



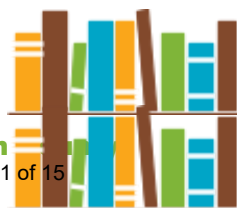
LIBRARY BOARD'S AGENDA – APRIL 24, 2023

Monday – 3:00 pm

NELSON MEMORIAL LIBRARY (8521 Thomas Nelson Hwy, Lovingson, 22949) and
PRESENTED VIRTUALLY or via
TELEPHONE at 888 788 0099 (Toll Free)
(Webinar ID: 816 4554 4681)

- 3:00 p.m. Call to Order, Remote Participation Confirmation, & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:35 Trustee Continuing Education**
1. JMRL/Nelson County Public Schools Partnership (Susan Huffman, Nelson Memorial Library Branch Manager)
- 3:50 Committee Appointments and Reports**
1. Policy Committee Report
- 4:20 New Business**
1. Potential First Reading of Policy 4.224 (Confidentiality of Patron Records), Policy 5.1 (Meeting and Conference Rooms), and Policies 2.1 and 2.11 (Public Employees Code of Ethics and Library Employees Code of Ethics)
 2. Review and Potential Vote on Motion to Accept and Expend State Aid Funds
 3. Review and Potential Vote on Motion to Accept and Expend Friends Family of Funds at the Charlottesville Area Community Foundation Grant Funds
 4. Review and Potential Vote on Schedule 5.4 (2023-2024 Schedule of Library Closings)
 5. Review and Potential Vote on FY24 Library Board Meeting and Budget Schedule
 6. Review and Potential Vote on Memorandum of Understanding with the Friends of the Library
- 4:25 Old Business**
1. Review and Potential Vote on Policy 4.225 (Circulation Fines and Fees)
 2. Budget Update
- 4:35 Library Director's Report**
- 4:45 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment Followed by an Optional Tour of the Nelson Memorial Library**

grow. learn. connect.



Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

DRAFT

MINUTES OF THE MARCH 27, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Wendy Wheaton Craig (Louisa)
Michael Powers (Albemarle)
Kathy Johnson Harris (Charlottesville)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Thomas Unsworth (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
AJ Mosley, Business Manager
EJ Dowling, Adult Programming & Reference Librarian

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Brittany Eversberg, Circulation Manager
Tim Carrier, Young Adult Services Manager
Megan Smead, Children's Services Manager

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson Madison Regional Library's (JMRL) Board of Trustees was convened on Monday, March 27, 2023 at 3:00 PM, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=PDg6R5zquyM>.) Trustee Childs moved that Trustee Unsworth's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously, with Trustee Ledford not yet present. Trustee Powers moved to accept the minutes for the February 27, 2023 Board Meeting as presented. The motion passed unanimously, with Trustee Ledford not yet present.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced and welcomed Anne Hemenway as the new Charlottesville Trustee Board Member. Trustee Craig reminded the Board that the Friends of the Library spring book sale begins April 1st, with members' night being Friday, March 31st. President Townsend announced a Resolution of Recognition to JMRL employees Tim Carrier, Angelina Crews, EJ Dowling, Brittany Eversberg, and Megan Smead for extraordinary service to JMRL, and the community at large. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett introduced to the Board JMRL's new consolidation and analysis methods for public suggestions, feedback, and complaints. The new link on the JMRL webpage has been active since December. JMRL staff have a parallel form available to capture direct patron feedback they receive that is not submitted in the public form. Director Plunkett stated that these forms will allow JMRL to track feedback trends over time to assess Library needs, and that the aggregation of data will also be useful for strategic planning, budgeting, and service evaluation purposes.

COMMITTEE APPOINTMENTS AND REPORTS

1. Library Name Working Group Report

Director Plunkett reported that the Library Name Working Group will not be presenting their final report to the Board today due to a request from a jurisdictional partner to review the report first. The Library Name Working Group will present a final report to the Board, after gathering all JMRL jurisdictional input, later this spring.

2. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee met and looked at examples of other Five-Year plans for libraries throughout Virginia. The Committee also split into four subcommittees: 1) Community Engagement, 2) Technology and Facilities, 3) Access, Outreach, and Collections, and 4) Staffing and Finance. The subcommittees will meet every other month with the full Committee during the intervening months.

NEW BUSINESS

1. Potential Vote on Policy 1.261 (Public Comment at the Library Board Meetings)

Trustee Powers presented to the Board a final draft of Policy 1.261 (Public Comment at the Library Board Meetings). Trustee Craig moved to accept the revised Public Comment at the Library Board Meetings policy, Policy 1.261. Motion passed unanimously.

