

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Board Follow-Up Discussion (**max limit of 10 min. total**)
 - B. Prior meeting(s) minutes:
 - a. Regular Meeting: February 4th, 2025
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: **February 4th, 2025**
 - b. Financial Statements: Budget view available for up till now FY in QB, H&S Partnership will help set up account - Meetings begin next Wednesday (March 5th) with H&S - reconciliation and QB training
4. Citizen's Requests and/or Comments
5. Friends of the Reed City Area District Library Comments
6. Board President Comments
7. Standing Committee Reports
 - A. Budget and Finance Committee
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee
 - E. HR Committee
 - F. Ad Hoc Committee
8. Director's Report and Goals
9. Ongoing Business - Parking Lot Project (quote progress), Community Garden
10. New Business
 - A. Computer Policy and General Circulation Clerks update (MI State Min Wage Increase)
11. Board Dynamics
12. Citizen's Requests and/or Comments
13. Adjournment: the next Library Board Meeting is scheduled for April 1st, 2025 at 6:00pm in the Reed City Area District Library Community Room.

Public notice and our agenda are posted Thursday before the scheduled meeting in the Library Lobby and on our website at www.reedcitylibrary.org/meetings

Posted: February 27th, 2025

Reed City Area District Library
February 5, 2025
829 S. Chestnut Street, Reed City, MI 49677

1. Call to Order and Attendance

The meeting was called to order by Vice President, K.Nix at 6:05 pm.

Attendance was noted:

Present:

A. Herrera Reed City, Trustee

S. Thompson Richmond Township, Treasurer

S. Hicks Richmond Township, to-be sworn in-Trustee

J. Cooper Lincoln Township, sitting in until approved as a trustee

K. Nix Reed City, Vice President

K. Feguer, Library Executive Director

R. Stieg, Friends of RCADL President

Absent:

1 Lincoln Township vacancy

2. Approval of Agenda

A motion was made by K. Nix and seconded by S. Thompson to add elections of executive positions to the RCADL board under Board President Comments. Motion carried.

A motion was made by A. Herrera and seconded by K. Nix to add a discussion of a possible community garden under new business. Motion carried

3. Approval of Consent Agenda

A. Board Follow-Up Discussion

B. Prior Meeting Minutes (January, 7, 2025)

C. Approval of Bills and Financial Statements

A motion was made by A. Herrera and seconded by S. Thompson to approve the consent agenda.

4. Citizen's Request and/or Comments- None

5. Board President Comments- K.Nix Vice President acting as President until position is filled.

A. Motion was made by J. Cooper and seconded by S. Thompson for Discussion and Election of Executive Positions through 2025. Motion carried - New positions are as follows:

1. Anna Herrera, President

2. Kylene Nix, Vice President

3. Shay Thompson, Treasurer

4. Suzie Hicks, Secretary

6. Standing Committee Reports

- A. Budget and Finance-Proposal of H&S Companies to assist with the training and bookkeeping from 7/1/24- 6/30/25. Motion made by J. Cooper and seconded by S. Thompson to agree to pay H&S Companies \$2,275 for in house bookkeeping for the time frame stated in the proposal. All board members voted yes. Motion carried.
- B. Digital Sign Committee- did not meet.
- C. Building Committee-did not meet but will meet in spring.
- D. Strategic Plan Committee-did not meet
- E. HR Committee- Proposal of amending employee policy to comply with the State of Michigan change to the earned sick time for employees, due to take effect 2/21/25.
 - 1. Motion made by S. Thompson and seconded by J. Cooper to make this policy change upon approval by legal advice with the change to what was presented, including a 3 month probationary period and to be granted 30 hours of PTO time. Motion carried.
 - 2. S. Thompson made a motion and seconded by K. Nix to approve the change in job title of Collection Library Assistant to be Assistant Director of Collections and to include 30 hours of PTO time. Motion carried.
 - 3. S. Hicks made a motion and seconded by A. Herrera to approve the Emergency/Holiday Closure policy change as presented. Motion carried.
- F. Ad Hoc Committee-did not meet and no need at this time.

7. Director's Report

This report is on file in the board packet for February 4, 2025.

8. Friends of the RCADL Report

- A. The group did not meet tonight due to a Trivia fundraiser. They plan to meet next week. R. Stieg provided an update on the fundraiser held tonight that was a success. Grants have been written and submitted to help with start up efforts and in efforts to provide wish list items for the library.

