

AGENDA

Henika District Library
Board of Trustees Meeting
April 11th, 2023 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. March 2023 Regular Meeting Minutes (M)

V. Financial Reports

- A. March 2023

- Approval of Paid Bills (M)
- Credit Card Detail Report
- YTD Budget vs Actual
- United Bank Accounts Overview

VI. Director's Report

- A. Monthly Statistics
- B. Youth Report
- C. Adult Report
- D. Circulation Report

VII. Committee Reports

- A. Finance Committee Meeting 3/22

VIII. Unfinished Business

IX. New Business

- A. Materials Challenge Appeal: *The Bible*
- B. Collection Development Policy
- C. Grants

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
March 14, 2023 at 6:30 pm

Members Present: Meghan Augustin, Tami Fryling, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Maria Musgrave, Danielle Simmons

Members Absent: Suzy Byville

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of February 2023 Regular Meeting Minutes motioned by Marsh and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for January 2023
 - a. Credit Card Detail Report was reviewed. Some of the expenses included renewal of ALA membership, deposit for hotel for the ALA conference, keychains, and programming materials for summer reading.
 - b. YTD Budget vs. Actuals was reviewed. Utility costs remain high. The cost of the mobile shelving for the youth area is reflected in Furnishings.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka reached out for an update on the status of the AED grants; both are starting to look at applications. Sarah's 90-day review went well. Bakovka is now able to add library events to the Wayland Chamber of Commerce online calendar.
 - b. Monthly Statistics were reviewed. The door count has more than doubled compared to last February. The two most popular days in February were Monday and Tuesday. Early hours and late hours utilization has been steady, with a few patrons in the building on the earlier mornings and

lots of programming in the evening hours. Programming numbers have more than doubled since last year.

- c. The Youth Services report was reviewed. Story time continues to be popular. After school art remains wildly popular, and there have been some improvements to behavior. Sensory playtime had the biggest indoor participation so far. Becky offered a workshop for reluctant readers at Baker and will be visiting Baker preschool playgroup on March 21st.
- d. The Adult Services report was reviewed. Strokes of Genius remains popular. The Lonely Hearts Killer presentation had 10 attendees. Faith has been offering two activities for the seniors at Sawmill Estates each month: bingo one day and a craft or activity the other day. Many patrons are utilizing the special collection items. Spice club in March will feature turmeric. The seed library opens March 15. Author Patty Smith will be visiting on March 25th to do a presentation on her book "Michigan Beer: A Heady History."
- e. The Circulation report was reviewed. 18 new patron accounts were opened in February. Circulation numbers for 2023 have surpassed 2019 circulation. DVD checkouts spiked this month, and the DVD player has started to circulate.

VII. Committee Reports

- a. Building and Grounds Committee 3/13
 - i. Byville is no longer chairing the committee, Fryling is now Chair.
 - ii. Discussed a proposal from Marsh regarding looking at different options for space. Reaching out to City regarding potential of purchasing the parking lot (in past the City had agreed to sell if/when ready to expand, looking for more information on what that would look like). Looked at old plans from 2006/2007 to imagine what building/expanding might look like.

VIII. Unfinished Business

- a. Jay's Metal Art Proposal: Bakovka received clarification on the proposal discussed at the February board meeting – the art would be anchored by the artist into the mortar lines. No wiring is required. Approval of Jay's Metal Art proposal motioned by Augustin and seconded by Musgrave. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

IX. New Business

- a. Augustin motioned to discuss the Reconsideration of Materials Policy and Kuhn seconded. The current policy does not leave the opportunity for an appeal. Bakovka spoke to Carol Dawe and it was recommended to amend the policy now and adopt contingent upon lawyer okaying it. The amendment changes the policy to have the challenge go to the director first; the decision from director can be appealed and then it would go to

the board. Musgrave motioned to adopt the revised Reconsideration of Materials Policy, contingent upon legal review with minor edits as needed from the lawyer. Augustin seconded. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

- b. FOIA Policy
 - i. The proposed FOIA policy has been fully lawyer vetted. Includes summary sheet and a detailed itemization of charges for FOIA requests.
 - ii. Resolution 2023-3: Augustin motioned to adopt Resolution 2023-3 FOIA Policy as presented and Musgrave seconded. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

X. Around the Table

- a. Simmons had nothing to add.
- b. LeFevre will send out an email to the planning committee to schedule a meeting for April.
- c. Musgrave shared that the Country Cat Lady is moving to the location that was previously The Grainery; the new space will be available as a teen center after school and a space for birthday parties/baby showers/etc. The building is paid for and they will likely be looking to get monthly sponsorships to help cover utilities, taxes, and snacks.
- d. Fryling had nothing to add.
- e. Bakovka is incredibly proud of the staff for all that they do and how hard they work.
- f. Marsh appreciates the sound decision-making and hopes to continue basing major decisions in the future on structure rather than emotion.
- g. Augustin shared that the building committee will be planning another meeting soon and the finance committee is meeting on March 22nd.
- h. Kuhn recently used the Ellison machine for a Cub Scouts project and would love to see a "how-to" type workshop to teach patrons how to use it. Thanked Cierra for her fantastic leadership and commented on how great the staff is.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:42 pm.



March 2023 Statement

Open Date: 02/14/2023 Closing Date: 03/14/2023



Visa® Business Cash Card

Account: [REDACTED]

Elan Financial Services
BUS 30 ELN

1-866-552-8855

8 9

HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$2,740.53
Minimum Payment Due	\$28.00
Payment Due Date	04/10/2023

Reward Points	
Earned This Statement	2,772
Reward Center Balance as of 03/13/2023	16,265
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,329.73
Payments	-	\$1,329.73CR
Other Credits	-	\$40.51CR
Purchases	+	\$2,781.04
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,740.53
Past Due		\$0.00
Minimum Payment Due		\$28.00
Credit Line		\$15,500.00
Available Credit		\$12,759.47
Days in Billing Period		29

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001910551



24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

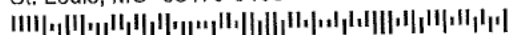
Account Number	[REDACTED]
Payment Due Date	4/10/2023
New Balance	\$2,740.53
Minimum Payment Due	\$28.00

Amount Enclosed \$ _____

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408

HENIKADISTRICTLIBRARY
ACCOUNTS PAYABLE
149 S MAIN ST
WAYLAND MI 49348-1208





March 2023 Statement 02/14/2023 - 03/14/2023

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HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (1-866-552-8855



Business Cash

Rewards Center Activity as of 03/13/2023	
Rewards Center Activity*	0
Rewards Center Balance	16,265

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,740	4,518
2 Extra Points - Telecom & Office Supply	32	232
1 Extra Point - Restaurants & Gas	0	5
Total Earned	2,772	4,755

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BAKOVKA, CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/16	02/15	5158	WIX.COM 1040629565 WWW.WIX.COM CA	\$324.00	Ad Promo
02/17	02/15	0584	AMER LIB ASSOC-CAREER 3122804237 IL	\$885.00	MT
02/22	02/21	9879	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
02/23	02/22	6191	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
03/01	02/28	0140	DOLLAR TREE JENISON MI	\$3.75	Supplies
03/02	02/28	9660	WAYLAND DO IT BEST HAR WAYLAND MI	\$4.23	BGT
03/02	03/01	4602	ADOBE *ACROPRO TRIAL 408-536-6000 CA	\$21.19	CS
03/06	03/03	3080	SQ *NB OUTLET Allendale Cha MI	\$80.03	30-yr 9-AP 300
03/10	03/09	2917	OVERSTOCK.COM WEB 800-843-2446 UT	\$114.90	Furn
03/14	03/12	2761	SUPPORTPDFFILLER.COM 855-7501663 MA	\$2.00	CS
Total for Account				\$1,470.99	41.03 Sur

Transactions FETTY, FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/14	02/13	3007	BOOKDEPOT 905-680-7230 NY	\$288.37	AP



March 2023 Statement 02/14/2023 - 03/14/2023
 HENIKADISTRICTLIBRARY [REDACTED]

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 Elan Financial Services (1-866-552-8855

Transactions FETTY, FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/15	02/14	1592	SEED SAVERS EXCHANGE I 563-3825990 IA	\$15.00	AP
02/21	02/17	2303	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.49	AP
02/22	02/21	3356	BOOKDEPOT 905-680-7230 NY	\$115.65	32.35-AP 83.3 Am
03/01	02/28	1547	AMZN MKTP US*H57A11NH0 AMZN.COM/BILL WA	\$94.30	AP
03/01	02/28	6651	MTSTRANSFERS 888-852-9410 KS	\$46.56	AP
03/01	03/01	0925	AMZN Mktp US*HD7HV2XR1 Amzn.com/bill WA	\$30.03	AP
03/02	03/01	2777	AMZN Mktp US*H553E3380 Amzn.com/bill WA	\$18.18	AP
03/02	03/01	7616	AMZN Mktp US*HD1ZN85X2 Amzn.com/bill WA	\$24.78	AP
03/06	03/04	3242	WAYLAND DO IT BEST HAR WAYLAND MI	\$28.62	BG
03/06	03/03	0208	WAYLAND DO IT BEST HAR WAYLAND MI	\$47.69	BG
03/09	03/07	0286	DOLLAR-GENERAL #9954 WAYLAND MI	\$9.75	AP
03/10	03/09	7766	SEED SAVERS EXCHANGE I 563-3825990 IA	\$52.72	AP
03/10	03/10	4115	Amazon.com*HG2C88HK0 Amzn.com/bill WA	\$92.37	Am
03/13	03/12	5535	AMAZON.COM*HG9I17R30 A AMZN.COM/BILL WA	\$23.10	Am
03/13	03/11	5468	OHIO HEIRLOOM SEEDS OHIOHEIRLOOMS OH	\$42.24	AP
03/13	03/10	0862	AMZN Mktp US*HG9GM73K1 Amzn.com/bill WA	\$62.63	Am
Total for Account [REDACTED]				\$1,002.48	

