

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, September 8, 2010
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order – President Fred Risinger
2. 2011 Budget Update (page 2-1 to 2-14) – Bonnie Estell and Sara Laughlin
3. Energy Audit Presentation and Recommendations (114 pages, following page 2-14) – Ted Mendoza, Gengee, LLC, and Mark Mobley
4. Internet and Computer Use Policy Annual Review and Revisions (following Gengee page 114, 4a1 – 4a4 and 4b1 – 4b3) – Ned Baugh
5. Public Comment
6. Adjournment

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
PERSONNEL SERVICES (1000'S)							
SALARIES							
	1120 ADMINISTRATION	167,000					
	1130 PROFESSIONAL/SUPERVISORS	545,000					
	1140 PROFESSIONAL ASSISTANTS	1,351,000					
	1150 SPECIALISTS & TECHNICIANS	814,000					
	1160 CLERICAL ASSISTANTS	442,000					
	1170 PAGES/MASTERCONTROLLERS	226,000					
	1190 BUILDING MAINTENANCE	348,000					
TOTAL SALARIES		3,893,000		-		-	3,893,000
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	238,100		-			
	1220 UNEMPLOYMENT COMPENSATION	-		10,000			
	1230 EMPLOYER CONTRIBUTION/PERF	368,250					
	1240 EMPLOYER CONT/INSURANCE	602,100					
	1250 EMPLOYER CONT/MEDICARE	55,725					
TOTAL EMPLOYEE BENEFITS		1,264,175		10,000			1,274,175
OTHER WAGES							
	1310 WORKSTUDY	1,000					
	1320 TEMPORARY STAFF	-					
	1350 STIPEND						
TOTAL OTHER WAGES		1,000					1,000
TOTAL PERSONNEL SERVICES (1000s)		5,158,175		10,000			5,168,175
SUPPLIES (2000s)							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,000					
	2120 STATIONERY & PRINTING	1,000					
	2130 OFFICE SUPPLIES	20,000		50,000			
	2140 DUPLICATING	20,000					
	2150 PROMOTIONAL MATERIALS	-					
TOTAL OFFICE SUPPLIES		42,000		50,000			92,000

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS					CAPITAL	DEBT	TOTAL
		OPERATING	LIRF	RAINY DAY	PROJECTS	SERVICE	FUNDS
OPERATING SUPPLIES							
	2210 CLEANING SUPPLIES	28,000		50,000			
	2220 FUEL, OIL, & LUBRICANTS	8,500					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,000					
	2250 CIRCULATION SUPPLIES	21,000		87,048			
	2260 LIGHT BULBS	3,000					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,000					
	2290 DISPLAY/EXHIBIT SUPPLIES	100					
TOTAL OPERATING SUPPLIES		77,100		137,048			214,148
REPAIR & MAINTENANCE SUPPLIES							
	2300 IS SUPPLIES	5,000					
	2310 BUILDING MATERIALS & SUPPLIES	8,500					
	2320 PAINT & PAINTING SUPPLIES	200					
	2340 OTHER REPAIR & BINDING	-					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
TOTAL REPAIR & MAINTENANCE SUPPLIES		13,700					13,700
TOTAL SUPPLIES (2000s)		132,800		187,048			319,848
OTHER SERVICES/CHARGES (3000s)							
PROFESSIONAL SERVICES							
	3110 CONSULTING SERVICES	3,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	3,000	42,100				
	3130 LEGAL SERVICES	14,000		12,000			
	3140 BUILDING SERVICES	40,000					
	3150 MAINTENANCE CONTRACTS	95,000					
	3160 OCLC & COMPUTER SERVICES	50,000					
	3170 ADMIN/ACCOUNTING SERVICES	47,000					
TOTAL PROFESSIONAL SERVICES		252,000	42,100	62,000			356,100

