

Library Board of Trustees
Personnel Committee Meeting Agenda
Tuesday January 20, 2026
5:30 pm at the Stevens Memorial Community Library

Personnel

1. Policies
2. General Check-in/Update

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting Regular Meeting February 16, 2026 at 6 PM at the Library

Next Finance: TBD

Next Personnel: TBD

Library Board of Trustees
Regular Board Meeting Agenda
Tuesday January 20, 2026
6:00 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda

MOTION:

V. Public Comments

VI. . Approval of Minutes from Last Month

MOTION: to approve minutes

VII. Approval of Expenditures- Treasurer Reports

MOTION:

VIII. . Director's Report (attached) - discuss

IX. Old Business

1. Parking Lot Project Update
2. Security System

X. New Business

1. Computer and Internet Policy

MOTION:

2. Travel and Reimbursement Policy

MOTION:

3. CDs

XII. Adjourn

MOTION:

Next Board Meeting February 16, 2026 at 6 PM at the Library

Next Finance: TBD @ at the library

Next Personnel: TBD @ at the library

Minutes from last
month

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
December 15, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:04 PM. Also present were:

Trustees:, Sandy Eck, Kim Harding (6:11), Jennifer Wilkinson, Stuart Hempel, Lisa Neary (treasurer) and Barb Helak. (Absent Lori Kubik).

Staff: Director Palmer Perkins, Jacob Seiferth

We did pledge to the flag.

1 Motion: Sandy Eck moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were : none.

2 Motion: Stuart Hempel moved to approve the November minutes. Barb Helak seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports and Abstracts. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Kim Harding move to have Katie Kennedy sign assurances required. Jennifer Wilkinson seconded, and the motion passed unanimously.

5 Motion: Kim Harding motion to approve 2026 meeting dates proposed by director. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jennifer Wilkinson moves to authorize the director per purchase policy to move forward with security cameras update. Katie Kennedy seconded, and the motion passes unanimously.

7 Motion: Jennifer Wilkinson moves to go into executive session to discuss *the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;* Kim Harding seconded, and the motion passed unanimously.

8 Motion: moved to exit executive session. Katie Kennedy seconded, and the motion passed unanimously.

9 Motion: Jennifer Wilkinson moved to increase all hourly employee salaries by 50 cents and hour each; and to increase the director salary to \$62,500/year. Kim Harding seconded, and the motion passed unanimously.

10 Motion: Sandy Eck moved to adjourn the meeting at 7:26 PM. Katie Kennedy seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting: TBD at the Library.

Regular Board Meeting Tuesday January 20, 2026 at 6:00 at the Library.

Personnel Tuesday, January 20, 2026 at 5:00 PM at in the Library

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

Proposed Board Meeting Dates 2026 (Third Mondays)

***January 19th, 2026 (MLK Jr. Day)**

***February 16th, 2026 (President's Day - library open)**

March 16th, 2026

April 20th, 2026 + Annual Meeting

May 18th, 2026

June 15th, 2026

July 20th, 2026

August 17th, 2026

September 21st, 2026

October 19th, 2026

November 16th, 2026

December 21st, 2026

Treasurer Report(s)

