

# Avalon Public Library Policies

## **I. Library Mission and Goals**

### Mission

The mission of the Avalon Public Library shall be to direct and maintain a public library in the borough of Avalon, Allegheny County, Pennsylvania, and to acquire, organize, and provide access to information, resources, and services that inspire and help community residents to accomplish their lifelong personal, educational, cultural, vocational, recreational, and professional education needs.

### Goals

The general goals of the Avalon Public Library (hereafter “the Library”) shall be

- To serve all residents of the community and the surrounding region.
- To acquire and make available to all residents of the above area such books, periodicals, audio-visual materials, pamphlets, and other services as will address their needs a) to become well informed, b) to locate answers to important questions, c) to cultivate the imagination and creative expression, d) to develop skills for career and vocational advancement, and e) to enjoy leisure by means of reading and other media services.
- To acquire the means to provide the most frequently requested material locally and upon demand.
- To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- To strive consistently to discover new methods and improvements for better service for the library’s customers.
- To review regularly these goals of the Avalon Public Library and, if necessary, revise them in the light of new developments.

## **II. Who May Use the Library**

### Service to All

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

### Denial of Service

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

### **III. Patron Responsibilities and Conduct**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Children:

The Avalon Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the children. Library staff are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age **ten (10)** must be accompanied by a parent or designated responsible person (at least **twelve (12)** years of age) while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he or she will be asked to leave the library. If the child needs to contact a parent, he or she may do so and then wait with a staff person until the parent arrives.

### **IV. Services of the Library**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor

- To select, organize, and make available necessary books and materials.
- To provide guidance and assistance to patrons.
- To sponsor and implement programs, exhibits, displays, book lists, and other programming which would appeal to children and adults.
- To cooperate with other community agencies and organizations.
- To secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
- To lend to other libraries upon request.
- To develop and provide services to patrons with special needs.
- To maintain a balance in its services to various age groups.
- To cooperate with, but not perform the functions of, local school and other institutional libraries.
- To provide service during hours that best meet the needs of the community, including evening and weekend hours. A minimum of 40 open hours per week shall be set by the library director.
- To review on a regular basis library services being offered.

- To use media and other public relations mechanisms to promote the full range of available library services.

## **V. Responsibilities and Authority of the Library Board**

Sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 14, 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library (see Appendix A) shall provide the basis and framework for the responsibilities and authority of the library board and individual trustees. In cases where these documents are at odds, the Pennsylvania Library Code shall be enforced over any other source of information.

The Avalon Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

## **VI. Volunteers and Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Avalon Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

## **VII. Personnel**

### **Management**

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in Sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 14, 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library (see Appendix A).

The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.

The board shall establish all other positions and all wage and benefit levels for all library staff.

The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

The library board shall conduct annual appraisals of the library director's performance (except during the first year of a director's employment, as counted from date of hire, when evaluation will be semi-annually), at which time personal and management goals can be discussed and negotiated.

All persons working as staff or volunteers in the library must submit to a state background check and/or appropriate clearances pursuant to Acts 30 and 34.

#### Administration

The person appointed as library director shall be charged with the sole administration of the library.

The director shall be responsible to the library board in matters pertaining to and concerning the library, shall be present at monthly board meetings, and shall prepare and present such reports and meeting documents as requested by the board.

The director shall maintain financial records in an efficient manner, present periodic reports to the library board and to the municipal governing body, prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.

The director shall hold **monthly** meetings with staff and/or volunteers for training and interpreting board policy.

The director will be responsible for preparing annual performance assessments for library staff and volunteers.

The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.

The director will recommend changes in or additions to library policies as needed.

The director will perform preparatory work to assist the board with regular library planning.

### Salaries

A classification and salary schedule has been adopted by the library board for each paid position. The plan is subject to yearly revision (or at any time when the board so deems it) so that it will remain equitable for both the library and the staff.

### Personal and Vacation Days

All salaried library employees and all hourly library employees who work on average 37.5 or more hours per week shall be eligible for personal and vacation days, which shall accrue according to the following schedules.

**Personal Days:** On the one-year anniversary of the first day of employment, the employee shall accrue three (3) personal days. Personal days do not expire, and accumulate in perpetuity. Upon voluntarily leaving employment with the Library, all salaried library employees and all hourly library employees who work on average 37.5 or more hours per week shall be reimbursed for unused personal days at their hourly wage or a pro-rated daily percentage of their yearly salary per unused personal day.