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	26,000					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,000					
TOTAL COMMUNICATION & TRANSPORTATION		87,000					87,000
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,000					
	3320 PRINTING	6,000					
TOTAL PRINTING & ADVERTISING		8,000					8,000
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	54,000					
TOTAL INSURANCE		54,700					54,700
UTILITIES							
	3510 GAS	5,600					
	3520 ELECTRICITY	293,000					
	3530 WATER	15,800					
TOTAL UTILITIES		314,400					314,400
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	22,000	21,458	78,794			
	3630 OTHER REPAIR	70,000					
	3640 VEHICLE REPAIR & MAINTENANCE	7,500					
	3650 MATERIALS BINDING/REPAIR	3,000					
TOTAL REPAIR & MAINTENANCE		102,500	21,458	78,794			202,752
RENTALS							
	3710 REAL ESTATE RENTAL	32,000				1,996,000	
	3720 EQUIPMENT RENTAL	100					
TOTAL RENTALS		32,100				1,996,000	2,028,100

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		CAPITAL				DEBT	TOTAL
		OPERATING	LIRF	RAINY DAY	PROJECTS	SERVICE	FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED							
OTHER CHARGES							
	3910 DUES/INSTITUTIONAL	6,500					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	200,000					
	3950 EDUCATIONAL LICENSING/SERVICES	6,500					
	TOTAL OTHER CHARGES	215,500					215,500
TOTAL OTHER SERVICES/CHARGES (3000s)		1,066,200	63,558	140,794		1,996,000	3,266,552
CAPITAL OUTLAY (4000s)							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	-					
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	18,357	83,374	29,825	279,000		
	4440 BUILDING RENOVATION	-	150,000	105,643	-		
	4450 LAND & BUILDINGS	-			-		
	4460 IS EQUIPMENT	-			50,000		
	4465 IS SOFTWARE	-			25,000		
	4470 EQUIPMENT - CATS	-			45,000		
	4475 SOFTWARE - CATS	-			5,000		
	TOTAL FURNITURE & EQUIPMENT	18,357	233,374	135,468	404,000		791,199
OTHER CAPITAL OUTLAY							
	4510 BOOKS	593,000					
	4520 PERIODICALS & NEWSPAPERS	48,000					
	4530 NONPRINT MATERIALS	379,000					
	4540 ELECTRONIC RESOURCES	69,000					
	TOTAL OTHER CAPITAL OUTLAY	1,089,000					1,089,000
TOTAL CAPITAL OUTLAY		1,107,357	233,374	135,468	404,000		1,880,199
TOTAL EXPENDITURES 2011		7,464,532	296,932	473,310	404,000	1,996,000	10,634,774
2010 TOTAL BUDGET (less appeal funds)		7,260,494	364,000	206,488	508,076	1,996,000	10,335,058
Increase from 2010		2.81%	-18.43%	129.22%	-20.48%	0.00%	2.90%

BUDGET COMPARISONS	2011	2011	2011	2011	2011	2011
	OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
					Total Budget (maximum levy funds)	
				2011 7,868,532		
				2010 7,768,570		
				Difference 99,962		
				% 1.29%		
Total personnel services	5,158,175	69%				
Supplies/Services/Facilities	1,217,357	16%				
Materials	1,089,000	15%				
Total Operating Budget	7,464,532	100%				
Maximum Levy						
2010 Max Levy	4,748,242					
1.029 x 2010 Max Levy	4,886,174	2.90%				
Under Max for 2010 (request sent to DLGF)	9,250					
Gross Max Levy for 2011	4,895,424	3.10%				
Operating Fund	4,546,689					
LCPF (per plan)	348,735					
Gross Max Levy for 2011	4,895,424					

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
		2010	2,011				
Revenue:			Worse Case	Best Case	Form 2		
FIT	9,828	8,452	12,000	8,500			
License Excise Tax	306,000	263,160	320,000	263,000			
COIT	2,217,128	1,817,128	2,217,000	1,817,000			
CVET	34,070	29,300	36,000	30,000			
Copiers	18,332	15,766	18,000	15,700			
Fines & Fees	211,900	160,000	212,000	160,000		2,294,200	
PLAC	10,000	5,000	10,000	-			
Lost & Damaged	25,000	25,000	25,000	0			
Property Tax	4,286,819	4,546,689	4,546,689	4,546,689			
Total Revenue	7,119,077	6,870,494	7,396,689	6,840,889			

Monroe County Public Library

2011 Budget

Updated August 13, 2010

Income Projections

Assessed Value Growth Quotient for 2011 - 2.9% - is limit for increase in maximum property tax levy.

