

Neenah Public Library Board of Trustees Meeting

Wednesday, January 16, 2019 at 4:00 p.m., Carpenter Conference Room

240 E. Wisconsin Avenue, Neenah, Wisconsin

1. Call to order
2. Public questions & comments
3. Library board consideration of public questions & comments
4. Minutes:
 - a. Library Board meeting 12-19-18 2 - 3 Action item
5. Library statistical reports 4 - 7 Information item
6. Bills for consideration Handout Action item
7. Director's report 8 Information item
8. Business for consideration 8+
 - a. Monthly financial reports Information item
 - b. Elections of 2019 officers Action item
 - c. Appointment of Finance & Personnel Committee member Action item
 - d. Policy revision: Public Internet Policy Action item
 - e. Projects update Information item
 - f. New meeting room Discussion item
 - g. ADA Audit report Discussion item
 - h. Library Legislative Day Information item
9. Reports:
 - Winnebago County representative
 - Neenah City Council representative
 - Neenah Joint School District representative
10. Announcements and future agenda items
11. Next regularly scheduled meeting time and date: Wednesday, February 20, 2019 at 4:00 p.m.
12. Adjournment

Inspiring ideas ♦ Enriching lives ♦ Creating community ♦ Celebrating literacy

Everyone is welcome to participate in library programs, events, and activities, attend library board meetings, and utilize library services and resources. If accommodations are needed, please contact the Library's information desk by phone at 920-886-6315 or by email at library@neenahlibrary.org, or contact the City's ADA Coordinator by phone at 920-886-6106 or by email at attorney@ci.neenah.wi.us. Notifying us at least 48 hours in advance will allow us time to address your request. Thank you.

Neenah Public Board of Trustee Meeting Minutes – December 19, 2018

Call to Order

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Carol Codner (vice president), Patricia Rickman, Merry Whipple, Tami Erickson (Aldermanic representative), Beth Irish, Randy Fieldhack, and George Scherck. Members excused: Lisa Hemes, Kylee Miller (teen representative) and Tim Kachur (Neenah Joint School District Representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

Minutes

On motion of Fieldhack, seconded by Codner, the Board approved the minutes of the Library Board meeting of November 14, 2018.

Statistical Report

Overall circulation is down 3% for the year. Adult book circulation is up 1% for the year and electronic material circulation is up 25%. Program attendance is also up 4% for the year.

Rickman arrived at 4:03 p.m.

Bills for Consideration

On motion of Whipple, seconded by Codner, the Board unanimously approved payment of the December bills.

Director's Report

Director Raab reported on the ILS (integrated library system—computer catalog, circulation system, etc.) merger meetings. Discussions between Winnefox, Outagamie Waupaca Library System, and Nicolet Library System are ongoing. All Winnefox libraries now have five-day delivery. The Library received several generous donations to the Trust Fund over the last few weeks.

Youth Services Report: Wulff reported that 595 books were collected for Boys and Girls Brigade's Give a Kid a Book drive. December's drop-in program was so successful they added another week. Caroling in the Library and Celebrate the Season Saturday programs were also well received. Wulff handed out information about a YouTube video that will be shared during class visits.

Adult and Technical Services Department

Hardina-Wilhelm read a Facebook comment thanking the Library for the wrapping cart. She also reported that the Library will have light-therapy boxes available for in-house use.

Nomination Committee for 2019 officers

President Sarnecki appointed Merry Whipple as the Nominating Committee.

Statistics

The Wisconsin Department of Public Instruction recently released the 2017 data for public libraries. In 2016, Neenah was the 10th highest circulating library in Wisconsin. Based on 2017 statistics, Neenah is now ranked the 7th highest circulating library in Wisconsin.

Strategic plan discussion

After discussion of feedback received from the 2017 Community Survey, Sarnecki made a motion that staff prepare a strategic plan for the next 3-5 years and present it to the Board for modifications and approval. The motion was seconded by Scherck. The motion did not pass.

Project Update

The staff training room remodeling is almost completed. The new meeting room adjacent to the Carpenter Room is also under construction. Most of the cabinets that were in the supply room have been repurposed elsewhere in the Library.

Checkout machines

Staff and Board discussed the different options available for security and self-checkout stations. Staff will continue to investigate the various options.

Library Signage

Board members had additional questions regarding the sign, i.e., the need for signage, the color, font, etc. The Board requested an artist's rendering of the design.

