

PORT AUSTIN

TOWNSHIP LIBRARY

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PORT AUSTIN, MICHIGAN 48467
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**STATEMENT OF POLICY
&
BY-LAWS**

**REVIEWED & ADOPTED BY THE
LIBRARY BOARD OF TRUSTEES
JUNE 2015**

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

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STATEMENT OF POLICY

BY-LAWS

ARTICLE I - NAME

The name of this library shall be Port Austin Township Library.

ARTICLE II - AUTHORITY

The Port Austin Township Library is formed under the authority of the Public Act 164 of 1877 as amended.

ARTICLE III - TRUSTEE MEMBERSHIP

The governing Board of Trustees shall consist of six members. Under Michigan Law, the members must be residents of Port Austin Township.

The term of Trustee members shall be four years beginning in December following the township election and ending in November of the fourth year or until his/her successor has been appointed. Elections for Board positions are to be held in November during Presidential election years with filing for candidacy by May of that year.

To fill any vacancy, new Trustee members shall be appointed by a simple majority vote of the existing Library Board.

ARTICLE IV - DUTIES OF BOARD OF TRUSTEE MEMBERS

Section 1. The Trustee members shall attend board meetings.

Section 2. The Trustee members shall make and adopt such by-laws, rules, and regulations for their own guidance and for the governing of the library.

Section 3. The Trustee members shall have exclusive control of the expenditure of all monies of the Port Austin Township Library, and of construction of any library buildings, and of the supervision, care, custody of the grounds, rooms, or buildings constructed, leased or set apart for that purpose. All financial decisions require adoption by a two-thirds vote.

Section 4. The Trustee members shall have the power to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library.

Section 5. The Trustee members shall have the power to appoint a suitable Director, necessary assistants, to fix their compensations, and shall have the power to remove such appointees.

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ARTICLE V - OFFICERS

Section 1. Officers of the Port Austin Township Library Board of Trustees shall be President, Vice-President, Secretary, and Treasurer.

Section 2. A quorum for the transaction of business shall consist of four members of the Board of Trustees.

ARTICLE VI - ELECTIONS AND TERMS OF OFFICE

Section 1. All officers shall be elected for a term of two years at the Annual Meeting held in December. They shall assume their duties immediately upon adjournment of the Annual Meeting, and shall serve until their successors have been elected and qualified.

Section 2. No member shall hold the same office for more than two consecutive terms. Any part of a term in excess of one year shall be considered a whole term in deciding eligibility for re-election.

Section 3. Vacancies of officers shall be filled by special election of remaining Board of Trustee members.

Section 4. The nominating committee shall be composed of two members appointed by the President. The committee shall present a slate of candidates at the Annual Meeting, with one name for each office to be filled. The consent of nominees must first be obtained. Nominations may be made from the floor, providing that the consent of the nominee first has been obtained.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Board of Trustees. In the absence of the President from a board meeting, the Vice-President shall become the chairperson for the meeting. The President shall appoint committees, authorize calls for any special meetings, and generally perform all duties of a presiding officer.

Section 2. Special committees for particular jobs and for the study and investigation of special problems may be appointed by the President. These committees are to serve until the completion of the work for which they were appointed.

Section 3. The Secretary of the Board of Trustees shall keep a true and accurate account of all proceedings of the board meetings, have custody of the minutes, provide a copy to each board member of the previous month's minutes prior to the next board meeting, and notify the board of all vacancies on the board. In the absence of the Secretary from the board meeting, the members present shall select a temporary Secretary for the meeting.

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ARTICLE VII - DUTIES OF OFFICERS ... continued

Section 4. The Treasurer may sign checks at meetings of the board. In the absence of the Treasurer, the President or Vice-President shall perform this duty. The Treasurer will work with the Director to prepare a proposed fiscal year budget for presentation to the board at its annual fiscal meeting in March of each year.

Section 5. The Library Director shall be considered the executive officer of the Library Board and shall have the sole charge of the administration of the library under the direction and review of the board. The Director shall be held responsible for the operation of the library under the financial conditions set forth in the annual budget. A temporary qualified person may be appointed as Director at a special meeting requiring a minimum of five Library Board members to be present for the vote.

ARTICLE VIII - ORDER OF BUSINESS

Section 1. The order of business to be followed at each Board of Trustee meeting shall be as follows: Call to order, Approval of minutes, Acceptance of Treasurer's report, Approval of bills, Report of Director, Communications, Unfinished business, New business, Adjournment.

Section 2. Robert's Rules of Order (revised) shall be the parliamentary authority for the conducting of Port Austin Township Library Board of Trustee meetings.

ARTICLE IX - MEETINGS

Section 1. Regular meetings of the Port Austin Township Library Board of Trustees shall be held on the third Tuesday of each month with seasonal changes. The meetings shall be held at the library. Notice of all meetings with agendas will be e-mailed by the Director to Trustee Members one week prior to the meeting.

Section 2. The Director's and Treasurer's proposed budget for the next fiscal year will be given at the March meeting.

ARTICLE X - FISCAL YEAR

Section 1. The fiscal year of the Port Austin Township Library shall be April 1 through March 31.

Section 2. The Director's annual fiscal report shall be given at the second meeting of the fiscal year, provided that the annual audit has been completed. If the annual audit has not been completed by this time, the Director shall give the annual fiscal report at the next meeting following the completion of the annual audit.

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ARTICLE XI - AMENDING BY-LAWS

Section 1. The by-laws may be amended at any meeting of the Board of Trustees provided that all six board members vote at the meeting or by proxy.