COIT income projected to decrease approximately \$130,000 (DLGF 9-02-2010).

<i>Source</i>	<i>2010</i>	<i>2011</i>	<i>% change</i>
Property Tax	\$4,286,819	\$4,546,689	6.1%
County Option Income Tax (COIT)	\$2,217,128	\$2,087,229	(5.9%)
License Excise Tax	\$306,000	\$263,000	(14.1%)
Commercial Vehicle Excise Tax	\$34,070	\$30,000	(11.9%)
Financial Institutions Tax	\$9,828	\$8,500	(13.5%)
Copiers	18,332	\$15,700	(14.4%)
Fines and Fees	\$211,900	\$160,000	(24.5%)
Public Library Access Card	\$10,000	\$0	-
Lost and damaged items	\$25,000	\$0	-
TOTAL REVENUE	\$7,119,077	\$7,111,118	(0.1%)

Expenditure Priorities

1. Continue to implement Strategic Plan 2009-2011, by providing full support to the extent allowed by resources available, including staff, collections, programming, and facility space for top community priorities:
 - a. Education/literacy for children/adults
 - b. Free information
 - c. Quiet oasis for reading and study
 - d. Resource for reading/listening/viewing pleasure
2. Continue to implement Salary Study recommendations.
 - a. Complete 2-year effort to bring staff to new minimums recommended by Singer Group
 - i. Second half of Singer Group recommendations = \$38,000
 - b. Begin 2-year effort to bring managers and leadership to levels recommended by Singer Group
 - i. First half of Singer Group recommendations = \$34,000
 - c. 1% increment for managers and staff = \$38,000
3. Continue to implement LR Financial Plan recommendations.
 - a. Reduce operating expenses
 - b. Align staffing with core priorities

- c. Take advantage of technology to restrain increases in staffing while responding to growing use
 - i. Automated materials handling at Main and ELL
 - ii. Energy efficiency initiatives
 - d. Review benefits and align with market
 - e. Explore options to increasing fees for non-core services
 - f. In partnership with Friends, continue efforts to raise non-tax funds and build endowment
4. Invest in facilities.
- a. Begin planning for Main Renovation Phase 3 in 2012.
 - b. Set aside increased LIRF funding for anticipated equipment replacement needs over next five years.
5. Complete strategic planning for 2012 – 2015.

Cost Containment Plans

Tier One – 2010

1. Begin strategic staff alignment, matching employee's strengths with operational goals and building on flexibilities.
2. Carefully review every open position to review and prioritize tasks. If tasks can be eliminated or absorbed, do not fill the position. If position is to be filled, delay start date for at least 2 weeks after former employee leaves payroll.
3. Cover public service desks by adjusting scheduling and increasing cross training within and among departments.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through implementation of collection agency.
7. Continue process improvement.

Tier Two – 2011

1. Library-wide participation in implementing administration-approved recommendations for improvement or discontinuance of low priority activities not aligned with strategic goals.
2. Hiring moratorium, with hiring/replacement for key operational positions only. No new employees or positions added. Tasks must be absorbed by existing employees or discontinued.
3. Cover public service desks by combining service points or reassigning staff, as necessary.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through addition of charges for meeting rooms and auditorium.
7. Create development office to focus on increasing private support.
8. Continue process improvement.

Tier Three – If Additional Savings Are Needed)

1. Hiring freeze. Core service tasks can no longer be absorbed by existing employees, even with library-wide reassignment.
2. Loss of staff necessitates reduction of library hours.
3. Increase private support.
4. Reduce collection budget, capturing lower losses as result of RFID implementation and recognizing lower total budget.