Transactions BUTLER, REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
02/21	02/18	0283	MEIJER # 021 877-363-4537 MI MERCHANDISE/SERVICE RETURN	\$40.51cr	Yp
Purchases and Other Debits					
02/17	02/16	7033	GameStop 817-422-2085 TX	\$50.86	Yp
02/17	02/16	1513	IC* INSTACART 888-246-7822 CA	\$44.66	Yp
03/03	03/01	8293	DOLLAR-GENERAL #9954 WAYLAND MI	\$25.00	Yp
03/06	03/04	3408	WAYLAND DO IT BEST HAR WAYLAND MI	\$13.77	Yp
03/06	03/02	1892	HARDING'S MARKET #3 WAYLAND MI	\$19.45	Yp
03/06	03/02	0885	DOLLAR-GENERAL #9954 WAYLAND MI	\$54.06	Yp
03/06	03/03	5184	USPS PO 2549130003 KALAMAZOO MI	\$6.65	Yp
03/13	03/10	4877	DOLLAR-GENERAL #9954 WAYLAND MI	\$21.00	Yp
03/13	03/09	1458	DOLLAR-GENERAL #9954 WAYLAND MI	\$22.74	Yp
03/13	03/10	7311	LAKESHORE LEARNING MAT 310-537-8600 CA	\$49.38	Ym
Total for Account [REDACTED]				\$267.06	



March 2023 Statement 02/14/2023 - 03/14/2023
 HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (1-866-552-8855



Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/06	03/03	0064	PAYMENT THANK YOU	\$1,329.73CR	
Total for Account 4798 5100 6241 1513				\$1,329.73CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.49%	
**PURCHASES	\$2,740.53	\$0.00	YES	\$0.00	24.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.49%	

Contact Us

<p> Phone</p> <p>Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053</p>	<p> Questions</p> <p>Elan Financial Services P.O. Box 6353 Fargo, ND 58125-6353</p>	<p> Mail payment coupon with a check</p> <p>Elan Financial Services P.O. Box 790408 St. Louis, MO 63179-0408</p>	<p> Online</p> <p>myaccountaccess.com</p>
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ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of March 31, 2023, and the related Statements of Activities for the one month and three months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
April 5, 2023

**Henika District Library
Statement of Financial Position
As of March 31, 2023**

ASSETS

Current Assets:

Cash-Checking	\$ 338,515.03
Cash-Savings	504,196.20
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,944.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,360,876.82

Total Assets \$ 1,360,876.82

Henika District Library
Statement of Financial Position
As of March 31, 2023

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the Federal Government	\$ (205.95)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,007.11

Net Assets:

Fund Balance-Unrestricted	<u>762,554.00</u>
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Total Net Assets-Beginning 762,554.00

Change in Net Assets 263,315.71

Total Net Assets 1,025,869.71

Total Liabilities and Net Assets \$ 1,360,876.82

Henika District Library
Statements of Activities
For the 1 Month and 3 Months Ended March 31, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2023</u>	<u>3 Months Ended Mar. 31, 2023</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 205,000.00	\$ 67,495.24	\$ 195,944.06	\$ (9,055.94)
City Revenue	178,000.00	45,493.93	158,424.43	(19,575.57)
State Aid	10,000.00	6,503.38	6,503.38	(3,496.62)
Penal Fines	30,000.00	0.00	5,638.90	(24,361.10)
Copier & Fax Income	550.00	343.32	1,102.88	552.88
Fines	100.00	103.38	191.18	91.18
Interest Income	800.00	70.83	1,658.99	858.99
Memorial Donations	75.00	80.58	85.58	10.58
Book Sales	50.00	37.31	94.22	44.22
Federal E-Rate	4,000.00	1,190.76	1,595.01	(2,404.99)
Miscellaneous Income	<u>10,000.00</u>	<u>0.00</u>	<u>32.25</u>	<u>(9,967.75)</u>
Total Revenues	<u>438,575.00</u>	<u>121,318.73</u>	<u>371,270.88</u>	<u>(67,304.12)</u>
Employee Expenses:				
Wages	200,000.00	14,359.89	47,595.51	152,404.49
Employee Benefits	35,000.00	2,958.75	9,844.04	25,155.96
FICA Expense	15,000.00	1,098.51	3,840.38	11,159.62
State Unemployment Tax	<u>0.00</u>	<u>12.81</u>	<u>63.40</u>	<u>(63.40)</u>
Total Employee Expenses	<u>250,000.00</u>	<u>18,429.96</u>	<u>61,343.33</u>	<u>188,656.67</u>
Operating Expenses:				
Memberships & Training	7,000.00	885.00	1,153.00	5,847.00
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	0.00	3,000.00
Programming	16,000.00	2,103.92	5,374.75	10,625.25
Office Supplies	10,000.00	413.78	1,896.58	8,103.42
Furnishings	10,000.00	114.90	4,334.50	5,665.50
Equipment	14,025.00	631.86	1,614.42	12,410.58
Materials	35,100.00	3,598.78	9,893.37	25,206.63
Accounting	14,000.00	5,146.10	6,335.85	7,664.15
Contractual Services	35,000.00	430.93	6,889.15	28,110.85
Communications	3,000.00	260.19	744.19	2,255.81
Technology Support	4,000.00	0.00	285.00	3,715.00
Advertising	2,000.00	324.00	555.08	1,444.92
Postage	400.00	6.65	76.20	323.80
Utilities	11,000.00	734.54	2,434.32	8,565.68

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 3 Months Ended March 31, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2023</u>	<u>3 Months Ended Mar. 31, 2023</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	20,000.00	1,445.54	4,952.43	15,047.57
Maintenance-Equipment	<u>4,000.00</u>	<u>0.00</u>	<u>73.00</u>	<u>3,927.00</u>
Total Operating Expenses	<u>188,575.00</u>	<u>16,096.19</u>	<u>46,611.84</u>	<u>141,963.16</u>
Total Expenses	<u>438,575.00</u>	<u>34,526.15</u>	<u>107,955.17</u>	<u>330,619.83</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ 86,792.58</u>	<u>\$ 263,315.71</u>	<u>\$ 263,315.71</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts


PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$342,714.36
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$506,572.61
BUILDING FUND XXX212	Current balance \$102,233.30
CONTINGENCY FUND XXX740	Current balance \$52,178.69
BUILDING FUND XXX090	Current balance \$5,366.21
BUILDING FUND XXX104	Current balance \$5,366.21
BUILDING FUND XXX112	Current balance \$5,366.21
BUILDING FUND XXX120	Current balance \$5,366.21
BUILDING FUND XXX139	Current balance \$5,366.21

BUILDING FUND	Current balance
XXX171	\$3,077.97

BUILDING FUND	Current balance
XXX344	\$1,023.52

United Bank

900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	0	0	0	0	0	0	0	0	0	800
Adult	54	52	122	13	0	0	0	0	0	0	0	0	241
Family	214	134	94	0	0	0	0	0	0	0	0	0	442
Total [1]	585	374	511	13	0	0	0	0	0	0	0	0	1,483
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8,515
Yearly Increase	237%	258%	116%	3%	0%	0%	0%	0%	0%	0%	0%	0%	17%

Program Types

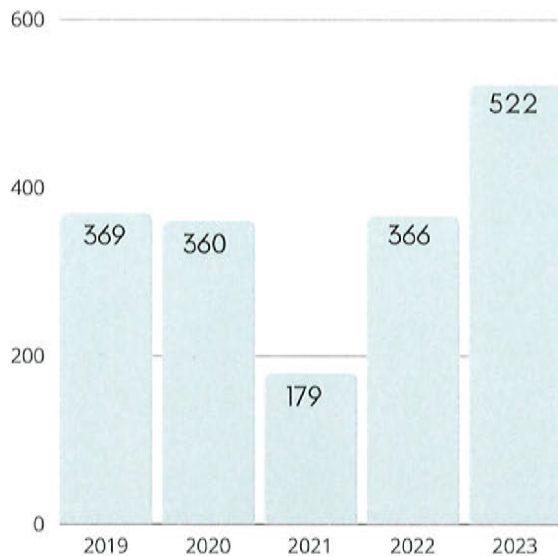
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	0	0	0	0	0	0	0	0	0	782	65
Youth Reading	10	5	3	0	0	0	0	0	0	0	0	0	18	2
Youth Take-Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult In-Person	45	52	116	13	0	0	0	0	0	0	0	0	226	19
Adult Reading	9	0	3	0	0	0	0	0	0	0	0	0	12	1
Adult Take-Home	0	0	3	0	0	0	0	0	0	0	0	0	3	0
Family In-Person	118	12	39	0	0	0	0	0	0	0	0	0	169	14
Family Take-Home	96	122	55	0	0	0	0	0	0	0	0	0	273	23

March 2023

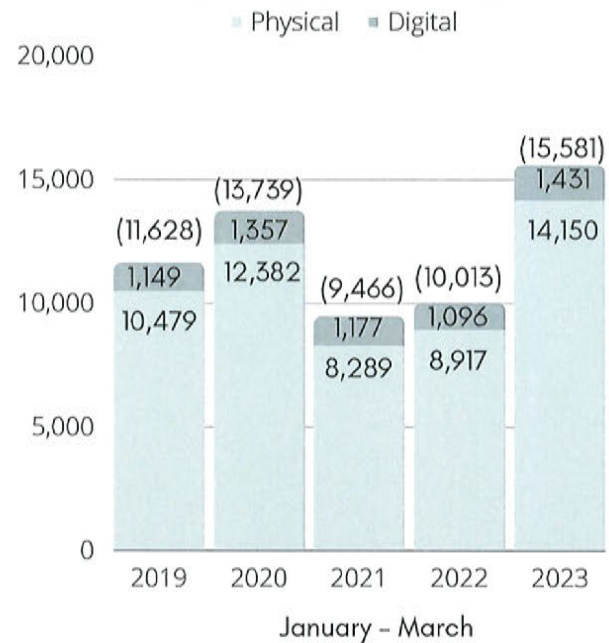
Our circulation numbers are continuing to trend upwards. Overall, our Circulation YTD numbers are up 5,568 than last year. Categories showing the most growth (since the height of the pandemic) include: Board games; which have circulated 4 times more than last year, Special Collections items; which have circulated almost 3 times more than last year, and General DVDs; which have circulated 2 times more than last year. Other notable categories with higher circulation rates than last year at this time include: Videogames, eBooks, and eAudiobooks. Additionally, Youth DVDs and Adult Print are almost circulating at the same rate that they were last year! Lastly, the number of Computer Sessions for the month of March have also increased significantly. I attribute this to more children coming in after school to use the computers. I predict that our circulation rates will continue on this upward trend.

