



Library Board Meeting Agenda  
Library Large Meeting Room  
September 8, 2021

- I. Welcome and Call to Order
- II. Approve Agenda - **(Action Item)**
- III. Public Comment
- IV. Approve Consent Agenda - **(Action Item)**
  - a. Minutes of August 12, 2021 meeting
  - b. Administrative, Committee and Representative Reports
    - i. Finance Committee Report
- V. Treasurer's Report
  - a. Financials for August 2021 – **(Action Item)**
- VI. Unfinished Business
  - a. Strategic Plan - **(Update - information only)**
- VII. New Business
  - a. Finance Committee – **(Action Item)**

Proposed motion that the library director is allowed to make the following inquiries regarding three checking accounts at Lyon County State Bank:

    - i. Review Account History
    - ii. Balance Inquiries
    - iii. Signers on the Account
  - b. Review Circulation Policy – **(Action Item)**

Change number of ILL items allowed from five to twenty.  
Change checkout period for Technology Enhanced Materials from 2 weeks to one week.
- VIII. Friends Report
- IX. Board Comment
- X. Adjournment

**NOTE: NEXT BOARD MEETING WILL BE THURSDAY, OCTOBER 14, 2021  
AT 4:30 P.M. IN THE LIBRARY LARGE MEETING ROOM**



The August 12, 2021, meeting of the Emporia Public Library Board of Directors was called to order at 4:30 p.m. by Melinda Chiroy, Board Vice Chair. Those present were board members Scott Capes, Melinda Chiroy, Carol Lucy, Dawn Moews, and Steve Younger; Robin Newell, Library Director, and Mckenzie Gulick, Assistant Director; Brenda Mawdsley, FOL Liaison.

The board approved the agenda. (MSP Capes/Lucy 5/0)

Public Comment: None

The board approved the minutes of the July 8, 2021, meeting. (MSP Younger/Capes 5/0)  
The board approved administrative, committee and representative reports. (MSP Capes/Moews 5/0)

### **Treasurer's Report**

Steve Younger presented the July 2021 treasurer's report, noting that the library has received appropriations from Lyon County. The board approved the treasurer's report and payment of the July 2021 bills. (MSP Younger/Lucy 5/0)

### **Unfinished Business**

The Strategic Plan remains in committee.

### **New Business**

The board approved reenactment of the FFCRA policy: employees who have a positive Covid test will not count against their sick leave for up to 80 hours of COVID related leave. (MSP Lucy/Capes 5/0)

### **Friends of the Library Report**

Brenda Mawdsley reported that the city has granted permission to the Friends of the Library to use the former SOS building for book sales as of now. Plans are being made for FOL members to clean and prepare the building and all new donations will be taken there. The FOL is preparing for 3 book sales: one September 9 – 20 (to correlate with the Great American Market), one in November, and a third in the Spring. Donations are currently being accepted for the November sale.

Plans are also being made for the FOL participation in Match Day 2021.

### **Board Comment**

Scott Capes commented on how nice it is to see the library van out in the community.

The meeting was adjourned by Melinda Chiroy at 4:55 p.m. (MSP Lucy/Capes 5/0)

**The next board meeting will be held immediately following the joint luncheon with the city commissioners in the library large meeting room on Wednesday, September 8, 2021, at noon.**

## **Emporia Public Library**

### **Finance Committee Report**

**August 26, 2021**

Present:

Steve Younger, Chair, Carol Lucy, Andrew Smith, Mckenzie Gulick, Robin Newell

- 1) Signatories on all bank accounts are the chair, vice chair and secretary of the board. Kansas statute 12-1285. While the statute states chairperson, EPL bylaws states:

Section 4. The Vice Chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform all duties and functions of the chairman. The Vice Chairman will co-sign checks in the event that the Chairman or Secretary are not able to perform this duty.

- 2) Finance Committee approved changing the type of checking account from Small Business to Business Interest checking account and adding BillPay which will reduce the amount of paper checks the board signs. Robin was asked to contact the auditor to see what kind of approval process will take the place of the treasurer reviewing and the chair/secretary signing the paper checks.
- 3) Director will have only read-only access to Quickbooks account. Assistant Director (who does not approve any purchases or pay any bills) will be the Admin for the account and the Business Manager will be the overall Intuit account contact.
- 4) There was a discussion of board financial reports. The committee decided that the current monthly Profit and Loss (P&L) statement is sufficient, along with quarterly account balance reports which would include the Emporia Community Foundation reports. After review of the reports by the director the business manager will send them directly to the board. Financial reports will no longer be part of the monthly board packet sent out by the Director. Treasurer Steve Younger requested he be sent a P&L detail report each month.
- 5) Motion from the committee to Propose a motion that the library director is allowed to make the following inquiries regarding three checking accounts at Lyon County State Bank:
  - a. Review Account History
  - b. Balance Inquiries
  - c. Signers on the Account
- 6) General discussion about upcoming large expenditures – exterior digital sign has already been approved, funds for the electrical work to power the sign along with the moving of the flag pole and the installation of the sign will be encumbered, possible landscaping of east/south flowerbeds

