

The Public Services Committee met at the Coldwater Library on May 31 at 4pm. Present were Susie Brooks, Bob Hostetler, Sue Smith, and John Rucker. The meeting was adjourned at 5:04pm.

The following items were discussed:

Draft Disposition of Surplus Property Policy

The Committee recommends to rescind the current policy, [Policy on Sale of Used Property and Equipment \(1995\)](#), and replace it with the attached draft Disposition of Surplus Property Policy. This new policy would update guidelines depending on property value and provide a policy basis for the library to donate or recycle property.

Draft Outreach Policy

This attached policy is a new policy proposal to set the rules and guidelines for our increasing outreach services. We are ready to get library by mail going, and need a policy basis for controlling who is eligible for this service, expectations, and the like. We may have to modify this in the next year as the bookmobile project progresses, but this is a good start. The Committee recommends adoption of this draft.

Draft Advertising Policy

The Committee recommends to rescind our current policy, [Policy on Solicitation and Advertising \(1997\)](#), and to adopt the attached draft Advertising Policy. This draft removes the prohibition on patrons soliciting library staff, with the idea that sometimes kids ask their librarians to buy a candy bar or similar for school fundraisers. We can say no, and even ask them to leave if they are creating a disturbance, violating our Code of Conduct Policy, but the library doesn't feel we must have a zero tolerance policy toward such things directed at staff. (Towards other patrons is another thing entirely, see the next section.)

This draft also ties our selection criteria for who is allowed to advertise back to ALA guidance and a not-for-profit nature, as with several other BDL policies.

Finally, the draft spells out that the director may set rules regarding the timing, placement, and nature of the display on our bulletin boards and literature racks so as to maintain the most equitable use of a scarce resource.

Updating the Code of Conduct Policy

To make explicit that solicitation of library patrons is not allowed in the library for any reason, the Committee recommends adding the following as a new #4 in our [Code of Conduct Policy \(2017\)](#), and then moving the rest of the items down one number:

Solicitation of library patrons is not permitted on library premises. This includes fundraising, surveys, petition drives, or similar efforts.

Draft Wedding Policy

As some on the Board will remember, we had a request last summer from two Coldwater natives to hold a wedding ceremony at the Coldwater Library. The Board thought it was a fine idea and that we should have a policy to support it. The Committee recommends adoption of this policy for the Coldwater Branch. If adopted, the Director will present it to the other advisory boards to see if they would like to also offer weddings at the other branches. The BDL board could then amend this policy to include all applicable branches.

Our insurance carrier said there would be no problem with us hosting wedding, but they did recommend that the renter be required to take out an additional liability policy for the ceremony. The policy reflects this. Our carrier will be able to provide us with a link to take prospective renters directly to an online purchasing page.

Submitted by John Rucker



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DRAFT DISPOSITION OF SURPLUS PROPERTY POLICY

Adopted: n/a

Last Revised: n/a

Surplus property is defined as any personal or real property owned by the Branch District Library (BDL) that is no longer needed for the provision of library services.

Surplus property that is obsolete, broken, or has no useful purpose, and is of nominal value, may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method available. Surplus property that can neither be sold nor donated will be turned over for recycling when possible and economically feasible. Surplus property unable to be donated, sold, or recycled may be discarded.

The donation of surplus property to other libraries or local educational, charitable, or social services organizations is encouraged. The Library Director will approve such donations on a case-by-case basis.

Surplus property intended to be sold with a value of up to \$200 may be offered to BDL staff. All staff will have the opportunity to express interest, and in the event that multiple staff are interested in a single item, a name will be randomly selected.

Surplus property intended to be sold with a value of more than \$200 up to \$1000 will be advertised to the public at large and sold on a first-come, first-serve basis.

The disposal of any surplus property with a value of more than \$1,000 per item must be approved by the BDL Board prior to disposal.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036

Tel.: 517-278-2341 • Fax: 517-278-2342

info@BranchDistrictLibrary.org



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DRAFT OUTREACH POLICY

Adopted: n/a

Last Revised: n/a

Purpose

The purpose of this policy is to explain guidelines and limits to Outreach Services available through the Branch District Library (BDL or "Library").

Eligibility

Outreach services are available to homebound persons. "Homebound person" means a person who is unable to leave their home or residence facility unassisted; a person for whom leaving home takes considerable and taxing effort. A homebound person is not typically able to leave home because of medical-related mobility challenges, permanent or temporary disability, or an illness. Patrons who lack mobility or disability issues but still do not wish to enter the library are encouraged to ask the Library about curbside service options.

Cost

Outreach services are free. All postage will be paid for by the Library. Fees may be charged for lost or damaged items, as provided for in the Borrowing and Lending Policy.

Library by Mail

This service is intended for homebound individuals of all ages who hold a valid library card and do not have another person in the household who is able to visit the library to obtain materials for the homebound patron. Eligible patrons may fill out the Library by Mail application to have library materials sent to them through the mail in a weather-resistant bag. Once service is established, selection of these materials may be made by the patron through requests or by library staff based on the homebound patron's interests.