Design Services

On motion of Fieldhack, seconded by Irish, the Board unanimously approved the use of a designer to help select finishes, furnishing, etc., using Trust Funds (as an extension of the redesign plan with the architects).

Next regularly scheduled meeting

Wednesday, January 16 at 4:00 p.m. in the Carpenter Room.

Adjournment

On motion of Whipple, seconded by Fieldhack, the Board adjourned at 5:20 p.m.

Respectfully submitted,

Gretchen Raab

CIRCULATION		DEC 2018	DEC 2017	% CHANGE	YTD 2018	YTD 2017	% CHANGE
Books	Adult	12,233	11,850	3%	166,155	163,860	1%
	Teen	1,410	1,499	-6%	21,412	21,594	-1%
	Youth	15,549	15,084	3%	258,486	261,549	-1%
Audio Books	Adult	1,073	1,083	-1%	14,628	15,048	-3%
	Teen	31	28	11%	510	830	-39%
	Youth	350	395	-11%	5,908	6,180	-4%
DVDs	Adult	16,014	17,922	-11%	207,671	227,835	-9%
	Teen	633	1,016	-38%	14,148	20,269	-30%
	Youth	4,038	4,234	-5%	60,561	61,311	-1%
Music CDs	Adult	1,884	2,658	-29%	27,522	36,518	-25%
	Teen	0	0	#DIV/0!	1	8	-88%
	Youth	193	246	-22%	4,093	5,503	-26%
Digital Books	Adult	586	539	9%	7,423	7,362	1%
	Teen	17	12	42%	287	417	-31%
	Youth	122	89	37%	2,425	2,395	1%
Magazines	Adult	1,469	1,654	-11%	22,300	22,314	0%
	Teen	32	34	-6%	496	465	7%
	Youth	118	86	37%	1,329	1,459	-9%
Other (games, kits)	Adult	199	231	-14%	2,392	1,804	33%
	Teen	0	0	#DIV/0!	7	24	-71%
	Youth	289	313	-8%	3,636	3,452	5%
Physical Materials Subtot:		56,240	58,973	-5%	821,390	860,197	-5%
Electronic Circulation							
	Audiobooks	2,350	1,630	44%	27,978	21,495	30%
	eBooks	3,530	3,174	11%	43,355	35,633	0
	Video	8	14	-43%	85	111	-23%
	Electronic Materials Subto	5,888	4,818	22%	71,418	57,239	25%
TOTAL CIRCULATION		62,128	63,791	-3%	892,808	917,436	-3%
WEBSITE & COMPUTER USAGE							
	WiFi distinct clients*	2,807	2,768	1%	38,946	35,452	10%
	Pharos usage	1,400	1,732	-19%	21,472	24,209	-11%
	Internet usage/number of	1,007	1,219	-17%	15,110	16,763	-10%
	Website sessions	11,820	13,019	-9%	161,197	181,175	-11%
	*Daily average	208					

QUESTIONS ANSWERED	DEC 2018	DEC 2017	% CHANGE	YTD 2018	YTD 2017	% CHANGE
Adult Dept.						
Reference/Research	2,509	2,434	3%	34,761	37,142	-6%
Directional/Rule/Policy	1,550	1,198	29%	22,471	14,934	50%
Circulation Dept.						
Reference/Research	522	521	0%	8,129	7,387	10%
Directional/Rule/Policy	2,623	2,250	17%	41,801	37,292	12%
Youth Dept.						
Reference/Research	767	755	2%	15,741	17,853	-12%
Directional/Rule/Policy	466	432	8%	11,802	10,239	15%
TOTAL REFERENCE	3,798	3,710	2%	58,631	62,382	-6%
MISCELLANEOUS						
Book Club-to-Go Kits	13	10	30%	199	183	9%
Bookshuttle Bags	28	24	17%	183	150	22%
Customer Count	10,767	16,610	-35%	267,507	290,650	-8%
SelfCheck % of Checkout	49%	51%	-5%	51%	54%	-6%
Teacher Packs	14	19	-26%	245	234	5%
Volunteer Hours Worked	423	359	18%	5,095	6,157	-17%
Meeting rooms	320	330	-3%	4,804	4,475	7%
RECEIPTS						
Fines & Misc. Fees	\$3,259	\$1,594	104%	\$24,853	\$22,316	11%
Copier/Printer Fees	\$1,167	\$1,803	-35%	\$14,474	\$15,478	-6%
Lost/Damaged Fees	\$1,451	\$374	288%	\$7,362	\$7,645	-4%
Sale of Property	\$0	\$0	#DIV/0!	\$51	\$168	-70%
Coffee Sales	\$122	\$153	-21%	\$1,606	\$1,528	5%
Beverages & snacks	\$409	\$188	117%	\$2,962	\$2,498	19%
Collection Agency Fees	\$436	\$101	332%	\$2,449	\$2,435	1%
Winnebago Co. Major Facility	\$27,628	\$27,127	2%	\$110,513	\$108,509	2%
Winnebago Co. Operations	\$191,924	\$189,211	1%	\$767,697	\$756,843	1%
Other counties	\$0	\$0	#DIV/0!	\$23,083	\$22,497	3%
TOTAL	\$226,396	\$220,551	3%	\$955,050	\$939,917	2%

