

AGENDA
Monona Public Library Board
Board Room
Monday, January 25, 2016, 7 pm

- I. Roll Call**
- II. Call to Order**
- III. Appearances**
- IV. Approval of Minutes from December 15, 2015**
- V. Consent Agenda**
 - A. Approval of Bill Payments, December 10, 2015 – January 14, 2016
 - B. Approval of Financial Report, December 2015
- VI. Board Action Items**
 - A. Unfinished Business
 - i. Approve Monona Public Library's Participation in South Central Library System's Grant for Federal E-Rate Funding
 - B. New Business
 - i. Approve Monona Library Meeting Room Policy
- VII. Library Director Report**
 - A. Administrative Report December through Mid-January
 - B. Discussion of Parking Lot Project
- VIII. Closed Session**
 - A. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Performance Evaluation).
- IX. Reconvene in Open Session Under Wisconsin Statute Section 19.85**
- X. Announcements**
 - A. Next Monona Library Board Meeting, Tuesday, February 16 at 7 pm
 - B. Friends of Monona Library Board Meeting, Thursday, January 28 at 7 pm
- XI. Adjournment**

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

MINUTES
Monona Public Library Board
Board Room
Tuesday, December 15, 2015, 7 pm

I. Roll Call

Library Board Trustees Present: Ben Redding, President; Todd Stebbins, Vice President; Doug Wood, Alderperson; Jennifer Fonner, School Board Representative; Sue Carr and Val Edwards, Community Representatives

Library Staff Present: Erick Plumb, Library Director; Sally Buffat, Business Coordinator

Trustee Absent with Prior Notice: Brett Blomme, Community Representative

II. Call to Order

Presiding Officer Redding called the meeting to order at 7:05 p.m. and welcomed back to the Board Val Edwards as a community representative.

III. Appearances

Zach Simpson, Strand Associates, Inc.

Last time Zach appeared before the Board, he presented a variety of parking lot modifications to be considered, ranging from improving drainage to fully re-grading the lot. The Board's main objectives are to improve the parking lot by 1) solving run-off issues, 2) improving the steep grade close to the building entrance, 3) providing pedestrians a safe walkway to approach the building. Completely re-grading the lot would solve each of these issues.

The current parking lot design forces water to drain straight down the main driveway. During cold months, water may flow during the day and freeze along the length of the parking lot overnight. Re-grading would allow water to flow to the outsides of the lot. Another issue is how steep the parking lot is close to the building. Re-grading will make the parking lot less steep near the building and steeper at the street. And currently, pedestrians approach the building by walking behind parked cars. The re-designed lot would route pedestrians to a walkway between the front-ends of parked cars, rather than walking behind parked cars.

The Board asked for input and design review by Dan Stephany, City of Monona Director of Public Works.

IV. Approval of Minutes from October 6, 2015

Trustee Stebbins motioned, seconded by Alder Wood, to approve the October 6, 2015, minutes.

Motion passed unanimously.

V. Consent Agenda

A. Approval of Bill Payments, September 15 – December 10, 2015

B. Approval of Financial Report, November 2015

Trustee Carr motioned, seconded by Trustee Fonner, to approve the consent agenda.

Motion passed unanimously.

VI. Board Action Items

A. Unfinished Business

B. New Business

- i. Approve Closing Library Early on Wednesday, December 23 at 6 pm and Thursday, December 31 at 5 pm

Presiding Officer Redding amended the motion to include Closing Library Early on Wednesday, November 25 at 6 pm.

Trustee Carr motioned, seconded by Redding, to approve the early closings.

Motion passed unanimously.

- ii. Approve No Refunds for Lost Items if \$10 or Less

Trustee Carr motioned, seconded by Alder Wood, to approve no refunds for lost items totaling \$10 or less.

Discussion: Trustee Edwards voiced the opinion that such a policy contradicts having no fines. Director Plumb suggested that Circulation Supervisor Ronda Petty-Kucher attend the next meeting to explain current procedure and rationale behind request to offer no refunds for lost items totaling \$10 or less.

Trustee Stebbins motioned to table item; seconded by Trustee Edwards.

Motion to table passed unanimously.

- iii. Approve Filtering Library Computers to be Eligible for Federal E-Rate Funding

Plumb explained that South Central Library Service has access to federal E-rate funds that they can provide member libraries. Access the funds would require a participating library to amend its Internet Use Policy to comply with the Children's Internet Protection Act and would require filtering software. If the Board decides to install the filter, the Library would receive roughly \$1,000 off SCLS annual technology fees and 50% cost savings on hardware upgrades.

Filtering has gotten a lot better in the last 10 years. The filter blocks things that are already against our Internet Use Policy and against state law. Plumb tested the software and felt it was acceptable, and communicated that staff is supportive of the filter.

SCLS wants an answer by January 3; however, the Board is not ready to decide. The Board requested more information, including a software presentation by an SCLS representative and exact cost benefits.

Trustee Stebbins motioned to table item; seconded by Alder Wood.

Motion to table passed unanimously.

VII. Report of Library Activity

A. Administrative Report October through Mid-December

B. 2016 Budget Review

C. Discuss Monona Library Meeting Room Policy and Rental Price

D. Discuss Fundraising

Director Plumb reported that City Council passed the 2016 Operating Budget on November 16. All Library line items remained the same with the exception of a 2.5% pay increase for personnel.

Fundraising will play a more prominent role at library features, programs and events. Ways the Library has started to get creative raising money: coffee vending, video games, and passing the hat at major programs. The Friends have been very supportive of our requests for funds, yet are not interested in fundraising other than their annual Book & Bake Sale. The Board discussed the possibility of starting a Friends subcommittee focused on fundraising. There is a Friends of Library Board Meeting scheduled for Thursday, January 28 at 6:45.

The Board reviewed the current Meeting Room Policy and discussed changing the rate structure for meetings to eliminate the \$10 booking fee and charge \$5/hour for the Board Room and \$10/hour for the Forum Room. The Board also discussed allowing private function in the meeting rooms with a refundable deposit. The Meeting Room Policy will be an action item in January.

VIII. Announcements

A. Board Brunch

B. Library Closed December 24 & 25

C. Next Library Board Meeting, Tuesday, January 19 at 7 pm

The Library Board traditionally hosts a brunch for staff close to the beginning of the year. Not all Board members are able to attend brunch due to work conflicts. It was suggested that this year, the Board host a pot-luck on a Thursday evening after the Library closes and extend the invitation to volunteers, supporters, Friends Board members and Foundation Board members, as well as all associated significant others. We'll send out a Doodle Poll to find a date.

IX. Adjournment

Alder Wood motioned, seconded by Trustee Edwards, to adjourn the meeting.

Presiding Officer Redding adjourned the meeting at 9:10 p.m.