Stevens Memorial Community Library

Profit & Loss

December 2025

			Budget		
	Dec 25	Jul - Dec 25	25-26 Budget	vs. Actual	% of Budget
Income					
1001 · Real property taxes	0.00	199,254.66	209,368.00	10,113.34	5%
2082 · Library charges	200.10	1,645.45	2,600.00	954.55	37%
2360 · Library services-other govts	0.00	650.00	3,650.00	3,000.00	82%
2401 · Interest and earnings	11.45	55.12	1,400.00	1,344.88	96%
2655 · Sales, other	21.50	282.93	0.00	(282.93)	0%
2701 · Reimbursement of prior year exp	0.00	739.36	0.00	(739.36)	0%
2705 · Gifts and donations	789.00	3,497.11	4,000.00	502.89	13%
2770 · Unclassified revenue	30.00	46.10	300.00	253.90	85%
3840 · State aid for libraries	0.00	3,308.00	3,400.00	92.00	3%
A910 · Appropriated Fund Balance	0.00	0.00	38,000.00	38,000.00	0%
Total Income	1,052.05	209,478.73	262,718.00	53,239.27	
Expense					
1 · Salary					
100 · Salaries	20,387.30	96,734.86	178,330.00	81,595.14	46%
Total 1 · Salary	20,387.30	96,734.86	178,330.00	81,595.14	
2 · Equipment					
200 · Large equipment	0.00	7,590.00	0.00	(7,590.00)	0%
201 · Small equipment	11,621.35	18,773.35	0.00	(18,773.35)	0%
Total 2 · Equipment	11,621.35	26,363.35	0.00	(26,363.35)	
4 · Contract services					
400 · Books	843.41	4,479.87	15,000.00	10,520.13	70%
401 · Electronic books, audit	0.00	777.14	2,326.00	1,548.86	67%
402 · DVDs	59.47	150.38	2,500.00	2,349.62	94%
403 · Periodicals	0.00	1,868.75	2,000.00	131.25	7%
410 · Library programs-services	46.00	168.95	50.00	(118.95)	-238%
411 · Library programs-supplies	59.46	4,730.41	450.00	(4,280.41)	-951%
430 · Library and office supplies	190.43	1,562.09	2,000.00	437.91	22%
431 · Custodial supplies	14.99	1,055.26	2,000.00	944.74	47%
432 · Computer supplies	0.00	0.00	2,000.00	2,000.00	100%
433 · Memberships	0.00	40.00	700.00	660.00	94%
434 · Travel	-115.50	509.04	0.00	(509.04)	0%
435 · Training	-291.78	108.22	0.00	(108.22)	0%
436 · Postage	78.00	78.00	0.00	(78.00)	0%
450 · Computer/Tech serv. & sup.-OWWL	0.00	9,791.39	8,420.00	(1,371.39)	-16%
451 · Financial (CPA & software)	712.14	2,346.98	3,200.00	853.02	27%
452 · Printer lease	222.61	1,412.25	2,500.00	1,087.75	44%
453 · Liability insurance	448.00	2,751.00	5,000.00	2,249.00	45%
454 · Auto insurance	17.00	102.00	0.00	(102.00)	0%
455 · Workers Comp insurance	76.00	456.00	0.00	(456.00)	0%
456 · Commercial umbrella	63.00	315.00	0.00	(315.00)	0%
457 · Disability insurance	0.00	0.00	0.00	-	0%
480 · Building maintenance and repair	0.00	2,004.73	4,500.00	2,495.27	55%
481 · Grounds maintenance	0.00	884.98	0.00	(884.98)	0%

Stevens Memorial Community Library

Profit & Loss

December 2025

			Budget		
	Dec 25	Jul - Dec 25	25-26 Budget	vs. Actual	% of Budget
482 · Water and sewer	80.30	142.30	9,600.00	9,457.70	99%
483 · Electric	360.18	2,882.96	0.00	(2,882.96)	0%
484 · Gas	668.74	1,512.79	0.00	(1,512.79)	0%
485 · Telephone	174.73	1,223.11	0.00	(1,223.11)	0%
486 · Trash removal	50.06	50.06	0.00	(50.06)	0%
Total 4 · Contract services	3,757.24	41,403.66	62,246.00	20,842.34	
8 · Employee benefits					
800 · Social Security	1,559.69	7,396.82	13,642.00	6,245.18	46%
801 · Health insurance	288.45	1,346.20	2,500.00	1,153.80	46%
802 · Retirement	0.00	4,762.00	6,000.00	1,238.00	21%
803 · Short term disability	0.00	246.02	0.00	(246.02)	0%
Total 8 · Employee benefits	1,848.14	13,751.04	22,142.00	8,390.96	
Total Expense	37,614.03	178,252.91	262,718.00	84,465.09	
Net Income	-36,561.98	31,225.82			

5:33 PM
01/07/26
Accrual Basis

Stevens Memorial Community Library
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	146,946.87
A200-2 · Memorial checking account	159,239.60
A200-3 · Renovation checking account	14,866.81
A200-4 · Checking account	6,402.28
A201-1 · Operating CD	42,408.63
A201-2 · Renovation CD	92,859.69
A201-3 · CD	81,444.20
Total Checking/Savings	<u>544,168.08</u>
Total Current Assets	<u>544,168.08</u>
TOTAL ASSETS	<u><u>544,168.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>13,517.16</u>
Total Accounts Payable	13,517.16
Other Current Liabilities	
A718 · State Retirement	629.06
A719 · Paid famiy leave	<u>144.16</u>
Total Other Current Liabilities	<u>773.22</u>
Total Current Liabilities	<u>14,290.38</u>
Total Liabilities	14,290.38
Equity	
30000 · Opening Balance Equity	502,599.48
32000 · Retained Earnings	-3,947.60
Net Income	<u>31,225.82</u>
Total Equity	<u>529,877.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>544,168.08</u></u>

