

Trustee Reports

Treasurer's Report – Mr. Stowell submitted his report to each Trustee Member. There was \$5,000 deposited in the Brick Sales and Room Naming Opportunities accounts during the period June 14, 2016 through September 12, 2016 from the donation by Edward B. St. John for Study Room 3. There were no brick sales during this period. There were expenditures of \$55.00 for one brick and \$110.75 for the sign for Study Room 3. Total Brick Sales / Room Naming donations to date = \$50,470.00, Total Expenses to date = \$23,143.18, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$27,326.82.

Mr. Desmarais MOTIONED to approve the Treasurer's Report as submitted, SECONDED by Mr. Clark, unanimous approval.

Secretary's Report / Building Report – Mr. Vaccarelli noted the buildings have been quiet with the exception of enhanced handicap area painting along the driveway. There have been some issues with falling but Mrs. LoRusso added there have been no falls since the new paint was applied.

Mr. Vaccarelli then read for the record correspondence from Thomaston Savings Bank Foundation, Inc. to Jo-Ann LoRusso dated August 23, 2016 regarding the award of \$2,000 towards the grant request (see attached). Mrs. Smith congratulated Mrs. LoRusso and the entire Library staff. Mrs. LoRusso has RSVP'd the Thomaston Savings Bank Foundation Inc. and is in good standing. In response to Mrs. Smith, Mrs. LoRusso noted that although they try to include children of all ages, STEM (**S**cience **T**echnology **E**ngineering and **M**athematics) programs for early learners encompasses an age group of pre-school through middle school. STEM programs are to prepare early learners for the technological innovations they will undoubtedly experience in their lifetime. STEM teaches problem solving skills, is aligned with Region 15 and is referred to as 21st century learning.

Mr. Clark MOTIONED to approve the Secretary's Report / Building Report, SECONDED by Mrs. Engelman, unanimous approval.

Director's Report – Mrs. LoRusso confirmed that all Trustee Members received a copy via email of the Director's Report along with August 2016 Statistics (see attached).

Library Programs, Services and Upcoming Events – Mrs. LoRusso stressed two items on the "September 2016 Calendar of Events". First, the Library Birthday (222 years) Celebration on September 22, 2016 will include honoring Library Board of Trustee Member Marilyn Engelman for her dedicated years of service, and Tech Talks: Internet Safety for Kids scheduled for September 7th and September 21st. This is part of the Internet Policy and being CIPA (Children's Internet Protection Act) compliant. Director LoRusso then presented

to the Board a brief demonstration / overview of the "Internet Safety for Kids" PowerPoint Presentation.

Middlebury Public Library Policy Manual – Mrs. LoRusso noted the last time this policy was updated was in 1990. She stressed the importance of being proactive in updating this manual. This Manual will be discussed later during this meeting.

A brief discussion took place regarding *CEN Internet Services* which was previously provided for free of charge but has now set the current rate of \$150 per month retroactive as of July 1, 2016. Notice of this increase was received on July 5, 2016 and has created an expense which was not budgeted for in the 2016-2017 Fiscal Year Library Budget. Mrs. LoRusso has contacted the Town Chief Financial Officer Larry Hutvagner regarding this matter. To help ease this unforeseen cost, Mrs. LoRusso applied for an e-rate discount (50%) through the State Library Universal Service Schools and Libraries nonprofit program. However, this discount comes with certain criteria which must be met. This includes the Middlebury Internet Policy which must be CIPA compliant.

Friends of the Middlebury Public Library, Inc. - Mrs. LoRusso read the following correspondence received from Karen Stowell, President:

\

- During the summer we held two "meet and greets" at the Library;
- We now have 14 memberships, including 2 students, 5 individuals and 7 families;
- We sold watermelon and cookies at Middlebury Night for a net profit of \$67.00;
- We have filed paperwork for incorporation with the State of Connecticut with the assistance of Matthew Vaccarelli;
- We will have a Fall Harvest Dinner fundraiser at the Library on Thursday, October 13th with two family style sittings. Tickets available next week.