Courtney Schenkuizen – Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has 2,939 total patron accounts. 477 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

62 Patron accounts added YTD
 24 Patron accounts added in March

- 16 Wayland City
- 6 Wayland Township
- 2 Non-Resident

*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

March 2023

Youth Services Report

Becky Butler, Youth Services Librarian

Reading Month! The displays were Disability Awareness and Hot on TikTok, and we had a St. Patrick's Day-themed scavenger hunt set up.

Preschool Storytime: 31 attendees across 3 storytimes.

Afterschool Art: 199 attendees across 3 weeks.

Lego Club: 10 attendees.

Toddler Lil Wiggles: 13 attendees.

Preschool Sensory Playtime: 23 attendees.

Henika Pokemon Trainers: 8 attendees.

Family Fun: Stone Handprints: 35 attendees. I only recommended registration for this event instead of requiring it, and I did see a bump in attendees! I had juuuust enough supplies to accommodate everyone, so that was the new challenge.

STEM Club: 8 attendees learned about food science. We made butter, baked bread, used cranberry juice as an acid-base indicator, and made our own St. Patrick's Day soda (citric acid and baking soda require a very delicate balance to taste good!).

Storytime for Every Kuhn Kid: 4 attendees.

Cloud Slime: 7 attendees.

Family Take and Makes: Snail Pals: 40 kits taken. Slight mishap with the wrong type of clay in the first 20 kits, but I fixed that after I heard back from some disappointed kiddos. I apologize if your crews were among the disappointed!

Reading Dragons: 3 new sign-ups. April is the last month for Reading Dragons!

1000 Books before Kindergarten: 0 new sign-ups, 5 readers moved to the next 100 sheet!

School Visits: I led a workshop for caregivers on encouraging reluctant readers at Baker. There were 4 attendees. Sadly, my paint craft at the middle school was canceled AGAIN due to assemblies.

St. Therese continued their regular visits to the library on Tuesday mornings.

Looking forward:

Preschool Storytime will be held all Thursdays in April at 11. After-School Art will be on the same days from 2:30 to 5:30. Lego Club is on April 5 at 5:30. Pokemon Club will be on April 12 at 5:30. Family Fun: International Taste Test is on April 15 at 11:30. Preschool Sensory Playtime will be on April 11 at 11. I will visit Baker for their Round Up Night for new students on April 18 at 6. STEM Club: TikTok Science will be on April 19 at 4. Lil Wiggles will be April 17 at 11. Storytime for Every Kid will be on April 24 at 4. Back by popular demand, there will be a Make Your Own Boba event at 4 on April 26. It's open to ages 6-18 this time (non-caffeinated options will be available)! The Family Take and Make are Grass Pets. 2 GSRP groups from Baker will visit the library on the morning of April 24.

Finally, I'd like to share with the board that April will be my final month at Henika. I have absolutely loved working with the kids of Wayland, and it is not an easy decision to leave. My partner and I are ready to try life in Alaska, though. My final day will be April 28. Thank you so much for my time here!

MARCH 2023
Adult Services Report
Faith Fetty, Adult Services Librarian

Programs & Attendance

Leather Bookmarks (In-Person): 4

This was a craft we were originally supposed to do last October, but it was cancelled due to staff illness. This time around it did not generate as much interest. Participants were impressed with the quality of the craft, but leather working may need to take a backseat in programming unless we invested in actual leather working equipment.

BYOBook Club (In-Person): 3

BYOBook Club is starting small, but I believe we are having good conversations about our current reads. When it comes up in conversation with patrons they show interest, but it's proving a little difficult to seal the deal and get them to actually attend.

Clay Magnets (In-Person): 13

Fun fun! Didn't require much instruction on my part and everyone made such cute magnets! We will for sure be doing more clay events in the future. The only downside is that the toaster oven burned my clay, so I had to bring everyone's home to bake them.

Paper Bouquets (In-Person): 8

Also a fun program! Perfect for the start of spring! I definitely need more flower making practice if I were to do another one of these, but patrons' flowers turned out surprisingly well.

Spice Club (Family, In-Person): 10

Usually, my food programs gain attendees as people walk in and smell the food, but this time around all of my attendees were there exclusively for Spice Club. We had some new faces and some from a demographic that we don't see much of at library programs (middle aged men).

Michigan Beer: A Heady History w/ Author Patti Smith (In-Person): 9

I attribute this low attendance to the terrible weather that day. Patti was a great presenter who was extremely informed and passionate about her topic. I would love to have her back perhaps in August for another try and possibly in collaboration with OpenRoad Brewery.

Seniors @ Sawmill Estates (Out of Library In-Person): 15

Bingo continues to go well at Sawmill Estates! My seniors also had a good time planting seeds in mini greenhouses and learning about a few of the heirloom varieties I brought with me from the Seed Library.

Seniors @ Green Acres (Out of Library In-Person): 8

We planted seeds in mini greenhouses this visit. A few residents have their own flower gardens or contribute to the Green Acres' gardens and so were excited to get a start on that.

Seed Library (Passive): 52 People, 391 Packets

The Seed Library is off to a great start! 391 seed packets have been taken in the first two weeks it has been open. We have received \$31.55 in donations already and all of those donations will be put towards seeds for next year. I already have a spreadsheet going for donation requests next year and I aim to have the Seed Library stocked with at least 80% donated seeds (from the community and seed companies) in 2024.

Total Program Participants: 122

Reflection

My programs were a little less attended than I had hoped for this month, but I am seeing growth in Spice Club and my off-site outreach events.

Downtown Wayland is taking a more active role in assisting with the promotion of our events. They shared my Spice Club and Patti Smith author visit events as well as our newsletter to their page on Facebook.

Looking Forward

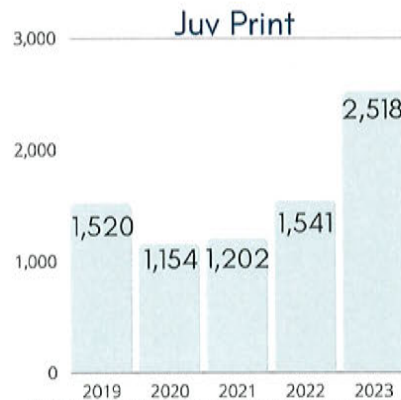
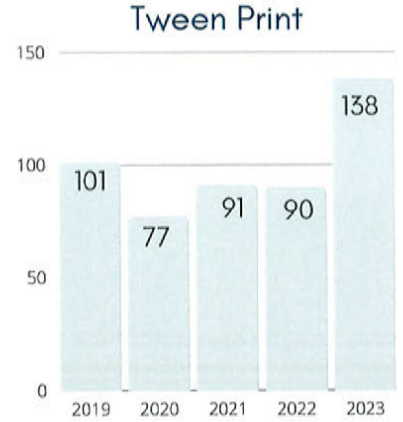
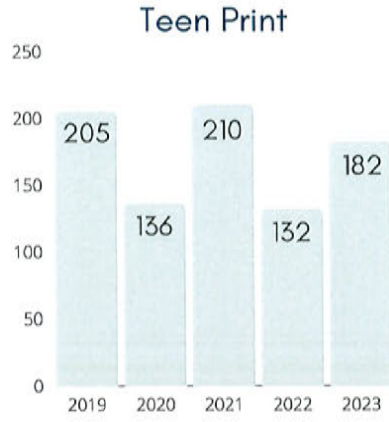
The Catz Den (owned and operated by Country Cat Lady) will be opening in May. Jen (owner of CCL) has offered to set aside a night every week for us to use for programming! Personally, I think this would be a great arrangement (especially for youth programming) to give us some more programming space until we build/buy a larger building in the future.

Spice Club will be moving to a monthly program after May due to patron requests.