#### **Vacation Days:**

- After serving six (6) months of employment, the employee shall accrue five (5) vacation days.
- After serving one (1) year of employment, the employee shall accrue five (5) vacation days.
- After serving two (2) years of employment, the employee shall accrue five (5) vacation days.
- After serving three (3) years of employment, the employee shall accrue ten (10) vacation days.
- After serving four (4) years of employment, the employee shall accrue ten (10) vacation days.
- After serving five (5) years of employment, the employee shall accrue fifteen (15) vacation days.
- After serving six (6) years of employment, the employee shall accrue fifteen (15) vacation days.
- After serving seven (7) years of employment, the employee shall accrue fifteen (15) vacation days.
- After serving eight (8) years of employment, the employee shall accrue fifteen (15) vacation days.
- After serving nine (9) years of employment, the employee shall accrue fifteen (15) vacation days.
- After serving ten (10) years of employment, the employee shall accrue twenty (20) vacation days.
- Beyond ten years of service, the employee shall accrue twenty (20) vacation days on the anniversary of his or her date of hire.

Vacation days do not expire, and accumulate in perpetuity. Upon voluntarily leaving employment with the Library, all salaried library employees and all hourly library employees who work on average 37.5 or more hours per week shall be reimbursed for unused vacation days at their hourly wage or a pro-rated daily percentage of their yearly salary per unused vacation day. The Board discourages significant accrual of unused personal and vacation days.

### Sick Leave

All salaried library employees and all hourly library employees who work on average 37.5 or more hours per week shall be eligible for sick leave, which shall accrue at the rate of five (5) sick days per year, to be credited to the employee on the first day of employment and the yearly anniversary of the hire date thereafter.

Sick days do not expire, and accumulate in perpetuity. Upon voluntarily leaving employment with the Library, all salaried library employees and all hourly library employees who work on average 37.5 or more hours per week shall be reimbursed for unused sick days at their hourly wage or a pro-rated daily percentage of their yearly salary per unused sick day.

### Holidays

The library will be closed on the following days of the year. No library employees will be expected to work on these holidays, which shall be considered paid holidays for salaried employees:

- New Year's Day (January 1: if it falls on a Sunday, the Saturday before is a holiday)
- Martin Luther King, Jr. Day (3rd Monday of January)
- Presidents' Day (3rd Monday in February)
- The Friday and Saturday before Easter (varies)
- Memorial Day (final Monday in May)
- Independence Day (July 4: if it falls on a Sunday, the Saturday before is a holiday)
- Labor Day (first Monday in September)
- Veterans' Day (November 11: if it falls on a Sunday, the Saturday before is a holiday)
- Thanksgiving Day (fourth Thursday in November) and the following Friday and Saturday.
- Christmas Eve (December 24, half day: the library will close at 3:00 p.m.)
- Christmas Day (December 25)
- New Year's Eve (December 31, half day: the library will close at 3:00 p.m.)

### Leave of Absence

Leaves of absence without pay may be granted to library employees for maternity/paternity leave, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity/paternity leave, adoption, or military training.

When an employee is on unpaid leave, he or she is responsible for all health insurance costs and other benefit premiums/deductions that may apply.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

### Bereavement Leave

Library employees are eligible for three (3) days bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as spouse, child, brother, sister, or parent of either the employee or the employee's spouse. No other bereavement leave is granted; however, employees may use personal or vacation days to attend funerals of people not covered under bereavement leave.

### Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence, which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

The library will assure no loss of wages if the employee wishes to turn all earnings from the training period in to the library board. Benefits are not affected by a military leave as long as the leave stays within the fourteen-day parameter.

The library guarantees that an employee called to active duty military service will not lose his or her position because of the military activation.

### Jury Duty

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees can be turned in to the library board and the employee will be paid his or her wages as usual.

### Work Schedule

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director. The director is responsible for the scheduling of library staff and volunteers.

### Professional Development

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses (including but not limited to mileage reimbursement, tuition, registration costs, and a per-diem for meals) and release time, at the discretion of the library board, according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

### Discipline

An employee of the Avalon Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be significantly diminished. This includes but is not limited to felony violations of the law, incompetence, misconduct, inattention to assigned duties, or unapproved absences from work. Normally termination is a final step that would come only after the following steps had been taken, in the following order, except as noted below:

- a sub-standard performance appraisal,
- verbal and/or written warnings,
- suspension, and/or
- extended probation.

