

Legislative & Economic Development Committee Meeting
Tuesday, July 19, 2022 5:00 PM
Crete City Hall
243 E 13th Street
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 Council Chambers.
- Items listed on the agenda may be considered in any order.

2. Roll Call

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

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.

3.A. Provide a recommendation to the City Council on approving the Library's policy amendments as provided.

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.

5. Adjournment

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.

Check Out and Renewal Policies

- Individual card holders may borrow up to twenty items from the library at one time. Patrons with a family card may borrow up to forty items.
- A maximum of eight (8) DVDs may be checked out at any one time.
- Books, audio books, cake pans and DVDs may be checked out for three weeks.
- Magazines may be checked out for one week.
- Material may be renewed as long as there have been no other requests for it. Generally, a maximum of one renewal is allowed and will be automatically renewed by the library system as long as no other patron has put it on reserve.

Returns

Library materials can be returned directly to the library during operating hours. There is also a drop off box located at the south side of the library in the drive through. There is a separate slot for print books and another slot for AudioBooks and DVDs, labeled "Media".

Interlibrary Loan (ILL)

- The Library Board recognizes that no single library can meet all of the demands in its community. Libraries in different political subdivisions can, and should, work together, sharing their services and resources to more fully meet the needs of their users. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of this library and other libraries.
- Patrons must be library card holders for a period of six months before they will be eligible for interlibrary loan privileges.
- Interlibrary loan should be used whenever possible to meet the needs of this library's patrons when our collection does not supply the requested materials.
- Interlibrary loan should not take the place of providing an adequate collection of our own.
- Requests for interlibrary loan materials should be surveyed periodically to determine if any of these items should be purchased for our collection.
- Interlibrary loan materials that are lost by the borrowing patron will be paid for by that patron.
- Patrons are required to pay for the return postage on any interlibrary loan item received, whether or not they actually check out the item. When the lending library assesses a borrowing charge, that charge will also be passed on to the patron.
- When staff determine that any patron is abusing the interlibrary loan privilege, staff may suspend that patron's privileges. Abuse may consist of keeping an ILL book past its due date, losing an ILL book, or any other situation that jeopardizes Crete Public Library's relationship with the lending library. Generally, the first suspension of ILL privileges will last for 6 months. At the end of that period, the patron may be able to request ILL materials again. In some instances, staff may revoke a patron's ILL privileges for a longer period of time, depending on the extent of the abuse.

Approved by the Crete City Council, July 2022

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.

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

- Patrons must have less than \$5.00 in fines or fees 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 eight (8) 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.

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Minors/Unattended Children Policies

The Crete Public Library adheres to the 2016 Nebraska Library Commission's "Nebraska Intellectual Freedom" policies. Regarding Intellectual Freedom for Minors, "Young people have First Amendment rights. Librarians and governing bodies should maintain that parents or legal guardians—and only parents or legal guardians—have the right and the responsibility to restrict the access to library resources for their children—and only their children. Censorship by librarians of constitutionally protected speech, whether for the supposed protection of children, or for any other reason, violates the First Amendment. Librarians cannot restrict access to information for minors or censor material to protect children from controversial viewpoints."

The Crete Public Library welcomes library use by children. The Library is a public building with staff trained to provide public library services. Staff members are available to assist children with accessing library materials and services.

For the safety and protection of youth and for the benefit of all, the Crete Public Library has developed the following rules:

- Children aged seven (7) and younger should always be directly supervised someone aged 12 or older. Direct supervision implies that the child is within the sight or sound range of the responsible adult.
- Children seven (7) years of age and older who are unable to care for themselves should at all times be adequately supervised by a caregiver
- Children at least eight (8) years of age may be unattended as long as they abide by the Patron Code of Conduct Policies.

The Crete Public Library assumes no responsibility for children left unattended at the library, nor is the Library responsible if children leave the Library property unattended. If a child appears to be lost, the library staff will immediately try to locate the responsible adult. If the adult is not immediately located, library staff will contact the police department for assistance. The staff will at no time take the child out of the library on their own.

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Test Proctoring Policies

In an age of online testing, customers, educational institutions, and employers now expect public libraries to serve as test proctors. Students taking online courses from local colleges, students enrolled in distance-learning programs, and adults taking exams for employment testing or job recertification make use of the test proctoring services that some library locations are currently providing.

- Library staff will proctor tests but we do not guarantee constant supervision or a quiet environment.
- Proctoring will be provided to all.
- Students must make an appointment with a designated staff member as well as reserving a meeting room. No “drop-in” test proctoring is provided.
- Before taking a test, the student must provide the necessary return postage if postage is not provided by the school. We require actual stamps or prepaid envelopes with exact postage, not money for postage.
 - Tests will be returned via U.S. Mail. All return postage charges are prepaid.
 - Special handling requirements for returning tests cannot be accommodated.
- Special software applications -- We will not proctor online exams that require the installation of special software or the modification of existing computer settings.
- The school must provide to the library ahead of time, the relevant tests/exams and instructions and the Library staff will read and follow all instructions.
- We reserve the right to cancel or postpone a proctoring session if test materials are not received in time; if test materials require clarification; if test materials incur any expenses other than postage; or if test materials otherwise exceed our ability to comply with the testing institution’s requirements.

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