Minutes recorded by Sally Buffat

Summary of Expenditures Posted December 10, 2015 - January 20, 2016

Accounts Payable by Vendor	Account Code	Description	
Gas & Electric Utility	202-55-55110-220		
MG&E		December	\$ (2,527.91)
TOTAL GAS & ELECTRIC UTILITY			\$ (2,527.91)
Service Contracts	202-55-55110-240		
Automatic Entrances of WI, Inc.		1/1/16 - 12/31/16	(\$280.00)
Corporate Business Systems		public copier contract	(\$240.00)
TOTAL SERVICE CONTRACTS			(\$520.00)
SCLS Membership	202-55-55110-241		
South Central Library System		Tech/ILS member fee	(\$40,039.00)
South Central Library System		PC time management	(\$187.50)
TOTAL WATER & SEWER UTILITY			(\$40,226.50)
Office Supplies	202-55-55110-310		
Thyssen Pringing		business cards	\$ (152.60)
Petty Cash: Buffat, Sally		circ desk 1st aid	\$ (12.99)
Office Depot		supplies	\$ (11.54)
Office Depot	credit	supplies	\$ 10.49
Walgreen's		note cards	\$ (6.32)
Office Depot		tape	\$ (36.94)
Office Depot		swiffer dusters	\$ (13.99)
ala store		Plumb CE credits	\$ (175.00)
Amazon.com		CD sleeves	\$ (27.45)
Dauman Electric		ballasts	\$ (151.81)
Wisconsin Elevator		annual inspection	\$ (160.00)
Petty Cash: Heindel, Matt		computer supplies	(\$17.92)
Demco		shelf markers	(\$72.65)
TOTAL OFFICE SUPPLIES			\$ (828.72)
Equipment Maintenance & Repair	202-55-55110-350		
Menard's		paint/lumber	\$ (25.09)
Illingworth-Kilgust		delta programming	(\$291.00)
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ (316.09)
Vending	202-55-55110-819		
Madison Coffee & Vending		coffee cocoa	(\$102.20)
Madison Coffee & Vending		french vanilla	(\$24.00)
Madison Coffee & Vending		coffee	(\$27.00)
Madison Coffee & Vending		cups & lids	(\$19.50)
TOTAL VENDING			(\$172.70)
Services/Contracts/Supplies Subtotal			(\$44,591.92)

LIBRARY ACQUISITIONS			
Accounts Payable by Vendor	Account Code	Description	
CDs, DVDs & BOCDs	202-55-55110-810		
Amazon.com		DVD	\$ (274.59)
Amazon.com		Music CD	\$ (104.97)
TOTAL CDs, DVDs & BOCDs			\$ (379.56)
Adult Books	202-55-55110-811		
Ingram		fiction	(\$10.12)
TOTAL ADULT BOOKS			\$ (10.12)
Children's Books	202-55-55110-812		
Ingram		children's books	(\$29.10)
TOTAL CHILDREN'S BOOKS			\$ (29.10)
Large Print Books	202-55-55110-814		
Cengage Learning		standing order	(\$61.58)
TOTAL LARGE PRINT BOOKS			\$ (61.58)
Electronic Info Sources	202-55-55110-817		
SCLS		Flipster digital mags	(\$209.73)
TOTAL ELECTRONIC INFO SOURCES			(\$209.73)
Book Lease Program	202-55-55110-818		
South Central Library System		digital media pool	(\$2,906.00)
South Central Library System		overdrive	(\$302.00)
TOTAL BOOK LEASE PROGRAM			(\$3,208.00)
Library Acquisitions Subtotal			(\$3,898.09)
Expenditures Posted December 10, 2015 - January 20, 2016			(\$48,490.01)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	498,557.00	498,557.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	200,419.59	199,799.00	620.59	100.31
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	35,136.00	35,757.00 (621.00)	98.26
202-46-46110-000	COPIER RECEIPTS	205.45	3,048.98	3,000.00	48.98	101.63
202-46-46710-000	FINES	95.60	6,330.81	6,500.00 (169.19)	97.40
202-46-46730-000	ROOM RENTALS	257.51	2,437.69	2,400.00	37.69	101.57
202-46-48900-100	VENDING MACHINE	348.15	3,743.09	2,700.00	1,043.09	138.63
TOTAL PUBLIC CHARGES FOR SERVICE		906.71	749,673.16	748,713.00	960.16	100.13
TOTAL FUND REVENUE		906.71	749,673.16	748,713.00	960.16	100.13

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110 LIBRARY SALARIES	26,503.02	304,412.87	312,459.00	8,046.13	97.42
202-55-55110-112 SHIFT DIFFERENTIAL	.00	5.62	.00	(5.62)	.00
202-55-55110-119 WAGES, PART-TIME	7,558.51	98,586.89	106,609.00	8,022.11	92.48
202-55-55110-130 FICA	2,591.55	30,593.07	32,059.00	1,465.93	95.43
202-55-55110-131 WISCONSIN RETIREMENT	1,712.42	23,093.12	21,924.00	(1,169.12)	105.33
202-55-55110-132 LIFE & DISABILITY INSURANCE	2.17	19.22	375.00	355.78	5.13
202-55-55110-133 HEALTH INSURANCE	5,021.17	47,863.06	45,857.00	(2,006.06)	104.37
202-55-55110-134 PROFESSIONAL DEVELOPMENT	(25.00)	4,155.31	4,000.00	(155.31)	103.88
202-55-55110-220 GAS & ELECTRIC UTILITIES	2,167.01	29,787.99	34,650.00	4,862.01	85.97
202-55-55110-221 TELEPHONE	.00	229.13	2,000.00	1,770.87	11.46
202-55-55110-222 WATER & SEWER UTILITIES	1,130.52	2,486.45	2,600.00	113.55	95.63
202-55-55110-240 SERVICE CONTRACTS	2,361.53	44,720.43	44,128.00	(592.43)	101.34
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	.00	40,222.95	40,223.00	.05	100.00
202-55-55110-310 OFFICE SUPPLIES	1,277.88	4,231.60	5,000.00	768.40	84.63
202-55-55110-312 POSTAGE	.00	175.00	200.00	25.00	87.50
202-55-55110-340 JANITORIAL SUPPLIES	.00	1,623.57	2,250.00	626.43	72.16
202-55-55110-341 CHILDREN'S/YA SERVICES	170.67	2,019.52	2,000.00	(19.52)	100.98
202-55-55110-344 CASH OVER/SHORT	(.23)	(5.04)	.00	5.04	.00
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	75.09	8,599.05	8,000.00	(599.05)	107.49
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	263.44	10,565.83	8,000.00	(2,565.83)	132.07
202-55-55110-390 OTHER SUPPLIES & EXPENSE	.00	301.05	300.00	(1.05)	100.35
202-55-55110-809 PERIODICALS	3,115.44	4,502.60	4,500.00	(2.60)	100.06
202-55-55110-810 DVD/CD/BOOK ON CD	1,954.77	12,287.01	14,000.00	1,712.99	87.76
202-55-55110-811 ADULT BOOKS	.00	15,992.46	17,000.00	1,007.54	94.07
202-55-55110-812 CHILDRENS BOOKS	852.96	10,123.53	10,250.00	126.47	98.77
202-55-55110-813 YOUNG ADULT BOOKS	.00	3,258.54	3,250.00	(8.54)	100.26
202-55-55110-814 LARGE PRINT BOOKS	183.14	2,519.15	2,500.00	(19.15)	100.77
202-55-55110-817 ELECTRONIC INFO SOURCES	.00	3,641.12	4,000.00	358.88	91.03
202-55-55110-818 BOOK LEASE PROGRAM	.00	3,079.00	3,079.00	.00	100.00
202-55-55110-819 VENDING MACHINE EXPENSE	488.65	2,818.94	2,000.00	(818.94)	140.95
202-55-55110-851 LIBRARY CAPITAL OUTLAY	.00	7,422.00	.00	(7,422.00)	.00
TOTAL LIBRARY EXPENDITURES	57,404.71	719,331.04	733,213.00	13,881.96	98.11
<u>TRANSFERS</u>					
202-55-59210-212 ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510 INSURANCE	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS	.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES	57,404.71	719,331.04	748,713.00	29,381.96	96.08
NET REVENUES OVER EXPENDITURES	(56,498.00)	30,342.12	.00	30,342.12	.00