Dec.	1	2	3-LOST & DAMAGED	4-MEM& GIFTS	5-BAGS & GIFTS	6-FRIENDS MEMB.	7 VIDEOS	8 DONATIONS	9-BOOK SALES	10-COPIER & FAX	11 OTHER	DAILY TOTALS
2025	FINES	OOSP	A2082	A2705	A2655			A2705	A2655	A 2082		
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		
1										\$55.80	\$30.00	\$ 85.80
2								\$500.00	\$1.75	\$4.50		\$ 506.25
3										\$16.75		\$ 16.75 \$ 608.80
4									\$2.25	\$5.50		\$ 7.75
5									\$0.25	\$4.75		\$ 5.00
6												\$ -
7 Sunday												\$ -
8			\$19.00	\$25.00						\$2.25		\$ 46.25
9									\$2.25	\$14.25		\$ 16.50
10										\$6.25		\$ 6.25 \$ 81.75
11 \$20.00										\$13.75		\$ 33.75
12									\$1.50	\$0.75		\$ 2.25
13									\$9.00			\$ 9.00
14 Sunday												\$ -
15										\$7.25		\$ 7.25
16								\$100.00	\$2.00	\$3.50	\$815.50	\$ 921.00
17										\$2.25		\$ 2.25 \$ 975.50
18								\$10.00	\$1.50	\$1.00		\$ 12.50
19										\$2.00		\$ 2.00
20									\$1.00			\$ 1.00
21 Sunday												\$ -
22										\$0.25		\$ 0.25
23				\$100.00						\$10.25		\$ 110.25
24 Christmas Eve												\$ -
25 Christmas												\$ -
26												\$ -
27										\$2.00		\$ 2.00
28 Sunday												\$ -
29												\$ -
30												\$ -
31				\$50.00				\$1.00	\$0.25	\$0.25	\$3.00	\$ 4.00
Other										\$1.00		\$ 51.50 \$ 57.50
TOTAL	\$20.00	\$0.00	\$19.00	\$175.00	\$0.00	\$0.00	\$0.00	\$611.00	\$21.75	\$155.30	\$848.50	\$1,850.55
	1	2	3	4	5	6	7	8	9	10	11	TOTALS \$ 1,850.55

* \$30.00 from scrap metal return and reimbursement from OWWL for June - Nov mileage \$115.50 and NYLA Scholarship \$700.00

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library	Total Claims:	15,457.09
Date of Audit: 12/16/2025 - 1/12/2026	Operating:	3,835.74
Abstract # 12	Memorial:	11,621.35
Trans #s 397 - 435	Renovation:	0.00

