

Southgate City Council Agenda

Council Chambers

Wednesday February 20, 2019

6:30pm **Work Study Session**

1. Officials Reports
2. Discussions regarding agenda items.

7:00 pm **Regular Meeting**

Pledge of Allegiance

Roll Call: Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

Minutes:

1. Work Study Session Minutes dated February 6, 2019.
2. Regular City Council Meeting Minutes dated February 6, 2019.

Scheduled Persons in the Audience:

Consideration of Bids:

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Bid for Sand | Page 5 |
| 2. Letter from Mayor; Re: Bid for Topsoil | Page 9 |
| 3. Letter from Mayor; Re: Bid for Gravel | Page 13 |

Scheduled Hearings:

Communications "A" –

- | | |
|--|---------|
| 1. Letter from Mayor; Re: Appointment to Library Commission | Page 17 |
| 2. Memo from Administrator; Re: Library Bi-Law Changes | Page 18 |
| 3. Memo from Administrator; Re: Library Policy & Procedure Changes | Page 21 |

Communications "B" – (Receive and File)

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Appointment to Ethics Board | Page 66 |
|---|---------|

Ordinances:

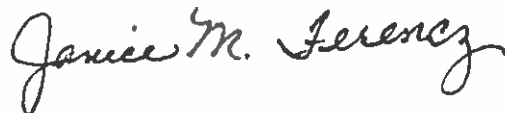
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1371 \$5,145,819.86

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

February 6, 2019

An Informal Meeting of the Council of the City of Southgate was held on February 6, 2019 at 6:30 P.M. in the Council Chambers of the Municipal Building, 14400 Dix-Toledo Highway, Southgate, Michigan.

Present: Bill Colovos, Mark Farrah, John Graziani, Karen George, Phillip Rauch, Christopher Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, Assistant City Administrator/Finance Director David Angileri, City Attorney Brandon Fournier, City Engineer John Hennessey, Director of Public Services Bob Tarabula and Parks & Recreation Director Julie Goddard.

Discussion took place on the following item scheduled for action at the regular meeting:

- School Board Lease Agreement
- Proposed schedule for FY 19/20 budget process
- Request for public hearings water and sewer rates and S/W O&M
- Roof leak maintenance and repairs
- Bid waiver truck plow blade

This meeting ended at 6:48 pm.

City of Southgate

Regular City Council Meeting

February 6, 2019

A Regular Meeting of the Council of the City of Southgate was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Wednesday, February 6, 2019 and was called to order at 7:00 PM by Council President John Graziani.

This meeting began with the Pledge of Allegiance, followed by roll call.

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phillip Rauch, Christopher Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, Assistant City Administrator/Finance Director David Angileri, City Attorney Brandon Fournier, City Engineer John Hennessey, Director of Public Services Bob Tarabula and Parks & Recreation Director Julie Goddard.

Minutes:

Moved by George, supported by Colovos, RESOLVED, that the minutes of the City Council Work Study Session dated January 16, 2019 be approved as presented. Carried unanimously.

Moved by Rollet, supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated January 16, 2019 be approved as presented. Carried unanimously.

Communications "A":

1. Memo from Administrator; Re: School Board Lease Agreement moved by George, supported by Colovos, RESOLVED that the Southgate City Council hereby extends the current lease agreement for four (4) months with the School Board. They will continue to use the City Council Chambers for their School Board meetings once they move to their other location. BE IT FURTHER RESOLVED THAT the Mayor and City Clerk are authorized to sign the lease extension on behalf of the City.

Discussion took place.

Motion carried unanimously.

2. Memo from ACA/Finance Director; Re: Proposed Schedule – FY 19/20 Budget Process moved by Zamecki, supported by George, RESOLVED that the Southgate City Council hereby approves the proposed schedule for the FY 19/20 Budget Process as follows:

Budget Workshop:	Saturday, April 13, 2019	8:00 a.m.
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Public Hearing on Budget	Wednesday, May 1, 2019	7:00 p.m.
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Adoption of Budget by City Council	Wednesday, May 1, 2019	7:00 p.m.
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Motion carried unanimously.

Regular City Council Meeting

February 6, 2019

3. Memo from ACA/Finance Director; Re: Request for Public Hearings moved by Colovos, supported by Zamecki, RESOLVED that the Southgate City Council hereby schedules two public hearings for the Southgate/Wyandotte Operation/Maintenance and the Water and Sewer Rates effective July 1, 2019. The public hearings will be held on Wednesday, May 1, 2019 at 7:00 p.m. in the Council Chambers at the Norma J. Wurmlinger Municipal Center, 14400 Dix-Toledo Road, Southgate, MI 48195.

Motion carried unanimously.

4. Letter from Mayor; Re: Roof Leak Maintenance and Repairs moved by Farrah, supported by Rauch, RESOLVED that the Southgate City Council hereby extends the current contract for one year through January 1, 2020 with Royal Roofing Company, Inc., (2445 Brown Rd., Orion, MI 48359) with the current contract pricing. BE IT FURTHER RESOLVED THAT sufficient funds are available in the various department budgets to cover costs associated with these repairs.

Motion carried unanimously.

5. Letter from Mayor; Re: Bid Waiver / Purchase of Truck Plow Blade - Water Department moved by Rollet, supported by Rauch, RESOLVED that the Southgate City Council hereby waives the bid procedure and authorizes purchase of a Truck Plow Blade for the Water Department to Truck and Trailer Specialties, Inc. (1200 Victory Drive, Howell, MI 48843) in the amount of \$7,641. BE IT FURTHER RESOLVED THAT adequate funds are available in the Water Department for this purchase.

Motion carried unanimously.

Claims and Accounts:

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1370 in the amount of \$2,190,047.68.

Motion carried unanimously.

Adjournment:

Moved by George, supported by Rollet, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:11 P.M. Carried unanimously.

John Graziani
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

February 15, 2019

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid for Sand

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the bid for Sand be awarded to Freeport Supply in Brownstown, Michigan in the amount of \$7.75 per cubic yard delivered.

Sufficient funds are available in the departmental budgets to cover costs associated with this bid award.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH
KAREN E. GEORGE

BILL COLOVOS
DALE W. ZAMECKI

PHILLIP J. RAUCH
CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director

DATE: February 15, 2019

RE: Bid Recommendation for Sand

I have reviewed the above with the DPS Director and concur with his recommendation to award this bid to, Freeport Supply Company, Brownstown, Michigan in the amount of \$7.75 per cubic yard delivered for sand.

Adequate funds are available in the Public Service and the Water and Sewer Department Budget for this purchase.

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

From the Desk of:
Robert Tarabula
Director, D.P.S.
February 14, 2019



To: David Angileri
Finance Director

Re: Bid Recommendation for (Fill) Sand

After reviewing bids submitted for the purchase of (Fill) Sand, I find **Freeport Supply Company** to be the best choice for the City, based upon the following:

- They meet the bid specifications
- They are the low bidder

Therefore, I recommend that the bid (for a period of two years) be awarded to:

<p>Freeport Supply Company 20091 Pennsylvania Brownstown, MI 48193 734-285-2324</p>

If you have any questions, please contact me.