# DIRECTOR'S REPORT TO THE LIBRARY BOARD OF TRUSTEES

Prepared by Robin Newell

September 8, 2021

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## **Management**

Attended staff meeting

Worked with Friends re: relocation to new work area

Met with staff to discuss Kansas Library Association conference attendance expectations

## **Finances**

Attended Finance Committee meeting

Consulted with auditor re: board bill approval and bank reconciliation

Engaged TripleL consulting to help reconfigure Quickbooks to meet auditor requirements

## **Facility**

Experienced flooding in basement. Engaged Stover's Restoration to dry basement, approximately \$4000. Mold found in work area and mechanical area. Mold in work area was removed. Insurance company notified, insurance adjustor came out and took pictures. Insurance company sent out building engineer for opinion.

Received second quote from electrician re: relocation of flagpole and lighting sign.

Received quote from general contractor for relocation of flagpole, working with electrician and sign company to light and install sign.

Continued to work through city approval process for sign

## **Public Relations/Marketing/Advocacy**

Attended Friends of the Library meeting.

Met with Emporia Community Foundation re: grants, fundraising resources

Provided KVOE Newsmaker segment on construction project completion

Provided KVOE Newsmaker segment on 9/11 poster display

Provided KVOE Talk of Emporia with Dee Schwinn re: Friends of the Library Booksale

Provided soundbite re: Poetry Reading for 99fm

Approved Fall newsletter content

## **Programming**

Met with Youth Services Manager re: Breakfast with Santa options.

Interviewed for Association of Rural and Small Libraries and Kansas Library Association conference presentation:

Gina Milsap, retired, Topeka and Shawnee County Public Library

Linda Knupp, retiring, Manhattan Public Library/North Central Kansas Library System

Rob Banks, retired, Topeka and Shawnee County Public Library

Carol Barta, retired, North Central Kansas Library System

Cynthia Berner, retired, Wichita Public Library

Richard Miller, retired, Nebraska Library Commission

## **Professional Development**

Appointed members to Mountain Plains Library Association committees

Completed Kansas Library Association Nominating Committee responsibilities, ballot sent out for voting

## **Public Services Report**

**Molly Chenault, Public Services Librarian**

**August 2021**

### **Programming**

The re-opening party we had planned to celebrate the new atrium had to be canceled due to rising COVID numbers in our community. We hope that they will decline and will not affect our plans for the fall.

Alex Mosakowski participated in the Main Street Welcome Back Block Party for ESU students. He said:

By my count, we had 300 people visit our booth. We gave away 93 packs of ramen, 100 tea bags, 50 hot cocoa packets, and 35 coffee packets (278 food items total). We also gave away about 10 frisbees, 12 hats, and the 8 or so t-shirts. We handed out over 100 flyers for the book sale. The notebooks were a surprise hit. We gave away our entire box of 48 notebooks in the first hour.

### *Youtube Channel*

I am continuing to upload the storytime videos that the Youth Services department provides and market them on social media.

### *Book Clubs*

Our book clubs are back in person for the time being. Because of the adjustment of business hours, Evening Readers is now an after hours program. August's books were *Golden Gates* by Conor Dougherty and *The Sun Down Motel* by Simone St. James.

### *Fall Planning*

I have planned in-person events for the fall in the hopes that the Delta variant will not affect our plans too much. All items have been submitted to the newsletter and more information will be coming soon.

### **Collection Development**

We are continuing to withdraw damaged items from the collection. I am working on weeding the adult Spanish collection so that I can add more up to date materials that will appeal more to our community. We are considering moving Spanish DVDs to be with the rest of the Spanish materials upstairs.

## **Marketing**

The marketing team (myself, Mckenzie Gulick, and Erin Livingston) has grown our online audience through consistency and variety with our online posting. We have a presence on: Facebook, Instagram, Twitter, Youtube, Pinterest, Goodreads, etc. While some platforms are certainly more popular than others, we are able to reach people on all of them. The guessing jars we post weekly on Facebook for the Youth Services department are especially popular right now.

We are starting our bi-monthly newsletter up again. It has been printed and is available now.



**Youth Services Report  
August 2021  
Submitted by Lori Heller**

**Programming**

**In-Person Storytimes**

- In-person storytimes will begin after Labor Day on Tuesday, September 7<sup>th</sup>. In light of increasing Delta variant COVID-19 numbers in the community, the decision has been made to hold all storytimes in the Large Meeting Room for the fall to allow for social distancing. If the Large Meeting Room is in use, storytimes will be held in the Children’s Room or on the Children’s Patio, weather permitting.