Trans #	Date	Num	Due Date	Split	Amount
Amazon Capital Services					
397	12/19/2025	16TM-F7LG-WGXC	01/18/2026	430 · Library and office supplies	153.48
398	12/21/2025	1VK1-VR9J-1T4V	01/20/2026	430 · Library and office supplies	22.98
399	12/21/2025	1VJD-J6YQ-13YC	01/20/2026	431 · Custodial supplies	14.99
428	01/06/2026	16PN-R9DJ-D4FR	02/05/2026	411 · Library programs-supplies	65.97
Total Amazon Capital Services					257.42
Attica Ace Hardware					
430	01/10/2026	685441	01/20/2026	431 · Custodial supplies	61.97
Total Attica Ace Hardware					61.97
Brodart Co.					
400	12/12/2025	B7120927	01/11/2026	400 · Books	105.85
401	12/12/2025	B7120928	01/11/2026	400 · Books	22.19
402	12/12/2025	B7120929	01/11/2026	400 · Books	25.37
403	12/12/2025	B7120930	01/11/2026	400 · Books	10.25
404	12/12/2025	B7120931	01/11/2026	400 · Books	14.38
405	12/12/2025	B7120932	01/11/2026	400 · Books	7.87
406	12/12/2025	B7120933	01/11/2026	400 · Books	20.64
411	12/22/2025	B7127236	01/21/2026	400 · Books	548.87
433	01/05/2026	B7133553	02/04/2026	400 · Books	15.59
434	01/05/2026	B7133552	02/04/2026	400 · Books	300.09
Total Brodart Co.					1,071.10
Casella Waste Services					
432	12/31/2025	285464	01/30/2026	486 · Trash removal	50.46
Total Casella Waste Services					50.46
Demco					
409	12/11/2025	7739406	01/10/2026	201 · Small equipment	5,874.00
410	12/15/2025	7740675	01/14/2026	-SPLIT-	5,747.35
Total Demco					11,621.35
Elan Financial Services					
435	01/02/2026	6222 1225	01/12/2026	-SPLIT-	224.35
Total Elan Financial Services					224.35
Midwest Tape					
407	12/12/2025	508176860	12/22/2025	402 · DVDs	21.24
408	12/31/2025	508249926	01/10/2026	402 · DVDs	38.23
Total Midwest Tape					59.47
OWWL Library Systems					
429	01/09/2026	0009097	01/19/2026	-SPLIT-	2,064.97
Total OWWL Library Systems					2,064.97
Warsaw Penny Saver					
414	12/07/2025	A127020	12/17/2025	410 · Library programs-services	46.00
Total Warsaw Penny Saver					46.00
TOTAL					15,457.09

1 = Memorial Account
2 = Renovation Account
3 = "Friends" to reimburse (partial or whole)

ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library
 Date of Audit: 12/16/2025-1/12/2026
 Abstract # 12
 Check #s 7038-7044 (does not include paychecks)
 Renovation Check #158 and Memorial Check # 161

Total Paid Claims: 6,092.02
 Operating: 2,354.72
 Memorial: 599.00
 Renovation: 3,138.30

Num	Date	Name	Account	Paid Amount
158	01/07/2026	Seneca Gorham Security Systems	A200-3 · Renovation checking account	
			200 · Large equipment	-3,138.30
TOTAL				-3,138.30
161	01/07/2026	Hardings Furniture	A200-2 · Memorial checking account	
			201 · Small equipment	-599.00
TOTAL				-599.00
7038	12/18/2025	Casella Waste Services	A200-1 · Operating checking account	
61-04445 4	12/18/2025		486 · Trash removal	-50.06
TOTAL				-50.06
7039	12/18/2025	National Grid	A200-1 · Operating checking account	
77302-24108 1225	12/18/2025		483 · Electric	-360.18
TOTAL				-360.18
7040	12/18/2025	Toshiba Financial Services	A200-1 · Operating checking account	
570633826	12/18/2025		452 · Printer lease	-222.61
TOTAL				-222.61
7041	12/18/2025	Utica National Insurance Group	A200-1 · Operating checking account	
100765505 1225	12/18/2025		453 · Liability insurance	-440.00
			454 · Auto insurance	-17.00
			455 · Workers Comp insurance	-76.00
			456 · Commercial umbrella	-63.00
			453 · Liability insurance	-8.00
TOTAL				-604.00
7042	01/06/2026	LEAF	A200-1 · Operating checking account	
19550030	12/26/2025		485 · Telephone	-174.73
TOTAL				-174.73
7043	01/06/2026	National Fuel	A200-1 · Operating checking account	
3281151 09 1225	12/22/2025		484 · Gas	-668.74
TOTAL				-668.74
7044	01/12/2026	The Hartford	A200-1 · Operating checking account	
375043377283	01/10/2026		803 · Short term disability	-130.24
			A719 · Paid famiy leave	-144.16
TOTAL				-274.40
Total Paid Invoices				6,092.02

Director's Report

Director's Report January Board Meeting

December Attendance - 896 →

December	896
November	736
October	1000
September	1040
August	1050
July	1422
June	1009
May	954
April	1432
<u>Average</u>	<u>1060</u>

- Programming and numbers from last month
- Security system installation
- First draft of budget
- Library vendors and AY authors
- PTO and wage rates calculated and distributed, payouts
- Staff meeting, evals, EAP harassment
- Upcoming - survey, annual report, year in review,
 - Events - romance book club, lock in, summer reading prep
- General updates
 - Tables/chairs, bathroom floors, rocking chair/plaque, PFL, parking lot, agendas

Policies

OLD

OUTSIDE WORK ACTIVITIES

Unless pre-approved by the Executive Director non-exempt employees are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication through cell phones, text messages and emails for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication outside of regular work hours or performing any other work during non-working hours must be pre-approved by the supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked on the employee's time sheet. For the avoidance of doubt, responding to de minimis and/or routine questions, including about the employee's time sheet, is not considered time worked.