For the protection of the employee and the library, complete and clear records of all disciplinary action will be maintained. All such records must be signed by the Library Board Chairperson and the employee under disciplinary action. Employees under disciplinary action have the right to make written comments in their records.

Theft from the library, an employee, a patron, or a volunteer, and carrying a concealed weapon will result in immediate termination of the employee upon conviction in a court of law.

Use of illegal drugs or alcohol on library property during work hours, as well as working under the influence of same, are covered in sub-section (N) below.

The Library wants each employee to be successful in his or her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, Avalon Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

#### Resignation and Retirement

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment will be made to the employee.

#### Grievances

It is the intent of the Avalon Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below.

If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.

If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.

The board's representative will respond to the employee within five (5) business days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

#### Equal Opportunity Employment

It is the policy of the Avalon Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

#### Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Avalon Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

#### Sexual Harassment

Harassment on the basis of sex is a violation of Title VII (federal law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Avalon Public Library.

The Avalon Public Library accepts and adheres to all definitions and procedures outlined in the law regarding sexual harassment. Any employee who engages in sexual harassment will subject him-or herself to disciplinary action up to and including discharge.

#### Emergency Absences

Employees who must be absent from work on short notice (e.g., due to illness or family emergency) must notify the director (or, in the case of the director, a member of the Board) as soon as possible.

## **VIII. Materials Selection/Collection Development**

### **Objectives**

The purpose of the Avalon Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The ALA Library Bill of Rights and Freedom to Read Statement have been endorsed by the Avalon Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Avalon Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **Criteria for Selection**

The main points considered in the selection of materials are:

- Individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

Reviews are a major source of information about new materials. The primary sources of reviews used by the library are Library Journal, the New York Times, the New Yorker, and the Pittsburgh Post-Gazette.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Periodical works such as newspapers, magazines, and journals, will be kept by the library for a limited time, according to the following schedule:

- Daily periodicals: two weeks
- Periodicals issued weekly to monthly: one year
- Periodicals issued semi-annually to yearly: five years

### Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Avalon Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he or she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted, with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Avalon Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### Potential Problems or Challenges

The Avalon Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

### Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. A sample of the form is given below:

Avalon Public Library  
STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES  
Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Resource on which you are commenting:  
\_\_\_\_ Book \_\_\_\_ Audio-visual Resource \_\_\_\_ Magazine \_\_\_\_ Content of  
Library Program \_\_\_\_ Newspaper \_\_\_\_ Other  
Title: \_\_\_\_\_ Author/Publisher or  
Producer/Date: \_\_\_\_\_

What brought this resource to your attention? To what do you object? Please be as specific as possible. Have you read, listened to, or viewed the entire content? If not, what parts? What do you feel the effect of the material might be? For what age group would you recommend this material? In its place, what material of equal or better quality would you recommend? What do you want the library to do with this material? Additional comments:

The inquiry will be placed on the agenda of the next regular meeting of the Avalon Public Library Board of Trustees.

## **IX. Circulation**

### Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. Identification is required. A driver's license, Social Security card, or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give written consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Applicants under the age of eighteen (18) will be issued children's borrower cards, which may not be used to borrow materials that have been rated "R" by the Motion Picture Association of America.

Materials may not be checked out until a library card is issued.

All library cards expire after two years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

#### Lost or Forgotten Cards

If a patron loses his or her library card, he or she should notify the library as soon as possible and request a replacement. Replacement cards may be had for one dollar (\$1.00) to cover processing costs.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until he or she presents his or her card at the library.

#### Loan Periods

The general loan periods for library materials are as follows:

- Three (3) weeks for books, except new “reserve pool” books, which are one (1) week.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans are due by the date indicated by the lending library.
- Books may be renewed once if no waiting list exists for the title(s).
- Periodicals do not circulate.
- One week for multimedia items (e.g., cassettes, audio-books, compact discs, videocassettes, and DVDs).

Adults may borrow up to fifty (50) non-multimedia items, and children may borrow up to twenty-five (25) non-multimedia items at a time. Adults may borrow up to five (5) multimedia items, and children may borrow up to two (2) multimedia items at a time.