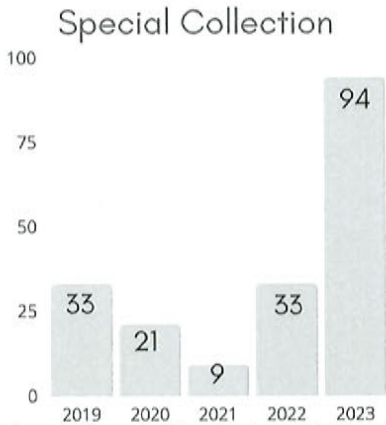
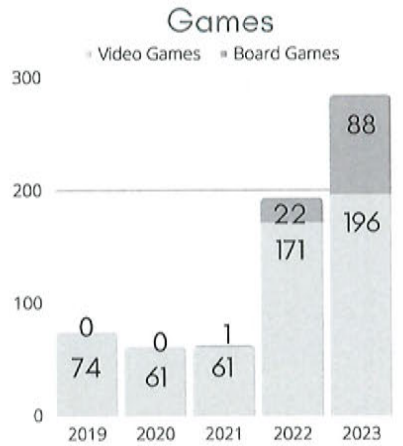
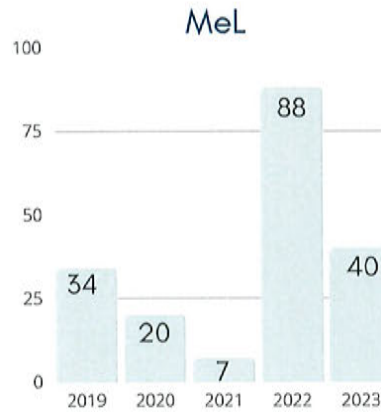
Valerie van Heest, a Michigan author, will be visiting for a presentation on her book *Fatal Crossing: the Mysterious Disappearance of NWA Flight 2501* on Monday, April 24th @ 6pm

I am collaborating with OpenRoad Brewery and 4One2 Distillery on trivia night events during this year's SRP. OpenRoad (Game of Thrones Trivia) in June and 4One2 (Into the Multiverse Trivia) in July, dates are TBD pending the hiring of a new Youth Services Librarian.

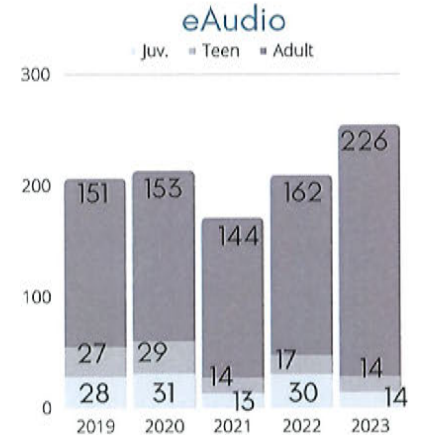
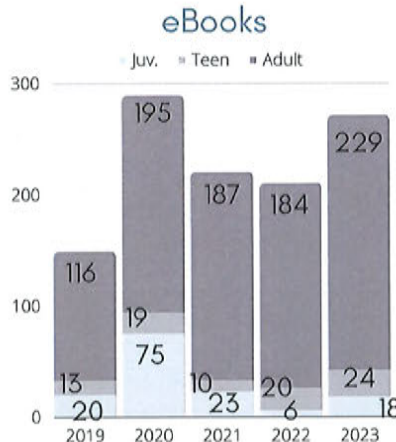
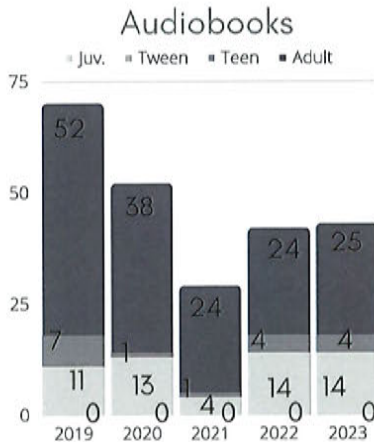
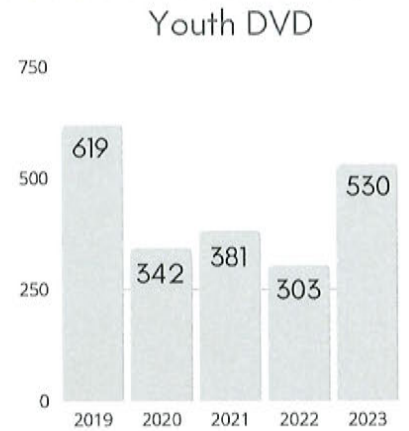
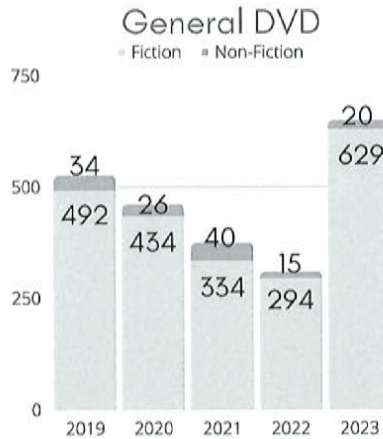
March Circulation, 2019-2023



*pictures books, readers, chapter, juv graphic, juv NF



*prior to August 2021, this only included launchpads



Henika District Library
Meeting Minutes

Henika District Library
~~Board of Trustees Meeting~~
March 22, 2023 at 1:30 pm

Finance
Committee

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,
Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:44 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of November 2, 2022 Finance Committee Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- IV. Unfinished Business
 - a. Assess PTO Policy
 - i. The current PTO policy was reviewed and discussed, along with policies of other libraries for comparison.
 - ii. The current PTO policy does not separate vacation and sick time. There was discussion regarding the verbiage for employees giving notice and gaining approval ahead of time when being used for sick time; Bakovka to consult with the lawyer on verbiage. At this time there is nothing that necessitates a change from combined PTO to separate vacation time and sick time.
 - iii. The current PTO policy frontloads a year's worth of PTO at the beginning of the fiscal year. There was discussion regarding the benefits and risks of frontloading PTO rather than accumulation of PTO as it is earned; Bakovka to consult with the lawyer for recommendations on verbiage to mitigate risk. There was discussion regarding the oversight of director PTO usage; Bakovka to consult with the lawyer on how to handle director accountability.
 - iv. Bakovka to consult with the lawyer on verbiage for grandfathering in benefits for employees who fall under the current policy, in the event changes are made to the policy.
 - v. More discussion needed after Bakovka consults the lawyer on the aforementioned items; will discuss further at next meeting with

the goal of making a recommendation to the Board of Trustees regarding PTO policy updates.

V. New Business

a. Assess Parental Leave

- i. There is not currently a Parental Leave policy. There is a Family and Medical Leave policy that allows for employees who have worked for Henika for at least a year and worked an average of at least 25 hours per week during that time to take up to 12 weeks of unpaid leave for the purposes of 1) an employee's own serious health condition that makes the employee unable to work, 2) caring for a spouse, child, or parent who has a serious health condition, or 3) caring for a newborn, newly adopted child, or recently placed foster child.
- ii. There was discussion of offering a separate parental leave benefit or expanding upon the current FMLA policy to potentially incorporate some level of paid benefit for all or a portion of the covered FMLA time. Bakovka to investigate recommendations and options for expanding on the FMLA policy to incorporate a paid benefit, as well as determine the financial impact that would have.

VI. Around the Table

- a. The committee would like to continue discussion of the PTO policy and parental leave/expanded FMLA at the next meeting, as well as add discussion of bereavement leave, gifting of PTO, and verbiage regarding accommodation for lactating mothers to that agenda.
- b. All present agreed to meet again on May 3, 2023 at 1:45 pm.

VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 3:30 pm.



LIBRARY BOARD FACTS ABOUT:

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio*, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:
"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."
- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut*, 381 U.S. 479, 482, (1965).
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity.** (For more information, see pgs. 2-6 of [Book Challenges, Censorship, and Michigan Public Libraries](#)).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** [Miller v. California](#), 413 US 15
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, [18 USC 1465](#). If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) “*Sexual expression which is indecent but not obscene is protected by the First Amendment.*” [Sable Comm. Of Calif. V. FCC](#), (1989).
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan’s law explicitly exempts Library staff and teachers from prosecution for this, [MCL 722.676](#)**. This exemption is evidence that the state considers public libraries not responsible for supervising minors’ choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors’ exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested, [MCL 397.606](#)
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan’s constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed [in Art. XI, Section 1 is:](#)

*“All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that **I will support the Constitution of the United States and the constitution of this state**, and that I will faithfully discharge the duties of the office of according to the best of my ability.”*
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a WHOLE entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business). [County of Saginaw v Kent](#), 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a ‘[Fiduciary Duty](#)’ to always act in the best interests of the library-** NOT the best interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire COMMUNITY and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more [diverse](#) in almost every metric. [Michigan](#) reflects this trend. Approximately 7% of Michigan’s population is [LGBTQ+](#). The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection

only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against [limits](#) or bans on library materials.** Another [poll](#) suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member (while representing themselves as a board member or while on duty as a board member) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). [Challenges to Materials and Programs: The Role of Library Trustees & Board Members](#) (3/31/22)
- Trustees’ failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** [Texas public library board in Llano County is sued over book bans | The Texas Tribune](#)
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people’s exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.

“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion If there are any circumstances which permit an exception, they do not now occur to us.” [West Virginia Board of Education v. Barnette](#), 319 U.S., at 642, quoted by.” [Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico](#), 457 U.S. 853, (1982).
- **Know your library’s [Collection Development Policy](#).** Collection Development Policies define a library’s design for its collections and is a library’s template for how they purchase items for the community to borrow and utilize.