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Service Limits

Patrons receiving Library by Mail services may only receive one bag at a time. A minimum of 2 items must be requested before a bag can be mailed out, and a maximum of 10 pounds in materials may be sent per patron. Any requested materials which exceed our maximum mailing limit of 10 pounds will have the hold suspended until the package is returned. These leftover items may then be sent to the requesting patron in the next bag. Patrons living in facilities may still receive in-person deliveries by library staff to ensure the patron gets the items they requested.

Due to the nature of this service, certain library materials may not be requested:

- Magazines
- Wi-Fi Hotspots
- Melcat requests
- Any other items not permitted by USPS media mail guidelines

Loan Periods

Loan periods of all checked-out items for the Library by Mail service are extended to 8 weeks to accommodate the transit time of the mail system. Patrons do not have the option to renew their checked-out items.

In-Person Visits

BDL staff may make an in-person visit with an outreach patron to pick up items which may have been accidentally left out of a returning Library by Mail bag, to deliver materials to a patron living in a facility, or to verify a patron's identity in the instance that the person seeking outreach services does not yet have a valid library card. Library staff are permitted to remain in the residence only for as long as it takes to conduct the purpose of the visit. BDL staff are not able to assist patrons with any other personal needs or errands, or to spend an excessive amount of time with any one patron.

Discontinuation of Services

A patron's eligibility for outreach services will be reassessed every 3 months, and services may be discontinued if the patron's eligibility expires. Services may also be temporarily suspended for the following reasons:

- Fines on the patron's account exceed \$20.00
- Items are continuously returned damaged
- There is evidence of a pest infestation

In the event that there is evidence of a pest infestation, the patron will be notified and services will be suspended to give the patron time to deal with the situation and show proof that the infestation has been remedied. Once a patron's account is returned to good standing, outreach services may resume so long as the patron is still eligible.



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DRAFT ADVERTISING POLICY

Adopted: n/a

Last Revised: n/a

The Branch District Library makes available literature racks and bulletin boards for use by individuals or community groups engaged in not-for-profit, educational, cultural, intellectual, or charitable activities. Available space varies depending on the branch.

The uses made of literature racks and bulletin boards shall conform to the American Library Association Library Bill of Rights, which states, in part: "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that exhibit spaces should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Just as the BDL does not endorse the viewpoints of those whose works are represented in its collection, the BDL also does not endorse the beliefs or viewpoints of topics that may be the subject of materials displayed on bulletin boards or literature racks.

The Library Director may establish administrative rules and regulations regarding the time, place, and manner of use of bulletin boards and literature racks. Criteria for the use of these spaces may include (but are not limited to) the size of materials to be displayed, the length of time materials may remain on display, the frequency with which materials may be displayed or posted for the same group, and the geographic area from which notices and literature will be accepted.



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DRAFT WEDDING POLICY

Adopted: n/a

Last Revised: n/a

Certain branches of the Branch District Library (BDL) may be used as a venue for weddings. Branches where weddings are permitted are enumerated in the Rental Application, along with their attendance limits and available rooms in the library. Wedding use in general is permitted with the following conditions:

- Applications for use of the library for a wedding must be made at least one month in advance.
- Applications will be accepted at the discretion of the Library Director.
- Applications may be rejected if staffing is not available or if the requested date conflicts with other library events or programming.
- Once an application is approved, a reservation is not considered complete until all fees are received and the rental agreement has been signed.
- The cost of rental for a wedding is \$250. The rental fee must be paid by check at least two weeks in advance of the ceremony by certified or bank check. This fee covers the cost of BDL staff and utilities.
- In addition to the rental fee, a security deposit of \$500 is required at least two weeks in advance of the event, paid by certified or bank check. The deposit will be returned following the ceremony, unless there is damage to library property or if unexpected expenses are incurred as a result of the ceremony, including but not limited to cleaning service fees or additional staff time required for cleanup or repairs as a result of the ceremony.
- Our insurance carrier requires that renters obtain additional liability coverage for their ceremony. Details and cost for this coverage are provided in the rental application.



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- All wedding must be held after normal library hours of operation.
- Wedding activities may be held only in designated areas. Staff work areas are strictly off-limits.
- Only ceremonies may be held, lasting no longer than one hour. No receptions. Total time in the library for setup, ceremony, and cleanup is limited to four hours. Any decorations brought by the renter should not be attached to any library fixtures by means of adhesives, nails, staples, or any other damaging means. Rice, flower petals, etc., may not be tossed inside any BDL branch.
- No food or beverages of any type are permitted.
- The library will not provide speakers, power cords, extension cords, or microphones, technology, etc. Any technology required for the ceremony should be brought by the renting party.
- At least two members of BDL staff must be on premises during a wedding rental.