Only adult patrons may borrow videocassettes and movies rated R. Parents or guardians are responsible for multimedia items checked out to their children. The Library is not responsible for damage to any multimedia-playing device caused by items from the collection.

The director may establish non-standard loan periods for special collections, materials that are temporarily in great demand (such as for student projects), or materials added to the collection, which are in a new format (e.g., computer software).

#### Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard, telephone, or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### Fines and Charges

Overdue materials accrue late charges at the rate of \$.25 per non-multimedia item per day and fifty cents (\$.50) per item per day for multimedia items. A first notice is sent after the material is due. If the material is not returned within a week, a second notice is sent. A final notice after three (3) weeks contains a bill for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage.

Retaining library property after notice is given to return it is deemed a summary offense under Pennsylvania Title 18, section 1, §6708, "Retention of library property after notice to return."

Unpaid charges for materials that have been billed as lost or stolen may be prosecuted after thirty (30) days delinquency under Pennsylvania Title 18, section 1, §3929.1, "Library Theft."

Patrons who accrue more than fifteen dollars (\$10.00) in unpaid fines and charges shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged. The director may, at his or her discretion, also place a system-wide block on the borrowing privileges of a patron owing more than fifteen dollars (\$15.00) in fines and charges.

### Damaged Materials

If materials are damaged so that in the judgment of the library they are unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear Patron,

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----\$

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been received will be decided by the director.

### Confidentiality

As specified in Library Circulation Records Section 428 of the Library Code, "Records related to the circulation of library material which contains the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station, or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

The Avalon Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

## **X. Reference Service**

The Avalon Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

## **XI. Programming**

A "program" is a planned interaction between the library staff and community participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Programming includes such activities as story times, films and activities on non-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Use of video games, ie, Wii, is strictly prohibited in the conference room (meeting room).

## **XII. Public Relations**

The public relations goals of the Avalon Public Library are to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public; and to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

### **XIII. Equipment Use**

Microcomputers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of library microcomputers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Library staff are available for general assistance in using computers. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost ten cents (\$.10) per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials, at the rate of ten cents (\$.10) per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

### **XIV. Internet Use**

#### **CIPA Policy**

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered by July 1st, 2004 if that library accepts any federal funds for Internet access or computer used for Internet access.

Avalon Public Library is complying with this law as a participating library of the eiNetwork consortium. The eiNetwork receives a significant amount of federal funding to provide Internet access to over 85 library sites in Allegheny County.

All computers in the library will be filtered as of July 1st, 2004. Please be aware that filters are unreliable; at times with legitimate information or educational value can be blocked or access to sites that are illegal, obscene, or sexually explicit within the meaning of 18 Pa. Cons. Stat. Sec 5903 can be allowed.

Parents or legal guardians, and not the Library or its staff, are responsible for monitoring their children's use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.

An adult (17 years of age or older) may request that the filter be disabled without significant delay by an Avalon Library Staff Member.

An authorized staff member may override the filter for a minor (ages 16 years or younger) in the event that the filter wrongly blocks or filters Internet access to a specific site with information value.

### Internet Use Policy

The Avalon Public Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines.

Parents of minor children (and not library staff or volunteers) are responsible for their children's use of the library's Internet service. All users must click on the "Agree" Button in Cybrarian prior to beginning their computer session. A copy of the Internet Use Agreement appears below:

### Avalon Public Library INTERNET USE AGREEMENT

I understand and will abide by the Avalon Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

#### Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

#### Warnings

The Internet is a decentralized, un-moderated global network; the Avalon Public Library has no control over the content found there. The library is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

#### Guidelines

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service, which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

Patrons are limited to one and a half hours of Internet use per day. If patrons need more time for educational purposes, additional time can be requested from the library staff. Given the limited number and great demand for the library computers, the library reserves the right to establish policies that allocate the Internet stations on a first-come, first-served basis. Each user is allowed one session. The library reserves the right to limit a patron's use on the Internet.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the library's computers or Internet access for illegal purposes.

Users will respect the rights and privacy of others by not accessing private files not belonging to them.

Users agree not to incur any costs for the library through their use of the Internet service.

Users shall not create and/or distribute computer viruses over the Internet.  
Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

## **XV. Meeting Room**

The meeting room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The library serves all residents of the community and the public library system area equally. Access to the meeting room will not be denied or abridged because of religious, racial, social, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

It is understood that library programming will have first priority in room use.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The charge for use of the meeting room will be thirty dollars (\$30.00) per hour, with twenty percent (20%) of the total expected cost to be paid as a deposit at the time of the reservation.

