



LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Meetings: 4th Monday of the month

Philip Lynch, Chair
Priscilla Green, Vice Chair
Janice Hallett, Trustee
Elizabeth Keller, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

City Hall 400 Ludington, Rm. 101 - Escanaba, MI 49829

Library Board of Trustees
February 24, 2014 5:00 p.m.

CALL TO ORDER
ROLL CALL
PUBLIC COMMENT
APPROVAL/CORRECTION(S) TO MINUTES
APPROVAL/ADJUSTMENTS TO THE AGENDA

DIRECTOR'S REPORT

The director updates the Board on monthly use measures, financials, administration projects, library services and activities.

CORRESPONDENCE

UNFINISHED BUSINESS

NEW BUSINESS

1. Policy Review

The following draft policy updates will be presented for discussion:

- Safe Use & Conduct
- Small Study Room
- Unattended Children

2. Internet Use Policy & Statistics

Review of existing policy and Internet use measures in response to patron request.

3. Presentation of Strategic Plan

Plans for presenting plan to council and public will be discussed.

ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted,

Carolyn Stacey, Library Director



COUNTY OF DELTA
STATE OF MICHIGAN

MEETING CANCELLATION

OF THE

BOARD OF LIBRARY TRUSTEES

PLEASE TAKE NOTICE the scheduled January 27, 2014, meeting of the Board of Library Trustees of the City of Escanaba has been cancelled due to a lack of a quorum.

CANCELLED DATE: January 27, 2014

This notice is given in accordance with Act 267 of the 1976 Public Acts of the State of Michigan and Chapter II, Section 5, of the Escanaba City Charter.

The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk.

Public notice will be given regarding any changes of the above meeting.

Carolyn Stacey, Library Director
(906) 789-7323

or

Robert Richards, City Clerk
(906) 786-1194
P. O. Box 948, 410 Ludington Street
Escanaba, MI 49829

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
DRAFT
MINUTES
November 25, 2013**

A meeting of the Escanaba Public Library Board of Trustees was held November 25, 2013 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Philip Lynch, Priscilla Green, Janice Hallett, Elizabeth Keller, Patricia Baribeau, Carolyn Stacey, Library Director.

ALSO PRESENT: Member of the public

PUBLIC COMMENT: Mike Olson introduced himself and addressed the Board on two matters. Mr. Olson is concerned that the library is not open on Thanksgiving weekend. He also objects to the 90-minute Internet session per person, per day policy and offered a proposal for improving computer services at the library. The Board will follow-up by looking at Internet use measures and reviewing the existing policy at the next meeting.

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the October 28, 2013 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

The agenda was approved as submitted by consensus.

DIRECTOR'S REPORT

1) Monthly Statistics

2) Financials

3) Library Programs & Services

The library will host a series of "Smart Choice" webinars and appointments on the Affordable Care Act in cooperation with MSU Extensions in January. The library will co-sponsor the Delta County Historical Society's winter outreach series for the months of February, March and April. Staff represented the library at the Fall Fiesta fundraiser for the Junior High on November 12th. The Children's Department is planning the library's participation in the City Christmas parade, scheduled for December 6th. An enhancement to the library catalog enables Accelerated Reader title identification for the benefit of students, parents and teachers.

4) Collections

Collections currently under review include the consumer health materials, travel books and VHS. 99 new films were added to the DVD collection in November. Foreign language films will be available via the Mango Language link on the library's website by December 1st. Additions to the Michigan eLibrary (MeL) include Novelist K8Plus and ebook K-8 collection, available through the library's website or www.mel.org

UNFINISHED BUSINESS:

1. Strategic Plan - Review

Library administration reviewed the final draft of the Strategic Plan for 2014 – 2019. Discussion centered in writing an annual review process into the plan itself. Library administration will add language to this effect. On Motion of P. Green/J. Hallett Second/Unanimous, the draft Strategic Plan for 2014-2019 was approved. P. Lynch moved that the Board of Trustees review the Strategic Plan annually at its November meeting. P.Green Second/Unanimous.

NEW BUSINESS: None

ANNOUNCEMENTS: The December meeting was cancelled by consensus of the Board. The next meeting of the Library Board of Trustees will be January 26, 2014.