RT/sb

Bid Tabulation Enclosed

(D/Bids-A: F4 Bid Recommendation: (Fill) Sand)

**City of Southgate
14719 Schafer Court
Southgate, MI 48195
(734) 258-3079**

**Department of Public Services
Bid Tabulation – (Fill) Sand**

Due & Opened: February 14, 2019

Company	Bid Amount
Edw. C. Levy Co.	\$13.00 per ton
Richmond Transport	\$13.00 per 2,000 cubic yards
Freeport Supply	\$7.75 per 2,000 cubic yards
Osburn Industries	\$11.00 per 2,000 cubic yards
Troy Aggregate Carriers, Inc.	\$31,340.00
Superior Lawn Care (Disqualified – Received after deadline)	Unopened bid – Received at 2:08pm

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

February 15, 2019

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid for Topsoil

Ladies and Gentlemen:

It is recommended by the DPS Director and I concur, that the bid for Topsoil be awarded to Freeport Supply in Brownstown, Michigan in the amount of \$13.50 per cubic yard delivered.

Sufficient funds are available in the departmental budgets to cover costs associated with this bid award.

Your favorable consideration of this matter is requested.

Sincerely,

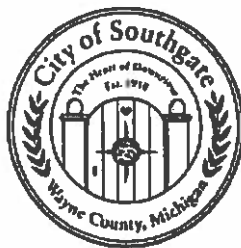
Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS


DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: February 15, 2019

RE: Bid Recommendation for Topsoil

I have reviewed the above with the DPS Director and concur with his recommendation to award this bid to, Freeport Supply, Brownstown, Michigan in the amount of \$13.50 per cubic yard delivered for topsoil.

Adequate funds are available in the Department Public Service and the Water and Sewer Department Budget for this purchase.

From the Desk of:
Robert Tarabula
Director, D.P.S.
February 14, 2019



To: David Angileri
Finance Director

Re: Bid Recommendation for Topsoil

After reviewing bids submitted for the purchase of Topsoil, I find **Freeport Supply Company** to be the best choice for the City, based upon the following:

- They meet the bid specifications
- They are the low bidder

Therefore, I recommend that the bid (for a period of two years) be awarded to:

<p>Freeport Supply Company 20091 Pennsylvania Brownstown, MI 48193 734-285-2324</p>

If you have any questions, please contact me.

RT/sb

Bid Tabulation Enclosed

(D/Bids-A: F4 Bid Recommendation: Topsoil)

City of Southgate
14719 Schafer Court
Southgate, MI 48195
(734) 258-3079

Department of Public Services
Bid Tabulation – Topsoil

Due & Opened: February 14, 2019

Company	Bid Amount
Freeport Supply Co.	\$13.50 per 1500 cubic yards
Osburn Industries	\$14.00 per 1500 cubic yards
Richmond Transport Inc.	\$18.00 per 1500 cubic yards
Supreme Soils LLC	\$21.90 per 1500 cubic yards
Troy Aggregate Carriers, Inc.	\$27,195.00
Superior Lawn Service	\$27,000.00

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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Council President

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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

February 15, 2019

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid Recommendation for Gravel

Ladies and Gentlemen:

It is recommended by DPS Director and I concur, that the bid for 21AA Gravel be awarded to Freeport Supply Company, Brownstown, Michigan in the amount of \$9.80 per ton delivered. This is the low bid and meets all specifications, therefore it is in the best interest of the City.

Sufficient funds are available in the Public Service and Water and Sewer Fund Budget to cover costs associated with this purchase.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

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Council President

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KAREN E. GEORGE

BILL COLOVOS


DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: February 15, 2019

RE: Bid Recommendation for Gravel

I have reviewed the above with the DPS Director and concur with his recommendation to award this bid to, Freeport Supply Company, Brownstown, Michigan in the amount of \$9.80 per ton delivered for gravel.

Adequate funds are available in the Public Service and the Water and Sewer Department Budget for this purchase.

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

From the Desk of:
Robert Tarabula
Director, D.P.S.
February 14, 2019



To: David Angileri
Finance Director

Re: Bid Recommendation for 21AA Gravel

After reviewing bids submitted for the purchase of 21AA Gravel, I find **Freeport Supply Company** to be the best choice for the City, based upon the following:

- They meet the bid specifications
- They are the low bidder

Therefore, I recommend that the bid (for a period of two years) be awarded to:

<p>Freeport Supply Company 20091 Pennsylvania Brownstown, MI 48193 734-285-2324</p>

If you have any questions, please contact me.

RT/sb

Bid Tabulation Enclosed

(D/Bids-A: F4 Bid Recommendation: 21AA Gravel)

**City of Southgate
14719 Schafer Court
Southgate, MI 48195
(734) 258-3079**

**Department of Public Services
Bid Tabulation – 21AA Gravel**

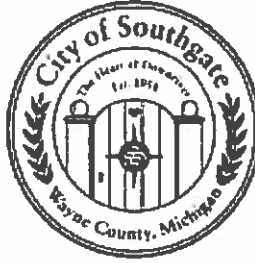
Due & Opened: February 14, 2019

Company	Bid Amount
Edw. C. Levy Co.	\$18.47 per ton
Osburn Industries, Inc.	\$18.25 per ton
Richmond Transport, Inc.	\$14.55 per ton
Freeport Supply Co.	\$9.80 per ton
Troy Aggregate Carrier, Inc.	\$15.00 per ton

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

February 11, 2019

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: **Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointment:

Library Commission – for a term expiring April 2019

Elizabeth Altizers 15977 Drysdale

This appointment fills the vacancy created by the resignation of Barbara Perry.

Your concurrence on this appointment is greatly appreciated.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator *D.L.*

Date: February 15, 2019

Re: Southgate Veterans Memorial Library Commission: Bylaw changes

The Administration is asking council to approve the attached changes to the Southgate Veterans Memorial Library Commission Bylaws. The Library Commission at their meeting on February 13, 2019 adopted the updated changes. Please do not hesitate to contact me with any additional questions.

JOSEPH G. KUSPA
Mayor

DONALD PRIEST
Director

KAREN GEORGE
City Council Liaison

COMMISSION
DAVID GRUBBS
Chairman
KIM GUENTNER
Vice-Chairman
JILL PASTOR
Secretary
ELIZABETH ALTIZER
HELEN LOVEDAY
MARY LAMOS
CHRISTIAN GRASSA

CITY OF SOUTHGATE VETERANS MEMORIAL LIBRARY COMMISSION BY-LAWS

I MEETINGS

- A. The regular monthly meeting of the Library Commission shall be held on the second Wednesday of each month, at the Library at 4pm.
- B. Special meetings may be called by the Chairman, or upon written request of three members, for the transaction of business stated in the call for a meeting.
- C. Notices shall be sent out at least (18) hours before the change of a regular meeting or special meeting. An exception is made for cancellations due to weather or illness.