Library Annual Comparison for Dec 2015

	2014		2015		2015		Dec 2015 / 2013		Dec 2015 / 2014		YTD Year		YTD Compare	
	Dec	YTD Dec	Dec	YTD Dec	Dec	YTD Dec	Diff by #	Diff by %	Diff by #	Diff by %	Diff	Year %	Diff	Year %
Physical Item Checkouts	19,789	246,800	19,282	246,526			-507	-0.03			-274	-0.001		
E-Book Checkouts	1,101	12,336	1,350	14,753			249	0.23			2,417	0.20		
Total item Checkouts	20,890	259,136	20,632	261,279			-258	-0.01			2,143	0.008		
Meeting Room Bookings	23	400	37	459			14	0.61			59	0.15		
Study Room Bookings	81	649	89	1,344			8	0.10			695	1.07		
Patron Internet Sessions	933	12,327	844	11,407			-89	-0.10			-920	-0.07		
Wireless Network Sessions	6,246	66,261	8,680	98,798			2434	0.39			32,537	0.49		
Library Visits	12,673	152,078	12,731	167,339			58	0.00			15,261	0.10		
Adult & Teen Programs	3	89	6	74			3	1.00			-15	-0.17		
# attended	86	2,304	157	1,717			71	0.83			-587	-0.25		
Children's Programs	31	330	26	353			-5	-0.16			23	0.07		
# Attended	627	9,088	556	8,547			-71	-0.11			-541	-0.06		

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

January 25, 2016

Erick Plumb, Library Director

We wrapped up the year successfully, with a slew of programs for children during the winter holiday break. Earlier in the month, the Library hosted a Seasonal Chefs event that drew a standing-room only crowd. We ended the year with 10% more visits to the building than in 2014. Our program attendance and circulation also held steady. It was a fantastic year for the Library.

We said goodbye to two of our staff members in December. Library Assistants Jamie Stanaway and Elizabeth Craft are off to bigger things - Elizabeth with increased duties as Assistant Director at Jefferson Public Library, and Jamie with a near-full time position with Madison Public Library. They were great employees and will be missed. I wish them well as they continue their careers in libraries. The Library hired Danny Atwater and Monika Linsenmeyer to fill the open Library Assistant positions.

On January 18, Girl Scout Troop #2932 successfully completed their 100 Book Challenge, where the scouts and volunteers read 100 books to library patrons in less than three hours. The troop also collected donations which will be given to the Library to purchase Tween and Teen items. We thank them for their generosity.

On January 21, we hosted a workshop for staff on making the library a more “Dementia-Friendly” location. Monona has been in the process of becoming a “Dementia-Friendly Community” and our own Sally Buffat has been serving on the committee to oversee this effort. The Library is the first city department to receive this training.

I began my duties at the South Central Library System Administrative Council, where I represent nine Dane County libraries through the end of 2017. The Administrative Council is the primary advisory group to the SCLS staff and the SCLS Board.

Our newly-installed coffee vending machine has proven popular. Since installation, we have received \$96.75 in revenue from the machine. An added bonus is the smell of coffee that now pervades the entrance lobby.

Finally, look for some changes to the layout of the library in the adult and teen sections in the coming months. We have embarked on an aggressive weeding project to eliminate unused materials, and will also be shifting the book stacks forward to open up more space by the windows for seating, study spaces, and possible programming spaces.

Filtering Discussion

As discussed at the November and December Board meetings, SCLS will apply for federal E-rate grant funds that they can provide to member libraries that choose to amend their internet use

policies to agree with the Children's Internet Protection Act (CIPA). This would require the use of filtering software on all library PCs and on the library's internet network. SCLS would provide the software, iBoss, beginning in 2017.

If the Board wishes to move forward with this, we would need to amend our Internet Use policy, as well as hold a public hearing on filtering. If we choose not to go ahead now, we could decide to do so in later years.

Filtering is a difficult and divisive issue in the library world. The American Library Association has taken up a stance that opposes filtering on free speech grounds (please see their 2014 statement, "Internet Filtering: An Interpretation of the Library Bill of Rights" included in this packet). That said, e-rate funds would provide much needed budgetary relief for technology for cash-strapped libraries, and it should be stated that not all librarians share the official ALA viewpoint

My view:

Until recently, I shared ALA's official position on internet filtering in public libraries. I began my career in Virginia, where state law mandated filtering in all libraries that received state aid (i.e. virtually all libraries). The filters that were put in place in 2005 were clumsy, and tended to "over-filter" content - such as the notorious examples of breast cancer resources being filtered. My view of filtering tended to reflect the experience I had at my previous library - filters significantly impacted patrons negatively. I was leery when the topic came up for discussion last year within SCLS.

Having reviewed the iBoss filtering software, discussed the issue at length with my colleagues at other libraries, and internally with Monona Library staff, I recommend that the Board strongly consider approving Monona's inclusion in SCLS' grant request for federal e-rate funds. Here are my reasons:

1. SCLS has presented estimates of cost savings to the Library. If we implement filtering and successfully apply for E-rate funds, the Library would receive roughly \$1,000 off our annual technology fees. In addition, the Library would see significant cost savings for hardware upgrades, such as 50% off for new wireless access points, PCs, etc. Over time, we would save thousands of dollars in technology costs. In a very difficult budgetary climate, these savings matter.
2. The software, iBoss, is much more sophisticated and nuanced than previous versions of internet filtering software. It will likely "under-filter" as shown in the webinar that I shared with you. It will not block access to text or to sites like Amazon, Craigslist, Reddit, Tumblr or others that may include adult content. No sites that provide access to research information will be blocked.
3. The content that iBoss will automatically filter (visual pornography) is already prohibited by the Library's Internet Access Policy (see attached) and by state statute (statute 948.11).
4. As mandated by CIPA, adult patrons may override the filter. iBoss allows adult patrons to do this without the need for library staff intervention by entering their barcode number and PIN. This protects patron privacy should the user wish to access a site on the internet that is filtered but is still allowable under our Internet Use Policy and state statute. It must

be noted that even patrons that override the filters are still subject to our policy and to state law.