9. On Going Business

- A. H&S Companies approved above during the proposal made by the Budget and Finance Committee.
- B. Noted: RCADL Mortgage through LOSB has been paid in full-December 2024

10. New Business

- A. A. Herrera presented there is a local group of individuals interested in starting a community garden. Meeting are being held and options for locations are being considered.

11. Board Dynamics-none

12. Citizen's Request and/or Comments- none

13. Adjournment

A motion was made S. Thompson and seconded by J. Cooper to adjourn the meeting at 7:19 pm. Motion Carried.

The next meeting of the RCADL will be held on March 4, 2025 at 6 pm in the Reed City Area District Library Community Room.

Respectfully submitted,
K. Nix, Vice President
S. Thompson, Treasurer

Officer Positions

2024 Officers:

President: Lyndsey Eccles

Vice President: Kylene Nix

Treasurer: Shay Thompson

Secretary: Laura Dahlquist

2025 Officers:

President: Anna Maria Herrera

Vice President: Kylene Nix

Treasurer: Shay Thompson

Secretary: Suzie Hicks

	Member 1	Member 2	Member 3	Member 4	Notes
Budget and Finance Committee	Anna Maria Herrera	Kylene Nix	Shay Thompson		Approve annual budget, monitor financial statements, ensure organization has investments for long-term success
HR Committee	Shay Thompson	James Cooper	Suzie Hicks		Review and provide guidance on HR policies and procedures, ensure compliance with state and federal laws and regulations, guide and support the Executive Director with personnel issues
Building Committee	Kyelen Nix	James Cooper	Suzie Hicks		Overseeing aspects of organizations facilities, including managing the budget, selecting contractors, providing timelines, and making sure projects adhere to Library's needs and building codes
Strategic Plan Committee	Anna Maria Herrera	Shay Thompson			Assessing strengths and weakness of the organization and developing long-term direction. Establish clear, measurable goals alongside budget planning.
Digital Sign Committee					Hiatus
Ad Hoc Committee					As Needed

February Expense Report

Category	Payee	Notes	Amount
702.000 Salary and Wages			\$8,241.82
02/11/2025	ADP	--Split-- (Medicare, SS, Local Taxes)	\$4,289.72
02/14/2025	ADP	RUN ADP Service Fee	\$52.50
02/25/2025	ADP	--Split-- (Medicare, SS, Local Taxes)	\$3,899.60
740.100 Books			\$481.37
02/17/2025	Ingram Library Services	Spring New Book Order	\$481.37
740.250 Videos/DVDs			\$20.99
02/10/2025	Amazon	Severence Season 1	\$20.99
740.400 Magazines			\$608.31
02/27/2025	EBSCO	Check #: 3639 Magazine Renewals Last Year: \$638.43 (Difference \$30.12)	\$608.31
751.000 Office Supplies			\$44.49
02/11/2025	Integrity Business Solutions	Printer Paper	\$44.49
752.000 Operational Supplies			\$202.36
02/10/2025	Amazon	Replacement DVD Cases	\$13.95
02/10/2025	Amazon	Seed Packets for Seed Library	\$11.39
02/03/2025	Demco	Check #: 3627 Processing Supplies	\$116.22
02/18/2025	Faronics Corporation	Deep Freeze for Patron Computers	\$60.80
755.000 Programming			\$284.85
02/12/2025	Amazon	Supplies for Abby's Craft Time	\$49.94
02/11/2025	Amazon	March - April Take and Makes	\$156.87
02/11/2025	Amazon	--Split-- Prizes for Tiny Art Program	\$78.04
801.000 Professional Services			\$2,426.20
02/06/2025	H&S Companies	Check #: 3636 - Advisory Fee	\$2,275.00
02/01/2025	Google	G-Suites	\$151.20
804.000 Janitorial Services			\$768.33
02/27/2025	K & R Cleaning	Weekly Cleanings	\$600.00
02/25/2025	McCloud Services	Pest Control Services'	\$56.18
02/10/2025	Cintas	Soap/Rug Replacements	\$112.15
808.000 Independent Audit			\$2,400.00
02/01/2025	Vredeveld Haefner LLC	Check #: 3626 Independent Audit + Act 134 Filing	\$2,400.00
818.000 Contractual Services			\$1,710.60
02/04/2025	Do All Doug	Check #: 3635 Jan Services	\$1,680.00
02/07/2025	Kanopy	Video Streaming (1st month cost)	\$30.60
850.000 Telephone			\$119.97
2/6/2025	Spectrum	Phone Bill	\$119.97
918.000 Water			\$46.41
02/18/2025	City of Reed City	Utilities - Water	\$46.41
920.000 Electricity			\$318.05
02/05/2025	Consumer's Energy	Utilities - Electric	\$318.05
921.000 Gas Utility			\$485.51
02/12/2025	DTE Energy	Utilities - Heat	\$485.51
940.000 Equipment Rental			\$295.78
02/27/2025	Xerox Corporation	--Split-- Check #: 3637	\$154.10
02/1/2025	Xerox Corporation	--Split-- Check #: 3629	\$141.68