- **Know your library's [Materials Reconsideration Policy](#)** that describes the procedure and criteria for removing material from the collection.
- **Know your library's [Patron Behavior Policy](#)** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's [Public Relations, Crisis Communication, or Media Contact Policies](#).** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

RESOURCES

[Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009](#)

[Libraries and Intellectual Freedom](#), The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

[CBS News Poll – Big Majorities Reject Book Bans, February 2022](#)

[Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020](#)

[Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021](#)

[Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022](#)

[Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022](#)

Clare Membiela, MLS JD
Library Law Consultant
Library of Michigan

5/2022

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HANDLING MATERIALS RECONSIDERATION, CHALLENGES, AND CENSORSHIP, A CHECKLIST

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December 6, 2021

Prepare BEFORE a complaint arises

□ **Ensure the library has the following REGULARLY UPDATED policies in place:**

- [Collection Development Policy](#) – The criteria used for selecting and purchasing materials, including the library’s overall collection goals and philosophy. (Link is to information on collection development policies on the Library of Michigan website.)
- [Materials Reconsideration](#) – Criteria and policy used to address complaints or challenges against specific materials. (Link is to the ALA OIF Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries.) See also [United for Libraries Trustee Resources for Program and Materials Challenges](#).
- [Patron Behavior](#) – Criteria and policy for appropriate patron use of library facilities and materials to ensure that the library can operate according to its mission and accommodate a variety of views and information requirements in the community it serves. (Link to the ALA Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage.)
- [Employee Behavior](#) – Criteria and policy for appropriate employee actions in the workplace as public servants and representatives of the library as an entity. Generally included as part of an employee handbook. (Link is to the “Personnel Policies” section of the Illinois State Library’s Administrative Ready Reference website) NOTE- Resource is geared towards Illinois law, **Michigan libraries should review policies with their attorneys before adopting.**
- [Board Behavior \(in Bylaws\)](#) – Criteria developed by the board to police itself. Intended to guard against conflicts of interest and actions by members that threaten the board’s ability to appropriately and legally govern the library. Often include negative consequences for violations of the set criteria. (Link is to the “Michigan Public Library Trustee Manual, which has a chapter on Bylaws.)
- [Board Ethics \(in Bylaws\)](#) – Criteria included in certain State laws and some municipal ordinances that hold board members to particular levels of honesty, accountability, and objectivity while representing or handling matters for the library. (Link is to the ALA United for Libraries Official Statement on Board Ethics.) See also, Michigan Municipal League’s (MML) [Handbook for Municipal Officials, Ch 8, Ethics](#) .
- [Public Meeting \(in Bylaws\)](#) – Criteria by which a public meeting is called, noticed and conducted by the board to conduct library business and make decisions that impact library service, finances and policy. Includes a policy and procedure for public comment during the meeting. This policy is heavily influenced and directed by the [Open Meetings Act \(OMA\)](#). (Links are to the National Association of Counties (NACO) “The Right Way to Run a Meeting”, and The Michigan Attorney General’s “Open Meeting Act Handbook”.) (See also [MSU Extension’s Parliamentary Procedure Resource](#))
- [Public Hearing \(in Bylaws\)](#) - Criteria by which [a public hearing is called](#), conducted, and concluded. (Links are to “How to conduct a public hearing,” a part of “The Community Toolbox” site by the Center for Community

Health and Development at the University of Kansas, and The Michigan Municipal League's (MML) "Public Hearings" Fact Sheet.)

- [Crisis Communication](#) – Policy and procedures for Library communications to the public and the press during a conflict or crisis or emergency. Includes the appointment of a designated “spokesperson” so that a consistent institutional message can be conveyed, reducing the likelihood of conflicting and confusing messaging. (See also [Crisis Communications Template](#), Georgia Libraries. (Links are to Georgia Public Library Service's (The Georgia State Library Agency) Crisis Communication Plan and Crisis Communication Template.) **NOTE:** These samples are structured for the State Library. Public Libraries should read carefully, consult their lawyers, and adopt information that is applicable to their situation and Michigan Law. For a good explanation of Crisis Communication, [see InfoToday, Tamara King, "Creating a Crisis Communication Plan"](#)).
 - [Social Media](#) – Policy and criteria for how the library conducts its social media activities- both normally and in a crisis. Included are procedures for posting and replies of the institution, as procedures and policies for whether the public can post responses and how those postings (if permitted) are handled. This policy will often limit the ability to post on behalf of the institution to designated staff as social media monitors/posters. (Link is to the ALA Social Media Guidelines for Public and Academic Libraries.)
- **Verify that relevant policies are:**
- Clear – The intent of the policy, as well as what constitutes compliance and what constitutes violation are obvious. Enforcement and the consequences of violation can easily be understood by all involved (staff, board, and patrons).
 - Legal – policies and procedures (including enforcement and consequences) comply with applicable state and federal laws and (ideally) have been reviewed by an attorney.
 - Communicated - All policies are publicly available and posted.
- **Ensure that relevant staff are trained in appropriate methods of:**
- **Library principles of Intellectual Freedom**- Two options for locating staff appropriate online courses in this topic are [Webjunction](#) and [Niche Academy](#) - both of which can be accessed by library staff and boards for free on the [Library of Michigan's website](#).
 - **Policy Application** – Instruction and information on each library policy they are expected to adhere to and/or monitor.
 - **Policy Enforcement** – Instruction and information on each of the policies they are expected follow and enforce. Culturally sensitive training on how to enforce policies particularly in circumstances where patrons or colleagues need to be redirected or corrected.
 - **Conflict management/De-escalation** – Training on strategies for managing irate and potentially volatile interactions with patrons and co-workers. (Two options for locating staff appropriate online courses in this topic are [Webjunction](#)- and [Niche Academy](#)- both of which can be accessed by library staff and boards for free on the [Library of Michigan's website](#).)
 - **Social Media** - Training on the library's social media policy and public relations plan. How postings happen, who is authorized to post, what is considered acceptable, etc.
 - **Crisis Communication** - Instruction on how the library handles communication and public interactions during times of crisis, disaster and emergency.
- **Ensure Board members are instructed in:**
- **Public meeting procedures, Open Meetings Act, and ethics/parliamentary requirements** - How to run public meetings and accomplish their decision-making in an appropriate ethical manner. (An option for this type of training for boards is [United for Libraries](#) – The Library of Michigan provides access for all Michigan libraries via a Statewide Access Membership.

- **Library and Legal principles of Intellectual Freedom** – Including the notion that personal opinions, preferences, and beliefs are not valid criteria for collection development nor the management of the library collections and services. Two options for locating staff appropriate online courses in this topic are [Webjunction](#) and [Niche Academy](#) - both of which can be accessed by library staff and boards for free on the [Library of Michigan's website.](#) See also [United for Libraries Trustee Resources for Program and Materials Challenges.](#)
 - **The library's policy and procedure for addressing reconsiderations** – Instruction in how the policy is implemented and enforced, including appeals.
 - **The library's relevant social media policy & procedures**
 - **The library's relevant crisis communication policy and procedures**
- **Review adequacy of Library security equipment and procedures**
 - Threat assessment
 - Procedures and policies for when law enforcement is contacted

WHEN a challenge or reconsideration request is made:

- **Implement Reconsideration or Challenge policy:**
 - Provide patron with copy of policy
 - Encourage patron to complete form that is part of policy
 - Ensure policy is followed correctly by library staff.
 - At conclusion of process, ensure patron is provided with a written explanation of decision.

IF initial decision is contested or appealed

- **Follow appeals process as established in policy.**
 - Appeal is before Board
 - Open Meeting/Hearing

IF challenge or request becomes contentious, or expands to include multiple titles or a genre:

- Involve Legal Counsel
- Implement Crisis Communication policy
 - Social media monitoring and limiting
 - Prepare general statement on situation to inform all patrons and community of situation.
 - Enlist community support for the library through efforts such as social media messaging and library displays.
 - Communicate with local press
 - Communicate with municipal partners
- Notify ALA/MLA
- Consider security/law enforcement presence in public meetings
- Consider larger security presence in library.

IF challenge or request involves library board or library staff:

- Adhere to appropriate **behavior** and employment and ethics policies. Do not attempt to regulate speech or content of speech.
- Work with remaining board members or municipal partners or library colleagues (such as coop directors, LM, and MLA) to ensure adherence to public meeting procedures.
 - Complaining board members recused from voting and discussion on matter except as complainant.
 - Public meeting behavior and decorum policies followed. Focus is on enforcement of behavior and time policies of public comment. OMA adhered to.
- **Consider alternative/additional legal assistance**
 - Library attorney represents board. If library staff or director require legal assistance or advice in situation where conflict is with board majority, staff may require separate representation (depending on situation).

Clare D. Membiela
Library of Michigan
Library Law Consultant



BOOK CHALLENGES, CENSORSHIP, AND MICHIGAN PUBLIC LIBRARIES

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

December 6, 2021

Background on the Right to Information

The first amendment of the U.S Constitution secures the right of free speech for every person in the United States. In 1947, the Supreme Court of the United States confirmed in Martin v. City of Struthers, Ohio, (319 U.S. 141, 63 S. Ct. 862, 87 L. Ed. 1313 (1943)), that the framers of the constitution intended that freedom of speech under the first amendment right of freedom of speech included the right to receive information:

“The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, 58 S.Ct. 666, 669, 82 L.Ed. 949, and necessarily protects the right to receive it.”

The Martin case involved a municipal ordinance that prevented a religious group from distributing pamphlets door to door, but it is the first case to establish a right to receive information under the first amendment. There have been several cases and opinions after Martin which follow the right to receive information, and some of those connect the exercise of this right to public library access:

“At the threshold, however, this right, first recognized in Martin and refined in later First Amendment jurisprudence, includes the right to some level of access to a public library, the quintessential locus of the receipt of information.” Kreimer v. Bureau of Police for Town of Morristown, 958 F.2d 1242 (1992) (Case involved Library policies that restricted the use of the library by homeless man).

Kreiner is a federal court of appeals case from the third circuit. Its analysis of the proximity of public libraries to the right to receive information has been widely accepted legal precedent.

In other words, people in the United States have a constitutional right to information and a fundamental way to exercise that right is through a public library.

Therefore, removing materials from a library simply because some members of the community object to the content, is censorship, which is a violation of the First Amendment.