5. The Library staff overwhelmingly believe that filtering will make their duties easier. By and large, this will lessen the need for staff to intervene when someone is spotted viewed or is reported to have viewed pornography in our building.

We know no technology product will be perfect. In sum, however, I believe that iBoss will not negatively impact our patrons and their access to information. It will make the job of the library staff a bit easier. Further, the cost savings are difficult to ignore given the financial climate we find ourselves.

SCLS has more information at <http://www.scls.info/technology/erate/index.html>



2010 WISCONSIN LIBRARY OF THE YEAR

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Internet Access Policy

The Monona Public Library offers its patrons access to the Internet from LINK terminals and Internet workstations in the Library and computer lab.

The library does not monitor and has no control over the information found through the Internet and is not responsible for its content, timeliness, or accuracy. While the Internet and the World Wide Web provide a vast and valuable variety of information and resources, not all sources on the Internet are accurate, complete or up-to-date. It is possible that individuals might access information that they find offensive or disturbing to themselves or their children. The Internet is a global entity that does not fall under the control or governance of any single agency, government or organization. The availability of networked information via library computers does not constitute the library's endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely or useful for patrons' purposes. If any patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and Federal statutes.

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

Guidelines

The library may set time limits so that all patrons seeking access will have an appropriate opportunity. The library reserves the right to end an Internet session when time limits are exceeded.

- Computers are available only during open library hours and are available on a first-come, first-serve basis. All use of computers in the library must end when the library closes.

- Users, eight years or younger, must be accompanied by a parent, legal guardian, caretaker, or sibling over 12 years of age to use a computer. The child may not be left alone at the library.
- Normally, internet sessions are one (1) hour total per day. The library reserves the right to terminate a session to make an Internet station available for another patron. With prior approval of the staff, patrons may request to use the library computers beyond one (1) hour.
- Persons who use the computers assume responsibility for the hardware and software during their use. Software and personal belongings should not be left unattended. The Monona Public Library will not be responsible for injuries or damages to possessions of individuals or groups resulting from the use of the computers.

Library assistance

As it does with other library resources, the Library will provide training on electronic resources. It will also make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway jointly produced by the National Center for Missing and Exploited Children and Interactive Service Organization.

Parents and children are encouraged to start their exploration of the Internet with the Library's web site. There they will find resources and entertainment Web Sites for children, chosen by children's librarians.

Supervising children

The public library, unlike schools, does not serve in loco parentis (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Monona Public Library supports the right of each family to decide what is appropriate Internet use for its children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.

- Use the Internet as a family. Join your children in Internet exploration. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Encourage children to use sites recommended on the library's homepage and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- Provide children with guidelines on acceptable use of electronic resources, including email and chat rooms.

- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

Legal and acceptable uses

The library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to the following:

- Transmitting of threatening, harassing, or obscene materials including but not limited to communications, postings, or attachments;
- Libeling, slandering or maliciously offending other users;
- Disrespecting the privacy of others by misrepresenting oneself as another user;
- Attempting to modify or gain access to files, passwords, or data belonging to others;
- Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks;
- Modifying or damaging equipment, software or data belonging to the library or other users.
- Exposing children to harmful materials. Sec. 948.11 of the Wisconsin Statutes, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific or educational value for children.

These restrictions also apply in email and chat room environments accessed through library computers. If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate.

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Reevaluation of public access computer policy

This policy will be reviewed and amended, if needed, on at least an annual basis.

Approved November 20, 1996

Revised June 19, 2002

You are at: ALA.org » ADVOCACY » Intellectual Freedom » Library Bill of Rights » Interpretations of the Library Bill of Rights » Internet Filtering:

Internet Filtering:

An Interpretation of the *Library Bill of Rights*

In the span of a single generation, the Internet has revolutionized the basic functions and operations of libraries and schools and expanded exponentially both the opportunities and challenges these institutions face in serving their users. During this time many schools and libraries in the United States have installed content filters on their Internet access. They have done so for a variety of reasons, not least of which is the requirement to comply with the Children's Internet Protection Act (CIPA) in order to be eligible to receive federal funding or discounts through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program (E-rate), or to comply with state filtering requirements that may also be tied to state funding. Their rationale for filtering is that it is better to have filtered access than no access.

CIPA specifically requires public libraries and schools seeking e-rate discounts for internet connections to install technology protection measures, i.e., content filters, to block two categories of visual images that are unprotected by the First Amendment: obscene images and images of child pornography. These are categories of images the Supreme Court has consistently ruled outside the constitutional protection of the First Amendment. CIPA also requires those libraries and schools to block a third category of images for minors under the age of 17 that courts deem "harmful for minors" that are constitutionally protected for adults but not for minors. CIPA does not require libraries and schools to block any other constitutionally protected categories of images, or any constitutionally protected categories of speech.

Research demonstrates that filters consistently both over- and underblock the content they claim to filter. Filters often block adults and minors from access to a wide range of constitutionally protected speech. Content filters are unreliable because computer code and algorithms are still unable to adequately interpret, assess, and categorize the complexities of human communication whether expressed in text or image. In the case of websites containing sexually explicit images, the success rate of filters is frequently no greater than chance. In addition, the use of content filters cedes vital library and school resource and service decisions to external parties (private companies and contractors) who then exercise unknown and unaccountable influence over basic functions of the library or school and users' access to library or school resources and services.¹ In addition to this research, the experience of librarians and educators working within the constraints of CIPA suggests that filters are unreliable and routinely circumvented by technologically adept users.

Most content filters are designed and marketed for a much larger market than libraries and schools, and offer options for filtering wide categories of protected speech such as

objectionable language, violence, and unpopular or controversial opinion, as well as entire categories of Internet-based services such as e-mail and social media. In addition many content filters operate on an "opt out" model where the filter defaults "on" unless the user is given the option to shut it off. Categories frequently are set to default to the most stringent settings and may only be adjusted by administrative intervention.

Unblocking for adults on request was a key factor in the Supreme Court decision to uphold CIPA in public libraries.² This has proved to be equivocal in actual practice in some libraries, because of the unwillingness or inability of libraries to unblock when requested, especially when system administrators may be outside of library administrative control. While some filtering systems allow librarians at the local or end user level to modify the filter settings, others restrict that authorization to the highest administrative levels, creating lengthy delays in the processing of user requests to unblock erroneously filtered content.

This same situation also occurs in schools. Such delays represent de facto blocking for both library users and K-12 students, because most users rarely have the flexibility or time to wait hours or even days for resources to become available. This dilemma is exacerbated by the secrecy surrounding category definitions and settings maintained by the filtering industry, frequently under the guise of trade secrets. There are also issues of user privacy when users must identify themselves and their interests when asking for specific websites to be unblocked. Certainly, both adults and students researching highly personal or controversial topics will be reluctant to subject themselves to administrative review in order to have access to information that should be freely available to them.