Collection Relocation – Mrs. LoRusso provided a quote from Tucker Library Interiors for additional needed shelving. A brief discuss ensued regarding this quote, number of shelving, color, size, history and location. Mrs. LoRusso received a \$13,000 Grant from The Arthur W. Perdue Foundation Inc. to offset this quote. Mrs. Smith suggested Mrs. LoRusso contact Tucker Library Interiors LLC to inquire about also applying the CT State Contract Tier Discount to the 42" End Panels and Canopy Tops. Should they apply said tier discount perhaps additional funding would not be needed.

Mr. Vaccarelli MOTIONED to accept the Director's Report, SECONDED by Mr. Stowell, unanimous approval.

Old Business – None

New Business –

Middlebury Public Library Manual – Mrs. Smith confirmed all Board members received a copy in June for review. Discussions took place regarding “Conflict of Interest”, “Public Comment at Board Meetings and Special Meetings”, “Children age 12 and Older” and “Appeal and Review” sections. Mrs. LoRusso will make the suggested changes and provide members with updated revisions at next month’s meeting.

Discussion and action on purchasing of Tucker Interiors Library shelving -
See Director’s Report.

Discussion and action on Technology Protection Measures and Internet Safety Policy (See attached) –Mrs. Smith acknowledged it is required that this policy be approved in order to be CIPA (Children’s Internet Protection Act) compliant. This Act only applies to Libraries who have chosen to accept e-rate discounts for internet access. If this Board did not accept the discounted rate, we would not have to adhere. Mrs. Smith advised that going forward this Board may wish to investigate what the cost would be if this Board chooses not to comply. Director LoRusso noted the cost would be \$450 per month. Future questions to consider are will there be other future requirements, will this create difficulties / issues and will this eventually infringe of First Amendments rights? Mrs. LoRusso explained that Middlebury has aligned itself with the American Library Association and the State Library. Both understand the financial budget constraints and challenges libraries face. Libraries across the state are supporting this to maintain free internet which is a vital service to Middlebury residents. This policy is specific to “children”. Mr. Clark concurred regarding First Amendment rights. He added that although he supports this motion in that it benefits children, he questions which outweighs the other. Money should not override the First Amendment. He is surprised the American Library approved the implementation of this policy and does not appreciate the government using the “dangling of the carrot” method. He also noted this is an awful way for government to get their paws into the First Amendment freedoms to try and influence the libraries to do what the government wants libraries to do.

Mr. Vaccarelli MOTIONED to accept the Technology Protection Measures and Internet Safety Policy, Seconded by Mrs. Engelman, unanimous approval.

Library Board of Trustees
September 13, 2016
Page Five

Public Comment - None

Adjournment – Mr. Desmarais MOTIONED to adjourn the meeting at 3:52 P.M., SECONDED by Mr. Clark, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette
Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk
Web Master



203 Main Street, P.O. Box 907
Thomaston, CT 06787
P: 860.283.1874 | F: 860.283.2529
www.thomastonsavingsbank.com

August 23, 2016

Jo-Ann LoRusso
Town of Middlebury Public Library
1212 Whittemore Road
Middlebury, CT 06762

Dear Jo-Ann LoRusso:

Congratulations! On behalf of the Thomaston Savings Bank Foundation, Inc., I am pleased to advise you and your organization that an award of **\$2,000.00** has been approved towards your grant request. It has been a rewarding process to learn about your organization, recognize your merits and help make an important contribution to your efforts.

The Thomaston Savings Bank Foundation, Inc. has carefully reviewed your request and has allocated the grant proceeds to be utilized solely for funding the following purpose (s):

To provide funding in support of the incorporation of STEM programs into the library community for early learners.

Due to your application being submitted without a Non-profit 501-C3 IRS determination letter, this grant approval is contingent upon the Grantee properly signing the enclosed agreement and returning it in the envelope provided, by September 23, 2016.

The grant awards will be presented at an open house on Tuesday, October 4, 2016 from 6:30 to 8:00 p.m. We are requesting recipients to arrive promptly for our opening remarks and a brief entertainment segment. The event will be held at the Thomaston Opera House located at 158 Main St., Thomaston, CT. This will be an excellent opportunity for the Thomaston Savings Bank Foundation Trustees and Officers to meet our grant recipients, so that we may all attain a better understanding of our combined commitment to our fine communities. An R.S.V.P. has been enclosed; please reply on or before September 23, 2016.