2. Review and Potential Vote on Policy 4.225 (Circulation Fines and Fees)

President Townsend presented Policy 4.225 (Circulation Fines and Fees) to the Board, stating there is no change to the rates of fines. Director Plunkett announced that the proposed total DVD checkout limit will change from 5 to 10. No vote was taken. A revision of Policy 4.225 will be presented to the Board next month for a potential vote.

OLD BUSINESS

1. Budget Update

Director Plunkett reported that, so far, Charlottesville, Albemarle, and Louisa are all currently recommending full funding of JMRL's FY24 requests. Greene and Nelson are still working on proposed budgets. Expected dates for jurisdictions to finalize budgets are: Charlottesville - April 11th, Louisa - April 17th, Albemarle - May 3rd, Greene - May 9th, and Nelson - June 13th. JMRL's final FY24 Budget will be voted on during the June Board meeting. Director Plunkett also announced that JMRL equipment budget requests from its departments are in and the requests are currently being reviewed by staff. Once finalized, the Budget Committee will meet and review the requests before making a recommendation to the Board, which will be voted on in the June Board meeting.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library book sale is April 1-9th, with the members' only preview being Friday, March 31st. JMRL is working on a memorandum of understanding with the Friends of the Library for use of JMRL's surplus box truck. Director Plunkett hopes to report on this to the Board later this spring. Gordon Avenue Library's drive-up window construction has been delayed, but should still be completed by the end of May, with the glass window not arriving until July. JMRL's Monticello Avenue Computer Lab will undergo an expansion of services in the future to include specialized software and hardware, potentially including 3D Printing services, full Adobe Suite, and audio/visual editing software. Director Plunkett stated that reports will be made to the Board as these services become available. JMRL's Same Page program, with the Virginia Festival of the Book (VFoB), was highly successful on Saturday. Director Plunkett recognized Catherine Fae, JMRL's Reference & Adult Services Manager, for spearheading the Same Page event efforts. VFoB was a great success and the events at Central were well attended. JMRL's Poem in Your Pocket Day is April 27th. The Literacy Volunteers of Charlottesville and Albemarle's Wordplay trivia event will be held at the Paramount on Thursday; JMRL's team the Dewey Decimators will be competing.

OTHER MATTERS

President Townsend announced that he advocated for the Central Library renovation project with Albemarle County's "Let's Talk Albemarle" team at a pop-up community engagement event held at the Crozet Library.

FUTURE AGENDA ITEMS

Possible future agenda items include a potential vote on Policy 4.224 (Circulation Fines and Fees), first readings of the FY24 Board and Budget Schedule and the FY24 Schedule of Library Closings, a committee report from the Policy Committee, and a continuing education from Susan Huffman, Nelson Branch Manager, on Nelson Library's partnership memorandum of understanding with Nelson County Schools. The next Board Meeting will be April 24, 2023 at the Nelson Memorial Library.

ADJOURNMENT

The meeting adjourned at 3:55pm.

CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

The Code of Virginia 2.2-3705(A)(10) (Virginia Freedom of Information Act) states that the following records are excluded from the provisions of the Freedom of Information Act:

“(8) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed.”

Patron circulation records exist for the sole purpose of maintaining and conserving public property and are generally deleted soon after the timely and proper return of materials. Therefore, it is the policy of the Library Board that the Library shall not provide to a third party the details, nature, or purpose of information pertaining to an individual patron, unless required by court order, subpoena from a governmental agency or as otherwise required by law, or as necessary to protect the Library's interests in pending litigation.

Therefore, to protect the privacy of individual Library patrons, the Library shall not reveal patron circulation records except as required by law or as necessary to protect the Library's interest in pending litigation. The parent or guardian who has signed a child's application accepting responsibility for materials charged on the account has full access to the child's account until age 16~~8~~, including borrowing records. Other adults may be granted full access according to standard permissions procedures. In the event that the Library is served with a discovery order or a subpoena requesting production of Library circulation records, or a court order directing that the Library provide such records, the Library Director shall inform legal counsel for the Library and the President of the Jefferson- Madison Regional Library Board of Trustees, and shall take appropriate action after having been advised by legal counsel as to the available options

An individual patron is not required to provide the Library with his/her Social Security number.

Revised 12/16/19

MEETING AND CONFERENCE ROOMS

MEETING ROOMS

The Jefferson-Madison Regional Library welcomes groups (more than two people) to use its meeting rooms for civic, cultural, and educational activities and for discussion of current public questions. The meeting rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply. Meeting room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the rooms are available for informational public gatherings. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day. The rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion.