In schools, the CIPA requirements have frequently been misinterpreted with the result of overly restrictive filtering that blocks many constitutionally protected images and texts. Educators are unable to use the wealth of Internet resources for instruction, and minor students are blocked from content relevant to their school assignments and personal interests. Interactive websites and social media sites are frequently restricted, and are thus unavailable to educators for developing assignments that teach students to live and work in the global digital environment. In many cases students are prevented from creating and sharing their documents, videos, graphics, music and other original content with classmates or the wider world; thus valuable learning opportunities are lost. These situations occur in schools when librarians, educators and educational considerations are excluded from the development and implementation of appropriate, least-restrictive filtering policies and procedures. Minor students, and the librarians and educators who are responsible for their learning experience, should not be blocked from accessing websites or web-based services that provide constitutionally protected content that meets educational needs or personal interests even though some may find that content objectionable or offensive. Minors and the adult educators who instruct them should be able to request the unblocking of websites that do not fall under the categories of images required to be filtered under the Children's Internet Protection Act.

CIPA-mandated content filtering has had three significant impacts in our schools and libraries. First, it has widened the divide between those who can afford to pay for personal access and those who must depend on publicly funded (and filtered) access. Second, when content filtering is deployed to limit access to what some may consider

objectionable or offensive, often minority viewpoints religions, or controversial topics are included in the categories of what is considered objectionable or offensive. Filters thus become the tool of bias and discrimination and marginalize users by denying or abridging their access to these materials. Finally, when over-blocking occurs in public libraries and schools, library users, educators, and students who lack other means of access to the Internet are limited to the content allowed by unpredictable and unreliable filters.

The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering.³ However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy.

¹ Kristen R. Batch. "Fencing Out Knowledge: Impacts of the Children's Internet Protection Act 10 Years Later" (ALA OITP & OIF Policy Brief No. 5, June 2014).

² United States v. American Library Association, Inc., 539 U.S 194 (2003).

³ "Resolution on the Use of Filtering Software in Libraries" (1997) and "Resolution on Opposition to Federally Mandated Internet Filtering" (2001)

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CIPA: A Brief FAQ on Public Library Compliance

(Updated February 28, 2012)

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This FAQ and other information on the *Children's Internet Protection Act* (CIPA) are at <http://dpi.wi.gov/pld/cipafaq.html>. While reasonable efforts were made to ensure the accuracy of this document, the Federal Communications Commission (FCC) or the Schools and Libraries Division (SLD) are the official sources of information. The author is not an attorney and library staff should seek legal advice as needed. Bob Bocher is on the American Library Association's E-rate Task Force and is a member of the State E-rate Coordinators' Alliance (SECA). Permission is granted to reproduce this FAQ with proper attribution.

Background: The 1996 *Communications Decency Act* (CDA) was the first attempt by Congress to regulate content on the Internet. Because its overly broad and vague language infringed on First Amendment rights, the Supreme Court found the CDA unconstitutional in 1997. In follow-up legislative efforts Congress more narrowly focused on protecting children from obscene material on the Internet. This led to passage of the *Children's Internet Protection Act* (CIPA) in December 2001. Shortly thereafter several organizations—including the American Library Association—filed suit claiming that like the CDA before it, CIPA infringed on the First Amendment rights of library patrons. The case eventually went before the Supreme Court which found CIPA constitutional in June 2003.

Q: Under what circumstances does my library have to comply with CIPA?

A: Any public library using E-rate or LSTA (Library Services and Technology Act) funds for the following purposes must comply with the law's filtering requirement. When a library receives both E-rate discounts and LSTA funds, the E-rate language of CIPA takes precedence.

1. *E-rate:* CIPA applies when getting discounts for Internet access or internal connections. Compliance is not required for discounts on telecommunication services, including voice and broadband circuits.
2. *LSTA:* CIPA applies when using LSTA funds to purchase computers used to access the Internet or to pay for Internet access. Compliance is not required for other uses of LSTA funds.

In 2008 Congress passed the *Protecting Children in the 21st Century Act*. This added statutory language to CIPA requiring schools to educate minors "On appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and [on] cyberbullying awareness and response." Schools must be in compliance with this added requirement by July 1, 2012. This act does *not* apply to libraries.

Q: What is the timeframe for complying with CIPA?

A: Compliance is done annually by checking the appropriate box on the E-rate Form 486, #11. Applicants applying for E-rate for the first time have their initial application year to come into compliance.

Q: What has to be filtered or subject to the "technology protection measure" (TPM)?

A: CIPA requires the filtering of certain images, but not the filtering of text or audio. The filter, referred to in CIPA as a "technology protection measure," must protect against access to images that (1) are obscene, (2) contain child pornography, or (3) are harmful to minors. The first two prohibitions are defined in federal statutes. Obscenity is also frequently defined in state statutes and local ordinances using guidelines established in the Supreme Court's 1973 *Miller v. California* decision. "Harmful to minors" is defined in CIPA. It takes the *Miller* definition of obscenity and applies it with respect to minors under age 17. In its CIPA order and regulations (released April 5, 2001), the FCC declined to "amplify the statutory definitions" in the law or to provide further guidance in this area. Of interest, only a court can legally determine if an image is obscene. However, librarians must make this decision on a regular basis to uphold the library's Internet use policy and to comply with CIPA.

Q: What computers must have the Internet TPM?

A: The law states that a library must have a TPM in place "with respect to *any of its* (emphasis added) computers with Internet access." This includes library owned computers wherever they are located in the library, even in administrative areas not accessible to the public. During the drafting of the FCC regulations in March 2001, an FCC attorney indicated that it was a plausible interpretation of the law that patron owned laptops—often used to access the Internet via the library's wireless network—did not have to be filtered. This informal opinion is based on CIPA's phrase "its computers" which clearly refers to library owned computers. (There is no reference in

CIPA to non-library owned computers.) In fall 2011 the FCC indicated it plans to seek public comment on the issue of filters and patron (and student) owned devices in a forthcoming 2012 ruling making notice.

Q: Under what circumstances or conditions can the TPM be disabled?

A: The law states that any authorized staff may disable the TPM to allow Internet access for lawful purposes. In the E-rate section of CIPA the disabling provision applies only to adults (age 17 or older), but the LSTA section allows anyone to request that the TPM be disabled. Since authorized staff can disable the TPM, it should be relatively easy to craft a policy to allow staff to turn off the TPM for their own use. The disabling process is an important factor when evaluating any filtering software, in part because the Supreme Court's CIPA decision places considerable emphasis on disabling as a way to avoid First Amendment harm from over blocking. For example, Justice Kennedy's concurring opinion states that if a patron requests unfiltered access to view constitutionally protected content—and such a request is not honored in a reasonable manner—then the library places itself at risk of a possible “as applied challenge.” This means a patron may claim that the library has applied CIPA's filtering mandate in such an onerous fashion that it is unconstitutionally blocking access to legally protected content. (Note: Currently a lawsuit is pending against the North Central Regional Library in Washington (Bradburn v. NCRL). The suit claims the library is over blocking and not complying with the unblocking language in CIPA.) The law does not require patrons to state why they want unfiltered Internet access. The Court's ruling supports the position that patrons simply have to request unfiltered access, with no explanation needed. It is important for a library's Internet policy to address the process by which a patron can request unfiltered access.