II OFFICERS

- A. Officers of the Commission shall be chosen at the April meeting of the Commission, and shall be as follows: Chairman, Vice-Chairman, and Recording Secretary. Officers are elected for a period of 1 year(s).
- B. The Chairman of the Commission shall preside at all meetings, appoint all Committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- C. The Vice-Chairman shall preside in the absence of the Chairman, fulfilling all their duties and vested with the same powers.
- D. The Recording Secretary of the Commission shall keep a true and accurate account of all proceedings of the Commission meetings, and shall submit a copy of all approved minutes and/or actions to the administration and to the Clerk of the City.

III COMMITTEES

Special committees for the study and investigation of special problems may be appointed by the Chairman. Such committees serve until the completion of the work for which they were appointed.

IV QUORUM

A quorum for the transaction of business shall consist of no less than four members of the Commission.

V VOTING

Issues shall be resolved by a majority vote, when a quorum is present.

VI LIBRARY DIRECTOR

The Library Director shall be an ex-officio officer of the Commission, and shall attend all meetings unless expressly excused.

VII ORDER OF BUSINESS

The order of business at regular meetings shall be as follows:

- a. Call to Order
- b. Attendance
- c. Additions to agenda
- d. Approval of previous meeting minutes
- e. Directors report
- f. Finance Directors report
- g. Report of committees, if any
- h. Unfinished business
- i. New business
- j. Members comments
- k. Public comments
- l. Adjournment

VIII AMENDMENTS

These by-laws may be amended at any regular meeting of the Commission with a quorum present, by majority vote of the members present, provided the amendment was stated in writing in the call of the meeting. Proposed by-law amendments must be approved by the City Council. The by-laws will be reviewed no less than once every three years.

CHAIRMAN _____

Date _____

SECRETARY _____

Date _____

JOSEPH G. KUSPA
Mayor

JANICE M. ITRUNCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER B. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator *DL*

Date: February 15, 2019

Re: Library Commission: Revisions of Policy and Procedure Manual

The Administration is asking council to approve the updated Policy and Procedure Manual for the Southgate Veterans Memorial Library. The Library Commission at their meeting on February 13, 2019 adopted the updated changes. Please do not hesitate to contact me with any additional questions.

POLICY and PROCEDURE MANUAL

FOR THE SOUTHGATE VETERANS MEMORIAL LIBRARY

**14680 DIX-TOLEDO RD.
SOUTHGATE, MI 48195**

734.258.3002

LIBRARY COMMISSION

**David Grubbs
Christian Grassa
Kim Guentner
Mary Lamos
Helen Loveday
Jill Pastor
Barbara Perry**

**Karen George, City Council Liaison
David Angileri, Financial Advisor**

November 2018

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COLLECTION DEVELOPMENT POLICY

I. Purpose

The purpose of a Collection Development Policy is to guide librarians and to inform the public about principles upon which decisions are made when adding or withdrawing materials from the library's collection.

II. Definition

Collection development refers to the on-going activity of systematic acquisition and removal of library materials. Library materials can be in various formats - including print, audio, video, or electronic.

III. Goals of collection development

- A. To maintain a well-balanced and broad collection of materials for information and reference.
- B. To support the democratic process by providing materials for the education and enlightenment of the community.
- C. To provide recreational resources.

IV. Responsibility

- A. The responsibility for collection development lies with the Library Director, who may delegate to staff members the authority to interpret and apply policy on a day-to-day basis.
- B. The Library Director welcomes, and will consider for possible inclusion in the collection, all recommendations from Southgate residents.

V. General principles of collection development

- A. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association, a copy of which is appended.
- B. Selection is based on the merits of a work in relation to the needs, interests, and demands of the residents of Southgate.
- C. Responsibility for children's reading, viewing, or listening rests with parents or legal guardians. Library collection development will not

be inhibited by the possibility that materials may inadvertently come into the possession of children.

- D. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered except for the purpose of protection from damage or theft.

VI. Specific principles of collection development

Materials will be included in the collection based upon: accuracy, current usefulness, value, authority of author, relation to existing collection, scarcity of information in subject area, price, format, ease of use, popular demand, and availability of material through inter-library loan.

VII. Textbooks

The Southgate Veterans Memorial Library will not ordinarily purchase textbooks, except in subject areas where other material is not readily available.

VIII. Gifts

- A. The library welcomes gifts of books and other materials with the understanding that they will be considered for the collection according to the same criteria used for purchased materials. Gift materials that are not added to the collection will be sold, given away or other wise disposed of. Use or disposal of gift materials will be determined by the Library Director.
- B. Gifts of books and materials will be acknowledged in writing at the request of the donor, but will not be assigned a monetary value by any member of the library staff.

IX. Maintenance of the collection

Continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.

When library books lose the value for which they were originally selected, they should be withdrawn to maintain the vitality, usefulness, and appearance of the collection.

Withdrawal is based upon the following guidelines:

- A. To remove worn or damaged materials.
- B. To eliminate material containing obsolete and/or potentially harmful information.
- C. To remove duplicate copies of titles that have waned in popularity, eliminating those most physically damaged or worn.
- D. To consider withdrawal of materials which have not been checked out in several years.

Following the above guidelines, the Southgate Veterans Memorial Library will constantly evaluate its collection for currency and use. Materials that no longer meet the stated objectives of the library will be discarded according to accepted professional practices as described in the ALA publication, *Evaluating and Weeding Collections in Small and Medium-sized Public Libraries*.

X. Disposition of withdrawn materials

The Director will make the final decisions regarding the disposition of withdrawn materials. Withdrawn materials shall be removed from the shelves, removed from the database, and disposed of.

Withdrawn books, which in the estimation of the professional staff are appropriate for further use, will be **checked for acceptance by Better World Books. Accepted items will be sent to Better World Books, which will resell, donate, or dispose of them.**

Those items not accepted by Better World Books will be disposed of according to the following priorities:

- A. Library book sale**
- B. Other libraries (school or public)**
- C. Teachers (for youth items)**
- D. Set out for free**
- E. Charitable Organizations**
- F. Discard**

Materials in poor physical condition and materials that are out-dated **and/or** whose content is potentially harmful will be disposed of without consideration of donation.

RECIPROCITY

The Southgate Veterans Memorial Library shall cooperate with all libraries within The Library Network on a reciprocal basis. The Southgate Veterans Memorial Library will honor the library cards of those communities where our library card is honored. At this time, that includes all of the public libraries within Wayne and Oakland counties, with the exception of Detroit ~~and Dearborn~~.

The Southgate Veterans Memorial Library shall also cooperate with the Michigan eLibrary. The collection will be part of the Michigan eLibrary catalog, or MelCAT, and will be requestable by patrons of any library in Michigan which participates.