Budget Assumptions

Three elements are essential to providing quality library services:

- Knowledgeable, courteous, efficient **staff**, who meet performance expectations and certification requirements for their positions
- Safe, well-maintained **facilities**
- Current, attractive **collections**

Target percentages of Operating Fund to be expended for each are:

<u>Budget Category</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Personnel	71%	69%	68%	68%
Facilities/Equipment/Operations ¹	13%	16%	17%	17%
Collections ²	16%	15%	15%	15%

1. Additional expenditures for technology and facilities are expected to be provided through the Library Capital Projects Fund and occasional bond issues.
2. To meet Indiana Public Library Standards at the enhanced level.

2011 Line Item Budget – Notes

(red = 09-03-2010 adjustments)

OPERATING FUND

(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)

<u>Line</u>	<u>Comment</u>
1120-1350	Savings from Personnel Services lines of \$197,000 needed to reduce budget. Options: offer retirement incentives, eliminate Development Director and/or Associate Director, reduce/eliminate salary increases recommended by Singer Study, reduce/eliminate 1% increment, reduce health insurance contributions, reduce/eliminate contribution to employee portion of PERF.
1120	Includes salary for Associate Director. Position to be advertised internally. If filled, will not replace vacated position, which may necessitate reorganization.
1130	Development position added to this line in this draft = \$50,000.
1120-1190 + 1320	Salaries and wages for permanent and temporary employees held to 0.32% increase; total number of employees reduced by 4.2% (4.94 FTE). Employees in Pay Grades A-I receive second half of salary increases to bring them to salary study minimums, plus 1% increment. Managers receive first half of recommended salary increases, plus 1% increment.
1230	PERF rate remains the same. Library contributes 9.25% employer portion and 3.0% employee contribution. Percentage of staff qualifying increases slightly. PERF for development position added in this draft.
1240	Employer contribution to health insurance estimated to increase 16%. If increases are higher, employees will have to choose lower-cost options or make increased contributions. PERF for development position added in this draft.
2250	Circulation supplies. Abnormally large expenditure in 2010 includes RFID tags; 2011 is larger than 2009 to accommodate ongoing tag purchases.
2300-2310	Increased to account for actual 2010 expenditure levels.
3110	Does not include expense of 2012-2014 strategic planning process; consulting fees will be included in 2011 Rainy Day Fund budget.
3120	Architectural/engineering services for Phase 3 of Main Renovation.
3150	Maintenance contracts include estimated additional costs for support collection agency, RFID, and express check software.
3170	Administration/accounting services. Estimated increase for automating time and

attendance and payroll provider and collection agency fees.

- 3220 Anticipated postage rate increase, partially offset by efforts to encourage patrons to use e-mail or telephony for notifications.
- 3420 Reduced cost of general liability insurance.
- 3630 \$60,000 transferred here from Library Capital Projects Fund to cover non-capital expenditures resulting from energy audit.
- 3640 Vehicle repair costs reduced after delivery of new Bookmobile.
- 3940 Increased transfer of \$200,000 to Library Improvement Reserve Fund in anticipation of upcoming facility and equipment maintenance.
No transfer to LIRF, delaying facility and equipment maintenance, and retaining \$200,000 for operating expenses.
- 4510-4540 Materials expenditures equal 15% of Operating Fund budget to meet State Standards at enhanced level
Reduce materials expenditures by \$38,000 to reflect total budget reduction; still equals 15%.

LIBRARY IMPROVEMENT RESERVE FUND (LIRF)

(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)

- 3120 Funds to cover engineering and architectural costs related to Main Renovation phase 3, included in Library Capital Projects Fund Plan for 2012.
- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency equipment replacement expenditures exceeding amount appropriated in Operating Fund.
- 4440 Appropriated in case emergency building renovations are needed.