CIPA has an important exception that limits speech-related harm. It allows libraries to permit adult patron access to an “over-blocked” Web site or to disable the filter upon request. —Supreme Court decision

In its CIPA regulations the FCC declined to provide any guidance on disabling procedures or policies. Libraries thus have considerable latitude in this area which has resulted in crafting disabling scenarios that are of minimal burden to staff and patrons. For example, one scenario is to allow adult patrons to select unfiltered access by choosing this option on the screen and electronically authenticating this action via the patron's library card. (In providing guidance on this issue an attorney retained by ALA indicated that such a scenario can be reasonably argued to comport with the law.) Further safeguards could include signage indicating “adult only” workstations and the library could require patrons to sign a statement indicating they want unfiltered access.

FCC rules directing staff when to disable the filter would likely be overly broad, imprecise, and potentially chilling speech. We leave such determinations to local libraries. —FCC CIPA Order

Q: How effective does the TPM have to be?

A: The law states that the TPM must *protect* against visual depictions outlawed by the legislation. No TPM is 100% effective in *preventing* all such access. In its CIPA regulations, the FCC declined to further define the TPM requirements or to adopt any type of definition or certification on how effective a TPM must be, beyond the general “protect” language in the law. Thus, a vendor's claim that its TPM is “CIPA compliant” or that it meets “CIPA requirements” are of little value. In deference to local control, the FCC further stated, “We conclude that local authorities are best situated to choose which technology measures will be most appropriate.”

Adding a filter effectiveness standard does not comport with our goal of minimizing the burden we place on schools and libraries. Thus we will not adopt an effectiveness requirement. —FCC CIPA Order

Q: What are the legal implications if the TPM fails?

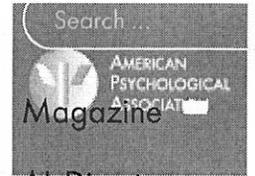
A: The FCC presumes that Congress did not intend to penalize libraries that act in good faith and in a reasonable manner to implement TPMs. The FCC also notes that failure to comply with the law's requirements could “engender concern among library patrons,” and it believes that libraries will act to avoid such situations. A library *must have* policies and procedures to address any complaints in an expeditious manner. If a patron claims that too many allegedly illegal images are getting through the TPM, CIPA does not provide a venue for patrons to take legal action against the library. Rather, patrons can file a complaint with the FCC which will then initiate an investigation. The FCC can require a library to reimburse its E-rate discounts for any time it is out of compliance, but the Commission assumes that it “will rarely, if ever,” be called upon to take such action. For LSTA, the Institute of Museum and Library Services (IMLS) can withhold future payments to the library but it cannot retroactively recoup funds for any time a library is out of compliance. To date, the author knows of no actions taken by the FCC or IMLS to penalize a library for noncompliance.

Q: Does it make any difference where the filtering takes place?

A: It makes no difference where the filtering is done. It can be done centrally by an Internet Service Provider, at the server level on the library's LAN or WAN, or the filter can be individually installed on each workstation. This latter option is practical only when the number of workstations is quite small.

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Filtering and the First Amendment

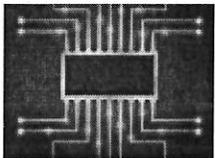
When is it okay to block speech online?

By Deborah Caldwell-Stone | April 2, 2013

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In the decade since the Supreme Court upheld the implementation of the Children’s Internet Protection Act (CIPA), internet filtering has become a frequent

practice in public libraries. It has also become the primary strategy for managing students’ internet access in school libraries. Debate over filtering became muted as libraries receiving e-rate funds moved to comply with CIPA’s mandates. While researchers counted the number of libraries and schools using filters, little inquiry was made into how institutions were implementing CIPA or how filtering was affecting library users.

Recent court filings, news reports, and online posts, however, have begun to shine a spotlight on libraries’ filtering policies and practices. According to legal complaints, some libraries are denying users access to websites that discuss Wicca and Native American spirituality; blacklisting websites that affirm the lesbian, gay, bisexual, and transgender (LGBT) communities while whitelisting sites that advocate against gay rights and promote “ex-gay” ministries; and refusing to unblock webpages that deal with

youth tobacco use, art galleries, blogs, and firearms. School librarians, teachers, and even Department of Education officials are openly complaining that the overzealous blocking of online information in schools is impairing the educational process.

Why are we seeing more and more instances where public libraries and schools are actively engaged in censoring online information, despite the library profession's commitment to intellectual freedom, First Amendment rights, and free and open access to information?

Often, it is because the institutions and individuals responsible for implementing these policies misunderstand or misinterpret CIPA and the Supreme Court decision upholding the law. Among these misunderstandings is a belief that an institution will lose all federal funding if it does not block all potentially inappropriate sites to the fullest extent practicable, or that the Supreme Court decision authorized mandatory filtering for adults and youths alike. Another mistaken belief is that it does not violate the First Amendment to impose restrictive filtering policies that deny adults full access to constitutionally protected materials online.

This confusion over CIPA's requirements and the Supreme Court's opinion can lead to overly restrictive filtering that denies library users their First Amendment right to receive information. Given these circumstances, it is worthwhile to review just what the law *does* require regarding internet filtering in libraries.

What CIPA requires

CIPA's authority to govern internet filtering policies in public schools and public libraries draws on the power of Congress to attach requirements to the funds it distributes. Because there is no requirement that a school or library accept federal funds, CIPA applies only to the schools and libraries that choose to accept e-rate discounts or Library Services and Technology Act (LSTA) grants for their internet access.

CIPA's basic requirements are simple: Schools and libraries subject to CIPA must certify that the institution has adopted an internet safety policy that includes use of a "technology protection measure"—filtering or blocking software—to keep adults from accessing images online that are obscene or child pornography. The filtering software must also block minors' access to images that are "harmful to minors," that is, sexually explicit images that adults have a legal right to access but lacking any serious literary, artistic, political, or scientific value for minors.

Institutions subject to CIPA's mandate must place filters on all computers owned by the school or library, including those computers used by staff. A person authorized by the institution may disable the filter or unblock a website for an adult user to enable access for bona fide research or for any other

lawful purpose. An authorized person may also unblock, for users of all ages, appropriate sites that are wrongfully blocked by the filtering software.