Section 2. Proposed amendments will not be voted on unless the amendment was presented at a previous Board meeting. The proposed amendment will be adopted with a 2/3 majority vote (4 of 6 voting members).

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CIRCULATION

PURPOSE:

The basic purpose of the Port Austin Township Library's Circulation Policy is to make materials equally and widely available. To that end, we seek to establish regulations that facilitate uniform methods for distributing and retrieving materials.

ELIGIBILITY OF USE:

The Port Austin Township Library serves all residents of Port Austin Township as well as townships which have contracted for library services.

REQUIREMENTS TO OBTAIN A LIBRARY CARD:

- A. Applicants must present proof of identity and current residence in the form of a current, valid driver's license or Michigan ID, utility bill, or proof of property ownership in Port Austin Township.
- B. Applicants must fill out a registration form which includes full name and current address.
- C. The person in whose name the card is issued shall be responsible and liable for any and all fines, losses or fees assessed against said card.
- D. Patrons must present their library card to check out library materials.
- E. Patrons may be required to supply proof of identity to establish that they are the holder of the library card that they present.
- F. Patrons with unpaid extended use fees may not use the card of another patron.
- G. Children must be 7 years old to obtain a library card.
- H. Children under the age of 18 and legally dependent adults may obtain a library card provided the parent(s) or guardian(s) sign for the dependent's library card. Co-signers accept responsibility for the return of all library materials and liability for any and all fines, losses or assessments against the library card.
- I. The library considers the monitoring of children's reading to be the domain of parents and not the library staff. Upon written request from a parent, the staff will restrict a child's choice of materials.
- J. The library will issue cards for institutional use by facilities located within its service area. The card will be issued in the name of a single person who represents the facility. Borrowing privileges will be limited to materials which are useful to the facility.

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PRIVACY:

- A. All records, formal or informal, in the Port Austin Township Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library are considered to be confidential in nature.
- B. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.
- C. Upon receipt of any process, order or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the Port Austin Township Library to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify by name in specific terms the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of law.
- D. Any problems or conditions relating to the privacy of a patron through the records of the Port Austin Township Library which are not specified in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision.

LOANS:

- A. All materials (excluding DVDs or VHS tapes) will circulate for a period of two weeks at no charge to the patron with one renewal permitted. In the case of new books (3 months or less), a renewal of one week will be allowed.
- B. Non-book materials, magazines, catalogs, and special items such as encyclopedias will circulate for a period of three days.

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RENEWAL:

- A. Patrons may renew a book (except new books of 3 months or less) for a second two weeks. If someone is waiting for the title, the patron will be informed. Second renewals will generally be made if no one is waiting for the book. Patrons may renew an unlimited number of books by bringing them into the library or by renewing online. Up to six books may be renewed by phone.
- B. Extended use fees will not exceed the value of the materials or the maximum fee set by the Board of Trustees.

OVERDUE ITEMS:

- A. When loaned materials are two weeks overdue, patrons will be called and reminded to return those materials. At three weeks, the patron will receive a written reminder. Patrons will receive two additional reminders at one week intervals. When materials are six weeks overdue, patrons will be billed for the value of the materials. Patrons, who maintain an account online, will be notified by email.
- B. Patrons whose fines are excessive may not check out library materials. The fine amount that triggers revocation of privileges will be reviewed annually by the Library Board. (See page 10: "Limits" part C)
- C. Patrons who fail to return materials and who fail to respond to requests for return of overdue materials will have their library privileges revoked. Extreme cases may result in criminal or civil court action.
- D. Patrons whose library privileges have been revoked may be reinstated only by paying a refundable deposit which will be returned without interest after a year of responsible borrowing. The amount of the deposit is subject to annual review by the Board of Trustees. (See page 10 - "Charges" part C)
- E. If a patron claims that overdue materials have been returned, the library staff will search for the materials and ask the patron to personally make one more search. If the materials are not located, the patron may fill out a written "Claims Returned" form. The materials will be considered lost and the patron will not be charged. After two such "Claims Returned" forms have been filed by the same patron, the patron will be billed for the current material after one search of the library.

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LOST ITEMS:

- A. Items which have been lost and paid for may be returned to the library if found. Upon return, the patron will be refunded the sum paid less the cost of reinstating the item.
- B. Items returned after they have been replaced may be rejected at the discretion of the Director in charge.

INTER-LIBRARY LOAN:

- A. If a book is unavailable at the Port Austin Township Library, the library will attempt to borrow it from another library. In accordance with American Library Association policy for inter-library loans, the Port Austin Township Library will not limit requests. If the book is inexpensive or new, in print, and within the scope of the library's collection, the library will purchase the book rather than borrow it.
- B. The Port Austin Township Library will fill the reasonable inter-library loan request of any library. Borrowing libraries will be subject to the same rules, restrictions and liabilities as library patrons except that the loan period will be four weeks. The library reserves the right to refuse inter-library loan requests if the requesting library has a history of failing to return materials or if the request is for materials that are in demand at the library or not suitable for mailing.
- C. Patrons whose fines are excessive may not check out inter-library materials. This limit will be reviewed annually by the Board of Trustees.

REFERENCE MATERIALS:

- A. Materials placed in the reference section of the library may not be checked out. These materials are generally of an encyclopedic nature. That is to say, they provide short answers to numerous questions.
- B. The staff of the library will be unable to answer reference questions by phone. Staff members will assist patrons on site.

