and/or its accessories. The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories. This included damage due to heat or cold weather exposure.
5. Replacement Costs- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request
6. Library Not Responsible – The Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
7. Notice to Library – Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or state of repair of a Thing.
8. Criminal Penalties – Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.

Care and Operation

1. Safe Operation/No Warranties – The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines. Use care when handling and using the Thing. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for researching, reading and abiding by all manufacturers' recommendations, warnings, instruction for use, Library Policies and all state and federal laws governing the use of that item.
2. No Modifications – Borrower shall not make any modifications, repairs, or alterations to the Thing
3. Condition Upon Return – All Thing shall be returned in the same condition as they were when issued, excluding normal wear and tear. All Things shall be returned clean. Any Thing that must be cleaned by staff will result in the prevention of borrowing additional Things for 90 days and will result in a \$20 cleaning fee. Return the Thing with all parts, components, and accessories.

I understand that I am fully responsible for the items borrowed from the Library of Things and all its accessories and for the safe and timely return of the Thing to a Library staff member. I have read and understand the Library of Things Policy. **If the Thing or any part of the Thing is damaged, lost, or stolen, I understand that I am responsible for all applicable charges.** My signature below indicates that I have read, understand, and agree to the terms of the Borrower Agreement and to pay for any Things that are damaged, lost or stolen as determined by the Library. I agree to return the Thing by the due date provided at checkout. If the Thing is not returned by the due date, I understand that the Library has the authority to contact law enforcement to recover the Thing and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Thing not returned by the due date.

In being permitted to borrow the Thing, I hereby voluntarily waive, release, and discharge and covenant not to sue the Frankenmuth Wickson District Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Thing. This is a legally binding release, waiver, discharge, and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

Appendix J

Application for Accommodation

Approved: 12/08/2025

FRANKENMUTH WICKSON DISTRICT LIBRARY
APPLICATION FOR ACCOMODATION

Name: _____

Phone Number: _____

Address: _____

Email: _____

Service, activity, meeting, or program for which accommodations are requested:

Date Preference: _____

Please describe the reason for accommodation:

Please describe the accommodation requested:

By signing this Application, the Corporation, Organization, or Individual ("Applicant") identified above agrees as follows:

1. The Applicant has a disability that is covered by the Americans with Disabilities Act ("ADA") and the Library's policy
2. The Applicant acknowledges that Library's ADA policy

Signature _____ Date _____