TRAVEL/EXPENSE REIMBURSEMENT

Employees will be reimbursed for pre-authorized expenses, such as: Library-related travel mileage, lodging expenses, airfare, meals, or other business expenses incurred on behalf of SMCL. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Library.

Employees will be reimbursed for their mileage at the IRS's current reimbursement rate. In addition to obtaining pre-approval, the employee must complete a travel/expense reimbursement form, attach any receipts, and submit to the Executive Director.

Employees should ask their supervisor or Executive Director for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

OVERPAYMENTS

In the event an employee is overpaid due to a mathematical or clerical error, SMCL will proceed to recoup the overpayment via wage deductions in accordance with the New York State Labor Law. Employees who become aware of an overpayment must notify the Executive Director immediately. For more information, employees should contact the Executive Director.

POLICY FOR DEDUCTIONS FROM WAGES

Employee pay stubs itemize deductions made from gross earnings. The Library is required by law to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Pay stubs also itemize any voluntary deductions such as an employee's portion of health, dental or life insurance premiums and/or voluntary contributions to a retirement plan, to the extent applicable. If applicable, pay stubs will also differentiate between regular and overtime pay received.


July 2025

NEW

OUTSIDE WORK ACTIVITIES

Unless pre-approved by the Executive Director non-exempt employees are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication through cell phones, text messages and emails for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication outside of regular work hours or performing any other work during non-working hours must be pre-approved by the supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked on the employee's time sheet. For the avoidance of doubt, responding to de minimis and/or routine questions, including about the employee's time sheet, is not considered time worked.

TRAVEL/EXPENSE REIMBURSEMENT



Employees will be reimbursed for pre-authorized expenses, such as: Library-related travel mileage, lodging expenses, airfare, meals, or other business expenses incurred on behalf of SMCL. Employees will be reimbursed for meal expenses up to a maximum of \$70 per day while traveling on approved Library business. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Library.

Employees will be reimbursed for their mileage at the IRS's current reimbursement rate. In addition to obtaining pre-approval, the employee must complete a travel/expense reimbursement form, attach any receipts, and submit to the Executive Director.

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PATRON INTERNET AND COMPUTER ACCESS POLICY

The Internet enables Stevens Memorial Community Library to provide electronic information beyond the confines of our collection and allows access to ideas, information, and commentary from around the world. Introduction of the internet as an information resource allows Stevens Memorial Community Library to enhance existing print and electronic resources.

The internet is a wholly unregulated medium and while it offers access to a wealth of material, it offers materials that may be outdated, incorrect, offensive, or disturbing. Library users access the internet at their own discretion. The Stevens Memorial Community Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content, its accuracy, or its patrons' use of it.

The primary purpose of our electronic service is to provide access to information sources for research and study. Individuals who are using the computer for games or recreation will be asked to leave the computer if it is needed for reference purposes. The library reserves the right to limit computer users to using the computers for research and study purposes if it proves necessary to do so.

Internet users must not engage in any illegal or legally questionable activities including but not limited to; hacking, transmitting copyrighted material without approval, harassing others locally or remotely.

All individuals who wish to access the internet must sign up for a computer at the circulation desk with a staff member.

1. Patrons 12 and under must be accompanied by an adult.
2. Patrons 16 and under must have an Internet Use Permission on file.
3. There is a 60-minute maximum per patron per day.
4. Free access to all patrons will be implemented at all times
5. Computers are shut down 10 minutes before library closing.
6. Failure to abide by the Computer Use Policy may result in immediate termination of computer privileges and/or long term suspension.

Computers used to access the internet are located in a public space and others walking by or using other portions of the library can easily view screen displays during internet use sessions. While Stevens Memorial Community Library recognizes and supports the rights of users to access constitutionally protected materials, the library asks that users refrain from displaying images that might be potentially offensive to other library users. Internet users who refuse to comply with this rule will be required to relinquish their internet privileges. The library will not be responsible if individuals access materials, which the internet user or other library users find offensive.