“[T]he State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge. The right of freedom of speech and press includes not only the right to utter or to print, but the right to distribute, the right to receive, the right to read ...and freedom of inquiry, freedom of thought, and freedom to teach....Without those peripheral rights the specific rights would be less secure.” Griswold v. Connecticut, 381 US 479 (1965). (Case involved a state law prohibiting the distribution of information about contraceptives to women without the permission of their husbands).

Even though schools have some latitude with which to restrict materials to those which support a prescribed curriculum, the Supreme Court in Pico still determined that content-based removal of certain books from the

school library was a violation of students' first amendment rights. Bring this analysis to a public library situation (where there is little recognized authority to restrict access to information) and the bar against content-based removal is even more obvious.

"We hold that local school boards may not remove books from school library shelves simply because they dislike the ideas contained in those books and seek by their removal to "prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion." West Virginia Board of Education v. Barnette, 319 U.S., at 642, 63S.Ct., at 1187. Such purposes stand inescapably condemned." Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Don't public libraries restrict access to information simply by choosing to purchase some materials over others? Isn't that censorship?

A. Public libraries, and indeed all libraries, by necessity, must have comprehensive policies and procedures for determining what materials their collections should contain. No library, save the Library of Congress, has the space and resources to acquire and circulate every publication on every topic. Libraries make decisions according to objective criteria that considers, among other factors, their budget, the demographics of their community, the current circulation habits and demands of their patrons, contemporary societal issues and events, the literary or entertainment quality of the material (as considered by objective professional reviews, author reputation and experience, etc.), public libraries' through their collections, must anticipate the information that will be in demand and of use by their patrons, and must represent a broad representation within that information.

This detailed vetting process is called a library's collection development policy, and this policy details how materials are selected for inclusion into the collection.

So, while it is true that librarians do make choices between materials and between subject matter, the mission of most public libraries is to provide a well-rounded collection that represents multiple perspectives as well as the facts connected to a certain topic.

"To fulfill their traditional missions, public libraries must have broad discretion to decide what material to provide to their patrons. Although they seek to provide a wide array of information, their goal has never been to provide "universal coverage." Id., at 421. Instead, public libraries seek to provide materials "that would be of the greatest direct benefit or interest to the community." Ibid. To this end, libraries collect only those materials deemed to have "requisite and appropriate quality." Ibid. See W. Katz, Collection Development: The Selection of Materials for Libraries 6 (1980) ("The librarian's responsibility ... is to separate out the gold from the garbage, not to preserve everything"); F. Drury, Book Selection xi (1930) ("[I]t is the aim of the selector to give the public, not everything it wants, but the best that it will read or use to advantage"); App. 636 (Rebuttal Expert Report of Donald G. Davis, Jr.) ("A hypothetical collection of everything that has been produced is not only of dubious value, but actually detrimental to users trying to find what they want to find and really need")."

United States v. Am. Libr. Ass'n, Inc., 539 U.S. 194, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003) (case involving the constitutionality of CIPA and forced library filtering).

IN other words, selecting materials for a public library using a professional process involving objective criteria is very different from removing material because the remover dislikes, or is made uncomfortable by the content. One is collection development, one is censorship.

Collection development information can be found:

https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89759-492769--,00.html

Q. But every right – including speech- has limits. Aren't there limits or exceptions to this idea of "right to information?" What if the information desired or available could cause harm, or does not align with "community standards," or reflects opinions and values that are objectionable?

As with most of our constitutional rights, freedom of speech and the right to information that flows from it are not absolute. There are circumstances under which information can be restricted, such as when part of a public school classroom curriculum (because a school has specific educational and curricular requirements that may necessarily involve the inclusion of some topics and not others, and a school can require students to read about specific topics and opinions), or in a private library or business (because private entities are not bound by the first amendment when offering information), or within a religious organization. The only speech that can be restricted by content is speech that is found to be:

Defamatory – Speech or information that is false and could harm the reputation of the individual discussed (especially if the speaker (or writer) knew the information was false).

True Threats - Speech that promises a crime will be committed (“I am going to kill you if you don’t give me your money”).

Fighting Words – Face to face Speech that when said, has a high probability of provoking a physical fight or violence between parties. [*Chaplinsky v. New Hampshire* \(1942\)](#)

Inciting Words – Speech that is made in order to inspire “imminent lawless action,” **and** is likely to actually cause the lawless action. (Such as a speaker deliberately rallying a crowd to riot or commit another unlawful act, in a situation where the crowd was already excited and rowdy and likely to riot). [*Brandenburg v. Ohio*](#)

Obscenity – Probably one of the most misunderstood exemptions. The definition of “obscenity” as determined by the supreme court in Miller, is a vague one that is only really applicable to a court (since only a court can truly label content as “obscene.”).

In Miller, the Supreme Court’s test defining obscenity is:

- (a) whether ‘the average person, applying contemporary community standards’ would find that the work, taken as a whole, appeals to the prurient interest, (“Prurient” = arouses sexual desire).
- (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

[*Miller v. California*, 413 U.S. 15, 24, 93 S. Ct. 2607, 2615, 37 L. Ed. 2d 419 \(1973\)](#)

Generally, the label of obscenity seems to be applied to extreme representations of sexually explicit material, such as child pornography, bestiality, and other activities rejected on a societal level. It does not generally seem to apply to legal adult pornography or sexual content in literature – even age-appropriate content in literature aimed at younger readers. Material is not obscene simply because it is depicting activity that is controversial or non-conforming to what is considered “normal.” The label seems to be intended by the court to be applied to “hard core” sexual content:

*“Under the holdings announced today, no one will be subject to prosecution for the sale or exposure of obscene materials unless these materials depict or describe patently offensive ‘hard core’ sexual conduct. “[*Miller v. California*, 413 U.S. 15, 27, 93 S. Ct. 2607, 2616, 37 L. Ed. 2d 419 \(1973\)](#)”*

Now, Michigan has a law that restricts the dissemination of sexually explicit materials to minors. The Disseminating, Exhibiting, or Displaying Sexually Explicit Matter to Minors Act, 1978 PA 33, MCL 722.671 et. Seq. <http://legislature.mi.gov/doc.aspx?mcl-33-1978-l>. The first part of this act provides criminal penalties for the dissemination of sexually explicit content to minors. The second part of this act restricts the sale of violent videogames to minors. Although amendments to the statute have been struck down by courts as unconstitutional, a more recent amendment to MCL 722.673 et seq. reworded the law and is currently in effect.

The law specifically exempts teachers and librarians from prosecution for disseminating sexually explicit materials as a part of their employment (checking books out, buying books or using books as part of an approved curriculum) (see Section 6(d), MCL 722.676(d) <http://legislature.mi.gov/doc.aspx?mcl-722-676> .

The second part to the law, which restricts videogames, was also struck down as unconstitutional, and is not currently in effect. The restrictions centered on violence.

For additional information on restrictions beyond content based restrictions, see

<https://constitutioncenter.org/interactive-constitution/interpretation/amendment-i/interps/266> (National Constitution Center)

The right to receive information is not absolute, but neither is it a right that is easily negated.

Q. I am hearing of librarians being accused of providing sexual content to minors. Can I be criminally liable if a patron or board member feels a title is “sexual content,” or inappropriate?

Unless you are providing minors with sexual content with the intention of receiving or experiencing gratification or sexual activity, it is unlikely. The Michigan law expressly exempts librarians and teachers providing materials in the context of their employment. (See discussion in previous question, above). MCL 722.676(d) <http://legislature.mi.gov/doc.aspx?mcl-722-676>.

Libraries and librarians concerned about any type of legal liability should always consult their library attorney, and or their personal attorney.

Q. Don’t library boards and library directors have a responsibility to protect their community (especially children) from materials that expose patrons to inappropriate and harmful topics? If these boards and librarians wouldn’t let their own kids watch or read this material, why permit any other child to?

A. The issue here is who decides what is “inappropriate” and “harmful?” Who gets to decide what topics or types of material everyone else is allowed to see/view/read/hear? Just because one portion of the community is uncomfortable with a topic, or has a religious or other objection, is not sufficient grounds to deny the rest of the community access to that material, to those ideas. The law already accounts for truly harmful content. The rest is a matter of personal and familial choice and culture. Public libraries do not stand in the shoes of parents with regards to the welfare of their children. They are not a school, or a childcare center. They are public spaces that welcome people of all ages and types with the mission of providing the information, or the means and expertise to locate the information that each individual wish to have. Parents and guardians bear the responsibility and the right only to determine the materials they and their children can access.

“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion If there are any circumstances which permit an exception, they do not now occur to us.” 319 U.S., at 642, 63 S.Ct., at 1187. Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Can a library governing board dictate the content-based removal of library materials?

A. This is a tricky question. In Michigan, most establishment types authorize the governing board of a library to be the legal representatives of the library. The governing board has the authority to make (among other decisions) policy, financial, personnel, and facilities decisions. However, as they say, “With great power comes great responsibility.” An illegal, thoughtless or ill-conceived decision could result in the board being on the wrong side of a lawsuit, which can be very costly in money, community goodwill towards the library, and damage to the board’s reputation. In reality, the issues surrounding content-based censorship and book removal are so divisive in U.S. culture that even if there is no lawsuit brought, the damage to the library’s reputation with the community it serves (and is funded by) could cause years of bad feelings, as well as catastrophic losses in funding if the fallout includes the defeat of a millage. The question for the board becomes not “can you?” but “should you?” Is the content of the material so damaging that it is worth the potential ramifications involved in removing it- especially when the action could end up being temporary since the materials could be easily re-instated upon the arrival of new terms and new board members?