In cases where a meeting is desired outside of the hours when the library is normally open, an additional charge of twenty dollars (\$20.00) per hour shall be levied in order to compensate a staff member for extra time worked. In the event that no staff member is available to open and lock the room, no reservation will be scheduled for that time.

The room may be reserved no more than ninety days in advance, and no less than five days in advance. The director shall keep the master reservation calendar, and shall have the sole authority to confirm reservations for the meeting room on behalf of the library. Reservations placed with other library staff or board members shall take effect only when

- the director accepts the reservation,
- a room-use agreement has been signed and presented to the library, and
- a deposit has been received by the library.

The library will make every effort to re-schedule reservations that cannot be accommodated; in cases where no accommodations can be made, a 100% refund of deposit will be made by the library.

No admission may be charged by the group or individual using the room.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be charged the cost of returning the room and its equipment to a clean and functioning condition, and given notice that continued offense will result in denied access to the meeting room.

Children using the meeting room who are seventeen (17) years and under must have adult supervision.

Theft of or significant damage to any equipment, room fixtures, or other goods in the meeting room owned by the library will be prosecuted under Pennsylvania Title 18, section 1, §3929.1, "Library Theft."

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The library board and staff assume no liability for groups or individuals attending a meeting in the library.

## **XVI. Displays and Exhibits**

As an educational and cultural institution, the Avalon Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection of, and no liability for possible damage to or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case and the periodical area tables. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Avalon Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Avalon Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the \_\_\_\_\_

During \_\_\_\_\_ Description of materials loaned \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

### **XVII. Public Notice Bulletin Board**

Bulletin-board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings, which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

### **XVIII. Disasters**

#### Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Staff should familiarize themselves with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. During occasional fire drills, library staff should respect the training exercises and respond as they would in the case of a real fire.

After evacuating the library, staff or volunteers should contact the director or the President of the Library Board immediately.

### Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping sick or injured patrons comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The library, its staff, and volunteers cannot be held liable for emergency medical assistance given by anyone on its premises.

The Rescue Squad or Police (911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public by a library employee or volunteer.

### Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search. After evacuating the library, staff or volunteers should contact the director or the President of the Library Board immediately.

### Snow Storms and Weather-Related Emergencies

The Library will follow the recommendation and actions of the Borough of Avalon between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

In cases of damage to the library or its collections due to snow, ice, water, or other weather phenomena, staff or volunteers should contact the director or the President of the Library Board as soon as it is prudent to do so.

## **XIX. Revision of Library Policies**

The preceding statements of Avalon Public Library's policies shall be subject to review and as-needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: 3 June 2003

## Appendix A: Library Bylaws

**BYLAWS OF AVALON PUBLIC LIBRARY AVALON, PA A NONPROFIT CORPORATION**  
Section 1.01: Name The name shall be the Avalon Public Library.

Section 1.02: Mission Statement The mission of the Avalon Public Library shall be to direct and maintain a public library in the Borough of Avalon, Allegheny County, Pennsylvania, and to acquire, organize, and provide open access to information, resources, and services that inspire and help community residents to accomplish their lifelong personal, educational, cultural, vocational, recreational, and professional education needs.

Section 1.03: Definition of Bylaws These bylaws constitute the code of rules adopted by the Avalon Public Library, (hereafter the "Library"), for the regulation and management of its affairs.

Section 1.04: Purposes and Powers The Library will have the purposes and powers as stated in its Articles of Incorporation, and whatever powers are or maybe granted by the Nonprofit Corporation Law of 1988, as amended, of the Commonwealth of Pennsylvania, or any successor legislation.

The purposes for which the Library is organized and shall be operated are exclusively charitable, scientific or educational within the meaning of Section 503(c)(3) of the Internal Revenue Code of 1986, as amended, and, in furtherance of these purposes, the Library shall:

(a) operate exclusively for charitable, scientific or educational purposes within the meaning of Section 503(C)(3) of the Internal Revenue Code of 1986, as amended, and solely for such purposes, and without otherwise limiting its powers, all rights and powers conferred by the laws of the Commonwealth of Pennsylvania upon nonprofit corporations and in the course of which operation:

1. no substantial part of the activities of the Library shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Library shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office;
2. no part of the net earnings of the Library shall inure to the benefit of, or be distributable to its directors, officers, or other private persons except that the Library shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein; and
3. notwithstanding any other provisions set forth herein, the Library shall not carry on any other activities not permitted to be carried on by (A) a corporation exempt from federal income taxation under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Code, or corresponding provisions of any subsequent federal tax laws, or, (B) a corporation, contributions to which are deductible for federal income tax purposes.