Solicitation is not permitted in meeting rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.

The Library Director or Branch Manager may, upon application in writing, extend meeting room use beyond regular library hours. Such extensions may require that janitorial service fees be paid by the group or organization using the room.

Meetings or classes held in library meeting rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.

Guidelines for the use of the meeting rooms in each facility are available.

CONFERENCE ROOMS

The Jefferson-Madison Regional Library welcomes individuals and small group to use the Library's conference rooms. The conference rooms are designed to meet the needs of Library users who want to work individually or in small groups for limited periods of time. The rooms are not available for social gatherings and are not intended for the conduct of daily business or regular "office hours." **Check www.jmrl.org for information about Conference Room procedures at individual branches.**

Adopted 7/2016

Revised 6/2020

~~Conference rooms may be reserved in advance for a single block of time of up to 3 hours. At the conclusion of the first 3 hours, users may reserve an additional block of time, up to an additional 3 hours, if a room is available. When not reserved or in use, rooms may be available on a first-come, first-served basis with the same time limits.~~

A valid JMRL library card shall be required to check out a conference room key. While in use, conference room doors must remain unlocked and windows may NOT be covered.

Covered drinks and dry snacks (e.g., food generally dispensed in vending machines) are permitted in conference rooms, but hot foods are prohibited.

Individuals and groups may not store personal belongings or supplies in conference rooms.

The following rules for the Library meeting rooms also apply to conference rooms:

1. The Library does not endorse the policies or beliefs of anyone using the rooms.
2. Library and Library-sponsored activities have first priority in scheduling.
3. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users.
4. The rooms are not available for the sale, advertising, or promotion of products or services.
5. Solicitation is not permitted, except by local officers of Voter Registration to encourage voter registration.

Guidelines for the use of conference rooms are available.

PUBLIC EMPLOYEES' CODE OF ETHICS

1. Employees will conduct themselves at all times in such a manner as to create respect for themselves as public servants and the jurisdictions they represent.
2. Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the public.
3. Employees will not discriminate because of race, color, religion, age, sex, sexual orientation, disability, political affiliations, or national ancestry. Each employee will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
4. Employees will not have any material financial interest in any private business or professional activity which would be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties. (See Section 2.1-639.8 Code of Virginia.)
5. Employees will refrain from using their positions for personal gain and will keep confidential all information not available to all citizens that is acquired by virtue of their position in the organization. (See Section 2.1-639.4, Code of Virginia.)
6. Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence the impartial discharge of duties. (See Section 2.1-639.4 Code of Virginia.)

(Adapted from the City of Charlottesville Personnel Policies)

Revised 12/20/10

LIBRARY **JMRL** EMPLOYEES' CODE OF ETHICS

Jefferson-Madison Regional Library encourages employees to strive for the highest level of ethical conduct, and **JMRL employees are bound by the guidance on ethics in the City of Charlottesville's Personnel Policies. JMRL also generally follows the guidance on ethics for Library Employees set out by the American Library Association. To that end employees will:**

1. Provide the highest level of service to all library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests.
2. Uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. Protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. Make a good faith effort to ~~recognize and~~ respect intellectual property rights **and recognize a balance between the interests of information users and rights holders.**
5. Treat co-workers and other colleagues with respect and fairness, and advocate conditions of employment that safeguard the rights and welfare of all employees.
6. Distinguish clearly in their actions and statements between their personal convictions and philosophies and their professional duties and do not allow personal beliefs to interfere with fair representation of the aims of the library or the provision of access to library resources.
7. Avoid situations in which personal interests might be advanced or financial benefits gained at the expense of the library patrons, colleagues, or Jefferson Madison Regional Library.
8. Strive for excellence by maintaining and enhancing knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the library profession.
9. **Affirm the inherent dignity and rights of every person and provide access to a full spectrum of information about social issues such as bias, inequity, oppression, diversity, inclusion, and racial and social justice.**

(Adapted from the American Library Association Statement on Professional Ethics, ~~2008~~2021)

Potential Motion for State Aid Funding

I move that JMRL accept the Library of Virginia's granted allocation of State Aid funding of \$107,115 and authorize the expenditure of that funding for library materials.

Potential Motion for Pass-Through Funding Granted from the Friends Family of Funds at the Charlottesville Area Community Foundation

I move that JMRL accept the Friends Family of Funds granted allocation of up to \$266,000 and authorize the pass-through expenditure of that funding for the support of library services.