Total Donations	\$400.00	Yoplait Dono for SRP
Total Grants	\$0.00	
TOTAL EXPENSES	\$18,055.04	

Please note: The discussion of activities, metrics, and expenses reflects the prior month's goings-on.

Staff Highlights

Gavin has started taking photos of the library that I can add to the website to improve the look, including photos that were added to our new teens page. He is on top of book repair and has received 2 good reviews from patrons for his customer service.

Megan obtained parking lot quotes and prepared her take and makes for the next couple of months. She verified the community room capacity with the renovation construction company and has been working with contractors to get parking lot rejections and bids for board. A little extra time is needed.

Cindy has been processing new books/DVDs, developing the collection, and working together with me on policy regarding printers/computers. She has been using Abby and Gavin to inventory and weed the collection.

Abby is on top of MeL - we have had 0 RIDES report issues in the past couple months (on our end). We saw a good turn out for craft time February 19th with 4 children!

A complaint was received on Tuesday February 18th, 2025. I discussed the issue with the patron to understand what had happened and how I can improve. I talked with staff one on one to determine what had happened and to reiterate that customer service is a major aspect of working this position. We encourage a warm and welcoming atmosphere in the library.

People's Fund Grant from Great Lakes Energy

Grant from Great Lakes Energy available (was previously used on Shed and Tech updates). Application is due April 15th, and a letter of interest is due April 1st. Could apply this grant to AED or parking lot fix up. In the past, the library has requested \$2000-\$3500 dollars for grant projects.

Donation from Yoplait for Summer Reading Program

Thanks to initiative taken by Cindy Heemstra, Yoplait graciously donated \$400.00 to support programming during the Summer Reading Program.

Posted: February 27th, 2025

February Goals

- Begin budget notes for next FY
- Finally add some photos to the library's website (Teen page is UP, Parent page is UP)
- Work with Corinna
- Send MEST policy to lawyers -- prepare policy by Feb 21st **Sent to ADP**
- Parking Lot rejections and quotes

March Goals

- Schedule Parking Lot Construction Project (quote preparation almost finished, Gerber wants to put in bid but cannot come to library till March 10th)
- Budget Preparation, projections for new wage laws
- Begin Training with H&S
- Review Entire Employee Handbook with ADP Services ?

Large Scale Goals (In Progress)

- Digital Sign (after parking lot)
- Policy Preparation for Board Review (Drafted so far: Printer, Holidays, Computer Lab)

Posted: February 27th, 2025



GRETCHEN WHITMER
GOVERNOR

New

Michigan Department of Labor and Economic Opportunity

**Wage and Hour Division
PO Box 30476
Lansing, MI 48909-7976**

**REQUIRED POSTER
GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME**



SUSAN CORBIN
DIRECTOR

Coverage

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018 covers employers who employ 2 or more employees 16 years of age and older.

Minimum Hourly Wage Rate

Effective Date	Minimum Hourly Wage Rate	Tipped Employee		85%** Rate
		Minimum Hourly Rate	Reported Average Hourly Tips	
February 21, 2025	\$12.48	\$4.74	\$7.74	\$10.61
January 1, 2026	\$13.73	\$5.49	\$8.24	\$11.67
January 1, 2027	\$15.00	\$6.30	\$8.70	\$12.75

The minimum hourly wage rate of an employee eligible to be considered tipped employee shall be 38% of the minimum hourly wage rate effective February 21, 2025; beginning January 1, 2026, it shall be 40% of the minimum hourly wage rate; beginning January 1, 2027, it shall be 42% of the minimum hourly wage rate; beginning January 1, 2028, it shall be 44% of the minimum hourly wage rate; beginning January 1, 2029, it shall be 46% of the minimum hourly wage rate; beginning January 1, 2030, it shall be 48% of the minimum hourly wage rate; and beginning January 1, 2031 and thereafter, it shall be 50% of the minimum hourly wage rate.