We are proud of the well-established Thomaston Savings Bank Foundation, Inc. and this year's funding of **\$460,000.00** to local charitable causes. As you may be aware, these funds are to be distributed to benefit the citizens of the Thomaston Savings Bank assessment area. Any acknowledgment of our grant to the general public would be greatly appreciated.

Please accept my best wishes for a promising and rewarding upcoming year. I look forward to meeting with you personally on October 4, 2016.

Sincerely,

A handwritten signature in cursive script that reads 'Stephen L. Lewis'.

Stephen L. Lewis
President

THOMASTON SAVINGS BANK
FOUNDATION, INC.

To: *Middlebury Library Board of Trustees*
 From: *Jo-Ann LoRusso, Director*

Re: Director's Report

September 13, 2016 3 pages

Statistics for August 2016

(ATTACHMENT)

Library Programs, Services, and Upcoming Events (CALENDAR and ARTICLE)

A Library Birthday Celebration is scheduled on Thursday, September 22, 2016 at 2:00PM. We will be honoring Library Board of Trustees member Marilyn Engelman for her years of service. (INVITATION)

Tech Talks: Internet Safety for Kids on Wednesdays, Sept. 7th and 21st at 11:00AM. This presentation is geared toward care providers on internet safety for children. (POWERPOINT)

Middlebury Public Library Policy Manual (Updated POLICY)

A draft of the policy manual has been created for Library Board review and discussion for today's meeting. It contains current policies plus additional policies to provide a safe, warm and welcoming atmosphere for all.

Adult Services Librarian Position

The Adult Services Librarian is staff member Jen Minchella. This was a promotional opportunity due to retirement. Jen has been on staff part-time since 2013.

Part Time Children's Library Assistant Position

The Part Time Children's Library Assistant is Stephanie Koller. She filled the part time position available due to Jen's promotion. Ten applicants applied for the position.

CEN Internet Services

(INTERNET ARTICLE)

CEN has provided the Middlebury Public Library with internet access free of charge since 2001. After negotiating, the current rate is set for \$150 per month for 12 months with no reassurances for next year's pricing. The rate is determined by usage. The rate is retroactive as of July 1, 2016. We were notified July 5, 2016 (email listed below). This was an unforeseen expense to the Library's FY16-17 Budget.

After working closely with the Ct State Library's e-rate coordinator Maria Bernier, we were able to apply for an e-rate discount for this fiscal year July 2016 – June 2017.

The Universal Service Schools and Libraries nonprofit program, referred to as the E-Rate Program, assists schools and libraries with affordable rates for telecommunications and internet access. Eligible services offered fluctuate each fiscal year which makes forecasting the upcoming budgetary needs less accurate.

The Middlebury Public Library's discounted rate was based on the percentage of Region 15's students who are eligible for free or reduced lunches according to the National School Lunch Program and rural classification. We are eligible to receive 50% off CEN's invoice due to the e-rate discount. We have taken the necessary steps to comply with the CIPA requirements. The CIPA requirements include an updated internet safety policy, the use of security software, and a public discussion during today's Library Board of Trustees meeting.

The Middlebury Public Library will continue to provide internet access, at no cost to the public, without interruption of services. We have revised our current internet policy with the requirements needed to comply with the e-rate discount for Library Board approval. Public Libraries across the state are facing the same challenges.

Letter emailed to all Library Directors 7/5/2016:

Hello directors –

Because of the state budget cuts this year, CEN is starting to charge for internet access, which it has always been able to provide for free in the past. Starting this month, most libraries will see rates of either \$150 or \$450 per month, depending on use.

One option for helping to pay this new bill is E-rate funding. The deadline to apply for E-rate is approaching quickly on July 21. For more information on how to request a discount on your internet service, visit this webpage: <http://libguides.ctstatelibrary.org/dld/erate/isp>

The hitch is that libraries must be CIPA compliant, including filtering, in order to accept E-rate funding. Luckily, CEN offers free filtering software to its members, and many libraries will have a year to become compliant. More information about CIPA, filters, and E-rate is available in this recorded webinar by myself and Scott Taylor from CEN or from the presentation slides.

If you are interested in pursuing this option to reduce your internet bill, please let me know.