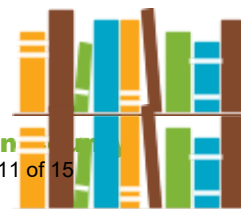
2023-2024 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2023	Tuesday	Independence Day
(p)	September 4, 2023	Monday	Labor Day
	October 10, 2023	Monday	All Staff Training Day
(p)	November 10, 2023	Friday	Veterans Day
(p)	November 23, 2023	Thursday	Thanksgiving Day
(p)	November 24, 2023	Friday	Day after Thanksgiving
	December 24, 2023	Sunday	Christmas Eve
(p)	December 25, 2023	Monday	Christmas Day
(p)	December 26, 2023	Tuesday	Day after Christmas
(p)	December 27, 2023	Wednesday	Second Day after Christmas
(p)	January 1, 2024	Monday	New Year's Day
(p)	January 15, 2024	Monday	Martin Luther King, Jr. Day
(p)	February 19, 2024	Monday	Presidents' Day
	March 31, 2024	Sunday	Easter (Central Library)
(p)	May 27, 2024	Monday	Memorial Day
(p)	June 19, 2024	Wednesday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 13 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 10, 2023 thru May 19, 2024 (Sunday after Labor Day through Sunday before Memorial Day weekend).

FY2024 Library Board Meeting and Budget Schedule

July 24, 2023	Board Meeting (Northside Library)
August 28, 2023	Board Meeting (Northside Library) - Library Board self-evaluation
September 15, 2023	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 25, 2023	Board Meeting (Northside Library) - Library Board sets budget objectives/guidelines
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 23, 2023	Board Meeting (Northside Library) - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee
Early November	Budget Committee meets to draft 2024/25 proposed budget and sends draft to Library Board
November 27, 2023	Board Meeting (Gordon Avenue Library) - Proposed budget adopted by Library Board
December 18, 2023	Board Meeting (Northside Library) - One week early due to Christmas holiday
Dec 2023- Jan 2024	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2024	Deadline for submitting proposed budget to jurisdictions
January 22, 2024	Board Meeting (Northside Library) - Library Director mid-year goals update, if requested
February 26, 2024	Board Meeting (Louisa County Library)
March/April 2024	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 25, 2024	Board Meeting (Greene County Library)
April 5, 2024	Department and Branch Managers submit Friends' budget requests and Equipment Budget Requests to Business Manager and Library Director
April 22, 2024	Board Meeting (Nelson Library) - Library Board reviews Five Year Plan
May/June 2024	Budget adoption by jurisdictions. Library Board Budget Committee reviews Equipment Budget requests and drafts Final Budget (with appended Equipment Budget) to send to the Library Board
May 23, 2024	Board Meeting (Northside Library) - One week early due to Memorial Day holiday. Library Director Annual Evaluation
June 24, 2024	Board Meeting (Northside Library) - Library Board adopts Final Budget. Library Director presents FY24 goals





Box Truck Permissive Use Memorandum of Understanding

This Memorandum of Understanding is made and entered into by and between the Jefferson Madison Regional Library (JMRL) and the Friends of the Jefferson Madison Regional Library (the Friends) for the purpose of cooperation and coordination in gathering and organizing donated materials to be sold by the Friends in support of JMRL. In order to accomplish that goal, JMRL and the Friends have mutually agreed to allow for the Friends to have permissive use of a JMRL box truck, for which the Friends will reimburse JMRL for any expenses incurred.

WHEREAS, the Friends continuously support JMRL via volunteer fundraising, and

WHEREAS, the primary fundraising activities of the Friends are their regular book sales, and

WHEREAS, the Friends have a need to move materials between their offices in the basement of the Gordon Avenue Library and the site of the regular book sales, and

WHEREAS, JMRL has a box truck otherwise intended to be sold as surplus public property, and

WHEREAS, JMRL and the Friends intend to continue to cooperate to support library services to the people of Charlottesville, Albemarle, Greene, Louisa, and Nelson;

NOW THEREFORE, JMRL and the Friends understand and agree to the roles and responsibilities expressed in this agreement.