**Storytimes Online**

- In addition to the Mother Goose Storytimes, Preschool Storytimes and Spanish Storytimes that were recorded, posted to EPL’s YouTube channel, linked on EPL’s webpage, and made available for viewing during the winter, spring, and summer, 1 Preschool Storytime, was posted in August.
- Several of the 2020, as well as the 2021, recorded storytimes, with COVID-19 copyright permissions extended by publishers, will remain posted until September 30<sup>th</sup>, or December 31<sup>st</sup>, 2021. The following statistics reflect the storytimes recorded in 2021 and the cumulative number of views (as of August 31<sup>st</sup>), but not the number of children and adults in the room watching each video.

**Mother Goose Time (toddlers up to 36 months)**

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 1-21-21, 9:30 a.m.	“Polar Pals”	19
Thursday, 3-18-21, 9:30 a.m.	“Button, Button!”	12
Thursday, 4-1-21, 9:30 a.m.	“Silly Stories”	14
Thursday, 4-15-21, 9:30 a.m.	“Just Ducky”	30
Thursday, 6-10-21, 9:30 a.m.	“Barnyard Tails & Tales”	13
Thursday, 6-24-21, 9:30 a.m.	“Woodland Animals Tails & Tales”	10
Thursday, 7-8-21, 9:30 a.m.	“Jungle Tails & Tales”	13
Thursday, 7-22-21, 9:30 a.m.	“Baby Animal Tails & Tales”	8
<b>Total number of views:</b>		<b>119</b>
<b>Average number of views:</b>		<b>15</b>

### Preschool Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 2-4-21, 10:30 a.m.	“Mustache Mania!”	13
Thursday, 3-4-21, 10:30 a.m.	“Windy Weather”	41
Thursday, 4-29-21, 10:30 a.m.	“Balloons!”	18
Thursday, 5-20-21, 10:30 a.m.	“Gnome, Sweet Gnome”	35
Thursday, 6-17-21, 10:30 a.m.	“Whale Tails & Tales”	24
Thursday, 7-15-21, 10:30 a.m.	“Wild Animal Tails & Tales”	10
Thursday, 7-29-21, 10:30 a.m.	“Mermaid Tails & Tales”	14
Monday, 8-2-21, 10:30 a.m.	“Pet Tails and Tales”	7
<b>Total number of views:</b>		<b>162</b>
<b>Average number of views:</b>		<b>20</b>

### Spanish Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Tuesday, 1-12-21, 10:00 a.m.	“Abrazo Fuerte”	26
Tuesday, 1-26-21, 10:00 a.m.	“Araña Pequeñita”	27
Tuesday, 2-9-21, 10:00 a.m.	“¡Que Frio!”	14
Tuesday, 2-23-21, 10:00 a.m.	“¡Nam Ñam!”	21
Tuesday, 3-23-21, 10:00 a.m.	“Reto”	13
Tuesday, 4-20-21, 10:00 a.m.	“Búho Espera”	6
Tuesday, 6-1-21, 10:00 a.m.	“Oue Huele?”	12
Tuesday, 6-15-21, 10:00 a.m.	“Brilla, Brilla”	14
Tuesday, 6-29-21, 10:00 a.m.	“Adventuras en la Bosque”	7
Thursday, 7-13-21, 10:00 a.m.	“¿Deque Tienes Miedo Ratoncito?”	8
Thursday, 7-27-21, 10:00 a.m.	¡Vivan Los Animales!	6
<b>Total number of views:</b>		<b>154</b>
<b>Average number of views:</b>		<b>14</b>

## Grab & Go Kits

- Grab & Go Kits continue to be made available on a weekly basis. A new kit is being made available each Monday. Participants are encouraged to share their work by posting pictures on social media using the social media tag #EPLGrabAndGo, or sending pictures of their work to the email [epl@emporialibrary.org](mailto:epl@emporialibrary.org)

Available for pick-up:	Theme:	Kits made:	Kits picked up:
Monday, 7-26-21	Snake Coils	100	74
Monday, 8-2-21	Joey	80	80
Monday, 8-9-21	Going Nuts	120	68
Monday, 8-16-21	Tail Feather	80	66
Monday, 8-23-21	Porcupine	80	65
Monday, 8-30-21	Roar	80	Ongoing into September

## Guessing Jars

- A Guessing Jar Contest continues to be posted on EPL's Facebook page each week. The participant with the closest guess wins a prize.