RAINY DAY FUND

(This fund derives income from unanticipated revenue from COIT and can be spent on any expenditures allowed by the Operating Fund.)

- 1130 Development position included in earlier drafts now moved to Operating Fund.
- 1210-1230-

- 1240-1250 Employer contributions to FICA, PERF, insurance, and Medicare for development director removed in this draft and moved to Operating Fund.
- 1220 The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2010.
- 2130 Appropriated in case Operating Funds are insufficient to cover office supply costs.
- 2210 Appropriated in case Operating Funds are insufficient to cover cleaning supply costs.
- 2250 Appropriated in case Operating Funds are insufficient to cover circulation supply costs.
- 3110 To cover consultant costs for 2012-14 strategic planning.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4440 Appropriated in case emergency building renovations are needed.

LIBRARY CAPITAL PROJECTS FUND

(This fund derives its income from a separate property tax levy, as well as *Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax. Funds can only be spent on equipment, renovation or construction. The 2010 LCPF budget has already been approved by the Library Board and Monroe County Council; we await final approval from the Department of Local Government Finance [DLGF].)*

- 4430 Automated Materials Handling (AMH) system.
- 4460 Replace computers on regular replacement schedule.
- 4465 Maintain and upgrade software.
- 4470 CATS equipment
- 4475 CATS software

DEBT SERVICE FUND

(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)

- 3710 \$1,996,000 in 2011, exactly the same as in prior years. Last payment in mid 2012.

2011 Savings Options (8-18-2010)

These options are presented at the request of the Board to address a potential \$400,000 shortfall in COIT revenue. The options represent the best estimates available at the time and are roughly in order of preference.

<i>Decide by</i>	<i>Item</i>	<i>Savings</i>
11/17/2010	1. Reduce increase in health insurance (total budgeted for increase = \$83,000; every 1% increase=\$5,200)	\$83,000
11/17/2010	2. Other changes in insurance coverage	?
12/15/2010	3. Offer retirement incentives	\$100,000
12/15/2010	5. Reduce materials expenditures (15% of smaller overall expenditures)	\$38,000
12/15/2010	6. Delay hiring of Development Director	\$68,175
12/15/2010	7. Delay hiring of Associate Director (amount represents difference from 2010 when portion was used for Renovation Coordinator and temporary positions)	\$59,000
12/15/2010	8. Eliminate 1% increment increase (affects all employees)	\$38,000
12/15/2010	9. Delay second half of salary increases for employees (affects all employees)	\$38,000
12/15/2010	10. Delay first half of salary increases for managers	\$34,000
12/15/2010	11. Eliminate 3% employee contribution (each 1% = \$29,000)	\$88,000
12/31/2011	12. Make no LIRF transfer at end of 2011	\$200,000
12/15/2011	4. Energy savings (5%)	15,000
Any time	13. Reduce 4 open hours (for every hour closed, annual savings = \$56,000); with reductions in staff hours	\$224,000
Any time	14. Remain open; reduce non-core services; reduce staff hours	?
	TOTAL SAVINGS	\$985,175

Internet and Computer Use Policy: 2009 Version with Proposed Changes Highlighted

INTRODUCTION

~~This is a library-wide policy for the~~ This Internet and Computer Use Policy outlines the principles of Monroe County Public Library related to management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the ~~Monroe County Public Library (MCPL). The policy reflects the principles of MCPL. It,~~ and specifies the Library's objectives in providing computing resources for public use, and the responsibilities assumed by ~~the~~ users of such resources.

~~In accord~~ The Library has adopted this policy in accordance with ~~the~~ Indiana Code (IC 36-12-1-12), ~~MCPL,~~ and performs a public review of ~~this Internet and Computer Use Policy~~ the policy annually.

OBJECTIVES

~~MCPL~~ The Library provides computers which allow public access to a variety of electronic resources, including in-house databases (including, but not limited to, the library catalog, magazine indexes, and business directories), productivity software (word processors, spreadsheets, etc.), and the Internet (primarily through Web browsers). ~~While MCPL does not provide email accounts, patrons may send and receive email if they have an account accessible through the World Wide Web~~ The Library also offers wireless access to the Internet.