“If a Democratic school board, motivated by party affiliation, ordered the removal of all books written by or in favor of Republicans, few would doubt that the order violated the constitutional rights of the students denied access to those books. The same conclusion would surely apply if an all-white school board, motivated by racial animus, decided to remove all books authored by blacks or advocating racial equality and integration. Our Constitution does not permit the official suppression of ideas. Thus, whether petitioners' removal of books from their school libraries denied respondents their First Amendment rights depends upon the motivation behind petitioners' actions. If petitioners intended by their removal decision to deny respondents access to ideas with which petitioners disagreed, and if this intent was the decisive factor in petitioners' decision, then petitioners have exercised their discretion in violation of the Constitution.”
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Help! Our library is experiencing a book challenge. Where can I obtain more information and resources?

There are several good resources listed below. In addition, don't forget to reach out for help if you need it. You are not alone!

Contact your cooperative director. Chances are they have been through a challenge and can offer suggestions and support.

Contact [the Library of Michigan Library Development team](#). We can offer information and support.
Contact [ALA's Office of Intellectual Freedom](#) (ALA OIF). They have legal and library professionals who can advise you on managing the challenge. You do not have to be an ALA member to call!

Resources:

<https://www.ala.org/tools/challengesupport> - ALA Office of Intellectual Freedom (OIF) website for managing and reporting book challenges. One of the most comprehensive sites on materials challenges.

https://www.webjunction.org/documents/webjunction/Book_Censorship_in_Schools_A_Toolkit.html - Webjunction materials from National Coalition Against Censorship (NCAC) Sample letters and tips on a book challenge process. Aimed at school libraries but contains information of use to public libraries too.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit> - ALA OIF Toolkit for challenges, reconsideration policies, and book selection policies- includes separate information aimed at public and school libraries.

<https://ckls.libguides.com/c.php?g=833878&p=5954448> Central Kansas Library system – Book Challenges resources site. Contains sample reconsideration policies and letters as well as tips on handling a reconsideration request.

<http://cblidf.org/2017/06/librarian-offers-tips-for-handling-ugly-book-challenges/> - (Comic Book Legal Defense Fund, CBLDF) Article with suggestions by a librarian who survived a contentious book challenge.

<https://jaslarue.blogspot.com/2008/07/uncle-bobbys-wedding.html> - Excellent example of a well-crafted letter responding to a book challenge by well known speaker and former library director, Jamie LaRue.

<https://bannedbooksweek.org/banned-books-week-handling-challenges/> - Another site managed by the ALA OIF. Focuses on banned books and banned books week. This page contains a summary of tips for handling book challenges.

<http://cbldf.org/2021/10/comics-challenges-return/> - Website of the Comic Book Legal Defense Fund, which advocates for intellectual freedom protections for comic book (including Anime and Manga) works. Advises libraries and book sellers as well as artists and authors on handling challenges of comics and sequential art titles.

Clare D. Membiela
Library of Michigan
Library Law Consultant

[Henika Library] Material Challenge - new submission

From : [REDACTED]

Tue, Dec 20, 2022 05:02 PM

Subject : [Henika Library] Material Challenge - new submission**To :** [REDACTED]**Reply To :** [REDACTED]External images are not displayed. [Display images below](#)

[REDACTED] just submitted your form: Material Challenge
on [Henika Library](#)

Message Details:

First Name: [REDACTED]

Last Name: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

Have you read Henika District Library's Collection Policy and the
American Library Association's Library Bill of Rights? If not, please read
them above: Yes

Title and Author/Performer of the Material: the Bible

What format is the material?: Book

Have you experienced the entire work?: Yes

How did this material come to your attention and what is your objection
to the work? : People are consistently using this book and passages
within to incite violence against gay people especially gay men. It is
NOT appropriate to have a book in the library that promotes hate and
includes hate speech within it. This book also condones slavery and
rape. It is not appropriate.

If this material is removed from the library, would you suggest an
alternative work?: Something nice.

If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.



149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
waycb@llcoop.org

MARCH 15TH, 2023

Dear [REDACTED]

We appreciate your concern over the use of *The Bible* in the library. Selecting materials that serve the needs of our community is a vital part of operating a library and we value your input. I know per your selection of "Yes" on the materials reconsideration form that you have viewed our relevant policies: the Library Bill of Rights, our Collection Policy, and our Reconsideration Policy. We have recently updated our Reconsideration Policy to make it a more open process compliant with the Freedom of Information Act and the First Amendment, and so I have attached the revised policy for your review. The intent of providing all that isn't waste your time, it's to demonstrate that our Board of Trustees – which has reviewed and adopted these policies on behalf of our library - has spent time thinking about the context in which the library operates, and thoughtfully considered how best to serve all members of our community.

As I understand from your request for reconsideration form that you believe that *The Bible* is inappropriate because "People are consistently using this book and passages within to incite violence against gay people especially gay men...[it] promotes hate and includes hate speech within it...[and] also condones slavery and rape." Given many news stories and events over the years, I can certainly respect where your viewpoints on and interpretations of this material come from. However, *The Bible* is also historically and religiously significant to some people in our community as well.





149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
waycb@llcoop.org

MARCH 15TH, 2023

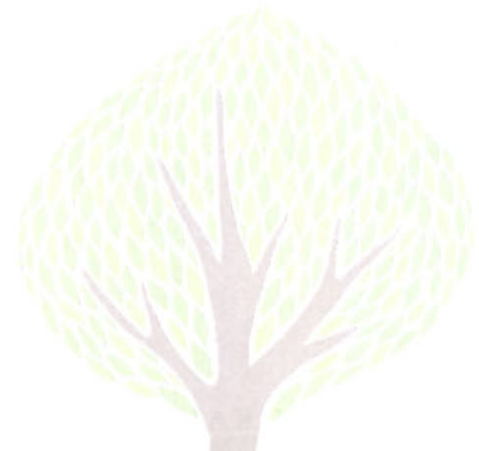
The library strives to provide material for everyone in the community, so we have materials with a wide variety of viewpoints and perspectives - many of which end up in direct opposition of each other. Library collections don't imply endorsement; they imply access to the many different ideas of our culture. While it's clear that *The Bible* is not something that aligns with your beliefs or needs, we do have other books that may such as: *Holy Love: A Biblical Theology for Human Sexuality* by Steve Harper, *Family of Origin Family of Choice: Stories of Queer Christians* by Katie Hays, *Accidental Saints: Finding God in all the Wrong People* by Nadia Bolz-Weber, *It Gets Better: Coming Out, Overcoming Bullying, and Creating a Life Worth Living* by Dan Savage, *The Book of Pride: LGBTQ Heroes Who Changed the World* by Mason Funk, and more.

With all of this in mind and after much careful consideration, I have decided not to remove *The Bible* from Henika District Library's collection. As noted in our policies, you do have the right to appeal my decision to the Board of Trustees. If you'd like to do that, please let me know in writing within the next 30 calendar days and I will pass it along to the board and let you know when they will be discussing it in an open meeting. Please note that an appeal means that your request for removal will become a matter of public record in the board agenda, meeting, and meeting minutes. Meanwhile, I'm more than happy to discuss this further with you. I do appreciate many things: your obvious value of protecting others, your willingness to raise issues of importance to you, and more. Thank you, very much, for taking the time to raise your concerns with me.

Sincerely,

Cierra Bakovka

Director



From : [REDACTED]

Wed, Mar 15, 2023 08:00 PM

Subject : Re: Reconsideration Decision: The Bible



To : AW Cierra Bakovka [REDACTED]

I would like to appeal. Basically for the chance for the board to hear why I think the Bible is not an example of morality. It's ironic that people think it is. People don't want drag queens telling stories to an audience (that doesn't have to be there if they don't want to be) but we have to be exposed to something that condones incest, slavery, rape and murder.... THE BIBLE.

Notice: ALA.ORG Scheduled Maintenance 12/28. From 5pm ct- 11pm ct [Learn more \(https://www.ala.org/support/scheduled-maintenance-12282022\)](https://www.ala.org/support/scheduled-maintenance-12282022)

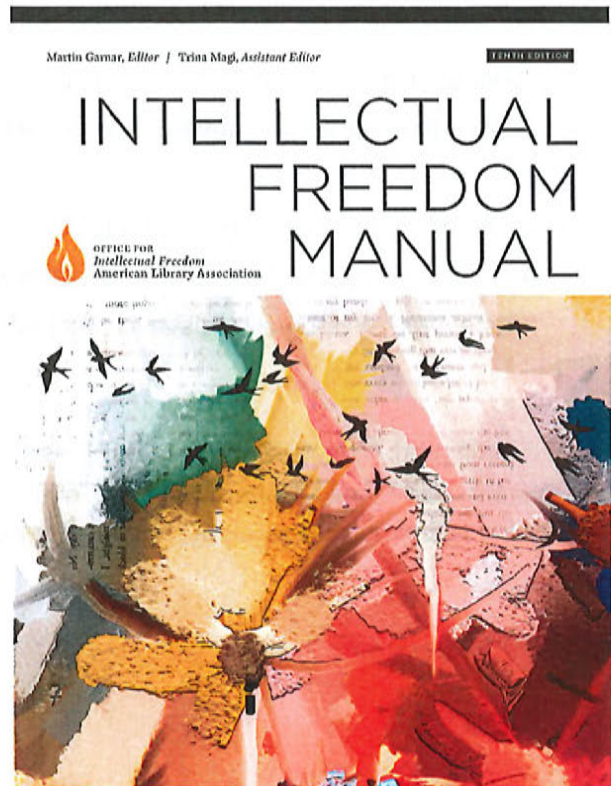
Guidance for Holding a Public Meeting

(<https://www.alastore.ala.org/content/intellectual-freedom-manual-tenth-edition>)

If a challenge is addressed in a public meeting, such as a public hearing or as part of an appeal process, the following tips may be helpful.