PROGRAMS	DEC 2018	DEC 2017	% CHANGE	YTD 2018	YTD 2017	% CHANGE
Programs given						
Adult (Ages 19+)	28	24	17%	369	284	30%
Young Adult (Ages 12-18)	3	3	0%	55	47	17%
Youth (ages 0-11)	25	21	19%	617	626	-1%
TOTAL	56	48	17%	1041	957	9%
Program attendance						
Adult (Ages 19+)	582	417	40%	9,120	7,585	20%
Young Adult (Ages 12-18)	42	35	20%	1,529	1,603	-5%
Youth (ages 0-11)	963	864	11%	27,943	27,618	1%
TOTAL	1,587	1,316	21%	38,592	36,806	5%

Program	Topic/Title/Presentation	Date	Attendees
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Adult

Adult Afternoon Program	Wisconsin's Circus Heritage	12/3/2018	26
Tuesday Night Movie	Disney's Christopher Robin	12/4/2018	43
Conversation with a Nurse		12/4/2018	2
Kneenah Knits		12/5/2018	5
Ukulele group class & holiday potluck		12/6/2018	24
Fitness Friday		12/7/2018	5
First Friday Concert	A Little Encore! Handbell Ensemble	12/7/2018	87
Dungeons and Dragons		12/9/2018	5
Monday Matinee	The Man Who Invented Christmas	12/10/2018	67
Short Story Night		12/10/2018	40
Tech Talk Tuesday	Database Discovery	12/11/2018	6
DIY Design Workshop	Vision Boards for the New Year	12/12/2018	4
Memory Cafe	Holiday Celebration	12/17/2018	44
MMBK-Morning	Ginny Moon	12/17/2018	20
MMBK-Evening	Ginny Moon	12/17/2018	3
Tuesday Night Movie	Smallfoot	12/18/2018	71
Genealogy	Genealogy Research Group	12/18/2018	4
Kneenah Knits		12/19/2018	5
Fitness Friday		12/21/2018	6
Chess		4 weekly	79
Ukulele open jam		4 weekly	36

TOTAL 582

Young Adult

Library Visit	Shattuck CDS	12/13/2018	10
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Library Visit	NHS CDS	12/14/2018	14
Outreach	Lakeside Packaging	12/17/2018	18
TOTAL			42

Youth

Library Program	Songs of the Season	12/1/2018	65
Library Program	Legos in the Library	12/2/2018	15
Library Program	Messy Monday	12/3/2018	32
Outreach	Child's Imagination	12/7/2018	25
Library Program	Celebrate the Season	12/8/2018	85
Library Program	Pooches & Pages	12/8/2018	11
Outreach	PajamaRama	12/8/2018	115
Library Visit	YMCA 4K	12/10/2018	25
Outreach	Headstart	12/11/2018	29
Library Visit	Trinity Lutheran	12/12/2018	14
Library Visit	Horace Mann	12/13/2018	18
Outreach	Lake Edge Preschool	12/13/2018	42
Library Program	Footloose Fridays	12/14/2018	26
Outreach	Hoover Elementary	12/14/2018	200
Library Program	Legos in the Library	12/16/2018	21
Outreach	Kindercare	12/17/2018	15
Library Visit	Homeschool Friends	12/20/2018	28
Library Program	Footloose Fridays	12/28/2018	23
Library Program	Stay & Play	Various	174
TOTAL			963