Section 1.05: Compliance with Requirements of Internal Revenue Code. The Library has been organized and shall be operated exclusively for charitable or educational purposes; the Library shall not enter into any agreement, nor shall its directors, delegates or officers adopt any resolution or Bylaws, take any action or carry on any activity by or on behalf of the Library, not permitted to be entered into, taken or carried on by (a) a corporation that is described in Section

501(c)(3) of the Code and (b) a corporation contributions to which are deductible under Section 170(c) of the Code.

Section 1.06: Governance. The business, property, affairs, rules, policies, and activities of the Library shall be governed by the Library Executive Board, as set forth more fully herein.  
Offices

Section 2.01: Principal Office Until changed by a majority vote of the Library Executive Board, the principal place of business of the Library shall be located at 317 South Home Avenue, Avalon, Pennsylvania 15202. In addition, the Library may maintain other offices within any member Municipality or School District as its business so requires.

Section 2.02: Seal The corporate seal of the Library shall have inscribed thereon the name of the Corporation and the year and the state of incorporation.  
Library Executive Board

Section 3.01: Definition of the Library Executive Board. The business, property, affairs, rules, policies, and activities of the Library shall be managed and controlled by the Library Executive Board (hereafter “the Board”).

Section 3.02: Structure of the Library Executive Board The Board shall be composed of no less than five (5) and up to seven (7) members, all of whom shall be approved and appointed by Avalon Borough Council (hereinafter “Avalon Council”), as follows:

- a. Two (2) Board members shall be members of the Friends of the Avalon Library.
- b. One (1) Board member shall be a member of the Avalon Council.
- c. Two (2) Board members shall be a member of the community at-large.
- d. Two (2) additional Board members, if elected and appointed pursuant to Section 3.02 above, shall be non-voting members.

Section 3.03 Terms and Reappointments The first members of the Board who are appointed after adoption of these bylaws shall be appointed in the following manner: Two (2) voting members shall be appointed for a term of one (1) year; two (2) voting members shall be appointed for a term of two (2) years; one (1) voting member shall be appointed for a term of three (3) years; and two (2) non-voting members, if elected pursuant to Section 3.02 above, shall be appointed for a term of three (3) years. All future appointments to fill expired terms shall be for a period of three (3) years. Any vacancies, which may occur, shall be filled by Avalon Council making an appropriate appointment for the remaining un-expired term. All members shall serve until their successors have been appointed. No Board member may serve more than four (4) concurrent terms. A Board member may serve up to four concurrent terms, and be reappointed after one (1) year beyond the last date of Board service has elapsed.

Section 3.04: Location of Meetings of the Library Executive Board. Meetings of the Library Executive Board shall be shall be held at the Avalon Public Library, 317 South Home Avenue, Avalon, Pennsylvania 15202 or at such other location, as the Board shall determine.

Section 3.05: Annual and Regular Meetings of the Library Executive Board The Board shall hold an annual meeting and such other regular meetings at such times and places as the Board may determine. The annual meeting of the Board shall be held on the first (1st) Tuesday in February in each year for the purpose of conducting such other business as may properly come before the meeting. Regular monthly meetings of the Board shall be held on the first (1st) Tuesday of each month.

Section 3.06: Special Meetings of the Library Executive Board. Special meetings of the Board may be called at any time by the Chairperson or at the written request of at least one-half of the members of the Board. Special meetings shall be held at such time and place as shall be specified in the call thereof.

Section 3.07: Waiver of Notice. Attendance of a Board member at any meeting of the Board shall constitute a waiver of notice of that meeting except when the Board member attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Section 3.08: Quorum of Members of the Library Executive Board. A majority of Board members entitled to vote shall constitute a quorum; the acts of a majority of the Board members present at a meeting at which a quorum is present shall be the acts of the Board. Each Board member with voting rights shall be entitled to one vote on all matters during meetings of the Board.

