

**Legislative Development Committee Meeting
Tuesday, May 19, 2020 4:30 PM
Crete Library/Community Center
1515 Forest Ave.
Crete, NE 68333**

1. Open Meeting

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Community Room.
- Items listed on the agenda may be considered in any order.
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2. Roll Call

- Attendance of members will be recorded to determine the presence of a quorum for official actions.
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3. Items of Business

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.
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A. Discuss and provide a recommendation to the City Council on adopting new and amended policies for the City Library.

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4. Officers' Reports

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
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5. Adjournment

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Closing Polices and Disaster Plans

Closing Polices

~~The Library Director, or designated staff, is authorized to close or evacuate to safety the library staff and patrons in an emergency, unsafe conditions or threatening weather conditions.~~

The City Administrator or the Emergency Management Liaison, Library Director, or Assistant Director with permission of the City Administrator may close the Library or order the evacuation of library staff and patrons due to an emergency, unsafe conditions, or threatening weather conditions.

Disaster Plans

The following policy pertains to disasters (i.e. fire, tornado, etc.) and accident response and reporting.

Fire

If smoke or fire becomes apparent, library staff should notify any patrons present in the building and leave the Library with them through the nearest posted emergency exit. These emergency exit signs are plainly posted in three places in throughout the Library. Upon leaving the Library, staff should immediately call 911 then notify appropriate City personnel regarding the situation.

Tornado

If a tornado warning is issued, library staff should notify any patrons present in the building and gather with them in the Community Room lower level of the Library. The women's restroom is the initial gathering area. Any overflow should be directed to the remaining downstairs rooms.

Leaving the building

In the event of any disaster that requires staff and patrons to leave the Library, staff and patrons should exit through the main doors and gather in the Pinnacle Pavilion area of the City Park near the gazebo, south of the Library. All on-duty library staff should be accounted for at this time. Upon leaving the Library, staff should immediately notify appropriate City personnel regarding the situation.

Accidents

If a Library patron is involved in an accident on Library grounds, Library staff should offer immediate assistance. If necessary, library staff should call 911 and may call a family member for assistance. Any accident should be documented on an Accident/Incident Report Form. will call the rescue unit and/or a family member. Any accident that requires more than routine handling by Library staff should be documented on an Accident/Incident Report Form.

Approved by the Crete City Council,

Computer and Internet Access Policies

In order to meet the informational and educational needs of our community, Crete Public Library provides access to various information resources through public Internet computers and laptops. Wireless access is provided for mobile devices. The Library also provides a document scanner for patron use.

Crete Public Library is not responsible for any of the internet's content or accuracy of information. The Internet is a global entity with a multitude of users. Library patrons should access the Internet with this in mind. Library patrons should also be aware that the Internet is not secure, and therefore it may be possible for third parties to obtain information regarding patrons' activities on the Internet. Crete Public Library, however, will not release information on public use of the Internet except as required by law.

As with our print, audio, databases and DVD collections, access to the Internet is provided to all patrons. Crete Public Library is not responsible for monitoring patron use of the Internet, regardless of age. Parents or guardians are responsible for their children's use of the Internet. ~~Parents or guardians may restrict their children's Internet use by notifying Library staff. Staff will place an Internet restriction on the child's library card. With this restriction, a parent may indicate that the child may not use the Internet at all, or only under the parent's supervision. Library staff may provide information to parents and children regarding age appropriate web sites.~~

Library staff will assist patrons with basic Internet use and printing. Patrons seeking more advanced computer skills may sign up for the Library's periodic computer classes.

Guidelines for Internet/Computer Access

- To access the Internet, patrons must have a current library card or a photo i.d. Non-resident patrons who choose not to purchase a library card may be issued an Internet Use Only card without paying the Library's non-resident fee.
- Patrons must have less than \$5.00 in fines to use a computer.
- If all patron computers are utilized, the person who has been at their computer for the longest time will be asked to give up their seat if another new patron wishes to use a computer.
- Children seven (7) years and younger must be accompanied by an adult or older (12 years and older) sibling when using the Internet.
- Children aged 12 and older can use the patron computers as long as they follow Library Use Policies
- Parents and legal guardians are responsible for oversight to ensure their children's use of Internet resources is appropriate and safe.
- Printing charges (black and color) are based on current materials costs.
- Patrons who use the Internet in a disruptive manner may be asked to leave the Library for a period of time determined by the Library Director. Illegal use of the Library's computer resources will result in the loss of patron computer privileges.
- Individual users are responsible to observe relevant Federal, State, and Local law including copyright, damage to equipment and software, illegal and inappropriate (as determined by library staff) content.