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DENIAL OF SERVICES:

The use of the library or its services may be denied for due cause, such as failure to pay penalties, stealing of library property, destruction of library property, disturbances of other patrons, or any other illegal conduct on the library premises.

BOOK RESERVE:

The library will reserve any book for a patron and will notify the patron when the book is available.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS:

Any person wishing to request that material be withdrawn from circulation shall complete and return a "Citizen's Request for Reconsideration of the Library Material" form. Such requests may be in written form. Requests will be reviewed by the Board of Trustees at their next regular meeting.

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LIMITATIONS, RESTRICTIONS, AND CHARGES

Limitations, restrictions, and charges will be reviewed annually by the Board of Trustees.

RESTRICTIONS:

- A. Except in cases of emergency, the Library does not provide a telephone for general use. The library staff will convey telephone messages to patrons. Except in cases of emergency, patrons will not be allowed to speak directly to callers.

LIMITS:

- A. The number of books that can be renewed by phone 6
- B. The number of AUDIO BOOKS that can be checked out by one patron 5 at a time.
- C. When fines and/or replacement costs reach \$10.00, the patron's library card will be revoked until all fines and/or costs are paid in full.
- D. Petty cash - \$50.00

CHARGES: Extended use fees (overdue fines)

- A. Books / Magazines (per item) - \$0.25 per day (Following a 3 day grace period) to a maximum of \$3.00 (per item). Replacement cost after six weeks.
- B. Videos - \$1.00 per day (per item), no maximum except value of material at replacement cost.
- C. A Refundable Deposit of \$50.00 will be charged for reinstatement of library privileges when a card has been revoked. The deposit will be returned after 1 year providing the patron has no other infractions of library policy and/or other charges.
- D. Copies - \$0.25 per copy or printed page / \$0.75 per color copy
- E. Replacement fees:

Library Card	Cost of new card (minimum \$5.00)
Library Materials	Current replacement price for new item
Barcode	Current cost
Cases	Current cost
- F. Video Conference Fees will be charged where appropriate and will depend on connecting station requirements and fees (i.e. - charges required to visit a zoo, take a class from a college or university, etc.).
- G. Check out fee for DVDs: \$2.00 for 2 days
- H. FAX Transmission: \$2.00 for up to ten pages
\$0.25 per page thereafter

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TIME LIMITATIONS ON INFORMATION CENTERS (COMPUTER LAB):

Word processing stations: 30 minutes if others are waiting. Limitation may be waived for patrons using a computer for college online tests, Accelerated Reading tests for students, or if no other patrons are waiting for computer use.

HOLIDAYS

The library will be closed on the following days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.

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ACQUISITIONS

MISSION:

It shall be the purpose of the Port Austin Township Library to collect, store, and provide access to materials which inform and entertain the citizens of Port Austin, Port Austin Township and patrons residing in local service areas. As the tool of a democratic society, the library will present as wide a spectrum of materials as its budget will allow. An attempt will be made to meet the needs of all taxpayers and to present all sides of an issue. In selecting materials, popular demand must be recognized to the extent of maintaining community interest in and support for the library. Selection by popular demand, however, must still be guided by merit, use and balance. The Port Austin Township Library reaffirms the *Library Bill of Rights* prepared by the American Library Association.

RESPONSIBILITY FOR SELECTION OF MATERIALS:

Ultimate responsibility for selection and weeding, as for all library activity, rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

SELECTION OF JUVENILE AND YOUNG ADULT MATERIALS:

When choosing materials specifically for young people, an attempt shall be made to avoid sensationalism. It is our goal that "nothing fall into the child's hands that wastes his time, or robs him of his sense of wonder, or distorts his innate good taste. May what he reads feed that which is individual in him, and may he learn to make up his own mind about the books he reads; to discover the difference between real feeling and sentimentality; between honest excitement and violence for its own sake; between the drama of conflict inevitably resolved, and the contrived, unending action of melodrama; between real people and stereotypes in the pages of books." (International Reading Association)

Responsibility for the children's reading rests with their parent(s) or legal guardian(s). Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.

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DONATED MATERIALS:

- A. The library will graciously accept all donations. If the Director has a question about its use or disposal, that will be decided by the Board of Trustees at the next meeting.
- B. Once donated, the materials become the property of the library and the library reserves the right to use them or dispose of them in the manner most useful to the library.

GIFT REQUESTS:

Any patron wishing to donate monies to the library will have the right to request how those monies are spent, such as the purchase of specific books or other library materials, or adding to the building fund. Every effort will be made to spend the money in exactly the way the patron wishes.

REQUESTS:

All requests from patrons for specific titles or subjects will be considered.

If there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased.

- A. In the case of best sellers from the various best seller lists and other popular reading materials, demand will take precedence over all other selection criteria, and titles will be purchased as demand dictates whether or not the materials meet the library's other selection criteria.
- B. Since any book in the library is liable to theft or mutilation, the possibility of theft and mutilation becomes secondary consideration in excluding materials. Experience has shown that materials in some subject fields, e.g. books on marriage and sex, as well as reference books and illustrated books in many fields, are more often subject to mutilation and theft than others. If the material is essential in a well-rounded collection, the material will be purchased and replaced as necessary.
- C. In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government, and community organizations. Materials selection will also include consideration of the needs of the disabled (in accordance with the Americans with Disabilities Act).
- D. It is the responsibility of the library to provide an adequate supply of information on sex, designed for all levels of readers not trained in medicine or related disciplines. Materials purchased are those which are authoritative and scientifically sound in treatment. Materials for varying levels of educational and differing social and religious customs are provided.
- E. The library has a responsibility to provide patrons with factual information about religions of the world. Materials whose sole purpose is persuasive or solicitous will not be selected.
- F. Legal and medical works will be acquired only to the extent that they are useful to the layman.