Schools and libraries obligated to comply with CIPA must adopt a written internet safety policy that addresses the online safety of minors. Before adopting the policy, the institution must hold, after reasonable notice, at least one public hearing or meeting to address the proposed policy. Schools are also required to establish a policy that addresses educating students about appropriate online behavior, including cyberbullying and interacting with others on social networking websites and in chat rooms.

What CIPA does not require

CIPA does not require schools or libraries to block online text, nor does it authorize blocking access to controversial or unorthodox ideas or political viewpoints. Guidance issued by the Federal Communications Commission (FCC), the agency charged with enforcing CIPA, states that online social media sites like Facebook do not fall into one of the categories of speech that must be blocked under CIPA, and that these sites should not be considered harmful to minors under the law. Regarding privacy, CIPA contains an express provision stating that the law does not authorize any tracking of the internet use of anyone in an identifiable manner. When the law calls for monitoring, it means supervision, not the adoption of software or other tools to track users' web-surfing habits.

Enforcement of CIPA is the responsibility of the FCC and is a civil, not criminal, matter. The sole penalty for failing to fully comply with CIPA is reimbursement of any government monies received by the school or library as an e-rate discount or LSTA grant during the period of noncompliance. It should be noted that the only obligation established by the FCC is the requirement that the school or library file a certification of compliance. The agency has refused to establish specific criteria for what constitutes effective filtering and has never found a school or library out of compliance since CIPA first went into effect in 2001. Schools and libraries should be confident about their ability to craft internet filtering policies that comply with CIPA's directives while allowing users the freedom to explore ideas and access a diverse range of online information.

The Supreme Court weighs in

Confusion about CIPA's statutory requirements has been amplified by misunderstanding and misinformation arising from the Supreme Court's 2003 decision upholding the law against a constitutional challenge brought by the American Library Association and a coalition of librarians and library users (*AL*, Aug. 2003, p. 12-16).

Some observers argue that CIPA's being upheld means that public libraries can filter even constitutionally protected content for adults and youths alike. However, the High Court ruling was in fact a narrow plurality decision, with multiple justices writing opinions. No single opinion received a majority of the court's votes.

The plurality ruled that the First Amendment does not prohibit Congress from requiring public libraries to use internet filters to control what library users and staff access online, as long as adults can ask that the filters be disabled without having to justify their request. The decision thus upheld the text of CIPA, not any specific application of the law. As Justice Kennedy explained, so long as libraries unblock or disable the filter for adult users without delay, there is no basis for a constitutional challenge to CIPA. But if libraries cannot disable the filter for adult users in a timely fashion, or if the rights of adults to view material on the internet are burdened in any other way, it could give rise to a claim in the future that CIPA is unconstitutional as applied.

Clearly, the Supreme Court recognized that overly restrictive internet filtering can infringe upon the rights of adult library users to access protected speech. When the use of blocking software is mandated by Congress as a condition for funding, the requirement that libraries unblock websites or disable filters for adult users functions as a First Amendment safety valve.

Selection or censorship?

In April 2012, a federal district court in Spokane, Washington, issued a decision that brought all the misunderstandings and confusion about CIPA to the forefront. The lawsuit, *Bradburn et. al v. North Central Regional Library District*, was filed by patrons who said the library refused to unblock websites containing legal information about tobacco use, art galleries, and general-interest blogs. The court's ruling upheld the library's policy of selectively allowing or refusing adult users' requests to unblock filtered websites, even when the sites contain constitutionally protected speech that is legal for adults to view. US District Judge Edward Shea agreed that the library could employ filtering as a form of content selection and said that the library's policies were justified by the conditions imposed by CIPA.

Does CIPA itself, or the 2003 Supreme Court opinion, actually authorize a library to limit an adult's access to constitutionally protected speech? A close reading of the district court's opinion reveals that it fails to address the Supreme Court's directive: Libraries subject to CIPA should disable filters for adult users to assure their First Amendment rights. Nor does Judge Shea's opinion explain how CIPA's specific mandate to block only images that are obscene or child pornography authorizes the library to selectively censor adults' access to legal, general-interest online information.

Theresa Chmara, general counsel for ALA's Freedom to Read Foundation, has explained (<http://americanlibrariesmagazine.org/news/07242012/why-recent-court-decisions-don-t-change-rules-filtering>) why librarians and trustees should not rely on the *Bradburn* decision for guidance in crafting their internet policies. Nevertheless, the *Bradburn* decision illustrates the misunderstandings that lead schools and libraries to adopt restrictive internet filtering policies that do not conform to the law or to the Supreme Court's opinion.

A balancing act

CIPA and the 2003 Supreme Court decision upholding it require librarians and trustees alike to make a difficult choice between the profession's core values of intellectual freedom and equity of access, and the acceptance of federal funds that enable the library to receive internet access discounts in exchange for filtering that access. The challenge is to comply with CIPA and the Supreme Court's decision while at the same time fulfilling the library's mission to provide content, not suppress it, and to increase access, not restrict it.

Meeting this challenge requires a commitment on the part of librarians and trustees to thoroughly understand the requirements of the law and its constitutional application in the public library.

Consulting with experts within librarianship, as well as independent legal counsel dedicated to the best interests of the library and its users, are a crucial part of this process. A further commitment to ensuring that the library's internet filter and filtering policies are as friendly to the First Amendment as possible will help public libraries avoid infringing on their users' constitutionally protected right to access online information.

DEBORAH CALDWELL-STONE is deputy director of ALA's Office for Intellectual Freedom. This article is not a legal opinion nor should it be regarded as legal advice. Readers should consult their own legal counsel for legal advice regarding their particular situation.

CIPA-Compliant Filtering That's First Amendment-Friendly

What constitutes First Amendment-friendly filtering under CIPA? It is filtering (or a filtering policy) that incorporates and emphasizes the core values of intellectual freedom and equity of access embodied in the Library Bill of Rights and the ALA Code of Ethics. Utilizing these principles, there are many steps that libraries and schools subject to CIPA can take to minimize the use of filters, ensure that filters are not blocking legally protected material, and educate patrons about best practices and acceptable use policies.

1. **Develop a well-crafted internet use policy.** CIPA requires libraries to write and adopt an internet use policy that addresses minors' safety online and incorporates use of a "technology protection measure." When writing the policy, libraries should include trustees, legal counsel, and library staff in the process. They should also ensure that the guidelines, rules, and procedures are reasonable, nondiscriminatory, viewpoint-neutral restrictions on internet access and computer facilities.

The policy should advise internet users of their rights and responsibilities. It should also describe unacceptable behaviors, what the penalties are for violations, and how to appeal. It should also include a clear, transparent, and timely procedure for asking that the filter be disabled and that constitutionally protected content be unblocked.

The governing boards of libraries and schools should encourage public participation in the process when creating and adopting policies that address public access to information. Once adopted, policies should be easily available for review, and all staff should be trained in appropriate implementation.

2. **Exercise care in choosing filtering software.** Select filtering software that is transparent in its classification system and that allows the library to fine-tune the categories of content that are blocked. Also, ensure that people, not just automated algorithms, regularly review and analyze the software's blocking criteria. Establish a clear, transparent, and timely process for reviewing and revising blocking criteria as requested by users, and for unblocking constitutionally protected content systemwide.