Reports & Recommendations

7. Director's report

- a. Meetings/Events/Information
 - Weekly: Monday morning briefings
 - Weekly: Library department heads
 - Weekly: Assistant director
 - 01-09 ILS merger committee meeting
 - 01-09 Neenah Arts Council
 - 01-10 Winnebago County Library Advisory Committee meeting
 - 01-10 Friends of the Neenah Public Library Board meeting
 - 01-15 Winnefox Annual meeting
 - Donations of note: The Library received several generous donations during the last couple of weeks of December.
 - Annual staff survey has been distributed. Responses will be collected through Jan. 31.
- b. Report from Circulation Services
- c. Report from Youth Services
- d. Report from Adult Services and Technical Services

8. Business for consideration

- a. **Monthly financial reports from Finance department** (handouts at meeting)
Information item.
- b. **Election of 2019 officers**
Bylaws call for an annual election of officers: President, Vice-President, and Chair of the Finance & Personnel Committee. Merry Whipple made up the Nomination Committee this year. Whipple will present a slate of officers at the Library Board meeting. Additional nominations may be made from the floor. The new President immediately assumes office and chairs the remainder of the meeting.
Action item: Elect officers for 2018.
- c. **Presidential appointment of committee member**
The President appoints one additional member to the Finance & Personnel Committee. The Committee is comprised of the Chair, the Library Board President, the Vice-President, and one additional Board member.
Action item: President appoints a fourth member to the Finance & Personnel Committee. No official Board action is required.
- d. **Policy revision: Public Internet policy**
The current policy and the draft revision are both attached.
Discussion item/possible action item.
- e. **Projects update**
Paperbacks have been moved to the northeast corner (near director's office). Staff are working out logistics and tracking down shelving for the teen collection shelves. (The lower shelving currently used for the teen collection will probably stay on first floor.)
Information item.

f. New meeting room

The room adjacent to the Carpenter Room, Room 203, is now a meeting room (was formerly a supply room). Tables are expected in February; chairs in March. Does the Board want to consider naming the new meeting room?

Discussion item.

g. ADA Audit report (available at the Board meeting)

The City conducted an audit of all City properties. The Library's portion of the report will be available at the Board meeting. (Nancy Baird serves on the City's ADA Committee.)

Discussion item.

h. Library Legislative Day: Tuesday, February 12, 2019, Madison.

Board members are welcome to attend. Registration is online at

<http://wla.wisconsinlibraries.org/legislative/legislative-day>

9. Reports:

Winnebago County representative

Neenah City Council representative

Neenah Joint School District representative

10. Announcements and future agenda items

(The director will present her 2019 goals at the February meeting.)

11. Next regularly scheduled meeting: February 20, 2019, 4:00 p.m. in the Carpenter Conference Room.

12. Adjournment

Internet Safety Policy – CURRENT POLICY

Introduction

All users of the Internet shall use it in a responsible manner, consistent with the educational, recreational, business, and informational purposes for which it is provided. These regulations apply to any computing device connected to the Internet via the library's Internet connections, including, when practicable, non-library-owned computing devices.

Prohibited Uses (See Definitions, below)

1. Viewing, sending, receiving, printing, distributing, or displaying visual depictions that are obscene.
2. Viewing, sending, receiving, printing, distributing, or displaying visual depictions that are child pornography.
3. If a minor; or in the presence of minors; or in communicating with minors: viewing, sending, receiving, printing, distributing, or displaying visual depictions that are harmful to minors.
4. Misrepresenting oneself, for fraudulent or illegal purposes, as another user.
5. Unauthorized attempts to modify or gain access to files, passwords, or data belonging to others.
6. Transmitting threatening or harassing material.
7. Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
8. Dissemination of an adult's personal identification information without the adult's permission. Dissemination of a minor's personal identification information without the minor's parent's or guardian's permission.
9. Seeking unauthorized access to any computer system.
10. Making changes to the setup or configuration of the software or hardware.
11. Unauthorized altering of software components of any computer, network, or database.
12. Making unauthorized copies of copyrighted or licensed material in any form.
13. On library computers, using software not installed by the library.

Cautions

1. Library customers need to be aware that information on the Internet is often not verified or subject to verification.
2. Adult customers should be cautious when giving personal identification information; children should not do so without a parent's or guardian's permission.
3. The library assumes no liability for any loss or damage to customer's data or equipment or any other injury that may occur from the individual's use of the library's Internet or computer services.

