

**Item:** WLS Internet Use Policy Revision

**Background:** At the 11/28/2017 Meeting, the WLS Board approved the start of implementation for the application process of the Universal Service Schools and Libraries Program, known as e-Rate, for school year 2018-2019 using Open DNS filtering with Internet Watch Foundation categories and full implementation of the Tor browser. Use of filtering requires revision of the current WLS Internet Use Policy #10 in order to bring it into compliance with e-Rate requirements, since WLS had not previously used Internet filters. A public hearing addressing the new Internet safety and use policy (which includes filtering) will also need to be held.

**Status:** Attached for your information is the proposed revised Internet Safety and Use Policy. Additional text is shown as underscored items and deletions are shown as ~~strikeout~~. It was shared with the WLS Board as an Information Item on 3/27/18, and WLS Trustees were asked to share any comments or suggestions with the members of the Governance Committee.

The Governance Committee has reviewed the proposed revision. One typographical error to the word "mind" under the section *Safety of Personal Information* on page 2 in the last line of the first paragraph was corrected.

The WLS Board Meeting on May 29<sup>th</sup> will serve as the public hearing for this new Internet safety and use policy, and the floor will be open for members of the public to have the right to be heard.

**Recommended Action:** Approval of the revised Internet Safety and Use Policy as submitted.

May 29, 2018

**Subject:** Internet Safety and Use

**Application:** Employees, customers, consultants, contractors, vendors and visitors

**General**

Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County's diverse, multicultural community by providing access to Internet resources ~~including social media and blogging sites~~ that offer many valuable local, national and international sources of information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet, ~~but also~~ and to exercise discretion, good judgment and concern for privacy and discretion in their use of it.

**Confidentiality**

WLS supports the right to privacy and confidentiality of library users in accordance with the ALA's Library Bill of Rights; the Freedom to Read Statement; the Freedom to View; Access to Electronic Information Services and Networks; and with the policies, goals and objectives of this public library system. WLS considers any record of Internet use by a patron to be a library record and as such Internet use will be protected as confidential as prescribed by section 4509 of NYS Civil Practice Law & Rules.

**Disclaimer**

~~WLS does not monitor and has no control over the information accessed through the Internet, and therefore, cannot warrant the information available through its Internet connection to be accurate, authoritative, factual, timely or useful. In addition, because the content of the Internet is not managed or governed by any entity, users may encounter materials they consider offensive. The board and employees of WLS assume no responsibility for damages of any type arising from the use of Internet workstations.~~

**Appropriate Use**

Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, hacking, or any other form of unauthorized access. Such illegal activities may result in loss of system privileges and criminal prosecution. Use of the WLS Internet gateway/connection is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products or services.

**Access by Minors**

As with other library materials, the restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

As required by the Children's Internet Protection Act (CIPA), in order to be eligible for certain federal funding, WLS has implemented filtering on all Internet-accessible devices connected to its computer network. The filter protects against access to obscene materials including child

pornography, which in the case of persons (minors) under the age of 17 has been deemed by WLS to be harmful.

Users should be aware that all filters, including the filter used by WLS, operate with a certain degree of “underblocking” (i.e. permitting access to certain material that is intended to be blocked) and “overblocking” (i.e. denying access to certain constitutionally protected material that is not intended to be blocked). WLS has attempted to implement a filter that complies with CIPA while providing library patrons with the broadest possible access to constitutionally protected speech and information. WLS cannot and does not guarantee that the filter will block all obscenity, child pornography or materials to minors. WLS also cannot and does not guarantee that the filter will not restrict access to sites that may have legitimate research or other value.

In order to help address the issue of overblocking and enhance users’ access to constitutionally protected speech and information, WLS requests that all users, both adults and minors, send an email to [it+filtering@wlsmail.org](mailto:it+filtering@wlsmail.org) to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may disable the filter in order to obtain unfiltered Internet access by following the instructions provided on the computer screen or other instructions as WLS may provide from time to time.