85% Rate

Minors under the age of 18 may be paid 85% of the minimum hourly wage rate.

Training Wage

A training wage of \$4.25 per hour may be paid to employees under 20 years of age for the first 90 calendar days of employment.

Overtime

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act. Public sector and certain private sector employers not covered by the FLSA may be able to use compensatory time in lieu of overtime under specific provision.

Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages and/or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage and/or overtime. A civil fine of \$2,500 can be assessed to an employer who does not pay minimum wage to tipped employees.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revised • 2/2025)

Previous Law



GRETCHEN WHITMER
GOVERNOR

Michigan Department of Labor and Economic Opportunity

Wage and Hour Division
PO Box 30476
Lansing, MI 48909-7976



SUSAN CORBIN
DIRECTOR

REQUIRED POSTER GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME

Coverage

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018, as amended, covers employers who employ 2 or more employees 16 years of age and older.

Minimum Hourly Wage Rate

Employees must be paid at least:

Effective Date	Minimum Hourly Wage Rate	Tipped Employee		85%** Rate
		Minimum Hourly Rate	Reported Average Hourly Tips	
January 1, 2023	\$10.10*	\$3.84	\$6.26	\$8.59
January 1, 2024	\$10.33*	\$3.93	\$6.40	\$8.78
January 1, 2025	\$10.56*	\$4.01	\$6.55	\$8.98

*An increase in the minimum hourly wage rate as prescribed in subsection (1) does not take effect if the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the prescribed increase. An increase in the minimum hourly wage rate as prescribed in subsection (1) that does not take effect pursuant to this subsection takes effect in the first calendar year following a calendar year for which the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%.

▶ **Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.

Training Wage

A training wage of \$4.25 per hour may be paid to employees 16 to 19 years of age for the first 90 calendar days of employment.

Overtime

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

Compensatory Time

If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage and Hour Division for information on the conditions an employer must meet to offer compensatory time off in lieu of overtime compensation.

Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages and/or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage and/or overtime.

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www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revised • 12/2023)

Employee	Current Wage (hr)	Avg Hours Per Week	Avg Hours per Pay Period	Est. Bi-Weekly	Est. Annual	
Cynthia Heemstra	\$15.00	28	56	\$840.00	\$21,840.00	
Megan Martinez	\$15.00	26	52	\$780.00	\$20,280.00	
Gavin Trullinger	New: \$12.48 Old: (\$11.50)	18	36	\$449.28	\$11,681.28	
Abby Nunamaker	New: \$12.73 Old: (\$11.85)	24	46	\$712.86	\$18,534.30	
Steve					\$2,516.76	
Grace					\$2,455.44	
James					\$1,171.24	
Kristie Feguer	\$20.60	35	70	\$1,442.00	\$37,492.00	Current YTD
					\$115,971.02	\$76,805.50
				Budget:	\$118,966.00	

General Circulation Clerk (Non-Exempt)

To be Approved (Edited to include updated Minimum Wage)

General Description

A General Circulation Clerk performs many varied activities in support of operation of the Reed City Area District Library following established policies and procedures. This position will be trained in all general circulation duties as well as specialized areas of library work including interlibrary loan, cataloging, and programming.

A valuable employee in our Library would genuinely like to help people and be willing to take initiative in making the Library a pleasant experience for each patron. Positive attitudes and teamwork are required to achieve these goals.

Hours

This part-time, hourly position is scheduled for 18-25 hours per week. Some evenings and weekends are required. Schedules are completed on a monthly basis.

Compensation

The starting wage is \$12.48 per hour. There are no benefits with the exception of Personal Time Off (PTO) to be as designated in the Personnel Policy.

Supervision

All staff report directly to the Executive Director.

Essential Duties

- Circulation duties including checking in and out materials, processing late fines, updating patron files, establishing new library accounts, and shelving materials
- General maintenance of library materials
- Designing promotional materials
- Designing/assembling various displays
- Processing materials including Interlibrary Loans
- Book Repair
- Shelf-reading
- Customer service and support
- General office duties including printing, faxing, emailing, and answering phones
- Other duties as assigned by the Executive Director

The above statements describe the general nature and level of work performed by a person in this position. The statements should not be interpreted as encompassing all duties that may be performed.

Required Qualifications

- High school diploma or equivalent required; some college preferred.
- Proficiency in operating and troubleshooting office equipment.
- Proficiency in Microsoft Suite, Google Suite, and social media
- Experience working with the public/customer service; experience in a public library preferred.
- Valid Michigan driver's license.