CIRCULATION OF MATERIALS

In order to make materials available to all patrons on an equal basis, the library will set policies for length of loan period, renewals, reserves, and fines. The library will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

I. Library Cards

A. Registration

1. Residents

a) Residents may register at the Library during regular hours. (see appendix for *Application for Borrowers Card*)

(I) Proof of residency must be shown at the time of registration.

(II) Registration must be made in person.

b) The following are considered proof of residency:

(I) Driver's license or Michigan ID

(II) Tax receipt

(III) Voter registration

(IV) Current utility bill with name and address

c) Minors must have a **parent, guardian, or other responsible adult** authorize registration, sign the registration application, and show proof of residency.

(I) Registration must be made in person.

(II) **Adult authorizing registration** assumes responsibility for choice of material.

(III) **Adult authorizing registration** assumes responsibility for return of materials borrowed by minors.

2. Non-residents

a) Southgate Veterans Memorial Library honors library cards issued by TLN member libraries **with the exception of Detroit or Gibraltar Dearborn.**

b) Southgate Veterans Memorial Library will issue **temporary** library cards to residents of communities that are members of The Library Network.

c) Citizens of **Dearborn Gibraltar, Detroit, or** any community outside the TLN membership may be issued a card only if they attend a school or work in the city of Southgate. In these cases, the card is good only at the Southgate Library and does not include interlibrary loan privileges.

(I) School

(A) Proof of current enrollment must be shown to register for a card. Proof includes: tuition receipt or other document provided by the school.

(B) Cards issued to non-resident school attendees expire on June 15.

(II) Work

(A) Proof of employment must be shown at the time of registration such as a business card or pay stub.

(B) Card must be renewed annually.

(C) The Southgate Veterans Memorial Library does not sell library cards to non-residents.

3. Public school attendees

a) Students who attend the Southgate Public Schools may register for a library card in their school library, following the procedures as established by the school librarian.

b) Teachers at the school may register for library cards according to resident/non-resident requirements.

B. Confidentiality of records

All circulation records identifying the names of library users with specific materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power. The issuance or enforcement of any such process, order, or subpoena will be resisted until such time as a proper show of good cause has been made in a court of competent jurisdiction.

~~C. Use of card at other libraries~~

~~D.~~ A library card issued to **by the Southgate library** may be used at any public library in Wayne and Oakland Counties with the exception of Detroit ~~or Gibraltar.~~

II. Loan periods

A. Print

1. Books: 3 weeks
2. Magazines and encyclopedias: 1 week

B. Non-print

1. Videos: 1 week
2. Audio books: 3 weeks
3. Music CD's: 1 week
4. CD-ROM: 1 week
- ~~5. Juvenile realia: 1 week~~

C. Renewals

1. All materials, with the exception of new feature films and new music CD's, may be renewed for an additional time equal to the established loan period for that material type. **Renewal limits for other items are:**
 - a) Books: 2
 - b) New books: 1
 - c) Magazines: 1
 - d) Feature films: 1
 - e) Non-fiction video: 2
 - f) Descriptive video: 1
 - g) Audio books: 2
 - h) Music CD's: 1

- ~~2. Feature films may NOT only be renewed twice (for a total of 9 days). There are no renewal limits on other materials.~~
- ~~3. Materials borrowed from another library may only be renewed 1 time as allowed by the lending library.~~
4. Materials that are in demand or have holds placed against them may not be renewed and must be returned to the library no later than the due date.

III. Returns

A. Outside drop box

1. The outside drop box is open 24 hours a day, 7 days a week, including holidays.
2. All materials **belonging to the Southgate Veterans Memorial Library** may be returned in the **outside** drop box.
3. Materials returned in the outside drop box after the library closes, and before it reopens, will be discharged as having been returned on the last day that the library was open.

B. Other libraries

All Southgate Library materials may be returned at any other **public** library in Wayne or Oakland counties with the exception of Detroit. ~~or Dearborn.~~

- ~~1. Students and teachers in the Southgate Public Schools may drop off materials at the school for return to the public library.~~

C. Overdue materials

1. Due dates are considered a request for return of materials and will be honored as a contract between the library and the borrower for said return.
2. All materials will be considered overdue the day after the due date if they have not been renewed or returned.
- ~~3. An overdue notice will be sent as a reminder after 14 days.~~
4. A "Coming Due" notice will be generated 3 days prior to the due date of materials. This is a courtesy reminder for the patron that materials are due back soon. Failure to receive this notice does not absolve the patron of their responsibility to return materials on time.
5. After 21 days, the materials will be considered lost and a bill for replacement of the materials will be sent. **A notice will be sent by mail notifying the patron that the materials have been marked lost.**
6. Accounts with \$25.00 or more in unreturned material will be turned over to a collection agency

7. Failure to return library materials is a misdemeanor under state law and may be prosecuted as such. (see appendix)

IV. Fines

A. Adult print items

1. Books (hardcover): ~~.10 / day, \$10.00 maximum~~ 20¢/day, \$ 5.00 maximum
2. Magazines, paperback books, and encyclopedias: ~~.10 / day, 20¢/day, \$5.00 maximum~~

B. Juvenile print items

1. Books (hardcover and paperback): ~~.05 / day, \$10.00 maximum~~ 10¢/day, \$2.50 maximum

C. Non-print

1. Feature films: \$1.00 / day, \$10.00 maximum
- ~~2. Non-fiction videotapes: .10 / day, \$10.00 maximum~~ 20¢/day, \$5.00 maximum
- ~~3. Descriptive videotapes: .10 / day, \$10.00 maximum~~ 20¢/day, \$5.00 maximum
- ~~4. Audio books: .10 / day, \$10.00 maximum~~ .20¢/day, \$5.00/maximum
- ~~5. Music CD's: \$1.00 / day, \$10.00 maximum~~ .20¢/day, \$5.00 maximum
6. Juvenile non-print items accumulate fines at half these values, and the maximum fine is also halved
- ~~7. Computer CD-ROM: \$1.00 / day, \$10.00 maximum~~

D. Overdue Material

1. Patrons with outstanding fines of \$15.00 or more ~~OR with 3 or more overdue items~~ will be ~~denied library privileges~~ unable to

check out or renew materials until ~~materials are returned and fines-paid-fines~~ have been reduced to less than \$15.00.

2. It is a misdemeanor to convert public property to private use under Michigan law, and the library will seek the return of materials either through collections agencies or those legal means as determined by the Library Commission and City Council. (see appendix)

E. Patrons are responsible for all materials checked out, and are liable for damages to library materials while in their care.

~~F.~~ Patrons will be assessed the **replacement** cost of any materials damaged or lost. Replacement costs will be those listed in **the library catalog.** ~~Books In-Print or a reputable online source. for out-of-print items.~~

~~V. Reserves Holds~~

~~A.~~ Patrons may reserve any circulating materials belonging to the Southgate Veterans Memorial Library. ~~with the exception of feature film videotapes.~~

1. Patrons must have a valid library card to place holds on items checked out.
2. Patrons may reserve items by filling out a request card, ~~by requesting staff place the reservation,~~ or by placing requests directly from a public catalog.
3. The library will hold the requested materials for ~~40~~ 7 days.
4. Patrons will be notified by ~~phone, mail, or email~~ when requested materials arrive at the library.
5. Materials not picked up ~~by the 11th day after they have been held for 7 days~~ will be placed back in circulation or go to the next person on the request list.