Filtering

1. The library board has chosen to filter library public use Internet computers.
2. Youth department computers, located on the first floor, are filtered for content suitable for children. Filtered categories include gambling, chat rooms, pornography, obscenity, hate groups, illegal activities, etc. These computers are to be used by:
 - a. children under age 13
 - b. a parent or guardian with young child(ren) present

- c. (infrequently) a child aged 13-15 whose parent or guardian has restricted the child's Internet privileges to the Youth Dept.
- 3. Adult department computers, located on the second floor, are filtered for obscenity and for child pornography. They are to be used by customers aged 13 and over, except for customers aged 13-15 who are restricted by a parent or guardian. A parent or guardian may not restrict Internet access of a child aged 16 and over.
- 4. No filter is 100% effective in that there is both under filtering (some sites that should be blocked get through) and over filtering (some sites that should not get blocked are blocked). Customers who believe that a site falls in either category should inform desk staff, who will attempt to rectify the situation. Because the filtering is done off-site, a remedy may not be immediate.
- 5. Because of the inherent imperfections of filters, a parent or guardian who wishes to completely control what a child sees on the Internet must be with that child when the child uses the Internet.

Internet use by children under age 16

- 1. Children under the age of 16 should have parental permission to use the Internet. Responsibility for what these children read or see on the Internet rests with the child's parent or guardian. Parents may wish to read the guidelines for ***Child Safety on the Information Highway*** (available at the Adult Services and Youth Services desks) produced by the National Center for Missing and Exploited Children.
- 2. It is not possible for library staff to control all information children may locate on the Internet. Just as the library does not vouch for or endorse viewpoints of written material in its collections, it does not do so for the Internet. The library's Materials Selection Policy does not apply to the Internet.
- 3. Filtering information—please see the above section, "Filtering."

Notice to minors

Minors:

- 1. Must follow all of the rules in this policy.
- 2. Must be extremely careful when using e-mail, chat rooms, instant messaging, and any other form of electronic communication. Minors must not:
 - a. Use their real names (use an alias instead).
 - b. Give out their address, telephone number, city or area they live in, school they attend, etc., to any person on the Internet without a parent's or guardian's permission.
 - c. Agree to meet with anyone contacted over the Internet without a parent or guardian present.
 - d. Disclose personnel identification information of any other person.

Staff monitoring

Library staff have the right to monitor Internet use for compliance with this policy.

Penalty for misuse

Misuse of the Internet will result in suspension of access to it.

Remedy

Any person may appeal that suspension to the library board at a regular meeting with fifteen days advance written notice to the library director.

Definitions

Obscenity

Whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by law; and whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Child pornography

Any visual depiction, or any images that appear to be visual depictions, of a minor engaging in sexually explicit conduct, which includes actual or simulated sexual intercourse, bestiality, masturbation, sadistic or masochistic abuse, or lascivious exhibition of the genitals or pubic area.

Visual depictions that are harmful to minors

Any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sex acts, or a lewd exhibition of the genitals; and,
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

04.16.03/09.15.04/04.15.09

Internet Safety Policy – DRAFT REVISION

Introduction

All users of the Internet shall use it in a responsible, safe, and appropriate manner, consistent with the educational, recreational, social, business, and informational purposes for which it is provided. These regulations apply to any ~~computing~~ device connected to the Internet via the Library's Internet connections, including the Library's WiFi. ~~including, when practicable, non-library owned computing devices.~~

Prohibited Uses ~~(See Definitions, below)~~

- Viewing, sending, receiving, printing, distributing, or displaying visual depictions that are obscene.
- Viewing, sending, receiving, printing, distributing, or displaying visual depictions that are child pornography.
- If a minor; or in the presence of minors; or in communicating with minors: viewing, sending, receiving, printing, distributing, or displaying visual depictions that are harmful to minors.
- Misrepresenting oneself, for fraudulent or illegal purposes, as another user.
- Unauthorized attempts to modify or gain access to files, passwords, or data belonging to others.
- Transmitting threatening or harassing material.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Dissemination of an adult's personal identification information without the adult's permission. Dissemination of a minor's personal identification information without the minor's parent's or guardian's permission.
- ~~Seeking unauthorized access to any computer system.~~
- ~~Making changes to the setup,~~ Altering, modifying, hacking, etc. the configuration, data, software, hardware ~~of the software or hardware,~~ network, system, or database.
- ~~Unauthorized altering of software components of any computer, network, or database.~~
- ~~Making unauthorized copies of copyrighted or licensed material in any form;~~ Illegal use of copyrighted or licensed material.
- On Library computers, using software not installed by the Library.