Working Conditions

- Generally works within a normal office environment.
- Work hours vary and require some evening and weekend hours.
- Occasional sitting, standing, or stooping in one position for an extended period.
- Ability to lift and carry 20 pounds regularly and, occasionally, 50 pounds.

Acknowledgment

I have read this job description as presented by my supervisor and confirm that I am able to meet the requirements expressed therein.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____



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XIII. INTERNET

A. Acceptable Use

1. Users must pay close attention to the legal protection provided by copyright and license laws to programs and data.
2. Users shall not develop programs that harass other users, or cause harm to other computer systems. Examples of such programs are computer "viruses" and "worms."
3. Library computer workstations may not be used to view sexually explicit or violently explicit material. The library is obligated to comply with law regarding the use of computer resources in the prevention of exposure to certain explicit images and material. Therefore, any library staff member who observes a person viewing such material will:
 - a) Follow the **Violations Procedure** as noted below.
 - b) Note the incident and steps taken on the *Incident Report* (Appendix # 20).
 - c) Inform Director of incident.
4. The library staff will be the sole judge of these policies – patrons not following these rules may be restricted in their use of these machines by the library staff.
5. The Reed City Area District Library will review this policy as needed and reserves the right to modify this policy at any time.

B. Violations Procedure:

1. First Violation = Ask the patron to close the site and leave the computer. The patron will lose internet privilege for the day. A verbal warning informing the patron of the next violation will be given.
2. Second Violation = Ask patron to close the site and leave the computer. Notify the patron of a 6 month loss of internet privilege. A verbal warning will be given informing the patron of the next level of violation.
3. Third Violation = Ask patron to close the site and leave the computer. Notify the patron of a loss of internet privilege for one year.

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C. **Internet Use Disclaimer**

1. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Provision of access does not mean or imply endorsement or sanction by the library of any of the information, images or commentary found on the internet.
2. Users are responsible for the access points they reach. The internet is a global entity with a highly diverse user population and library patrons use it at their own risk. The library's policy prohibits access to inappropriate materials.
3. The Reed City Area District Library assumes no responsibility for any damages, direct or indirect, loss of data, damage to personal storage and other devices or loss of privacy arising from use of its internet connection. Security of credit card purchases made on the internet cannot be guaranteed and patron should use at their own risk.
4. The accuracy of information gained through this source is the responsibility of each originator/producer. Therefore, the Reed City Area District Library does not guarantee the accuracy of information obtained through the internet.
5. By using the internet at the Reed City Area District Library, patrons agree to abide by the Internet Acceptable Use Policies and the Internet Use Disclaimer. **MISUSE OF THE COMPUTERS OR THE INTERNET WILL RESULT IN THE LOSS OF A PATRON'S INTERNET PRIVILEGES.**
6. All minors ages seventeen (17) and under will be required to have a parent or legal guardian sign a Reed City Area District Library Internet Policy *Registration for Use of Internet Form* (Appendix # 21) prior to utilizing public use Library computers. Parents or legal guardians must be present in the Library to sign the Registration form. Library staff is not responsible for content minor children access on laptops or other personal devices used to access the Internet and will not be required to have a parent or legal guardian sign the Registration form. It should be noted that Library staff will adhere to all other Internet policy regarding viewing explicit material as staff is able to observe it.

SECTION XIII: GUIDELINES FOR COMPUTER USE

Purpose

To provide guidelines for the appropriate and equitable use of the Reed City Area District Library's public computers and internet resources. This policy ensures that all users have access to technology in a manner that supports the library's mission of providing information and educational resources. The Library complies with all applicable local, state, and federal laws, including but not limited to laws governing copyright, privacy, and the acceptable use of public resources. By adhering to this policy, the Library strives to protect its users, staff, and resources while maintaining a welcoming and secure environment for all.

Federal Law: Including but not limited to the *Children's Internet Protection Act (CIPA)*, *The Computer Fraud and Abuse Act (CFAA)*, and federal copyright laws (Title 17 of the U.S. Code).

Michigan Public Act 212 of 2000 (PA 212): This act mandates that public libraries offering internet access must enforce measures to restrict minors from accessing harmful obscene or sexually explicit materials. Public access computers at the RCADL including the Early Literacy Center are filtered.