~~B.~~ Patrons can request materials from other libraries. ~~as listed in the database if not labeled "Local Request" or "Non-request".~~

1. Patrons may place requests by filling out a request card, ~~by requesting staff place the reservation,~~ or by placing requests directly from a public catalog.
2. The requested materials will be sent from the lending library to the Southgate library and held for ~~40~~ 7 days.
3. Patrons will be notified by ~~phone, mail, or email~~ when requested materials arrive at the library.
4. Materials not picked up ~~by the 11th day after they have been held for 7 days~~ will be sent back to the lending library ~~or go to the next person on the request list.~~
5. ~~Materials borrowed from another library can only be renewed one time.~~

~~VI. Inter-library loan~~ Michigan eLibrary holds

Southgate residents can request materials that are not listed in the library catalog by requesting items in MelCat, through the online catalog. ~~filling out a request card~~. Materials borrowed in this manner may ~~not be renewed~~ be renewed 1 time, and ~~will be checked out according to the conditions set by the lending library~~. The Southgate Veterans Memorial Library is unable to offer ~~inter-library MelCat loans~~ to non-residents as there is frequently a significant fee attached by the lending library. ~~It is recommended that~~ Non-residents must make their requests from ~~the library located in their city of residence~~ their home library.

Free Materials Distribution Policy

Handouts and Bulletin Boards

Rationale: Handouts and items on public forum bulletin boards publicize activities of a civic, cultural, educational, or recreational nature. The intent is to give access to as much community information as possible. To achieve this goal, most material is displayed for one month only. Advertisements for businesses, goods, or services are prohibited. When space is limited, preference is given to City of Southgate organizations. Nonpublic forum bulletin boards are limited to library and government use. All materials must be submitted to the Library Director for posting.

Literature Related to Campaigns for Public Office

Rationale: As part of its responsibility to help inform the public, the Southgate Veterans Memorial Library will provide a display area for the display and distribution of literature or other information related to campaigns for public office under the conditions listed below. Pencils, calendars, or other non-information distribution will not be allowed.

Petitioning or Distribution of Literature in Libraries

In libraries: It is the policy of the Library that petitioning, solicitation, or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public are not allowed in libraries. Rare exceptions under unusual circumstances only may be made for specific City projects with the express approval of the Library Commission or its appointee.

On library grounds: Groups or individuals who wish to petition, solicit, canvas, or distribute literature to the public on library parking lots, sidewalks, or other grounds surrounding the library building may do so if they do not impede access by the public to the building or interfere with use of the building, such as through excessive noise.

Meeting Room Policy

PUBLIC USE OF LIBRARY MEETING ROOMS

Meeting rooms in the Southgate Veterans Memorial Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes. The Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. Public use of library rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting rooms are intended to host organized meetings and are **not available for party-type functions**.

Provision of library meeting rooms for public use does not constitute endorsement by Southgate Veterans Memorial Library or by its staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Southgate Veterans Memorial Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by Southgate Veterans Memorial Library"**. A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

This policy does not apply to meetings or use of the meeting rooms by the Southgate Veterans Memorial Library or programs sponsored or co-sponsored by the library.

1. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- The maximum capacity of each meeting room is 65. Meeting room users are responsible for ensuring that maximum capacities are not exceeded.
- Library staff may attend or observe any event at any time.
- Library meeting rooms may be reserved at least 2 weeks in advance of the requested use date, but not longer than one year prior to the scheduled meeting. **An exception is made for groups that have made consistent use of the meeting rooms; their scheduled reservations are held in place for each year, becoming available for other groups only if the reservation is not confirmed by January 1st of the new year.**
- ~~• To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Southgate community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) twenty four (24) meetings per year.~~
- Rooms are available only during library hours of operation, with the exception of library/city sponsored events.
- All meetings must conclude at least 15 minutes prior to closing.

2. FREE USE OF LIBRARY MEETING ROOMS

Library meeting rooms are available for use, **free of charge, to groups or individuals meeting the following criteria:**

- The group or organization sponsoring the event must be a 501(C)(3) non-profit group or an individual or group that is indisputably not commercial in nature and resides in **or serves** the City of Southgate. Official letterhead shall determine the location; **if no official letterhead exists, determination will be made by the Library Director or his/her designee.** Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions **and may not be disruptive to regular library operations.** No commercial sales, or profit-making uses of the meeting rooms are allowed.
- **Capacity** - Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.
- **Fees/Donations** - With the exception of library-sponsored or co-sponsored events, only voluntary donations are permitted. No fees or donations may be solicited or collected

for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

3. RENTAL OF LIBRARY MEETING ROOMS: (FEE CATEGORIES FOLLOW)

Individuals or organizations not able to meet the criteria for *free* use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule:

Category 1	No charge	Southgate Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(C)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(C)(3) documentation may be required.
Category 2	\$20.00/per session (up to 4 hours)	Non-Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(C)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(C)(3) documentation may be required.
Category 3	\$40.00/per session (up to 4 hours)	For-Profit Organizations/Businesses within Southgate	For-profit businesses of Southgate residents – or – Businesses located within Southgate.
Category 4	\$100.00/per session (up to 4 hours)	Non-Resident For-Profit Organizations/Businesses	Non-Resident for-profit groups, individuals or organizations
Category 5	No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.	

4. RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

Library meeting room users must agree to abide by the following Rules of Conduct specific to Southgate Veterans Memorial Library meeting room use:

- **Contact/Registration** - Meeting room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration ~~and are not responsible for or~~ **answer answering questions concerning the organization's use of the meeting rooms.**
- **No Interference with Library Operations** – Public use of meeting rooms may not interfere with the library's operation or disturb other library users. Meeting room users must observe all library policies.
- **Electronics** - The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users. The library cannot provide any electronic equipment.
- **False Information** - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- **Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Refreshments** - Alcoholic beverages are not allowed in any meeting room. The library does not provide supplies such as cups, containers, coffee makers, etc.
- **Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older per 10 minors. Responsible adult must apply for, sign and take responsibility for the reservation.
- **Publicity** - Applicants shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Advertising materials used at the library (flyers, posters, banners, etc) shall be submitted to the library for approval and posting will be displayed when deemed appropriate by the library. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Southgate Veterans Memorial Library, unless prior permission to do so has been given in writing.

- **Reservation Reassignment** - Groups or organizations may not assign their reservations to other groups or organizations.
- **Responsibility** – Applicants must guarantee and be responsible for their group’s conduct. Financial responsibility for any damages due to their use of the premises rests with the applicant.
- **Printed Materials/Literature** – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- **Storage** - The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless Southgate Veterans Memorial Library and its appointed officials, boards, committees, agents and employees (collectively, the “library”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.

Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Commission. Such appeals must be submitted in writing to the Library Commission within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

~~APPLICATION FOR MEETING ROOM USE~~
~~SOUTHGATE VETERAN'S MEMORIAL LIBRARY~~

Organization name _____

Contact name _____

Address _____ City _____ State _____

Home phone _____ Business phone _____

Date of Meeting _____ From _____ To _____

Total # of hours _____ Fee _____ Date paid _____

Type of activity _____

Anticipated attendance _____

~~RENTAL FEE~~

- ~~• There is no fee for non-profit groups.~~
- ~~• For profit groups: \$40 for four hours or each portion thereof~~

~~The undersigned hereby states that he or she has read the policies and regulations of the Southgate Veteran's Memorial Library relative to the use of the facilities and agrees to all arrangements therein stated. The undersigned further states that he or she has authority to sign this application for the above named organization.~~

Signature of applicant _____

Remarks _____

Approved by _____

Date _____

~~NO ADMISSION FEES OF ANY KIND MAY BE CHARGED FOR PROGRAMS~~

~~The meeting rooms of the Southgate Veteran's Memorial Library is available to all groups regardless of age, sex, race, color, religion, creed, national origin, ancestry, handicap, military service, or political belief, within the guidelines of the policies and regulations for the usage of the meeting rooms.~~

SOUTHGATE VETERANS MEMORIAL LIBRARY

14680 Dix-Toledo Road
Southgate, MI 48195
Phone: 734-258-3002
Fax: 734-284-9477

APPLICATION FOR MEETING ROOM USE

Please PRINT clearly

Organization name _____

Contact name _____

Address _____ City _____ State ____ ZIP _____

Home/Cell Phone _____ Business Phone _____

E-mail address _____

Date(s) of Meeting _____

Time: From _____ to _____

Total number of hours _____ Reservation Fee Owed: _____

Type of activity _____

Anticipated attendance _____

Preferred Room (circle one) FRONT BACK BOTH

The undersigned hereby states that he or she has read the policies and regulations of the Southgate Veterans Memorial Library relative to the use of the facilities and agrees to all arrangements therein stated. The undersigned further states that he or she has authority to sign this application for the above named organization.

Signature of applicant _____

Remarks _____

Approved by: _____ Date: _____

NO ADMISSION FEES OF ANY KIND MAY BE CHARGED FOR PROGRAMS

The meeting rooms of the Southgate Veteran's Memorial Library is available to all groups regardless of age, sex, race, color, religion, creed, national origin, ancestry, handicap, military service, or political belief, within the guidelines of the policies and regulations for the usage of the meeting rooms. **Hours:** Monday-Thursday, 10am-9pm; Saturday, 10am-5pm

Use of Cell Phones in the Library

Cell phone use by library patrons is restricted to the lobby at the entrance of the library.

Public Relations Policy

The purpose of this policy is to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public.

Media Contact

Contacts with the media will be arranged for the library by the City Administrator. Any contacts from the media with the library will be directed to the library director or his/her designated representative, who will direct them to the City Administrator.

Any letters to the editor from library staff designed to speak for library will not be submitted without the prior approval of the City Administrator.

In the event of an emergency or inclement weather the City Administrator will contact the media about closings and late openings.

Speaking Engagements

Speaking engagements made by library staff on behalf of the library must be coordinated through the director, who will coordinate with the City Administrator.

Promotional Library Materials

Promotional and informational materials [e.g., handouts, brochures] designed to be disseminated to the public will meet the highest standards of quality and must be approved by the library director.

Public Inquiries

Any questions by the public referring to the policies, procedures, programs and services of the library should be answered with complete accuracy. Further inquiries should go to the City Administrator.

UNATTENDED CHILD POLICY

It is the purpose of the Library to provide a comfortable environment for the retrieval of information, both recreational and informational. In the matter of unattended children, the library must consider its legal, physical, and staff limitations.

While the library assumes no responsibility for children left unattended on the premises, it shall adopt staff procedures that deal positively with issues of security and safety specifically related to minors.

- Parents may not leave children under age 9 unattended in the library.
- Parents are responsible for the behavior of their children in the library, whether or not the parent is present.
- It is not the function of the library staff to watch over unattended children.
- Disruptive children are defined as children violating the library rules and regulations as defined by library policy. Disruptive children, attended or unattended, will be asked to leave.
- Children under the age of 9 attending a library program must have a parent or responsible caregiver in attendance in the building until the conclusion of the program.
- Children not picked up prior to the closing of the library will be taken to the police station.

INTERNET USE POLICY

The internet and its available resources contain a wide variety of materials 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.

It is not possible to use the same selection criteria on internet sources as that used for other materials. In offering the internet connection, library staff cannot control access points, which often change rapidly and unpredictably.

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 Southgate Veterans Memorial Library assumes no responsibility for any damage, direct or indirect, loss of data, or loss of privacy arising from use of its World Wide Web server or from its connection to other internet services.

Use by Minors/Filtering

In accordance with Federal and State law (the Children's Internet Protection Act, 47 US C §254 and 20 USC §101, and Section 6 of the Michigan Library Privacy Act, 1982 PA 455, MCL 397.606) anyone who cannot prove with written documentation that s/he is 18 or older must use a filtered internet workstation unless s/he is accompanied at the computer by his/her parent or guardian who is older than 18. Note, however, that no filter is 100% effective.

Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet. A minor shall not use an adult's Library card for access to the Internet unless the minor is physically accompanied by a parent or guardian at the computer terminal at all times. This policy prohibits the display of inappropriate material. The Library holds the parents or legal guardians responsible for their minor children's use of the Internet in light of the fallibilities of filters and other demands on Library staff time. To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

- Never give out identifying information such as home address, school name, or telephone number
- Let parents or guardians decide whether personal information such as age or financial information should be provided online.
- Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.
- Never respond to messages that are suggestive, obscene, or threatening.
- Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online:

"Library computers are not to be used for any illegal activity."

- Minors under the age of 18 must have an Internet contract on file in the library before using a library Internet workstation. This contract must be signed in person by the child's legal parent or guardian.
- A parent or guardian must accompany all minors under 18 years of age when using a library Internet workstation, if the minor does not have an Internet contract on file in the library.

- All persons using a workstation must have the proper permissions to be at that workstation: 2 students sharing a workstation must **both** have parental permission to use an Internet workstation unaccompanied by a parent or guardian.
- Unauthorized users will be asked to leave the library.
- **Library cards are not transferable. Sharing of library cards will be grounds for revocation of Internet access privileges and may result in loss of other library privileges.**

Unacceptable Use

- It is illegal to use the Southgate Veterans Memorial Library internet connection for any purposes that violate U.S. or State laws.
- It is not acceptable to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. Illegal acts involving the Library's internet connection may be subject to prosecution by local, state or federal authorities.
- It is assumed that information and resources accessible via the internet are private to the individuals and organizations that own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holders of those rights. It is therefore not acceptable for an individual to use the Library's internet connection to access information or resources unless permission to do so has been granted by the owner or holder of rights to those resources or information.
- Malicious use of equipment is not acceptable. Use of the Southgate Veterans Memorial Library internet connection and any attached network in a manner that precludes or significantly hampers others is not allowed.