ADJOURNMENT: 5:45 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

**Director's Report
Library Board of Trustees – Regular Meeting
February 24, 2014**

Use Measure	Dec 2012	Dec 2013	Jan 2013	Jan 2014
<i>Checkouts – Physical</i>	7,642	7,442	9,860	9,300
<i>Checkouts – Digital</i>	272	441	395	501
<i>Holds Placed</i>	793	822	1,079	984
<i>Items Added</i>	323	444	462	446
<i>New Patrons Registered</i>	59	45	82	71
<i>Network Use</i>	959	1,131	1,194	1,261
<i>Fines & Fees Paid</i>	\$929	\$791	\$1,558	\$1,005
<i>Average Daily Visits</i>	275	246	312	283
<i>Children's Program Attendance</i>	196	137	211	254

Financials:

A comparison report has been provided for the library budget and the Bezold fund. All lines are current through January.

Administration:

- The budget process for Fiscal Year 2014-2015 is currently underway. A schedule of hearings was provided with the January board packet.
- The library's State Aid Report for Fiscal Year 2013-2014 has been submitted.
- The library director is taking a six-week free course on public speaking through EDx online
- The Children's Librarian recently attended a Summer Reading Workshop sponsored by the Brown County (WI) Library System
- The library will collaborate with Superior Land Library Cooperative and the Friends of the Library in purchasing Interactive Videoconferencing equipment to be used for remote programming opportunities as outlined in the strategic plan.

Library Programs / Services:

- AARP Tax Assistance appointments are underway. Over 120 sessions are currently scheduled.
- The library will co-sponsor the Delta County Historical Society's winter outreach series for the months of February, March and April.
- A Great Michigan Read book discussion event is planned for April 24th, 2014. The featured title is *Annie's Ghosts: A Journey into a Family Secret*, by Steve Luxenberg.
- 35 people attended the "unveiling" of the Nahant painting in January.
- Four paintings from the Bonifas permanent collection are on temporary display in the book sale room.

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----			
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	
<u>REVENUE</u>							
268-000-437-002	RENAISSANCE ZONE REIMBURSEME	.00	.00	.00	.00	251.88	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	12,000.00	.00	.00	12,874.00	.00	.00
268-000-569-211	GRANTS	.00	772.74	.00	.00	75.00	.00
268-000-569-212	SUPERIORLAND	.00	.00	.00	.00	382.49	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	135,000.00	133,157.88	.00	124,758.00	99,090.37	.00
268-000-658-000	FINES AND FEES	21,250.00	14,358.69	1,819.60	23,000.00	10,768.45	1,256.56
268-000-665-000	INTEREST EARNINGS	1,800.00	541.10	.00	2,200.00	591.41	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	9,000.00	5,541.52	2,259.91	.00	8,000.72	350.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	365,000.00	365,000.00	365,000.00	365,000.00	365,000.00	.00
268-000-699-701	CONTRIBUTION FROM HEALTH/DENT	.00	.00	.00	13,893.00	13,893.00	.00
	TOTAL REVENUE	544,050.00	519,371.93	369,079.51	541,725.00	498,053.32	1,606.56
	TOTAL FUND REVENUE	544,050.00	519,371.93	369,079.51	541,725.00	498,053.32	1,606.56
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	257,789.00	133,178.89	20,223.32	263,652.00	115,121.57	.00
268-000-703-000	SICK, HOLIDAY, VACATION	.00	20,101.97	2,006.39	.00	17,706.40	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	72,066.00	42,506.31	6,054.20	60,356.00	30,474.12	604.00
268-000-713-000	LIFE & HOSPITAL INSURANCE	65,380.00	37,124.35	4,869.14	70,139.00	39,880.57	5,232.58
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	252.23	.00	600.00	28.97	.00
268-000-727-000	OFFICE SUPPLIES	9,250.00	2,780.64	1,027.12	7,500.00	3,205.82	98.26
268-000-801-000	PROFESSIONAL SERVICES	27,182.00	11,198.94	521.60	27,796.00	12,711.94	530.55
268-000-850-000	TELEPHONES	3,087.00	2,377.53	110.94	4,720.00	2,090.78	197.20
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	129.88	.00	500.00	.00	.00
268-000-910-000	INSURANCE AND BONDS	450.00	419.75	.00	450.00	219.77	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,974.00	1,344.00	.00	1,344.00	1,493.99	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	40,866.00	23,838.50	3,405.50	34,819.00	20,311.06	2,901.58
268-000-943-000	RENTAL OF EQUIPMENT	2,150.00	986.70	128.00	1,732.00	466.44	150.43
268-000-958-000	MEMBERSHIP AND DUES	678.00	185.00	.00	390.00	190.00	.00
268-000-960-000	EDUCATION AND TRAINING	260.00	20.00	.00	260.00	25.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	927.62	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	49,000.00	19,870.49	6,456.92	40,000.00	24,083.89	3,600.59
	TOTAL DEPARTMENT 000	532,232.00	296,315.18	44,803.13	515,258.00	268,937.94	13,315.19
	TOTAL FUND EXPENDITURES	532,232.00	296,315.18	44,803.13	515,258.00	268,937.94	13,315.19
	NET REVENUES OVER EXPENDITURE	11,818.00	223,056.75	324,276.38	26,467.00	229,115.38	(11,708.63)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