Cautions

- Patrons should note that information on the Internet may be false or misleading; information found on the Internet cannot always be trusted. Users should carefully evaluate the veracity and the quality of information found on the Internet.
- Adults should be cautious when giving personal identification information; children should not do so without a parent's or guardian's permission.

- Patrons should be alert to phishing schemes, scams, etc., and attempts by others to gain access to personal user names, passwords, financial data, account information, etc.
- The Library assumes no liability for any loss or damage to customer's data or equipment or any other injury that may occur from the individual's use of the Library's Internet or computer services.

Filtering

- The Library Board has chosen to filter ~~library~~ public use Internet computers.
- Youth department computers, located on the first floor, are filtered for content suitable for children. Filtered categories include gambling, ~~chat rooms~~, pornography, obscenity, hate groups, illegal activities, etc. Staff also set guidelines for usage and have the ability to make rules limiting access to some sites, e.g., those that portray violence, first-person shooter games, etc. as appropriate. These computers are to be used by:
 - children under age 13
 - a parent or guardian with young child(ren) present
 - (infrequently) a child aged 13-15 whose parent or guardian has restricted the child's Internet privileges to the Youth Department.
- Adult department computers, located on the second floor, are filtered for obscenity and for child pornography. They are to be used by patrons aged 13 and over, except for patrons aged 13-15 who are restricted by a parent or guardian. Library staff cannot enforce restrictions by parents or guardians placed on children aged 16 and over. ~~A parent or guardian may not restrict Internet access of a child aged 16 and over.~~
- No filter is 100% effective in that there is both under-filtering (some sites that should be blocked get through) and over-filtering (some sites that should not get blocked are blocked). Patrons who believe that a site falls in either category should inform desk staff, who will attempt to rectify the situation. Because the filtering is done off-site, a remedy may not be immediate.
- Because of the inherent imperfections of filters, a parent or guardian who wishes to completely control what a child sees on the Internet must be with that child when the child uses the Internet.

Internet use by children under age 16

Children under the age of 16 should have parental permission to use the Internet. Responsibility for what ~~these~~ children read or see on the Internet rests with the child's parent or guardian. ~~Parents may wish to read the guidelines for **Child Safety on the Information Highway** (available at the Adult Services and Youth Services desks) produced by the National Center for Missing and Exploited Children.~~

It is not possible for Library staff to control ~~all~~ information children may locate on the Internet. Just as the Library does not vouch for or endorse viewpoints of written or AV material in its collections, it does not do so for the Internet. The Library's Materials Selection Policy does not apply to the Internet.

4. ~~Filtering information—please see the above section, “Filtering.”~~

Notice to minors

Minors:

Must follow all ~~of the~~ rules in this policy.

Should be very careful when using e-mail, ~~chat rooms~~, instant messaging, social media, and any other form of electronic communication.

Should not use their real names. ~~(use an alias instead).~~

Must not give out their address, telephone number, city or area they live ~~in~~, school they attend, etc., to any person on the Internet without a parent’s or guardian’s permission.

Must not agree to meet with anyone contacted over the Internet without a parent or guardian present.

Must not disclose ~~personnel~~ personal identification information of any other person.

Staff monitoring

Library staff have the right to monitor Internet use for compliance with this policy.

Penalty for misuse

Misuse of the Internet will have consequences, i.e., suspension of access, permanent termination of access, expulsion from the Library.

Remedy

~~Any person may appeal that suspension to the Library Board at a regular meeting with fifteen days advance written notice to the library director.~~

Definitions

Obscenity

~~Whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by law; and whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.~~

Child pornography

~~Any visual depiction, or any images that appear to be visual depictions, of a minor engaging in sexually explicit conduct, which includes actual or simulated sexual intercourse, bestiality, masturbation, sadistic or masochistic abuse, or lascivious exhibition of the genitals or pubic area.~~

Visual depictions that are harmful to minors

Any picture, image, graphic image file, or other visual depiction that:

- ~~4. taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;~~
- ~~5. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact,~~

~~actual or simulated normal or perverted sex acts, or a lewd exhibition of the
genitals; and,
6. taken as a whole, lacks serious literary, artistic, political or scientific value as to
minors.~~

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