Section 3.09: Meetings by Conference Telephone. One or more Board member may participate, to the extent technologically feasible, in a meeting of the Board by means of conference telephone or similar communications equipment which permits all persons participating in the meeting to hear each other, and all persons so participating shall be deemed present in person at the meeting.

Section 3.10: Action by Consent. Any action, which may be taken at a meeting of the Board, may be taken without a meeting if a consent or consents in writing setting forth the action so taken shall be signed by all of the Board members then in office and filed with the Secretary of the Board.

Section 3.11: Compensation. The Board members shall serve in such capacity without compensation. They may however be reimbursed by the Board for their out-of-pocket expenses, if any, incurred in connection with attendance at meetings of the Board. Nothing in this section shall be construed to preclude any Board member from serving the Board or Library in any other capacity and receiving compensation therefore so long as a majority of the remaining Board members agree that in their judgment such service is unlikely to create a conflict of interest on the part of that Board member which may be prejudicial to either the Board or the Library.

#### Officers

##### Section 4.01: Roster of Officers

The Officers of the Library Executive Board will consist of the following personnel:

- a. A Chairperson
- b. A Vice-Chairperson
- c. A Secretary

d. A Treasurer

Section 4.02: Selection of Officers. A nominating committee, consisting of three (3) members of Avalon Council who are appointed by the Avalon Council President, shall create and present a slate of candidates for appointment for any open office at the January meeting of the Avalon Council.

Section 4.03: Appointment by Friends of the Avalon Library. The Friends of the Avalon Library may propose a slate of at least two (2) possible candidates who it recommends for appointment to fill any vacant terms of its members who sit on the Library Executive Board. The slate shall be provided to Avalon Council at least thirty (30) days prior to the expiration of any Friends of the Library Board member's term. Avalon Council shall either select a candidate who has been recommended by the Friends of the Library, request submission of another slate of candidates, if the Friends of the Avalon Library are unable to provide a slate of acceptable candidates, Avalon Council may, at its discretion, appoint a Friend of the Library.

Section 4.04: Officers' Duties

(a) Chairperson: The Chairperson shall preside over all meetings of the Library Executive Board. In the event of a vacancy in the office of, or absence or disability of the Chairperson, the Vice-Chairperson shall serve until such time as a new Chairperson may be appointed. The Chairperson shall perform all duties incident to the office and any other duties that may be required by these Bylaws or prescribed by the Board.

(b) Vice-Chairperson: The Vice-Chairperson shall perform all duties and exercise all powers of the Chairperson when the Chairperson is absent or otherwise unable to act. The Vice-Chairperson will assist the Chairperson with all duties required by or of the Chairperson. The Vice-Chairperson will perform any other duties, which may be prescribed by the Board.

(c) Secretary: The Secretary shall keep accurate minutes and records of all meetings of the Board, be the custodian of the corporate records, give all notices as are required by law or these Bylaws, and generally, perform all duties incident to the office of Secretary and any other duties as may be required by the Articles of Incorporation, or by these Bylaws, or that may be assigned by the Board.

(d) Treasurer: The Treasurer shall:

1. receive and have custody of the funds and securities of the Library Executive Board and the Library;
2. keep full and accurate records and accounts of receipts and disbursements in books belonging to the Library Executive Board and the Library and the Library's funds and securities;
3. deposit all monies and other valuable effects in the name and to the credit of the Library and the Board in such depositories as shall be designated by the Board;
4. disburse such funds of the Library and the Board as may be ordered by the Board or the Chairperson, taking proper vouchers for such disbursements;
5. render to the Chairperson and the Board, at the regular meetings of the Board, or whenever they may require it, an account of his or her transactions as Treasurer and of the financial condition of the Library and the Board;
6. in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the treasurer by the Chairperson or by the Board.

Section 4.05: Removal of Members of the Library Executive Board. Any Board member may be removed by vote of a majority of the appointing body authorized under these Bylaws to appoint Board members whenever, in their judgment, the best interests of the Library and the Board will be served. Examples of cause for removal include nonperformance of duties and frequent absence from Board meetings and functions

## Operations

### Section 7.01: Fiscal Year

The fiscal year of this Association shall be the calendar year.