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SPECIALIZED MATERIALS:

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, but the library takes cognizance of and avoids unnecessary duplication in subject areas which are the special prerogative of other community resources.

TEXTBOOKS:

Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best, or the only source of information on the subject.

DUPLICATION:

Every agency responsible for book selection has the problem of evaluation demands and needs for the duplication of materials (multiple copies). The library attempts to weigh the specific demand in relation to the total library program and policies. No agency duplicates heavily at the expense of a first copy of important, less-called-for material needed in the permanent collection. For example: a sound, readable book in heavy demand may be duplicated extensively if it will have long use. On the other hand, the library believes that the timely and adequate provision of significant materials on current problems is necessary. Materials may be duplicated extensively for both group and individual use even though the carefully selected titles may soon be dated and have to be discarded. Other things being equal, if a book is worth duplicating, an additional copy is purchased for every three reserves taken.

ACCESS:

- A. Processing and shelving of material shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog entry to indicate its point of view or bias. All materials except for documents will be shelved in their proper order on open shelves freely and easily accessible to the public. The library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.
- B. Children are not limited to using the juvenile collection. Responsibility for a child's reading must rest with the parent or guardian, not the library.

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BOOK WITHDRAWAL POLICY:

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

- A. To remove physically worn out or damaged volumes from the library.
- B. To eliminate books containing obsolete information.
- C. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.
- D. To consider for withdrawal books, except classics, which have not been checked out for three years.

LIBRARY BILL OF RIGHTS:

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

- A. As a responsibility of library service, books and other library materials selected should be chosen for the interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race, nationality, social, political, or religious views of the authors.
- B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
- C. Censorship should be challenged by libraries in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. The rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origin, or social or political views.
- F. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

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RECEIPT AND DISPLAY OF COMMUNITY INFORMATION:

- A. The Port Austin Township Library, being a collector and disseminator of information, will accept for public display information of current community interest on educational, cultural, recreational, or civic topics and activities. All sides of such information are entitled to be presented. Business, commercial, and personal advertising will be excluded.
- B. All literature must identify the individual or group responsible for its content.
- C. Opinions and points of view held by community groups or organizations displaying information are not opinions and points of view of the Port Austin Township Library.
- D. All events publicized shall be open to the general public.
- E. Materials will be displayed in designated display areas only for a maximum period of three weeks. Materials must not be of such a size or format that they consume a disproportionate amount of space or interfere with library functions. The library will not be responsible for the return of displayed material.
- F. All materials placed on display must first be approved by the Director. The decision of the Director is subject to written appeal to the Library Board of Trustees at their next regular meeting. The Director will notify the individual or group of their right to appeal.

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CONDUCT

Within the Port Austin Township Library no person shall:

1. Make unauthorized solicitation for any reason.
2. Eat, drink or smoke except in designated areas.
3. Engage in behavior that is disruptive to other patrons.
4. Willingly annoy another person.
5. Damage or deface public property.
6. Improperly remove library materials or equipment.
7. Be in a state of intoxication or manner that causes a public disturbance.
8. Direct profane, obscene or injurious language at another person.
9. Remain in the building after its regular closing hours.
10. Use cell phones or similar communication devices while in the library.
11. Violate Village or Township ordinances on library premises for the jurisdiction in which the library is located.

Any person violating these rules shall be removed from the library.

FINANCES

BUDGET:

- A. The Library Director prepares the fiscal year (April 1 - March 31) budget for presentation to the Library Board of Trustees.
- B. The proposed budget includes:
 1. Expenses for the last completed fiscal year
Estimated expenses for the present fiscal year
Estimated expenses for the next fiscal year
 2. Income for the last completed fiscal year
Estimated income for the present fiscal year
Estimated income for the next fiscal year
 3. The amount of surplus or deficit from the last completed fiscal year
Estimated surplus/deficit for the present fiscal year
Estimated surplus/deficit for the next fiscal year
- C. The budget is adopted by the Library Board of Trustees at least 35 days before the start of the fiscal year.
- D. The budget is reviewed and revised as needed by the Library Board of Trustees.

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CASH:

Proper security of cash receipts is maintained from time of receipt until funds are deposited. Cash receipts are deposited weekly or as necessary.

PETTY CASH:

- A. The person responsible for petty cash is the Library Director.
- B. Petty cash funds are kept separate from other cash income or expenditure accounts.
- C. A maximum limit on petty cash will be set by the Library Board of Trustees.
- D. Receipts or vouchers are required for all petty cash payments.
- E. Cashing of checks out of petty cash is prohibited.

BANK ACCOUNT / INVESTMENTS:

- A. Funds are deposited in a bank insured by the FDIC. Funds in excess of those needed for normal operations are invested in interest bearing accounts or securities.
- B. Surplus funds are invested according to PA217, 1982.
- C. Investments are authorized by the Library Board of Trustees.
- D. Securities are protected by a deposit within the bank.
- E. Records are maintained detailing: date of acquisition, purchase cost, and physical location of item.

REVENUE AND RECEIVABLES:

- A. All revenues, including overdue and other fees are deposited intact.
- B. Cash income is not used for petty cash expenditures.
- C. Clear and separate accounting records are kept for the receipt of tax funds, special purpose funds, and other monies.