FUND 703 - BEZOLD TRUST FUND

		----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
		AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>							
703-000-665-000	INTEREST EARNINGS	4,000.00	2,674.26	402.75	4,200.00	2,388.34	.00
	TOTAL REVENUE	4,000.00	2,674.26	402.75	4,200.00	2,388.34	.00
	TOTAL FUND REVENUE	<u>4,000.00</u>	<u>2,674.26</u>	<u>402.75</u>	<u>4,200.00</u>	<u>2,388.34</u>	<u>.00</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	6,301.95	1,842.60	10,000.00	2,741.74	1,135.37
		<u>10,000.00</u>	<u>6,301.95</u>	<u>1,842.60</u>	<u>10,000.00</u>	<u>2,741.74</u>	<u>1,135.37</u>
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>6,301.95</u>	<u>1,842.60</u>	<u>10,000.00</u>	<u>2,741.74</u>	<u>1,135.37</u>
	NET REVENUES OVER EXPENDITURE	<u>(6,000.00)</u>	<u>(3,627.69)</u>	<u>(1,439.85)</u>	<u>(5,800.00)</u>	<u>(353.40)</u>	<u>(1,135.37)</u>

2013-14 Digital Collection Use

	JUL 13	AUG 13	SEP 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14	APR 14	MAY 14	JUN 14	TOTAL
E-book Circulation	251	239	289	278	319	277	307						
Audio Downloads	126	130	133	152	71	81	133						
Zinio Magazine Circ	166	72	65	166	84	83	61						
TOTAL DIGITAL CIRC	543	441	487	596	474	441	501	0	0	0	0	0	0
Ancestry.com	964	1061	432	592	1043	1152	480						
(# of searches)													
Bookflix	21	30	49	106	148	77	33						
(# of sessions)													
Digital Newspapers			3814	4728	1123	1129							
(# of visitors)													
Mango Languages	17	26	56	52	29	53	54						
(# of sessions)													
TOTAL	1545	1558	4838	6074	2817	2852	1068	0	0	0	0	0	0
OTHER DIGITAL STATS													
E-book - new patrons	8	7	16	16	12	13	29						
- unique patrons	90	92	97	100	98	87	115						
Zinio - unique patrons													
-new patrons	15	3	4	7	4	5	2						
Facebook - # of likes		392	500	416	432	440	450						
- # of people viewing posts	2681	599	997	1137	433	936	1054						
Twitter - # of followers		72	76	83	84	87	87						
Web Page - unique visitors			648	1444	1216	1269	1433						
- # of visits			1253	2907	2419	2429	2846						
Mango - registered users			211	212	214	223	228						
Newspapers - # of searches			686	1,261	268	495							
Laptop Checkout				2	1	1	1						
Wireless Network Use			129	319	277	279	284						
(# of connections)													
NOTES:													
Web Page Visits recording started 9/16/13													
Wireless Network Use includes Charter connections in addition to Merit connections beginning Nov 2013.													

Escanaba Public Library

Study Room Policy

Purpose of Policy

In keeping with its role of supporting educational opportunities and encouraging digital literacy, the library will make a small study room equipped with technology available without charge for individual and collaborative learning.

Description of Room and Equipment

- Room seats up to 4 people
- The room is equipped with a 23" wall-mounted monitor and wireless capability
- Up to 4 laptops are available for use in the room

Intended use of room

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study room. Individuals will not have exclusive use of the room and are subject to additional users in the room. The room is primarily intended for quiet study which requires the use of a computer.

1st Priority Use - Examples

Distance education

Test Proctoring

Webinars

Skype Conferences

Online Meetings

Tutoring

2nd Priority Use

Tutoring and quiet study that does not require a computer

This room is not intended for general Internet surfing, email or gaming. Internet workstations and laptops with unrestricted use are available elsewhere in the library.

Reservations and Use

- ◇ Reservations may be made up to a month in advance on a first-come, first-served basis
- ◇ Walk-ins are welcome when the room is not in use or reserved.
- ◇ The room may be reserved for up to two hours per day with the possibility of an additional two hour extension if no other patrons are waiting.
- ◇ Patrons will be asked to give their name, phone number, the number of persons in their group, purpose or intended use.
- ◇ A person must be at least 14 years of age to occupy the study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room.
- ◇ Use by a group or individual is limited to 2 days per week.
- ◇ Use of the room as a place to conduct regular business or as a place to hold office hours are prohibited.