In keeping with our general policies, ~~MCPL~~ the Library protects patrons' rights to privacy and confidentiality. ~~MCPL~~ and keeps any communications that reside on its computer network confidential. However, in general, electronic communication is not secure and networks are sometimes susceptible to outside intervention. As part of normal system maintenance, network administrators do monitor system activity, but the ~~library~~ Library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

To promote equitable access to computer resources, ~~MCPL~~ the Library utilizes time management software. ~~To~~ To use a Library computer to access the Internet, an individual must use his or her own ~~library~~ Library card number or guest pass number. Staff may also take other measures to manage ~~internet~~ Internet time including (but not restricted to) reserving terminals for individuals or groups with specific needs.

USER RESPONSIBILITIES

To ensure fair and proper use of ~~library~~ Library computing resources, users must follow the legal and cooperative rules listed below.

Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, ~~the following:~~

- ~~Attempting~~Attempts to alter or damage computer equipment, software configurations, or files belonging to ~~MCPL~~the Library, other users, or external networks
- ~~Attempting~~Attempts at unauthorized entry to ~~MCPL~~the Library's network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel ~~and~~or obscenity

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Cooperative Responsibilities:

~~MCPL~~The Library strives to balance the ~~rights~~privileges of users to access different information resources with ~~the~~their ~~rights~~expectations ~~of users to work of working in a public environment free from harassing sounds and visuals. We ask all ~~our~~libraryLibrary users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:~~

- Respecting the privacy of other users
- Not using guest passes, computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

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SANCTIONS

~~MCPL~~The Library relies on the cooperation of ~~its~~ users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their ~~right~~privileges to use networked resources may be suspended for a specified time, depending on the damage caused by their actions. ~~They~~Those breaking acceptable use rules will be notified of the length of and reason for the suspension. Individuals using library computing resources for illegal purposes may also be subject to prosecution.

COMPUTER USE AT ~~MCPL~~THE LIBRARY INCLUDES PUBLIC ACCESS TO THE INTERNET

~~MCPL aims to develop collections, resources, and services that meet the cultural, educational, informational and recreational needs of its diverse community, and which respond to advances in technology. With this goal in mind, and as~~As part of its mission ~~to meet the changing needs of~~

~~the community, MCPL offering equitable access to information and opportunities for literacy, learning, and enjoyment, the Library~~ offers access to the Internet,

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A global network of computers, the Internet ~~provides access to~~ presents a wide variety of educational, recreational and reference resources, ~~many of which are not available in print, but there is no central control over its content or users. The. Some Internet contains a diverse range of information, some of which content may be objectionable or offensive. MCPL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.~~

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~~MCPL has investigated, but in accordance with the library's commitment to intellectual freedom and the First Amendment to the United States Constitution, the Library does not employ filters designed to restrict access to various online content, but has found them to be both overly broad (restricting access to materials that no one would find objectionable) and not fully effective (allowing access to a considerable number of sites of the sort they purport to block). Given these limitations, MCPL has not installed such software that censor content. In order to provide offer alternatives for minors, MCPL does provide the Library provides links through the Children's site to search engines with filters-, and librarians can offer advice and suggestions to help ensure effective Internet searching.~~

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DISCLAIMERS

Except for the Web pages produced by the Library, ~~MCPL the Library~~ does not control Internet content and makes no general effort to limit Internet access. However, when informed of a violation of ~~MCPL's the Library's~~ Internet and Computer Use Policy, ~~library Library~~ staff will enforce the legal and cooperative responsibilities outlined above.

As with use of other materials, parents and guardians of minor children ~~-- not the library nor Library or its staff--~~ are responsible for supervising their children's use of Internet resources at the ~~library Library~~.