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EXPENDITURES:

- A. Vendor's original invoices are required for all disbursements.
- B. All disbursements including payroll are made by check or from petty cash.
- C. Total expenditures may not exceed total appropriations by more than 15%.
- D. The Library Director may transfer budgeted amounts within the following limits:
Transfers may not exceed 10% of the total budget or more than 15% of the individual account.
- E. All checks, disbursements vouchers, or check requests are approved for payment by the Library Board of Trustees.
- F. Check signers are authorized by the governing body as follows: Signature of two of the Library Board of Trustees.
- G. Bank accounts are reconciled promptly after the end of each month by the Library Director.

PAYROLL:

- A. Formal attendance records are used.
- B. Payroll is approved by the Library Director followed by the Port Austin Township Board.
- C. Payroll checks contain detail of gross pay and deductions.
- D. Paychecks are given only to the employees.
- E. Changes in payroll, including pay increases are made in accordance with procedures adopted by the Library Board of Trustees or other governing authority.

ACCOUNTING:

- A. Funds are accounted for using a cash basis.
- B. Financial reports are prepared monthly and reviewed at Library Board of Trustees meetings.
- C. Clear and separate accounting records are kept for the receipt and expenditure of tax funds, special purposed funds, and other monies.

AUDIT:

- A. CPA firm audits funds annually according to generally accepted accounting principles.

INSURANCE:

- A. Adequate insurance is maintained for workers' compensation, general liability, errors and omissions, and physical damage.
- B. Insurance files are secured in order to prevent their loss or use by unauthorized personnel.

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COMPETITIVE BIDS:

The library will consider competitive bids as a tool for determining fair cost. The Library Board of Trustees reserves the right to accept or reject any bid. In the bid process, the Library Board's primary obligation will be to serve the best interests of the community.

PROCUREMENT PROCEDURE

1. Require advertised competitive sealed bids to be opened in public for all purchases with an estimated total cost of \$20,000 or more.
2. Require a minimum of three (3) non-advertised competitive sealed bids to be opened in public for purchases of \$8,000 to \$19,999.
3. Require a minimum of two (2) quotes for purchases of \$500 to \$7,999. These may be written, electronic or verbal.
4. Procurement without the specified number of quotes will require written justification. This must explain why an adequate number of qualified bidders are not available.
5. Board approval is required for all purchases in excess of \$250.00.
6. Purchases of \$250.00 and below may be approved by the Director or a single Board member, provided the Board approved library budget is not exceeded.
7. Emergency procurement to mitigate significant facility damage and/or possible bodily injury may be made by any Board member or the Director. This action will be reviewed and ratified by the Board at the next meeting or sooner.
8. Decisions regarding the purchase of books, magazines, audio books, DVDs, or other such intellectual materials are solely at the discretion of the Director, provided the annual Board approved budget for such purchases is not exceeded.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

PERSONNEL

BOARD RESPONSIBILITIES:

The Library Board of Trustees will appoint a suitable Director and necessary staff members. The Board of Trustees will fix their compensation and will have the power to remove such appointees.

APPOINTMENT:

Librarians and staff will be selected solely on merit with due attention to educational, technical, and personality qualifications required for the position. Employees must meet the standards set by the State Board of Education for Libraries.

EQUAL OPPORTUNITY EMPLOYMENT:

The Board of Trustees will not discriminate for any reason in considering an applicant for employment.

SEXUAL HARASSMENT:

- A. All employees have the right to work in an environment free from intimidation and harassment. The library prohibits sexual harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personal decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- B. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel, is also prohibited. This includes sexual harassment through offensive sexual flirtation, advances, propositions, graphic or verbal commentary of sexual nature, or any other abuse of a sexual nature.
- C. Persons feeling that they are being harassed by another employee, whether or not a supervisor, should in appropriate circumstances, report such conduct to the Director of the Port Austin Township Library. If this is not appropriate, employees are urged to seek the assistance of the President of the Board of Trustees. Where investigation confirms the allegations, appropriate corrective action will be taken.

SALARY SCHEDULE:

All salaries shall be determined by the Board of Trustees. Salaries will be reviewed annually with consideration given to the employee's job performance and to length of service.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

PAID TIME OFF:

- A. The Director will have two weeks of paid time off to be used as vacation, sick, or personal days as the employee wishes. The Director will make arrangements for vacation and personal leave in advance with the Board of Trustees.
- B. All other library employees will make arrangements for vacation and personal leave in advance with the Director.

MEETINGS, TRAVEL, WORKSHOPS, ETC.:

Time with pay is allowed all library employees to attend library meetings, conferences, workshops, and other meetings as approved by the Board of Trustees. Fees or costs of workshops and training courses, plus travel costs, will be paid. Extended leaves without pay may be granted to employees to pursue regular courses of study at accredited library schools.

IN-SERVICE TRAINING:

- A. The Director is expected to attend at least two in-service training sessions per year as provided by the White Pine Library Association.
- B. The Director works closely with each individual and conducts in-service training sessions either informally or formally.
- C. Formal in-service sessions provided for staff training will be mandatory and paid for all employees.
- D. Philosophy of service, policies, community changes, and new materials should be discussed on a regular basis.

EVALUATION:

- A. The Director will be evaluated annually by members of the Personnel Committee of the Board.
- B. An annual evaluation completed by the Director will be given to all other employees.
- C. Following the annual evaluation, an employee may choose to meet with the Director and the Personnel Committee. Likewise, the Director may choose to meet with the Library Board of Directors as a whole.