- ◇ Reserved rooms will be held 15 minutes beyond the reservation time. Repeated no-shows may lose their study room privileges.
- ◇ An unattended study room is considered abandoned after 15 minutes and may be assigned to another individual or group.
- ◇ Study room must be vacated 15 minutes prior to library closing time

General Room Use Policies

- ◇ **Sign-In and Out:** Users must sign in and out at the circulation desk. When occupied, door must remain unlocked.
- ◇ **Food and Drink:** Only beverages with lids are allowed in the study room. Food is not permitted.
- ◇ **Damages:** Users will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture or equipment and may be denied future use of the study room if damages occur.
- ◇ **Personal Property:** The library is not responsible for loss or damage to the personal property of individuals or groups using library facilities.
- ◇ **Policies:** All general library policies apply to use of the room. Staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the library.

Escanaba Public Library Policy Manual

PATRON BEHAVIOR (including unattended children)

As a public facility devoted to the pursuit of learning and enrichment, appropriate behavior by those using the library is a reasonable expectation. Extensive and/or excessive loud talking or noise, verbal harassment of staff or patrons, loud cell phone ringing and talking, activities that could be damaging to equipment or harmful to people are examples of behavior that will not be tolerated in the library. Staff has the responsibility to maintain order and safe conditions and is authorized to use their discretion in determining inappropriate behavior.

Patrons are to be told when their behavior is inappropriate and will be asked to either cease the activity or leave the building. In an instance when a patron makes threatening statements or exhibits behavior that is threatening or endangers people or property, Public Safety will be notified immediately.

Children are very special library patrons but library staff cannot assume the responsibility of supervising young children. A responsible adult must accompany children under the age of 7. If a child under the age of 7 is in the library without an adult, library staff will immediately attempt to contact the child's parent or guardian to pick up the child at the library. If unable to contact a parent or guardian, Public Safety will be called. Any children under the age of 12 at the library at the time of closing whose ride home has not arrived will not be left unattended. Staff will attempt to contact parents or guardian and will wait no longer than 20 minutes with the child. If the child is not picked up within 20 minutes of closing, staff will contact Public Safety.

Approved by the Library Board – July 24, 2006

**Escanaba Public Library
Unattended Child Policy**

DRAFT – FEBRUARY 2014

The Escanaba Public Library is dedicated to providing a welcoming environment that encourages children to visit the library, attend programs, and use the library collections and computers. Library staff is available to assist and support children in using the library. Library children's areas are reserved for children, their parents, guardians, teachers and caregivers, and people accessing children's books and other library materials.

The library encourages frequent visits by children and their families. However, library staff cannot provide child care or assume responsibility for children's safety. Parents, guardians, teachers and caregivers, not library staff, are responsible for the behavior and safety of children who visit the library. Staff cannot be placed in a position of supervising unattended children. The library does not provide daycare services.

Supervision of Children in the Library

- Children five (5) years of age and under must have direct adult supervision within the Children's Department.
- Children eight (8) year of age or younger must be accompanied by an adult or assigned chaperone age thirteen (13) or older, who remains in the library to provide supervision.
- Children nine (9) years of age and older may use the library unattended provided they adhere to the library's safe use and conduct policy.
- It is recommended that unattended elementary school students spend no more than 2 hours in the library at a single time.
- It is recommended that unattended middle school students spend no more than 4 hours in the library at a single time.
- The extent to which time limit guidelines will be enforced for elementary and middle school students will be based on the individual child's behavior and their ability to observe the library's Safe Use & Conduct Policy.

Unattended Children

- The library is not responsible for the care and supervision of unaccompanied children prior to opening or after closing.
- The library is not responsible for children outside the building who await transportation or who are socializing.
- When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call the police and stay with the child until the police arrive.
- Under no circumstances will library staff transport or take a minor away from the library building.

Escanaba Public Library Internet Access & Acceptable Use Policy

Internet access is provided by the Escanaba Public Library in keeping with the library's mission to "... provide our community with materials and services for learning, enrichment and enjoyment."