Michigan Library Privacy Act (Act 455 of 1982): This act ensures the confidentiality of library records, protecting users' privacy concerning their reading choices and information inquiries. The Reed City Area District Library handles user data in accordance with this act.

Time Limits

Users under the age of 18 will be limited to an hour and a half in the computer lab. Once all terminals are full, the user who has been in the computer lab the longest will be asked to leave until another terminal is available.

Staff Assistance

Library staff may assist users in getting started with a computer station. However, the Library cannot guarantee that staff fully trained in all aspects of software, internet resources, or that other technology will always be available to assist patrons. Resources are available to computer users regarding assistance and guidance in use of software and other applications on the Library's website.

AWE Early Literacy Center

Access to the computing resources for the AWE Early Literacy Center is intended for users ages 2-8 with their parents/guardians. Preference will be given to those users. Computer volume must be kept at a reasonable level.

Computer Lab

Access to the computer lab is intended for users of all ages. Headphones are required for users listening to content. Free headphones are available at the front desk and must be returned after use.

Acceptable Use

Library Computers can only be used for legal purposes. Unacceptable uses include the following, but are not limited to:

Proposal
Pg 2

- Engaging in illegal activities (fraud, child pornography, etc.)
- Installing software on Library computers
- Inserting unauthorized accessories (except USB drives for printing)
- Damaging or modifying hardware, software, or security settings
- Using another person's identity or password without authorization
- Copying or publishing copyrighted material without permission
- Sending threatening, defamatory, or abusive content
- Using computers as place of Small Business Operations
- Advocating or soliciting violence
- Accessing or viewing obscene or sexually explicit materials

Internet Access

RCADL provides access to a wide range of internet resources, including diverse information and opinions, but does not guarantee the accuracy, completeness, or legality of online content and does not endorse or sanction the views expressed on the internet. Patrons are responsible for evaluating the validity of information and use the internet at their own risk.

Internet Filtering

Parents or guardians are responsible for determining appropriate content for their children and are encouraged to discuss and monitor their internet use, library staff cannot provide this supervision. In compliance with Michigan's Public Act 212 of 2000 (PA 212), the Library restricts internet access to minors from materials deemed harmful, such as obscene or sexually explicit content. To prevent exposure to graphic images, all public access computers, including early literacy stations, are filtered. However, the Library's wireless network and data ports for personal devices are unsecured, unencrypted, and unfiltered. Users must adhere to the Acceptable Use Policy while accessing these services.

Violations of the Guidelines for Computer Use

Users must comply with the Library's Computing Resources Policy. Failure to do so may result in the loss of access to computing resources or the Library itself. Initially, violators will receive a verbal warning, but continued non-compliance will lead to termination of access. In cases where violations threaten safety or security, the Library may immediately involve the police and revoke access without following the standard procedures. Users who wish to appeal may submit a written appeal to the Library Board, and the Board will render a decision within 60 days.

March 2025 @



Library Hours:

Mon 9-5
 Tues 11-7
 Wed 11-5
 Thurs 11-5
 Friday 11-5

2nd Saturday of the month
 9-12

March is National Reading Month!



Mon	Tues	Wed	Thurs	Fri	Sat
<p>Did you know? Researchers have found that reading for 30 minutes a day can help improve your focus, attention span and memory.</p>					<p>1 Dr. Seuss' Birthday</p>
<p>3</p>	<p>4 Friends of the Library Meeting 5pm Library Board Meeting 6pm</p>	<p>5 Story Time with Ms. Abby 11:30am-12pm</p>	<p>6 World Book Day</p>	<p>7 Tiny Art Show Submissions Due Today!</p>	<p>8 Library Open 11am-2pm</p>
<p>10 Scrabble 1pm</p>	<p>11</p>	<p>12</p>	<p>13 Reed City Readers Book Club 6pm The Women by Kristen Hannah</p>	<p>14 Pi Day</p>	<p>15 The Ides of March</p>
<p>17 Happy St. Patrick's Day</p>	<p>18</p>	<p>19 Craft time with Miss Abby 11:30am</p>	<p>20 First day of Spring!!</p>	<p>21</p>	<p>22</p>
<p>24 Scrabble 1pm</p>	<p>25 Junk Journal Event 5pm</p>	<p>26 Live Long and Prosper Day</p>	<p>27</p>	<p>28 National Respect Your Cat Day</p>	<p>29 Monday, March 31st will appear on April's calendar</p>

COLOR KEY: ALL AGES KIDS ADULTS MEETINGS CLOSURES NATIONAL DAYS