- The library's public computers will shut down 30 minutes before the library's scheduled closing time.
- Data may not be stored on library owned workstations. Patrons must save their work to personal data storage devices or environments.

Approved by the Crete City Council, ?????

Overdue and Damaged Materials Policy

Fines

It has been demonstrated that the imposition of fines does not act as an effective deterrent in ensuring that library materials are returned on time. It has also been shown that fines do serve as a barrier to library use and this disproportionately impacts children and community members with the least financial resources. One of the core values at Crete Public Library is to provide barrier-free service and access to materials. Therefore, no fines will be imposed on all youth print books (Young Adult, Adult and Juvenile and Children) and AudioBooks.

- A fine of ten (10) cents per day will be charged for each day an adult book, a CD, DVD or magazine is overdue.
- Lost or damaged materials will continue to be subject to the Lost or Damaged Materials policy noted below.
- Patrons with overdue materials and/or fines totaling more than \$5.00 will not be allowed to check out materials or access the computers. This applies to all types of library accounts. For example, if a family library account has \$5.00 in fines or other problems such as missing books or damages, no family member will be able to use the account until the situation is resolved.
- Overdue notices will be sent to patrons when non-magazine materials are returned late. The first notice will be sent when materials are seven (7) days overdue. The second notice will be sent when materials are fourteen (14) days overdue. If the materials are not returned upon receipt of the third notice, the material will be considered lost (see section below).
- Fines for youth materials will be retroactively forgiven from 1 January, 2019.

Lost or Damaged materials

Damaging books, magazines, or other library materials by cutting, tearing, or marring pages, covers, etc., is against city ordinance and subject to punishment as allowed by law. It is the responsibility of the library staff to keep current circulation records. It is the responsibility of the Director to recover overdue materials using the most effective means possible.

The lost and damaged materials policy applies to all library materials; including, but not limited to: Adult and youth print materials; Audiobooks; DVDs, and magazines.

- Crete Public Library realizes that all patrons may have accidents with borrowed resources. To that end, each patron record receives one "Free Pass" and is not required to pay for a damaged or lost item. This allows library staff to inform patrons of the damage/lost policy and let patrons know that payment for damage or lost materials may be required in the future. Once a "Free Pass" has been used, any future damaged materials must be paid for by the borrower. Small damages, such as broken DVD cases, etc., will be charged for accordingly. In the event that the damage is severe, the item will be replaced. Replacement cost for materials will be the current actual replacement cost. Patrons that pay for damaged item(s) which must be replaced may keep the item(s). Lost items are not eligible for a "Free Pass" and must be paid for by patrons.
- Once a damaged or lost item has been paid for, library staff may try to replace it. The Library does not provide refunds for lost and paid for materials later found by patrons.

Approved by the Crete City Council ?????

Public Bulletin Board and Exhibits Policies

The Library has ~~two~~ **one** bulletin boards for public use, ~~one~~ located **in the café**. ~~at the north entry and another at the east entry.~~ Only notices from non-profit organizations may be displayed. For example, schedules from the area schools may be displayed, while a scrapbooking class that charges participants a fee would not.

All notices must be given to library staff and the director or designated staff will make the decision to accept the notice or not. If approved, the notice will be stamped indicating approval.

There are also brochure holders in the vestibule for the display of letter-sized tri-folded flyers.

Library staff have the sole discretion to monitor the bulletin board **and brochures** use and remove anything not meeting these criteria.

~~The Library has limited space, and typically there isn't adequate room for exhibits provided by the public. The Library does use its limited space to exhibit new resources of all types.~~

*Approved by the Crete City Council, **???????***

Security Cameras Policies

The Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Patron Code of Conduct Policies, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to ~~establish guidelines for~~ **provide information on** the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Crete Public Library.

- Cameras are **may be** installed at library locations on an as needed basis **as determined by the City Administrator and Police Chief with input from the Library Director.**
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- ~~Security cameras may be placed in both indoor and outdoor areas and indoor areas facing the main entrance. where Library staff can randomly monitor activity.~~
- ~~Access to the footage in pursuit of documented incidents of criminal activity or violation of the Patron Code of Conduct Policies is restricted to the Library Director.~~
- Patron access to video footage is not allowed.
- Production of video copies for distribution is limited to the Library Director. Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
- Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Crete Public Library nor the City of Crete is responsible for loss of property or personal injury.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

*Approved by the Crete City Council, **???????***