I'll provide drop-in assistance with E-rate forms during these times, no RSVP necessary:

- July 7, 1:00-4:30: Thompson Public Library, 934 Riverside Drive (Route 12), North Grovenordale
- July 11 through July 15, 8:30-4:30: MLSC, 786 South Main St, Middletown
- July 21, 8:30-4:30: MLSC, 786 South Main St, Middletown – DEADLINE!

I'm here if you have questions.

Maria



Maria Bernier | E-rate Coordinator, Division of Library Development | Maria.Bernier@ct.gov | Office: (860) 704-2204
<http://libguides.ctstatelibrary.org/dld/home> | Middletown Library Service Center, 786 South Main St. Middletown CT 06457 | Fax: (860) 704-2228

Friends of the Middlebury Public Library Inc.: Meet and Greet

The Friends of the Middlebury Public Library Inc. had their first public meet and greet event to introduce new members and encourage the community to join. Membership forms are available. Note: 15 members have joined to date.

2015-2016 Connecticut Public Library Survey

The Connecticut Public Library Survey was successfully completed and submitted July 29, 2016. State aide for completion of this project has been suspended for FY 2017 due to state budget cuts.

Collection Relocation

(QUOTE and PERDUE ATTACHMENT)

The collection relocation is in the beginning phase. A quote for additional shelving that was eliminated in the original quote during the 2013 Renovation/expansion project has been requested. The relocation of large print materials is critical. Shelving is at capacity.

Room Naming Opportunity

(ATTACHMENT)

We received a room naming opportunity for the Adult Study Room- see attachment. Funds to purchase signage from Library Endowment Fund 61 were in the amount of \$111.

August 2016		
Circulation	6262	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	65	171
Children	8	103
Teen	1	4
Specials	5 Yoga Bedtime Story Time Scooter	80
Outside Groups	0	0
Program Total	79	358
STUDY ROOM USAGE	89 Times	131 People
LIBRARY CARDS	22 New Residents	3618 Active Cards
COLLECTION SIZE	72661	



**TUCKER
LIBRARY INTERIORS
LLC**

55 SO. COMMERCIAL STREET
MANCHESTER, NH 03101
T:603-666-7030 - F:603-666-7032
www.tuckerlibraryinteriors.com

QUOTATION

August 11, 2016

Jo-Ann LoRusso, MLS
Library Director
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

(203) 758-2634 ext. 105

MJ Industries - Library Shelving - Color: Autumn White

Four ranges of five shelving units each:

MJ36102442	42"h x 36"w x 24"d double face unit includes (2) 10"d adjustable shelves per face above a closed base	\$452.45	20	\$9,049.00
MJWOODBKT8	8"d bracket for wood canopy tops	\$24.47	24	\$587.28
MJFIND9Cork	9"h findable book support with cork	\$11.37	120	\$1,364.40
MJAS3610	36"w x 10"d adjustable shelf	\$44.28	40	\$1,771.20

Total List: \$12,771.88

CT State Contract Tier Discount: -\$3,831.56

Net Delivered and Installed Cost: \$8,940.32

End Panels and Canopy Tops for above shelving units - Cherry finish, laminate color to follow.

EP4224	42"h double faced cherry veneer with solid edges	\$380.00	8	\$3,040.00
CT524	double faced laminate top with solid cherry edges along two long faces, backer sheet below. Color to follow	\$780.00	4	\$3,120.00

Total Net Delivered and Installed Cost: \$15,100.32

Installation provided by non-union installers during normal working hours M-F. Use of the elevator is required if installation is to take place on floor other than the entry level, stair carry will be an additional charge. To provide an efficient and satisfactory installation, Tucker Library Interiors, LLC, will not deliver or install any shelving or equipment until the library has reached substantial finished completion in all areas that our items are to be installed. Your desired installation date is very important to us. Should you request a delay within 45 days of the original requested date, materials will need to be manufactured and stored. Off-site storage and handling is available at a daily fee to be determined. All materials in storage will be invoiced less an 8% retainage to cover delivery and installation.

Copyright © 2015 TUCKER LIBRARY INTERIORS, LLC. All rights reserved. No part of this quotation or associated drawings may be reproduced or transmitted in any form by any means without the prior written permission of TUCKER LIBRARY INTERIORS, LLC.