Amended April 2013

COMPUTER USE PROCEDURE

1. Patrons are required to sign in for use of Library Internet workstations and furnish a valid government issued photo identification and/or Library Card. Patron sign-in represents full agreement with the policies and procedures concerning computer services.
2. Minor children (under age 18) are required to present a valid library card and have a signed "Computer Contract" on file. The Library will not accept any other form of identification from minors.
3. Minor children are restricted to computers in the youth area.
- ~~4. The Library Staff will assign computer users to a specific workstation.~~
5. All computer problems must be reported to the Library Staff.
6. Computer users are limited to 30 minutes of use when necessitated by public demand.
7. Printing from the Internet workstations is available at the posted charge. This charge represents costs incurred for paper and ink.

The Library staff will assist patrons with Internet and personal computer use as time and knowledge permits. Books concerning the Internet, personal computers, and word processing are available for patron use. Patrons needing in-depth assistance are encouraged to contact their local Adult Education provider for availability of classes.

Amended ~~June-2006~~ August 2018

COMPUTER USER CONTRACT

1. This signed contract represents the agreement of a parent or guardian with the following:
Application for Borrowers Card
Internet Use Policy
Computer Use Procedure
2. This signed contract provides the designated minor with full access to the Library's computer services. A parent or guardian will not need to be present in the Library for the designated minor to utilize the electronic information resources of the Library. A note added to the minor's borrower record will designate that a valid *Computer User Contract* is on file at the library.
3. It is understood that the minor child must present a valid Library card in conjunction with the appropriate permission to use the Library's Internet computers and electronic information resources. The minor child shall follow the *Computer Use Procedure* as furnished by the Library.
4. It is the responsibility of parents or guardians to fully discuss with their child the library's policy concerning computer services.
5. Failure of the minor to follow the library's computer services policy will result in the forfeiture of computer privileges.

Please print

Child's name _____

Library card number: _____

Parent / Guardian's name: _____

Signature _____

Driver's license number: _____

Date _____

Staff initials _____

Expiration date: _____

**SOUTHGATE VETERANS MEMORIAL LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title _____

Author _____ Type of material _____

Publisher _____ Date of publication _____

Request initiated by _____ Date _____

Telephone _____ Address _____

City _____ Zip code _____

Complainant represents (specify)

Self _____ Name of organization _____

What is your objection to this material? _____

Have you personally examined the material completely? _____ Yes _____ No

If parts only, specify _____

What do you believe is the theme and/or major intent of this material? _____

What do you feel might be the result of reading or using this material? _____

Thank you for your comments. Your concerns will be reviewed by the Governing Board of this library. You will be notified when they have reached a decision. Please feel free to contact the Library Director if you have any questions.

**SOUTHGATE VETERANS MEMORIAL LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY
MATERIALS, DISPLAYS, EVENTS, OR PRACTICES**

Please fill out the sections necessary to describe your request. If this is insufficient for your needs, you may request a blank sheet to fill out with a more detailed explanation, and submit it alongside this form.

Title/Description of material/display/event/practice _____

Author _____ Type of material _____

Publisher _____ Date of publication _____

Your name _____ Date _____

Telephone _____ Address _____

City _____ Zip code _____

Complainant represents (specify)

Self _____ Name of organization _____

What is your objection to this material? _____

Have you personally examined the material completely? Yes _____ No _____

If parts only, specify _____

What do you believe is the theme and/or major intent of this material? _____

What do you feel might be the result of reading or using this material? _____

Thank you for your comments. Your concerns will be reviewed by the Governing Board of this library. You will be notified when they have reached a decision. Please feel free to contact the Library Director if you have any questions.

Some words for the concerned citizen

We are sorry that you find something objectionable in the library's collection but glad to have your expression of concern. This paper is intended to help us explain intellectual freedom and the reason libraries hold materials that may sometimes be offensive or of little value to some individual citizens.

- Libraries serve the whole community. Therefore, the library has a responsibility to try to serve as many needs and interests as possible. Librarians try to choose books and other materials on the basis of quality, usefulness or recreational value. Some things in the library's collection may be offensive to you, but not to other people.
- We cannot bar some persons from some parts of the collection on the basis of their age, sex, viewpoint, or any other factor. You would be justifiably angry if we refused to collect and loan materials in which you had great interest, or for which you had a need, because you were too old, too young, or of a particular religion, background or viewpoint.
- Since we cannot forbid some people to use some materials and since different people have different literary tastes and information needs, it is easy to see that someone will eventually be offended by something in the library. In this case, if you are the offended party, please remember that your standards may not be the same as someone else's, and what is offensive to you may not be to your neighbor.
- We encourage children and young people to use the library. However, the library does not have the legal right to act ~~in loco parentis~~ (in place of the parent). Therefore, if you are concerned that your children might bring home material that does not meet your personal standards, please accompany them when they use the collection. We are not free to forbid your children to check out anything from the library, but you are as their parent. Our staff will be glad to help you and your children make suitable decisions.

The federal courts and the professional library associations support the interpretation of First Amendment to the Constitution, which provides to every citizen a broad scope of intellectual freedom. Neither the courts nor the professional associations support partisan censorship.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture.

We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must

jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Access to Patron Information

(Including law enforcement visits)

Michigan Law prohibits library staff from disclosing information contained in library record, except as outlined in the Michigan Library Privacy Act (MCL 397.603)

Southgate Veterans Memorial Library staff is committed to protecting the confidentiality of patron record, which includes but is not limited to: database search records, circulation records, computer use records, inter-library loan records, and reference interviews.

Database Records

These records refer to searches of the collection a patron may conduct on the Online Public Access Catalogs and Internet Workstations. These searches are conducted by utilizing the library's automated system and the Internet to connect to databases maintained on computer servers outside the library building. Once a search is concluded, the library-based software does not retain a copy of the search. Records of the search will not exist.

Circulation Records

Patron material is circulated via the library's automated system. The circulation software tracks materials currently checked out, automatically erasing a patron's borrowing record once material is returned and all fines are paid

Computer Use Records

~~Library patrons are required to sign in at the circulation desk for access to Internet and word processing workstations. All patron information recorded during sign in is destroyed after the number of daily users is recorded. Only the patron's first name, workstation number, and login time is recorded.~~

Inter-Library Loan Records

Patrons may borrow items not owned by the Southgate Veterans Memorial Library through inter-library loan, ~~which includes MILE and OCLC services.~~ Requests are tracked in the automated computer system. Once items are returned the record is automatically erased from the patron's account. No paper records are kept.