BEFORE THE MEETING:

- Brief members of the governing body on:
 - Policies and procedures, specifically open-meeting laws and the library's collection development and resource reconsideration policy
 - The concerns expressed, how the library or educational institution has responded to the challenge, and the decisions made.
- Have everyone review the challenged resource
- Determine the length of the meeting and reserve a definite time for public comment.
- Announce the meeting well in advance. It is important that the media and the public understand that the decisions made are not arbitrary, but are based on a great deal of work, thought, and consultation.
- Seek support from ally groups and individuals who can speak in support of the freedom to access resources, or who can send written expressions of support (e.g., parents, educators, students, area librarians from other library types, local colleges and universities, ministers, attorneys, people from the media, state library associations, educational groups).



AT THE MEETING:

- Distribute the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>), your library's collection development and resource reconsideration policy, and open-meeting procedures.
- Ask people who wish to speak to sign in.
- Have the chair of the governing body preside. At the beginning of the hearing, the chair should explain the process the governing body will follow and when it will issue its decision.
- Have individuals speak in the order they signed in, and appoint a timekeeper to limit each speaker to a specific amount of time. If participants are allowed to speak a second time, they should do so only after everyone who has registered has had an opportunity to speak.

Garnar, Martin, and Trina Magi. *Intellectual Freedom Manual*. Tenth Edition. Chicago: ALA Editions. 2021
Purchase the Intellectual Freedom Manual, Tenth Edition at the ALA store
(<https://www.alastore.ala.org/content/intellectual-freedom-manual-tenth-edition>).

Updated 2021

Notice: ALA.ORG Scheduled Maintenance 12/28. From 5pm ct- 11pm ct [Learn more \(https://www.ala.org/support/scheduled-maintenance-12282022\)](https://www.ala.org/support/scheduled-maintenance-12282022)

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

COLLECTION POLICY

COLLECTION DEVELOPMENT

Final responsibility and authority for the collection rests with the Director. Direct responsibility for the selection, maintenance, and weeding of materials is delegated to Collection Development staff. The Circulation Supervisor supervises material selection and collection maintenance for Adult Fiction, Adult Non-Fiction, Periodicals, Adult AV and Adult non-traditional circulating materials. The Youth Services Supervisor supervises material selection and collection maintenance for Picture Books, Readers, Chapter Books, Tween Fiction, Teen Fiction, Juvenile Non-Fiction, Teen Non-Fiction, Youth AV and Youth non-traditional circulating materials.

ALA STANDARDS

The Henika District Library operates in conjunction with the following American Library Association policies:

- The Library Bill of Rights
- Freedom to Read
- Freedom to View
- Statement on Labels and Rating Systems
- Diversity in Collection Development
- Free Access to Libraries to Minors
- Expurgation of Library Materials
- Evaluating Library Collections
- Challenged Materials
- Restricted Access to Library Materials
- Access to Electronic Information, Networks, and Services

SCOPE AND OBJECTIVE

The mission of the Henika District Library is to encourage community and personal growth through diverse materials, services, and experiences. The library has a responsibility to act inclusively, rather than exclusively, to allow for free access to ideas. Therefore, our collection represents a diversity of viewpoints, including materials that reflect differing social, cultural, political, and religious views.

MATERIAL SELECTION POLICY

Materials will be selected and purchased based upon the following criteria:

- popular demand
- local interest
- timeliness
- cost

- suitability of format
- relation to existing collections
- diversity

Written patron suggestions submitted are considered, and may be purchased based on the above criteria.

COLLECTION MAINTENANCE POLICY

Henika District Library removes material from the collection based upon the following criteria:

- O – Obsolete or outdated
- A – Appearance, worn or dated
- C – Circulation statistics insufficient to warrant retention

Exceptions to this list may include items of significant historical value.

Items that have been removed from the collection are not automatically replaced. Decisions are based on need, demand, and budget.

BOOK AND AV DONATIONS

Donations of library materials will not be added to the collection except for in unique cases at the consideration of the Collection Development Staff.

RECONSIDERATION OF MATERIALS

The library believes that each patron, regardless of age, has the right to read, listen, or view any item of their choosing. Language, situations, or subjects, which may be considered inappropriate or offensive to some community members, do not disqualify materials that meet our selection criteria.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials must complete and sign the Request for Reconsideration of Library Materials Form. The form will be given to the Director. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy. Within 30 days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted within 30 days to the Board of Trustees. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. The Board of Trustees reserves the right to limit the length of public comments per their Bylaws. The decision of the board is final.

The Henika District Library reserves the right to display any library materials in the collection in any location of the library. Patrons requesting changes to displays must complete the Request for Reconsideration of Library Materials Form and make a formal request to have it removed from the collection or accept the item as part of the collection and display.

COLLECTION DEVELOPMENT POLICY

MATERIAL SELECTION

PURPOSE

The purpose of the Henika 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 Henika District Library ("Library").

DEFINITIONS

The term "Library Materials" means books, magazines, DVDs, CDs, library programs 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.

GOALS OF MATERIAL SELECTION

- To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- To support the democratic process by providing materials for the education and enlightenment of the community.
- To assist individuals in their pursuit of occupational activity and practical affairs.
- To provide diverse recreational or entertainment experiences for individuals and groups.
- To assist institutions of formal education with services that will assist individual study.
- To maintain Michigan and local history collections.

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.

GENERAL PRINCIPLES

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.

- A. 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 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.
- C. 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 parent). 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.
- D. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no cataloged 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.
- E. 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.

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

GIFTS

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

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.

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 thirty (30) days of the receipt of the completed 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.

*Adopted: 12/16/91
Revised: 10/16/96
Revised: 8/12/98
Revised: 1/10/19
Revised: 12/14/20
Revised: 3/14/22*

Hi Cierra,

I hope this email finds you well. I'm writing to you know that we have selected the Henika Library to receive one of our library health impact grants! Specifically, we appreciated your interest in helping spark cardiac readiness in your community. Therefore, we would like to offer support consisting of:

- One of our [CPR & First Aid Anywhere Kits](#). This can be used to train library staff, host community trainings, and/or to loan out to other groups.
- A cash grant of \$1500 towards the purchase of an AED.

These materials are to be used to equip the library and the surrounding community in building cardiac readiness. This [checklist](#) provides a framework for the library and other organizations to establish a Cardiac Emergency Response Plan.

If you are interested in moving forward with this, please let me know and we can schedule a time to chat further as well as look at the contract details. One good possibility for that might be next Tuesday (April 4th) where my colleague and I will be in the area and could stop by that afternoon if it worked for you.

Please let me know your thoughts and questions! Thank you again for your interest and congratulations!

Tim



Tim Nikolai
Sr. Rural Health Director, Midwest
American Heart Association
Milwaukee, Wisconsin
M 414.502.8780

CPR & First Aid Anywhere Training Kit



Training Kit Information

Developed by the American Heart Association, the trusted leader in heart health and education, this kit incorporates the very latest science. Participants practice on a manikin while watching skills performed correctly on the DVD, a research-proven way to learn and retain lifesaving CPR skills.

Course Materials

CPR & First Aid Anywhere Training Kit (15-1082) ISBN: 978-1-61669-729-7

The training kit includes

- 1 wheeled carry bag
- 10 Mini Anne Plus inflatable manikins
- 10 kneel mats
- 10 individual carry bags
- 5 practice-while-watching training DVDs
(code to access streaming video is also included)
- 1 hand pump for manikin inflation
- 2 mesh collection and storage bags
- 10 replacement airways
- 50 manikin wipes
- 10 replacement face masks
- 10 AED training simulators
- 1 facilitator binder with a facilitator guide

Allegan County *Community*
Foundation

Impacting Community. For Good. For Ever.

March 31, 2023

Cierra Bakovka
Henika District Library
149 S Main St
Wayland MI 49348

Dear Cierra,

It is our pleasure to award you a 2023 Legacy Grant! Enclosed please find a check for \$4000. This is to be used exclusively for purposes outlined in your 2023 Legacy Grant application. Please note that this support does not guarantee funding in future years and therefore should not be counted in budget planning.

By accepting this grant your organization certifies to the Allegan County Community Foundation that your organization and project conform to the guidelines below:

1. Grants are made only to 501(c)3 non-profit organizations, governmental units, and educational institutions. There are occasions when ACCF may award grants to religious organizations (non-profit/tax-exempt), however, such grants may only be used to charitable purposes by the religious organization, or its affiliate provided the purposes are inclusive and voluntary.
2. Grant projects and/or programs must benefit residents of Allegan County.
3. Grants are made only to organizations that are in good financial health and well managed.
4. Grants are made to organizations that are committed to the principles of Equal Employment Opportunity (EEO) and prohibit discrimination based on race, color, religion, gender, sexual identity or national origin.

Grantee's deposit, negotiation or endorsement of the enclosed check will constitute agreement to the terms and conditions set forth above.

As your project gets underway, please use the media kit linked below to acknowledge the support of ACCF. The media kit includes the ACCF logo and guidelines for how ACCF should be acknowledged in a variety of situations. If you have any questions about the media kit, please let us know! We're happy to provide guidance wherever needed.

Sincerely,



Stephanie Calhoun
Executive Director



PS. If you are not able to utilize all or part of the grant funds for this charitable purpose, please contact our office at 269.673.8344 or grants@alleganfoundation.org.

Impacting Community. Inspiring Philanthropy. Strengthening Non-Profits.

Ph: 269.673.8344 • 112 Locust Street, Allegan, MI 49010

www.alleganfoundation.org

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Cierra Bakovka
Henika District Library
149 S MAIN ST
Wayland, Michigan 49348

waycb@lcoop.org

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