Prices are firm for acceptance for 30 days, subject to reconfirmation thereafter. PAYMENT TERMS: NET 15 DAYS. Deliveries are subject to delays from fire, strikes, or other causes beyond our control. Tucker Library Interiors, L.L.C. assumes no liability for delay due to causes beyond its control.

Accepted By: _____ By: Cori L. McGrath

THE ARTHUR W. PERDUE FOUNDATION, INC.

December 14, 2015

Ms. Jo-Ann Lorusso
Town of Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Dear Ms. Lorusso:

The Arthur W. Perdue Foundation, Inc. is pleased to enclose a check in the amount of \$13,000, per the request of Ali and Ben Hildebrand, as an unrestricted grant to the Town of Middlebury Public Library. This grant is to be used at the discretion of the library's Director. This grant is subject to the terms set forth in the attached Grant Terms and Conditions, and by cashing the grant check you are indicating that you agree to its terms.

Please send any receipts, grant confirmations or other correspondence regarding this contribution to the fax number or mailing address specified below.

The Arthur W. Perdue Foundation, Inc. wishes you and your organization every success in your important work. If you have any questions concerning this grant agreement, please contact Foundation Source, the administrator for the Arthur W. Perdue Foundation, Inc., at 1-800-839-1821.

Sincerely,

Foundation Source
Administrator, The Arthur W. Perdue Foundation, Inc.

Address for contributions and organizational information	Address for grant receipts and confirmations
James A. Perdue c/o The Arthur W. Perdue Foundation, Inc. P.O. Box 1537 Salisbury, MD 21802	The Arthur W. Perdue Foundation, Inc. c/o Foundation Source 55 Walls Drive, Suite 302 Fairfield, CT 06824-5163 Phone: 1-800-839-1821 Fax: (203) 549-0835

The Arthur W. Perdue Foundation, Inc.
Foundation Source, Administrator
501 Ebenezer Road, Suite 123
Wilmington, DE 19809
(800) 839-1764

STERLING NATIONAL BANK
620 WEST CHESTER AVENUE
PORT CHESTER, NY 10573
60-430219

81872
12/16/2015

PAY ***Thirteen Thousand Dollars And 00 Cents*****

\$13,000.00

VOID AFTER 180 DAYS

**THE ARTHUR W. PERDUE FOUNDATION, INC.
GRANT TERMS AND CONDITIONS**

Grant Amount: \$13,000.00

Grant Recipient: Town of Middlebury Public Library (the "Grantee")

- a. **Tax-Exempt Status of the Grantee:** The Grantee is an exempt governmental unit treated as a public organization under Internal Revenue Code Section 509(a)(1).
- b. **Grant Purpose and Expenditure of Funds:** This is an unrestricted grant to the Grantee. The Grantee will utilize the grant funds only for educational, scientific, literary, religious or other charitable purposes. This grant is not earmarked to support or carry on any voter registration drive, or to influence legislation or the outcome of any election. Thus, any use of grant funds by the Grantee for such activities constitutes a decision of the Grantee that is wholly independent of the Foundation. The rules governing private foundations require that the Grantee not use any of the grant funds to satisfy a charitable pledge or obligation of any person or organization other than the Foundation, or to provide any tangible economic benefit to any Foundation manager or substantial contributor or their respective family members.
- c. **Return of Grant Funds:** The Grantee agrees to return any grant funds not expended for the purposes described above to the Foundation, c/o Foundation Source at 55 Walls Drive, Suite 302, Fairfield, CT 06824-5163. The rules governing private foundations also require the Grantee to return the enclosed grant if the Grantee is no longer recognized by the Internal Revenue Service as having the above described tax-exempt status.
- d. **Foundation Connection:** If the Foundation, alone or together with its officers, directors, trustees, substantial contributors, and the family members of the foregoing individuals, "controls" the Grantee, the grant may be subject to additional terms or rescission. Here, the term "control" means the ability to require the Grantee to make or refrain from making an expenditure. If this is the case, the Grantee may not expend any of the grant funds and must notify Foundation Source immediately. Additional conditions may apply, and it may be necessary for the Grantee to return the grant funds.
- e. **Other Terms:** These Grant Terms and Conditions encompass the entire agreement between the Foundation and the Grantee, and supersede all previous understandings and agreements between the Foundation and the Grantee, whether oral or written. This grant is subject to these Grant Terms and Conditions; by cashing the grant check the Grantee indicates its agreement to these terms. The term "Foundation" means the foundation making this grant.