EMPLOYEE REPRIMANDS / DISMISSAL:

Dismissal is a function of the Board of Trustees and will be undertaken for an employee's misuse, abuse, or neglect of the responsibilities of his/her position. The employee will be entitled to due process which may include a verbal warning, written reprimand, suspension, and/or dismissal. Among the actions that would cause such response from the Board are, but not limited to: misuse of library funds, falsification of library and/or other records, insubordination, abuse of patrons, and not satisfactorily meeting job descriptions. A written record of all reprimands (other than verbal warnings) will be placed in an employee's file with a record of the signature on the document of the employee and one Board member. Copies of said records shall be given to the employee.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

JOB DESCRIPTION - DIRECTOR (LIBRARIAN):

The Director shall ...

1. promote library use by patrons.
2. deal with the public using tact and courtesy.
3. plan and execute programs for the betterment of the community and of the library such as: story hours, workshops, reading clubs, etc.
4. stay informed of current books and other materials by, whenever possible, reading or viewing those materials, also by reading professional journals and book reviews.
5. select and purchase library materials with Board approval.
6. be responsible, along with the personnel committee, for the employment and direction of the staff.
7. be held responsible for the care of the building and equipment.
8. perform day-to-day library functions.
9. attend all Board of Trustees meetings except those at which his/her appointment of salary is to be discussed or decided.
10. submit a treasurer's report at all Board of Trustees meetings.
11. prepare, along with the Board Treasurer, a proposed fiscal year budget for presentation to the Board of Trustees and provide at the end of the fiscal year an actual fiscal statement.
12. be held responsible for the efficiency of the library's services to the public.
13. be under the direct supervision of the Board of Trustees.

JOB DESCRIPTION - LIBRARY AIDE:

A library aide shall ...

1. promote library use by patrons.
2. deal with the public using tact and courtesy.
3. process materials.
4. send and/or phone overdue notice to patrons.
5. be responsible for gift requests including sending a note to patrons notifying them that their gift was used as they requested.
6. use accuracy when shelving materials and keep materials in order by reading shelves weekly.
7. make bulletin boards and displays.
8. assist student use of the library.
9. provide information of new material for patrons.
10. make suggestions for patrons' book selections.
11. cover and mend books.
12. assist in the use of technology by patrons.
13. do any other work that may be assigned by the Director.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

JOB DESCRIPTION - STUDENT PAGE:

A Student Page shall ...

1. shelve Books.
2. straighten DVD / Book shelves.
3. periodically read the shelves to make sure that books are in order.
4. help at the desk as needed by a clerk.
5. help to organize special events (i.e. - set up / take down, etc.).

JOB DESCRIPTION - CUSTODIAN:

The custodian shall ...

1. vacuum all floors throughout the library.
2. dust all shelves weekly.
3. sanitize all fixtures and equipment that is handled by staff such as phones, bathroom fixtures, cups, and utensils used by staff and public.
4. dust machine tables and under machines (computers, typewriters, copy machine, etc.) along with dusting down all cobwebs and magazine shelves.
5. clean all glass windows and doors once a week and outside windows at least once a month (weather permitting).
6. clean rest rooms and make sure that additional supplies are laid out each week.
7. empty garbage.
8. see that all open space behind furniture is cleaned.
9. mop vinyl and ceramic floors as necessary.

UNPAID PERSONNEL

VOLUNTEERS:

Volunteers will be subject to the same constraints and expectations as paid employees. They will waive liability for death, injury or loss of property.

COMMUNITY SERVICE:

All persons completing Community Service hours will be welcomed but may not work at the Circulation Desk performing the duties of a Library Aide. The Director will determine the type of service to perform either inside or outside of the building. Community service workers will be subject to the same constraints and expectations as paid employees. He/she will waive liability for death, injury or loss of property.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

MEETING ROOM POLICY

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.”.....From the *American Library Association, LIBRARY BILL OF RIGHTS.*

- A. The Port Austin Township Library is a public institution whose facilities are available to all on the same basis. The intent of this policy is to make the library’s limited meeting room space available on as widespread and equitable basis as possible for educational and informational community meetings and programs conducted on a non-profit basis.
- B. Meetings held in the library must be open to the public and be free of charge except when a library approved tuition or materials charge is made.
- C. First priority for use of the meeting room will be given to library produced or sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes.
- D. Second priority will be given to meetings of an educational, cultural, civic, political or professional nature. The use is to be on an occasional basis for general public meetings. It is not the intent of the library to provide space on a frequent and permanent basis to support the primary activities of a group or organization.
- E. No charge will be made for programs or sales conducted by non-profit Library Friends’ groups, the proceeds of which will go to the direct benefit of the library.
- F. No charge will be made for the sale of material directly related to library sponsored programs which will have had prior approval of the Library Director.
- G. No charge will be made for programs sponsored by non-profit groups to cover the cost of utilities.
- H. A charge of \$50.00 per booking will be made for programs of which the primary intent is non-library related.
- I. Meetings may not exceed 3 hours.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

MEETING ROOM POLICY - continued

- J. Meeting space will be available during regular library hours. Arrangement for meetings at other times may be made for an additional fee at the discretion of the Library Director.
- K. The Library Director will establish and publish specific regulations based on this policy statement. The Library Board of Trustees will be the final authority in granting or refusing permission for use of Library facilities.