### Section 7.02: Bank Accounts

The Library and the Library Executive Board shall have bank accounts only as authorized by the Board and subject to the following conditions:

- all such bank accounts shall require at least two signatures;
- the authorized signatures must be specifically identified and authorized by formal action of the Board;
- all checks shall require at least one signature of an authorized member of the Library Executive Board or their designee by majority vote;
- the use of facsimile signatures is prohibited;
- no bank account shall be opened by anyone other than a member of the Library Executive Board who has been specifically authorized to do so in writing, pursuant to formal action, by the Library Executive Board.

### Section 7.03: Monthly Reports

There shall be monthly reports provided to each member of the Library Executive Board indicating tax receipts, disbursements, accounts receivable and all other material matters regarding the control and supervision of the tax collection process.

### Section 7.04: Annual Audit

The Board shall annually contract with a single Certified Public Accountant to perform an annual audit of the receipts, expenditures and disbursements of the Avalon Library and the Board.

### Section 7.05: Annual Reports

The Chairman and Treasurer shall prepare or cause to be prepared and present at the annual meeting of the Board a report prepared in accordance with the requirements of Section 5553 of the Pennsylvania Nonprofit Association Law of 1988, as amended. The Board shall make available to the public an annual report prepared in accordance with 28 PA Code § 1601.101(4).

## Personal Liability, Indemnification, and Insurance

### Section 8.01 Personal Liability

Elimination of Liability: To the fullest extent that the laws of the Commonwealth of Pennsylvania, as now in effect or as hereafter amended, permit elimination or limitation of the liability of delegates or directors, no Board member shall be personally liable for monetary damages as such for any action taken, or any failure to take any action, as a delegate or director.

Applicability: The provisions of this Section shall be deemed to be a contract with each Board or Committee member who serves as such at any time while this Section or a provision in the

Library's Bylaws are in effect and each such member shall be deemed to be so serving in reliance on the provisions of this Section and the Articles of Incorporation. Any amendment or repeal of this Bylaw or provision of the Articles of Incorporation of the Library which has the effect of increasing member liability shall operate prospectively only and shall not affect any action taken, or any failure to act, prior to the adoption of such amendment, repeal, Bylaw or provision.

#### Section 8.02: Right to Indemnification

Except as prohibited by any law, every Member of the Library Executive Board shall be entitled as of right to be indemnified by the Board against expenses and any liability paid or incurred by such person in the defense of any actual or threatened claim, action, suit or proceeding, civil, criminal, administrative, investigative or other, whether brought by or in the right of the Board or the Library or otherwise, in which he or she may be involved in any manner, as a party, witness or otherwise, or it threatened to be made so involved, by reason of such person being or having been a member of the Library Executive Board or the Library or by reason of the fact that such person is or was serving at the request of the Board, director, officer, employee, fiduciary or other representative of another Association, partnership, joint venture, trust, employee benefit plan or other entity (any such claim, action, suit or proceeding hereinafter being referred to as an "Action"). Persons who are not Members may be similarly indemnified in respect of service to the Library Executive Board or the Library or to another such entity at the request of the Board to the extent the Board at any time designates any of such persons as entitled to the benefits of this Section. As used in this Section, "indemnity" shall include each member of the Board and each other person designated by the Board as entitled to the benefits of this Section, "expenses" shall include fees and expenses of counsel selected by an indemnities and "liability" shall include amounts of judgments, excise taxes, fines, penalties and amounts paid in settlement.

#### Amendment

##### Section 9.01 Modification of Bylaws

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of all of the Library Executive Board members entitled to vote. However, prior to amendment, all proposed alterations or amendments must be read at two successive meetings of the Library Executive Board before proposed alterations or amendments may be adopted.

##### Section 9.02: Review of Bylaws

These Bylaws must be reviewed and updated through majority vote of the Library Executive Board at least once every five (5) years. This purpose may be accomplished at the regular meeting of the Library Board, by a special meeting called by the Board Chairperson, or through the distribution of copies of the Bylaws to the members of the board by written or electronic means, and the signature of a majority of the Library Board affirming their acceptance of the Bylaws as written or as amended.

##### Section 9.03: Adoption of Bylaws

These Bylaws were read at two successive meetings of the Avalon Library Association on the \_\_\_\_\_ day of May, 2003 and on the \_\_\_\_\_ day of June, 2003. These Bylaws have been adopted by the Library Executive Board and/or Library Association through vote on the \_\_\_\_\_ day of June, 2003.