General Usage:

- o Library card (regular or guest) is required for access.
- o All users must read the Acceptable Use Policy and sign the agreement located on the registration form.
- o Use is limited to 90 minutes per day per cardholder.
- o Cardholder must be the primary user online.
- o Internet access is prohibited to cardholders owing fines or fees.
- o Minors (under the age of 18) must have the signed permission of parent or guardian to use the Internet. Parent or guardian must be present at the time of registration.
- o Minors without parental permission may not sit at the Internet workstations.
- o Workstation use is limited to two persons per station. Exceptions may be made for families or special circumstances, to be determined by staff.
- o One fifteen-minute express station is available free-of-charge for adults not registered with the library.
- o Adults and minors accompanied by an adult who are not registered with the library may purchase a guest card with 90 minutes per day for \$1.00.
- o Printing (black & white only) is available at \$.10 per sheet. Custom printing is not available.
- o The MichNet Acceptable Use Policy also applies to users of library computers. A copy of this policy is available at the circulation desk or online at http://www.merit.edu/policies/acceptable_use.php

Disclaimer: The Escanaba Public Library assumes no responsibility for damages or financial obligations a patron may incur, either directly or indirectly as a result of Internet access. It makes no guarantee as to quality or content of information accessed via the Internet. Such information may not be accurate, current or complete. The fact that the Library provides access to online information does not imply sponsorship or endorsement by the Library. Privacy cannot be guaranteed when using a Library computer. Users are cautioned that the Internet is not a secure medium and that privacy of electronic communication cannot be guaranteed.

Misuse and abuse of computer equipment and/or Internet access

Internet users may not:

- o Make any use of the Internet which violates Federal, State or local laws. Examples of illegal activities include, but are not limited to, fraud and displaying or disseminating child pornography.
- o Make any attempt to alter or damage computer software or hardware.
- o Invade the privacy of others or send harassing or threatening messages.
- o Make unauthorized copies or use of copyrighted or licensed software or data.
- o Use library workstations in a way that unnecessarily interferes with others.
- o Violations of the Acceptable Use Policy may result in suspension of Internet privileges by the Library Director. Appeals may be made, in writing, to the Escanaba Public Library Board of Trustees.

Filters & Viewing of Inappropriate Materials

In compliance with state and federal regulations, filtering software is used on all library workstations to protect against access to depictions of graphic violence and explicit sexual content. Adults (18 and older) may request unfiltered access for research purposes at any time. The library reserves the right to ask individuals to discontinue display of information and/or images that would be considered offensive by others in the community.

Neither the Library nor the filtering software provider can guarantee the software will prevent access to websites users may consider personally offensive, controversial or inappropriate. Complaints about materials accessed online can be made following the Library's policy for Reconsideration of Library Materials. A copy will be furnished upon request.

Assistance:

Staff may be available to assist users with basic login procedures and to introduce library users to general Internet searching, however, patrons are expected to use Internet workstations without library staff assistance.

- Adopted, Library Board of Trustees, October 3, 2008

Wireless Internet Policy

The Escanaba Public Library supports Internet access by library users who bring in their own laptops and connect through the Library's network. This wireless access is provided as a service free of charge on an "as is" basis with no guarantee and no warranty. There is a potential security risk and virus risk for anyone who connects to a public network. The Escanaba Public Library and Charter Communications are not liable for any security breaches or viruses that may occur as the result of using the public network.

The Library is not set up for e-commerce and does not guarantee security for data transferred through the Library and Charter Communication's Internet connection. The Library cannot guarantee immediate connectivity to the Internet, nor can it guarantee a high speed or stable connection to the Internet. The Library and Charter Communications are not responsible for any failure to provide an Internet connection or for dropped or slow Internet connections. The Library and Charter Communications are not responsible for any monetary or other losses whatsoever that may occur during the public's use of the Library's Internet connection.

Terms and Conditions of Use:

- The Acceptable Internet Use Policy of the Escanaba Library applies to any use of the wireless network.
- The Privacy Policy of the Escanaba Public Library applies to any use of the wireless network.
- The wireless network is unfiltered. In accordance with Michigan law, Michigan P.A. 212, minors must be accompanied by a parent or guardian to use the library's wireless network.
- Information passing through the Library's wireless network is not secured and could be monitored, captured, or altered by others.
- It is the patron's sole responsibility to protect his/her information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of use of the Library wireless access.
- Library staff is not able to provide technical assistance and assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times and may only use electrical outlets at public tables.
- In using this free Internet access, the customer agrees and hereby releases, indemnifies, and holds harmless, the City of Escanaba, the Escanaba Public Library, Charter Communications and all its employees from any damage that may result from use of this wireless network.
- While using this wireless network, the patron acknowledges that he/she is subject to, and agrees to abide by all laws, and all rules and regulations of the City of Escanaba, the State of Michigan, and the federal government that is applicable to Internet use.
- Printing is not available via the wireless connection at this time.

- Adopted, Library Board of Trustees, October 3, 2008