It is important to understand the vendor's philosophy about content filtering. Some vendors are affiliated with religious organizations or espouse particular partisan or doctrinal views. Favor vendors who do not design their software to advance their own values. Additionally, be sure that the library can switch off or opt out of viewpoint- or content-based criteria that may run afoul of the First Amendment.

When installing the filtering software, adjust blacklist criteria to minimize the blocking of constitutionally protected speech. Library staff should be able to disable or unblock the technology at workstations and/or move the user to an unfiltered station as needed.

3. **Employ and promote filtering alternatives.** Careful arrangement of computer stations, designated areas for families and children, and the use of privacy screens or devices can ensure user privacy and a comfortable environment for all library users.

With or without the use of filters, the best protection that libraries can employ is a good education and communication program that informs users of all ages about safe searching, identity protection, and managing access to unwanted materials. A strong education program will offer resources for safe and responsible internet use and include information about what filters can and cannot do.

Meeting Room Policy

Monona Public Library encourages use of its meeting rooms by community groups. This policy applies to community use of the library meeting rooms for non-library functions.

Facilities Available for Rent

Board Room, \$5 / hour

Furnished with a conference table and 12 chairs, the room has a maximum capacity of 20 people; additional chairs available upon request. Located on the lower level of the building, the room is fully accessible.

Community Room, \$10 / hour

Furnished with up to 50 chairs, the room has a maximum capacity of 85 people; additional chairs available upon request. Located on the lower level of the building, this room is multilevel with a stage at one end and has a wheelchair-accessible viewing platform. Tables and a speaker's stand are available upon request. Renter is responsible for setting up tables and configuring chairs.

Hours

A meeting is to take place during regular library hours and must end 15 minutes before the library's scheduled closing time.

Reservation Priorities

Groups apply in writing for use of a meeting room (see Meeting Room Reservation Form). Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group wants a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. Other organizations in order by date of application and payment received.

Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are made for library-sponsored programs and meetings of City of Monona government. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled meeting date.

The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency or due to weather conditions.

Limitations

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present all viewpoints are permitted.
- Programs for which there is an admission charge or ones designed as fundraisers, except by prior permission of the Monona Public Library Board.
- Any purpose which may interfere with the regular operation of the Library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

Fees

The Library Board has established the following rental fees:

\$5 / hour for Board Room

\$10 / hour for Forum Room

In addition to the fee, renters may be asked to pay a deposit of \$50 for the Board Room and \$100 for the Forum Room, which will be refunded if the room is left clean and without damage. Before vacating the meeting room, all clean-up should be completed and the front desk notified for sign out. The room will be checked and locked at that time. Failure to sign out will result in forfeiture of deposit.

The Library is the sole determinant of whether damaged furnishing, equipment or facilities can be repaired or must be replaced. The Library will make all arrangements for any repairs.

Conditions for Use

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacle provided.
- Affix nothing to walls.
- Not block fire exit in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

Library staff may enter and remain in a meeting room at any time during a meeting.

Food and Beverage

Cold or room-temperature foods, such as sandwiches and desserts, are allowed; no refrigeration is provided. All food preparation must be done in advance of using the room. No equipment intended to heat or keep foods warm are allowed.

Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

Equipment

Organizations provide their own equipment.

Library is not responsible for any damage to equipment brought into the building.

Hold Harmless Agreement

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the City of Monona and its employees, free from any liability.

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

The Library director or his/her designee may consider exception(s) to any of aspect of this policy.

Policy approved by Monona Library Board 12-18-2007, Revised MM, DD, YY

Monona Area Dementia Friendly Community Coalition



The Monona Area Dementia Friendly Community Coalition is an information and training resource for organizations and businesses in the community to help them provide better customer service for people who may have dementia.

Our Mission: The mission of the Monona Area Dementia Friendly Community Coalition is to collaborate with businesses, organizations and residents to offer education and information on resources to enhance the quality of life for persons with dementia as well as their families, friends and caregivers.

Our Goal: To encourage practices of hospitality and inclusion to those affected by dementia by promoting acceptance and engagement in our community.

What is a Dementia Friendly Community?

- A community that shows a high level of public awareness and understanding of dementia.
- In which it is possible for the greatest number of people with dementia to live a good life.
- Where persons with dementia are enabled to live as independently as possible and to continue to be part of their community
- Where they are met with understanding and given support when necessary.



We hope to create a community where people with dementia are understood, respected and supported. A community where those with dementia and their caregivers feel welcomed, included and involved.

Monona Public Library Calendar of Events

February 2016



- Children's events
- Teen events
- Adult events
- Tech Classes

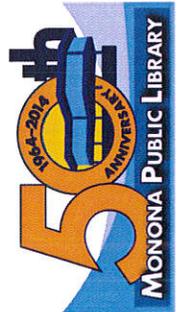
Register for events at
www.mononallibrary.org

Monona Public Library

1000 Nichols Road
 Monona, WI 53716
 Phone: 608-222-6127
www.mononallibrary.org

Hours:

Mon–Wed: 9am–8pm
 Thurs–Fri: 9am–6pm
 Sat: 9am–5pm
 Sun: 1–5pm (Labor Day–
 Memorial Day)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 4:15pm Spanish Storytime	3	4 9:30am Storytime Chipmunks (ages 1-3) 10:15am Storytime Raccoons (ages 2-5) 11:00am Storytime Bunnies (Non-walkers)	5	6
7	8	9 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 6:30pm Teen Lit for Adults	10 6:00pm Fearless Crafters 6:00pm PJ Storytime	11 9:30am Storytime Chipmunks (ages 1-3) 10:15am Storytime Raccoons (ages 2-5) 11:00am Storytime Bunnies (Non-walkers)	12	13 11:00am Family Storytime Butterflies (ages 0-6)
14 2:00pm Monona History Club - Roll Out the Barrels - History of Barrel Making in Madison	15 4:30pm Read to a Dog (sign-up)	16 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 6:30pm Teen Open Mic 7:00pm Library Board Mtg	17 6:00pm PJ Storytime 6:30pm Library Style Baby Shower	18 9:30am Storytime Chipmunks (ages 1-3) 10:15am Storytime Raccoons (ages 2-5) 11:00am Storytime Bunnies (Non-walkers)	19 10:00am Friday Morning Book Club	20 10:00am All About Apps for Android Devices
21 2:00pm Monona Library Mending Day	22	23 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 6:30pm Eco-Action Tue. - Backyard Beekeeping	24 4:45pm Funny Picture Books Family Storytime 6:00pm PJ Storytime	25 9:30am Storytime Chipmunks (ages 1-3) 10:15am Storytime Raccoons (ages 2-5) 11:00am Storytime Bunnies (Non-walkers)	26	27 11:00am Family Storytime Butterflies (ages 0-6)
28	29 4:00pm LEGO Club (All ages)					