### **Safety of Personal Information**

To address the issue of safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure use and dissemination of personal identification information regarding minors, WLS will provide training for member library staff. In addition, WLS encourages member libraries to provide training to library patrons and urges minors to keep in mind the following safety guidelines:

1. Never give out identifying information such as home address, school name or telephone number.
2. Let parents, guardians and/or caregivers decide whether personal information such as age, marital status or financial information should be revealed.
3. Never arrange an in-person meeting with someone via any form of direct electronic communication without approval of a parent or guardian.

### **Oversight**

The WLS Board of Trustees will receive and review the impact of the filter on the patron Internet experience on an annual basis.

*Last approved: May 26, 2015*

**Item:** Extension of Current Borrowing Facility

**Background:** WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement, but there is a \$500 re-application fee. The re-application also requires submission of audited financial statements on the part of WLS.

**Status:** The current facility expires on June 30, 2018. We have obtained bank approval to extend the facility for an additional year. During the prior year, there were no borrowings under the facility. **At this time, we do not foresee any need to borrow under this facility for the coming year.** Given there are no encumbrances, covenants or facility fees, and due to the uncertainty of when the FY2018-19 State monies will be received, we recommend extending the borrowing agreement for one year to allow for financial flexibility.

**Recommended  
Action:**

We are recommending that the Board approve the extension of the borrowing facility with TD Bank for an additional year.

May 29, 2018

**Item:** Investment of WLS Funds in CDs

**Background:** Per Westchester Library System's (WLS) investment policy, WLS is:

“committed to investing its funds in a way that will maximize the security of principal, satisfy cash flow requirements, and use approved investments to provide the highest possible return. All investments shall conform with all applicable laws and regulations applicable to library systems in New York State.”

**Status:** At the present time, the best one-year CD rates are paying approximately 2%. WLS accounts are currently earning .75%. In order to maximize earnings, staff is proposing that WLS invest up to \$250,000 of WLS funds in permissible CDs every 3 months over the next 12 months not to exceed \$1 million beginning July 1<sup>st</sup>.

All investments will be made in accordance with WLS Investment Policy into “accounts or securities permitted under Sections 10 and 11 of Article 2 of the General Municipal Law, as from time to time amended and in effect, or any successor or similar laws.”

The decisions regarding the purchase of specific CDs will be made jointly by the Treasurer, Executive Director and Chief Financial Officer. The Treasurer will provide the Board with investment reports on a regular basis, specifying the types of investments, principal balances, rates of return and maturity.

**Recommended**

**Action:** WLS recommends approval of the above proposed investment strategy for up to \$1 million of its monies to be invested in CDs at the rate of \$250,000 every 3 months over the next 12 months beginning July 1<sup>st</sup>.

May 29, 2018

**Item:** Internet Filter Purchase

**Background:** At the 11/28/2017 Meeting, the Board approved the start of WLS's application process of the Universal Service Schools and Libraries Program, commonly known as e-Rate, for school year 2018-2019. Because the e-Rate program requires protection measures for minors in compliance with the Children's Internet Protection Act (CIPA), the Board also approved WLS's use of Open DNS filtering with Internet Watch Foundation categories. Since WLS had not previously used Internet filters, purchase of this product is now being sought.

**Status:** Open DNS filtering was purchased by Cisco and is now available as a function of Cisco's Umbrella service. Use of the Internet Watch Foundation categories is available through Umbrella, which is a subscription service.

Per the WLS Purchasing Policy, two quotes were obtained for this service. The lowest offer was an all inclusive price of \$15,257 for one year of service. This expense was not included in the 2018 budget, but the filtering services will need to be renewed yearly, and average rate increases are expected.

**Recommended**

**Action:** WLS staff recommends approval of the purchase of the Umbrella service from Cisco in the amount of \$15,257.

May 29, 2018