Reference Interview

No paper record is kept of patron information upon completion of the reference interview. Electronic records are kept only for those items placed on request and are erased upon return of the item.

Staff Procedure

No staff member shall disclose patron information to any person or agency other than the patron himself or herself unless:

The patron has given informed consent (in person or in writing) for another individual to obtain that information; in the instance of a minor, Section 3 of the Michigan Library Privacy Act, M.C.L. 397.603 provides for release as stated under Section 5.b of the Library's Application for Borrower's Card.

An authorized person (library staff member or city attorney) requires that information for retrieval of overdue library material or compensation for damaged or lost library material

A law enforcement official makes the request.

Specific instructions for responding to a request from law enforcement follow.

The Southgate Veterans Memorial Library will comply with law enforcement when supplied with legal subpoena or warrant.

- When approached by law enforcement official requesting information, do not disclose to that individual any information.
- The supervisor, department head, assistant director, or director will ask to see official identification and will photocopy the ID.
- If law enforcement presents a subpoena, library staff will direct that person to their supervisor, department head, assistant director, or director, who will in turn direct the subpoena to legal council.
- If library staff is presented with a warrant, do not interfere with the search and/or seizure. Contact your supervisor, department head, assistant director or director as soon as possible.
- Keep a record of all legal requests.
- Keep a record of all costs incurred by any search and/or seizure.

In the normal course of business, if the library staff observes what can be reasonably construed to be a threat of imminent danger, they are to contact law enforcement immediately. They should then contact their supervisor, department head, assistant director, or director and fill out an Incident Report form

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act)

When presented with a warrant to comply with the Patriot Act of the United States, library personnel will refer all such warrants to the Library Director.

The Library Director will first inform the **City Administrator** and Corporate Counsel for the Southgate Veterans Memorial Library before any other action is taken.

In the absence of the Library Director, the person designated in charge will notify the **City Administrator** and Corporate Counsel for the Southgate Veterans Memorial Library for direction in compliance.

Under State Law, library records are protected and can only be accessed by library personnel.

AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We recognize and respect intellectual property rights.
- We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- *Adopted by the ALA Council*
- *June 28, 1995*

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.

- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries that 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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

SOUTHGATE VETERANS MEMORIAL LIBRARY ACCESSIBILITY

ADA Statement

The Southgate Veterans Memorial Library affirms its support of equal access for persons with disabilities and will comply with the Americans with Disabilities Act. The Southgate Veterans Memorial Library seeks to make its services, facilities, and programs accessible to the public.

Service Accessibility

The Southgate Library has policies, practices, procedures, and routines that govern our operation. When those policies, practices, procedures, or routines create a barrier to persons with disabilities, the Library must make "reasonable accommodations" to allow library patrons with disabilities to have the same access to the Library's services, programs, and activities as patrons without disabilities. Accommodations will be reviewed with the library user to find the best approach. Most accommodations can be made easily at the staff level and involve minor adjustments in procedures or providing extra assistance to a library user. Other accommodations may require more detailed discussions with the library user, depending on the disability, and may need to involve the City Administration.

Requesting an Accommodation

To request an accommodation, alternative format of communication, and/or modification of policies and procedures in order to access and benefit from a Library program, service and activity, a library patron must submit a request for reasonable accommodation. The Request for Reasonable Accommodation Form is available at the Library. The request for reasonable accommodation must be submitted at least five business days before the scheduled event. If a patron submits a request for reasonable accommodation less than five business days before the event, but the accommodation can still be made before the event begins, library staff will make good faith efforts to provide the accommodation. For questions on a particular accommodation request or for further information on requesting a reasonable accommodation, please contact the Library at 734.258.3002 or by email: farkas@southgate.lib.mi.us or dpriest@southgate.lib.mi.us.

Complaints about Accessibility

Any person who believes that he or she or any other program beneficiary has been subjected to unequal treatment or discrimination in the receipt of benefits or services from the City because of a person's disability may file a complaint with the City Administrator. The Complaint

of ADA Non Compliance Form is available at the Library.

Informal Resolution

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal meeting(s) between the Library Director, City staff, or other affected persons may be utilized for resolution. If informal resolution is not successful or the complainant wishes to proceed with a formal investigation, then the complainant may appeal the matter to the City Administrator who shall proceed with a formal investigation.

**SOUTHGATE VETERANS MEMORIAL LIBRARY
COMPLAINT OF ADA NON COMPLIANCE FORM
Contact Information**

Date: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____

(evening): _____

Email: _____

Preferred Method of Contact: _____

Allegation of ADA Noncompliance

1. Please describe the problem you encountered:

2. Date the alleged violation occurred: _____

3. Location where the alleged violation occurred:

4. Please provide the names, if known, of any individuals at the City involved in the problem you encountered:

5. What change would you wish to see that would be helpful in solving this problem:

To include more information, please attach additional pages as needed.
Thank you for completing this form. Please return the completed form to:

Southgate Veterans Memorial
14680 Dix-Toledo Rd
Southgate, MI 48195

Your complaint will be acknowledged within 5 business days and you will be notified of the steps that will be taken to address your complaint.
Should you be unsatisfied with the response to your request you may appeal to the City Administrator at 734.2583021/ (TDD) ???-???-????.

REQUEST FOR REASONABLE ACCOMMODATION FORM

The Southgate Veterans Memorial Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your ideas on how we can try to serve you better.

Contact Information

Date: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ (evening): _____

Email: _____

Preferred Method of Contact: _____

Accommodation Request

Please specify the reasons you are requesting accommodation (check all that apply).

☐ to allow me to participate in a program or activity offered by the Library. Please specify the program or activity:

☐ to ask for an exception to a rule, policy or procedure. Please specify the rule, policy, or procedure:

☐ Other reasons, please specify (for example, the way the Library communicates with you):

Describe the accommodation you are requesting.

Describe how this accommodation will assist you. (Please attach additional pages as needed)

Thank you for completing this form. Please submit it to the

Southgate Veterans Memorial Library
14680 Dix-Toledo Rd
Southgate, MI 48195

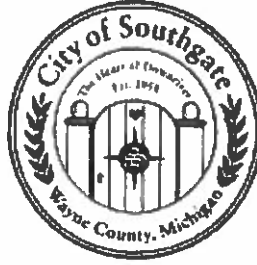
at least five business days in advance of the scheduled event for which the accommodation is being requested.

Should you be unsatisfied with the response to your request you may appeal to the City Administrator at 734.258.3021 / ~~(TDD) ??? ??? ????~~

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI

Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

February 14, 2019

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

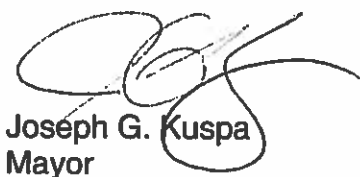
Please be advised I have made the following appointment:

Ethics Board – for a term expiring August 2023

Theresa Lannen 12923 Devoe

This appointment fills the vacancy created by the passing of Billy Walker.

Sincerely,



Joseph G. Kuspa
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law