Adopted by the SMCL Board of Trustees December 11th, 2023

NEW



Computer and Internet Use Policy

Purpose

The purpose of this policy is to establish guidelines for the appropriate use of the Internet and related technologies by members of the public at the Stevens Memorial Community Library (the "Library"). The Library provides free access to the Internet to support the educational, informational, and recreational needs of the community. Users must adhere to this policy to ensure that all patrons can access and use the Library's Internet resources in a safe, productive, and respectful way.

General Guidelines

1. Access to the Internet:

- The Library provides Internet access to patrons free of charge
- Access to the Internet is available on Library computers and through the Library's wireless network
- Access is granted on a first-come, first-served basis, and usage is subject to availability
- Patrons who do not abide by Library policies may be barred from the Library, prohibited from using computers or other Library services and equipment, and/or prosecuted for illegal activities
- Users are responsible for maintaining the privacy and security of their personal data when using Library computers or wireless networks. The Library is not responsible for any loss of personal information, data breaches, or security issues that may arise during internet use. Patrons may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be deleted once the computer is restarted or shut down at the end of the patron's session. Library employees are authorized to delete any patron files during routine maintenance of Library computers

2. Acceptable Use:

- The Internet should be used for legal, educational, informational, and recreational purposes only
- Users should act in a manner that does not disrupt other patrons' use of the Library's resources or cause damage to Library equipment

- Users must comply with all applicable local, state, and federal laws, as well as this policy, while using the Internet
- Users may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be deleted once the computer is restarted or shut down at the end of the patron's session. Library employees are authorized to delete any patron files, including documents, photos, videos, and music files, during routine maintenance of Library computers.
- There is a charge for printing from the public access computers. Patrons may pay for printing/copying at the circulation desk

3. Unacceptable Use:

- Engaging in any illegal activity, including accessing, distributing, or creating illegal content (e.g., child pornography, pirated software, hacking)
- Accessing inappropriate or harmful content or engaging in inappropriate or harmful activity, including but not limited to content or activity that is obscene, defamatory, indecent, abusive, violent, hateful, harassing, threatening, or discriminatory
- Using the Internet to engage in fraudulent activities or scams, such as phishing or identity theft, to engage in activity likely to upset, embarrass, or alarm another person, or to purposefully cause annoyance, inconvenience, or needless anxiety to another person
- Using the Internet in any way that could disable, overburden, damage, or impair the Library's network, or interfere with any other party's use of the network
- Using any robot, spider, or other automatic or manual device, process, or means to access the Library's network for any purpose, including monitoring or copying any Network traffic or resources available on the Library's network
- Downloading, installing or attempting to install any software, programs, or files that may damage Library computers or interfere with other users. Patrons should also be advised that unsolicited commercial or bulk messages (such as spam) are often means to spread computer viruses and other malicious software. Patrons should accordingly avoid opening unsolicited messages while on the Library network, and are asked to report promptly any suspicious activity or messages to Library personnel.

4. Children:

- Children under the age of 10 are permitted to use Library computers with consent from a parent or legal guardian

- Responsibility for monitoring a child's access to Library resources rests with the child's parents or legal guardians

5. Other Guidance:

- Users are typically permitted to use Library computers for an uninterrupted duration of time, although time limits may be enforced during periods of high demand, or based on the availability of open computers
- Library employees may provide limited assistance on the public computers and patrons' personal devices, but can only assist as time allows
 - Users are responsible for maintaining the privacy and security of their personal data when using Library computers or wireless networks and/or asking staff for assistance

Disclaimer

The Library is not responsible or liable for the content of postings by third parties accessed via the Library's Internet. Users should be aware that not all sources on the Internet provide accurate, complete, or current information. The Library disclaims any responsibility for the accuracy or quality of information obtained.

The Library cannot guarantee the accuracy, availability, or security of online resources. The Library is not responsible for any direct or indirect consequences arising from Internet use, including but not limited to data loss, malicious software, or inappropriate content. Questions or concerns regarding the Stevens Memorial Community Library's Internet Use Policy should be addressed to the Library Director.

ADOPTED by the Stevens Memorial Community Library Board of Trustees __/__/__