~~MCPL The Library~~ cannot ensure the availability ~~nor the or~~ accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

LIMITATION OF LIABILITY

~~MCPL The Library~~ assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using ~~MCPL's the Library's~~ computing resources. This includes damage or injury sustained from invasions of the user's privacy.

Adopted by the [Board of Trustees](#) of the Monroe County Public Library on June 20, 2007.

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MCPL thanks the [Saint Joseph County Public Library](#) for allowing us to adapt their Computer

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Usage Policy as well as the many public libraries across the country who have shared information and made their policies accessible.

Reaffirmed by the Board of Trustees, June 17, 2009\

Amended and adopted by the Board of Trustees, _____

Internet and Computer Use Policy (proposed 2010 with revisions integrated)

INTRODUCTION

This Internet and Computer Use Policy outlines the principles of Monroe County Public Library related to management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Library, and specifies the Library's objectives in providing computing resources for public use and the responsibilities assumed by users of such resources.

The Library has adopted this policy in accordance with Indiana Code (IC 36-12-1-12) and performs a public review of the policy annually.

OBJECTIVES

The Library provides computers which allow public access to a variety of electronic resources, including in-house databases (including, but not limited to, the library catalog, magazine indexes, and business directories), productivity software (word processors, spreadsheets, etc.), and the Internet (primarily through Web browsers). The Library also offers wireless access to the Internet.

In keeping with our general policies, the Library protects patrons' rights to privacy and confidentiality and keeps any communications that reside on its computer network confidential. However, in general, electronic communication is not secure and networks are sometimes susceptible to outside intervention. As part of normal system maintenance, network administrators do monitor system activity, but the Library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

To promote equitable access to computer resources, the Library utilizes time management software. To use a Library computer to access the Internet, an individual must use his or her own Library card number or guest pass number. Staff may also take other measures to manage Internet time including (but not restricted to) reserving terminals for individuals or groups with specific needs.

USER RESPONSIBILITIES

To ensure fair and proper use of Library computing resources, users must follow the legal and cooperative rules listed below.

Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to:

- Attempts to alter or damage computer equipment, software configurations, or files belonging to the Library, other users, or external networks
- Attempts at unauthorized entry to the Library's network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel or obscenity

Cooperative Responsibilities:

The Library strives to balance the privileges of users to access different information resources with their expectations of working in a public environment free from harassing sounds and visuals. We ask all Library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using guest passes, computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

SANCTIONS

The Library relies on the cooperation of users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their privileges to use networked resources may be suspended for a specified time, depending on the damage caused by their actions. Those breaking acceptable use rules will be notified of the length of and reason for the suspension. Individuals using library computing resources for illegal purposes may also be subject to prosecution.

COMPUTER USE AT THE LIBRARY INCLUDES PUBLIC ACCESS TO THE INTERNET

As part of its mission of offering equitable access to information and opportunities for literacy, learning, and enjoyment, the Library offers access to the Internet.

A global network of computers, the Internet presents a wide variety of educational, recreational and reference resources. Some Internet content may be objectionable or offensive, but in accordance with the library's commitment to intellectual freedom and the First Amendment to the United States Constitution, the Library does not employ filters that censor content. In order to offer alternatives for minors, the Library provides links through the Children's site to search

engines with filters, and librarians can offer advice and suggestions to help ensure effective Internet searching.

DISCLAIMERS

Except for the Web pages produced by the Library, the Library does not control Internet content and makes no general effort to limit Internet access. However, when informed of a violation of the Library's Internet and Computer Use Policy, Library staff will enforce the legal and cooperative responsibilities outlined above.

As with use of other materials, parents and guardians of minor children – not the Library or its staff – are responsible for supervising their children's use of Internet resources at the Library.

The Library cannot ensure the availability or accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

LIMITATION OF LIABILITY

The Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using the Library's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

Adopted by the [Board of Trustees](#) of the Monroe County Public Library on June 20, 2007. MCPL thanks the [Saint Joseph County Public Library](#) for allowing us to adapt their Computer Usage Policy as well as the many public libraries across the country who have shared information and made their policies accessible.

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