(7/8/2016)
Fund 61

Room Naming Opportunities

There are a number of available Naming Opportunities in the renovated Middlebury Public Library

Room Naming Opportunities:

Adult Study Room (3)	\$5,000
Children's Study Room (2)	\$3,000
Café	\$5,000
Children's Story Time Room	\$10,000
Meeting Room with future patio	\$20,000
Teen Room	\$20,000

Name: EDWARD B. ST. JOHN

Address: 178 BRANSON DRIVE

City, State, Zip: MIDDLEBURY, CT 06762

Amount of Gift: \$5,000.00

Naming Opportunity: ADULT STUDY ROOM

Make checks payable to Town of Middlebury, Library Endowment Fund

REVISED: May 10, 2016
Library Board of Trustees

Internet/Public Access Computers

To comply with the CIPA [Children's Internet Protection Act (Pub. L. 106-554 and 47 USC 254(h))] the Middlebury Public Library has installed technology protective measures on all of its Internet accessible terminals. The technology protective measures help to protect minors (anyone under the age of 17) against access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." The term "obscene" as defined in 18 USC Section 1460
The term "child pornography" as defined in 18 USC Section 2256
The term "harmful to minors" as defined in 47 USC Section 254[G]

The Middlebury Public Library shall provide access to the Internet through one or more of its public access workstations, subject to the guidelines set forth below.

Guidelines for Use

A. Permitted Access and Use

1. All resources available on the Internet with the exception of those items listed in Prohibited Access and Use noted below.
2. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected or accessed by their children. Parents and guardians are advised to supervise their children's computer use. It is the responsibility of the parent or guardian to ensure the safe and appropriate use of the Internet. The use of technology protective measures should not be viewed as a substitute for parental and/or guardian supervision. Children and teens should be warned against giving out any personal information while using the Internet, email, or other direct electronic communications.
3. Only students ages 12 to 18 may use the laptops located in the Teen Room.
4. Only Children and their Parent/Caregiver may use the computers and tablets located in the Children's Area.

B. Prohibited Access and Use

1. Sending and/or viewing sexually explicit and/or, obscene and/or potentially offensive images, graphics and/or material.
2. Unauthorized disclosure, use and dissemination of personal identification.
2. Harassing, libeling or slandering of others.
3. Engaging in interactive internet games.
4. Destruction of/or damage to the equipment, software, or data belonging to the Library or other users; changing the Library's set-up or software or hardware; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected material.
5. Any illegal activity, unauthorized access including "hacking" by adults or minors.

C. Implementation and Practices

1. In order to assure availability of the Internet workstations, access will be permitted to one hour per day. If workstations are free after the initial hour, additional increments may be given at 30-minute intervals. The staff will monitor and enforce this by such methods as that best suit the needs of the Library.
 2. If all the workstations are in use, a patron may reserve the next available workstation by notifying the desk. The reservation allows that the next available workstation will be held for 5-minutes for that patron. It is the responsibility of the patron to watch for the available computer.
-

3. A maximum of two (2) people may use an Internet workstation at a time.
4. Users are expected to have basic computing and Internet knowledge.
5. Users are expected to be courteous and quiet to avoid disturbing people using other Library resources.

Caveats

The Middlebury Public Library assumes no responsibility for the accuracy, content, completeness, or type of information found on the Internet. Although the staff of the Middlebury Public Library will enforce its Internet Policy, it does not assume a separate responsibility for monitoring or controlling access to the Internet or the content of material available or accessed through the Internet.

Internet users who release public information do so at their own risk. Anything accessed or entered on the Library's public access Internet computers are not secure and may be accessible to others. Staff is able to provide only limited Internet assistance.

Enforcement

Use of the Library's public access Internet workstations in violation of the policies and practices set forth herein or for an illegal purpose or in a manner that is detrimental to the functioning of the Library and its other services may be enforced by denial of use, suspension of library privileges or referral to an appropriate law enforcement agency. The Middlebury Public Library reserves the right to modify this policy at any time, without notice.