REGULATIONS FOR THE USE OF LIBRARY MEETING ROOM

- A. Reservations may be taken beginning one month prior to the start of the booking period. The booking periods are: January through May, June through August, and September through December. These booking periods are necessary in order to allow access by the maximum number of users to the limited space available.
- B. For prime time when there is more than one potential user for the meeting room, the library may restrict use by a group or individual to once a month. Every effort will be made to schedule such use at acceptable non-prime times. In the event a prime time period has not been booked, any qualified user may reserve it seven or less days in advance of the day of use.
- C. The library reserves the right to revoke permission to use the meeting room if the scheduled room is needed for library purposes. Every attempt will be made to provide an acceptable alternate time.
- D. After reading the Port Austin Township Library's Policy and Regulations, the requesting individual will complete the application for approval and filing.
- E. If there is to be a program at a meeting, this information is to be designated on the application so that telephone and other inquiries may be answered by the library staff.
- F. The Port Austin Township Library may not be used as the official address or headquarters of any organization. No equipment may be stored at the library.
- G. Any publicity about a meeting which takes place in the library must contain the phrase, "***Although this group will meet at the Port Austin Township Library, it is in no way affiliated with the library***".

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

- H. The Library Director must be notified as soon as possible if it is necessary to cancel a reservation for the meeting room. Failure to notify the library of a canceled meeting may result in cancellations of future meeting room reservations for the organization.
- I. Permission to use the library meeting room for courses of an educational or cultural nature sponsored by a college, university, school, governmental agency or by the library for which a charge for tuition is necessary to support the program must be approved by the Library Director. All regulations of the meeting room policy apply to meetings falling in this category.
- J. The group using the meeting room will be responsible for setting up, rearranging and taking down needed tables and chairs. The room will be left in an orderly condition.
- K. A damage deposit of \$50.00 will be required at the time of booking in addition to the room rental fee. If the room is left in an unacceptable condition, some or all of the deposit will be retained. Damage will be charged at replacement/repair cost.
- L. The individual submitting the application for meeting room use will be responsible for discipline and reasonable care of the room and furnishings and is expected to pay for any damage. The Director may require a supervising adult to be in charge and present whenever a group of children or young adults uses the meeting room.
- M. Only light refreshments may be served where facilities permit. Permission must be secured at the time the application is approved. Serving of alcoholic beverages is not permitted.
- N. Smoking is not allowed.
- O. All State and Local requirements regarding room occupancy and capacity must be observed at all time.
- P. Groups must take and dispose of any trash generated with them following the meeting.
- Q. Failure to observe these regulations will result in the loss of meeting room privileges.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

INTERNET SERVICE POLICY

- A. The Port Austin Township Library (PATL) offers access to the Internet as an informational, educational and recreational resource for its patrons. The library recognizes this is a dynamic environment with content that constantly changes.
- B. The Port Austin Township Library allows access to a variety of electronic resources. This includes online library catalogs, a variety of databases and the Internet. Individual workstations also provide access to a variety of office software. No station provides support for all file types, browser plug-ins, or Internet technologies.
- C. The Port Austin Township Library neither has control over resources offered through the Internet nor has complete knowledge of what is on the Internet. Due to the size, scope, and rapidity of changes on the Internet, some information may be outdated, incorrect, or biased. The library encourages the critical evaluation of all information found.
- D. Some content may be offensive. Library users access the Internet at their own discretion. The Internet is not governed by any entity so there are no limits or checks on the kind of information contained there.
- E. Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act"), and this Acceptable Use Policy, PATL respects the privacy of patrons when they use a library computer. The library reserves the right, however, to monitor a patron's use of a library computer for compliance with this Acceptable Use Policy. Although the library generally shall not retain a record of a patron's use of a library computer beyond 24 hours, the library may retain such a record for any investigation and determination of a potential or actual violation of this Policy (including appeals).
- F. In particular, and without limiting the foregoing, library staff may produce a screen shot of a library computer for evidentiary purposes if a library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use, including a screen shot, shall be retained by the library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a library computer, a patron is consenting to monitoring of the patron's use of the library computer (including screen shots).

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

FILTERING:

- A. In accordance with Federal and State law (the Children's Internet Protection Act, 47 USC 254 and 20 USC 101, and Section 6 of the Privacy Act), all library computers with Internet access are filtered. 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.
- B. Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC 254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC 254. A patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a computer used by that patron, provided that he/she will use the unfiltered computer for bonafide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.
- C. Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal Law [47 USC 254 (h) (7) (E), (F)] and shall not access or view obscene matter as defined in 2 of 1984 PA 343, MCL 752.362 (PA 343). In addition, patrons who are minors for purposes of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law [47 USC 254 (h) (7) (G)] and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343. Subject to other demands on staff time for library services, the library staff will make a good faith effort to monitor periodically the use of library computers by minors. Notwithstanding the foregoing, the library holds the parents or legal guardians responsible for their minor children's staff time.
- D. In order to further comply with CIPA, the library has taken certain measures to assist in the safe and effective use of the Internet by individuals under the age of 17, as follows:
1. To address the issue of access by minors to inappropriate matter on the Internet, including material that is harmful to minors, the library:
 - a. Maintains the filtering program described above to block Internet access to visual depictions that are obscene, child pornography and, in the case of use by minors, harmful to minors.
 - b. Allows adults to request that content filters be turned off.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

FILTERING: Continued

2. 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:
 - a. Never give out identifying information such as home address, school name, or telephone number.
 - b. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
 - c. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.
 - d. Never respond to messages that are suggestive, obscene, or threatening.
 - e. Remember that people online may not be who they say they are.

3. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online:
 - a. Minors and all other library Internet users are required to agree to an online Internet User Agreement that states that "library computers are not to be used for any illegal activity."

In addition, if a patron requests a specific site to be unblocked from the filtering program, the staff member shall refer the request for review by administrative staff (Director) to determine whether it contains obscene matter or sexually explicit matter that is harmful to minors. If it does not, the Director may authorize the system wide unblocking of the site. The patron will be informed of the decision in writing. The decision shall be final.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

VIOLATIONS:

- A. The library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Acceptable Use Policy. Illegal acts will be prosecuted to the full extent of the law.
- B. Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the library reserves the right to prohibit use of the library's computers, network, Internet connection, and/or the library for a period up to 72 hours by action of the Director or the staff member in charge. An individual may appeal this decision to the Library Director, or the Director's designee.
- C. The library also reserves the right to prohibit use of the library's computers, network, Internet connection, and/or the library for a period of time exceeding 72 hours by action of the Library Director. In such instances, an individual will be informed of the decision in writing by certified mail and may appeal this decision in writing within seven (7) days to the Library Director, or the Director's designee, whose decision shall be final.

TIME AND OTHER LIMITS:

- A. Each individual is allowed to use the library's public computers one half hour (30 minutes) per day. More time may be allowed if computer stations are free or for specific purposes (i.e. - Online tests, Accelerated Reader tests, Webinars lasting one hour or less, etc.). Extensions for additional time are done electronically with reservation software.
- B. All computers will be shut down five (5) minutes before the library closes.

PRECAUTIONS:

- A. Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. The Port Austin Township Library is not responsible for damage or loss that may occur from use of the library's computers.
- B. Since the Internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending information, including credit card numbers, via the Internet is at the sole risk of the user. Port Austin Township Library has no control over the security of this data.
- C. A fee will be charged for material printed from PATL computers.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

TECHNOLOGY: ACCEPTABLE USE POLICY

All users of Library Internet services are expected to comply with the following while using a computer at the Port Austin Township Library.

- A user shall not intentionally transmit or display text or graphics which is obscene, sexually explicit matter that is harmful to minors, or child sexually abusive material.
- A user will be mindful and respectful of the rights of others, particularly children, not to be inadvertently exposed to materials that may find personally unsuitable.
- A user will respect the privacy of others; for example, users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- A user may download to a USB drive or CD-R(RW). Temporary download to the hard drive is allowed. Personal software and hardware is allowed but on a temporary basis. Any software or hardware requiring reboot of the system will not be permitted.
- Users may save to the hard drive at their own risk. Changes to the hard drive during the current session are erased or reverted when the computer is shut down or restarted. However, it is possible that items saved to the hard drive may be accessed by subsequent computer users if the computer is not restarted. Users should delete any files that are added to the hard drive. A user working on sensitive material may ask a library staff member to restart the computer when done working.
- A user should never select [Remember me] or any other username/ password saving function.
- A user will respect the legal protection provided by copyright and license to programs and data.
- Users may not attempt to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to: accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, probing the security of other networks either manually or by artificial means, or attempting to gain shell access to the Port Austin Township Library system's servers.
- Users are prohibited from excessive consumption of resources, including, but not limited to: CPU time, memory, disk space, and network bandwidth.
- Due to bandwidth resource considerations and potential copyright infringement, the library system does not support peer-to-peer file sharing networks.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

ACCEPTABLE USE POLICY: continued

- Internet access through the Port Austin Township Library system shall only be for personal, noncommercial purposes.
- Users are explicitly prohibited from sending unsolicited bulk mail messages (“junk mail” or “spam”). This includes, but is not limited to: bulk-mailing of commercial advertising, informational announcements, and political tracts.

In the event of a complaint or other indication of a violation of this Policy, a user may be asked to exit a particular site, may have Internet privileges withdrawn, or may be prosecuted. Prior to termination of access, a user shall have an opportunity to justify or correct the questioned activities.

If it comes to the attention of the library that the Internet is being used for illegal or criminal activity of any kind, the library will cooperate with law enforcement officials in any manner authorized by state or federal law.

PORT AUSTIN TOWNSHIP LIBRARY

Port Austin, Michigan

STATEMENT OF POLICY

TOBACCO FREE POLICY

In order to provide for the public health, safety and welfare of Port Austin Township Library patrons, employees and volunteers; discourage the inherently dangerous behavior of the use of tobacco, e-cigarettes and other tobacco-like products; protect people from exposure; to reduce the potential for children to wrongly associate smoking and other tobacco use with a healthy lifestyle; and affirm and promote a healthy environment at the Port Austin Township Library, e-cigarette use, tobacco use and tobacco-like products use are not permitted in any part of the Library or Library grounds.

The use of e-cigarettes, tobacco and tobacco-like products will be strictly prohibited within all library work areas and public spaces including meeting rooms, lobbies, restrooms, hallways, and workstations. All outdoor areas of the Port Austin Township Library will also be free from e-cigarettes use, tobacco use and tobacco-like product use, including garden areas, walkways, parking spaces, and green space. This policy applies to all employees, volunteers, patrons, and contractors.

Complaints / Violators

Persons observing a violation of this policy should bring it to the attention of the director or staff member. Staff receiving a complaint will investigate and take action to resolve the issue as soon as possible. Persons found to have violated this policy will be subject to disciplinary action according to the Port Austin Township Library Code of Conduct.