1. Responsibilities

a. JMRL's Responsibilities:

- i. JMRL shall be responsible for providing adequate liability and physical damage automobile insurance coverage for the vehicle.
- ii. JMRL will be responsible for coordinating regular maintenance of the vehicle with the City of Charlottesville Fleet Maintenance department, including but not limited to annual inspections and regular oil changes.
- iii. JMRL will be responsible for renewing the vehicle's registration and any associated license plate changes.
- iv. JMRL shall ensure that the Friends have an adequate supply of Diesel Exhaust Fluid (DEF) at all times.
- v. JMRL shall annually present an invoice to the Friends for the costs of insurance, registration, maintenance, and DEF as described above.

b. The Friend's responsibilities:

- i. The Friends shall provide all fuel required for the box truck while in the service of the Friends.



- ii. The Friends shall ensure that the appropriate level of DEF is maintained in the vehicle at all times.
 - iii. The Friends shall report any maintenance needs for the box truck to JMRL, including any dashboard warning lights or unusual performance issues.
 - iv. The Friends shall make the box truck available to JMRL when scheduled or emergency maintenance is required.
 - v. The Friends shall make the box truck available to JMRL for JMRL's use at such times as JMRL's other box trucks are unavailable for use in conducting library business.
 - vi. The Friends will ensure that the box truck is only driven by employees of the Friends, not volunteers, and that the use of the box truck is limited to purposes that are in support of the Library.
 - vii. The Friends employees driving the box truck will obey the rules of the road at all times when driving the vehicle, as they will be operating a recognizable publicly owned vehicle. Any fine or fee for a moving violation while the Friends are operating the box truck will be solely the responsibility of the Friends of the Library and/or its employees.
2. Duration of the agreement: This MOU shall remain in place for three years from the date of execution of the last signature and may be renewed by written agreement of both parties with 90 days' notice prior to its expiration. At any time either party may rescind this agreement with 30 days written notice.
 3. This MOU contains the entire understanding of the parties regarding subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto.
 4. Assignment: This MOU shall not be assignable or transferable in whole or in part without the written consent of JMRL.
 5. Governing Law: This MOU shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.
 6. No Third Party Beneficiaries: Nothing expressed or implied in this MOU is intended or shall be construed to confer any rights or remedies upon any person not a party to this MOU.
 7. Agreed to, by the undersigned,

JMRL President

Date

Friends of the Library President

Date

Option A- CIRCULATION FINES AND —FEES—

(EFFECTIVE JUNE 1, 2020 **MAY 1, 2023**)

Overdue Fines (for library users 16 and up)*

Most items	\$	0.25 per day
Interlibrary loans and wireless hotspots		1.00 per day
DVDs, audio books, and 7-day loan bestsellers		0.50 per day
Maximum fine per item		10.00
Maximum fine per item for interlibrary loans		30.00
Maximum fine charge if all overdue fines are paid in full at the same time		35.00

*The library does not charge overdue fines to juvenile accounts

Replacing Lost or Damaged Materials (for all library users)

*A \$5.00 processing fee will be applied to all lost or damaged materials

		List Price
Most materials		
Magazines	\$	3.00
Materials with no list price		15.00
Fiction paperbacks with no list price		5.00
Replacement for Audio Visual parts		10.00 per disc
Replacement of lost or damaged Book Club Kit title		10.00
Replacement of lost or damaged Book Club Kit bag		10.00
Replacement of lost or damaged wireless hotspot		100.00
Replacement of entire Book Club Kit		150.00

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Remote orders for 3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge.
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs:5 10.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, **toy library kits, maker kits, et al.**
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is paid in full.

Option B- CIRCULATION FINES AND —FEES—

(EFFECTIVE JUNE 1, 2020 **MAY 1, 2023**)

Overdue Fines (for library users 16 and up)*

Most items	\$	0.25 per day
Interlibrary loans and wireless hotspots		1.00 per day
DVDs, audio books, and 7-day loan bestsellers		0.50 per day
Maximum fine per item		10.00
Maximum fine per item for interlibrary loans		30.00
Maximum fine if paid in full		35.00

*The library does not charge overdue fines to juvenile accounts

Replacing Lost or Damaged Materials (for all library users)

*A \$5.00 processing fee will be applied to all lost or damaged materials

Most materials		List Price
Magazines	\$	3.00
Materials with no list price		15.00
Fiction paperbacks with no list price		5.00
Replacement for Audio Visual parts		10.00 per disc
Replacement of lost or damaged Book Club Kit title		10.00
Replacement of lost or damaged Book Club Kit bag		10.00
Replacement of lost or damaged wireless hotspot		100.00
Replacement of entire Book Club Kit		150.00

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Remote orders for 3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge.
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs: **5 10**.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, **toy library kits, maker kits, et al.**
- **Maximum charge if all overdue fines are paid in full at the same time**
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is paid in full.