Date & Time made available for viewing:	Theme:	Participants:
Monday, 7-26-21, 12:00 p.m.	CowTales	35
Monday, 8-2-21, 12:00 p.m.	Bears	57
Monday, 8-9-21, 12:00 p.m.	Seed Bombs	46
Monday, 8-16-21, 12:00 p.m.	Doggy Treats	65
Monday, 8-23-21, 12:00 p.m.	Animal Crackers	67
Monday, 8-30-21, 12:00 p.m.	Puzzle Pieces	Ongoing into September

## Downtown Storywalk®

- The August Downtown Storywalk® featured “How Do You Wokka-Wokka?” written by Elizabeth Bluemle and illustrated by Randy Cecil.
- The September Downtown Storywalk® was prepared this month and will feature “Sneeze, Big Bear Sneeze” written by Maureen Wright and illustrated by Will Hillenbrand

## Mad Science

- In partnership with ESU Professor, Claudia Aguirre Mendez, and students from her Nature of Science PS430 BSE Physical Sciences class, Mad Science videos created by ESU students were posted during the week of Spring Break. Additional videos were added over the summer. These are the total number of views as of August 31<sup>st</sup>.

<b>Science activity:</b>	<b>Number of views:</b>
Thermodynamics!	5
Spectroscope!	4
DIY Pop-Ups!	16
Air Pressure	13
Siren's Call	10
Balance Phenomenon	15
It's Electric!	5
Buoyancy!	6
Tide Pools!	8
Ice Cream Science!	8
Steamboats!	4
Freezing Fun!	2
Rainbow M & M's!	6
<b>Total views:</b>	<b>102</b>

## 2021 Summer Reading Program - "Tales & Tails"

- Thank you notes were sent to all of the 2021 Summer Reading presenters, businesses, and organizations.
- The 2021 Summer Reading Program Evaluation was completed and submitted to NCKLS.
- We signed on (along with several other Kansas libraries) with Page Turner Adventures to offer their virtual summer library programming. We purchased their pre-recorded interactive content which included shows, crafts, field trips, authors, guests and more. Page Turners provided us with 8 weeks of content / 5 days a week / 10-25 minutes per day, beginning June 7<sup>th</sup>. Patrons were able to access the content from our webpage and also through Beanstack all summer long. There were 160 views of Page Turner Adventures content between June 7<sup>th</sup> and July 31<sup>st</sup>.

- We posted a series of 6 pre-recorded videos this summer called “Tails & Tales” from Lyon County. These videos are all animal inspired featuring Lyon County businesses and residents. These are the total number of views as of August 31<sup>st</sup>.

Date & Time made available for viewing:	Video:	Number of views:
Friday, 6-4-21, 10:00 a.m.	L & L Pets	37
Friday, 6-11-21, 10:00 a.m.	Dorsey Animal Clinic	37
Friday, 6-18-21, 10:00 a.m.	Animal Yoga	14
Friday, 6-25-21, 10:00 a.m.	Avery and Dodie: A Day in the Life of a Service Dog	17
Friday, 7-9-21, 10:00 a.m.	Emporia Animal Shelter	8
Friday, 7-23-21, 10:00 a.m.	Classical Critters	134
<b>Total number of views:</b>		<b>247</b>
<b>Average number of views:</b>		<b>41</b>

- We also posted Zoo Read-Along videos starring Dehlia Sutton, David Traylor Zoo of Emporia Education Coordinator. Each of the videos featured a read-aloud of one of the books from the “What If You Had Animal...?” series by Sandra Markle. Following the read-aloud Dehlia talked about specific animal characteristics featuring live animals from the zoo.

Date & Time made available for viewing:	Video:	Number of views:
Wednesday, 6-2-21, 1:00 p.m.	“What If You Had an Animal Tail?”	28
Wednesday, 6-8-21, 1:00 p.m.	“What If You Had Animal Eyes?”	11
Wednesday, 6-16-21, 1:00 p.m.	“What If You Had an Animal Nose?”	7
Wednesday, 6-23-21, 1:00 p.m.	“What If You Had Animal Teeth?”	6
Wednesday, 7-7-21, 1:00 p.m.	“What If You Had Animal Feet?”	5
Tuesday, 8-10-21, 12:00 p.m.	“What If You Had Animal Hair?”	3
Thursday, 8-12-21, 10:00 a.m.	“What If You Had an Animal Tongue?”	5
Wednesday, 8-18-21, 10:00 a.m.	“What If You Had Animal Ears?”	4
<b>Total number of views:</b>		<b>69</b>
<b>Average number of views:</b>		<b>9</b>

## Outreach

- We are partnering with the Emporia Recreation Center for an aquatics program for ages 24 months - 5 years with an accompanying adult called “Water You Reading?”. I am visiting the 4 Friday afternoon sessions (August 20 & 27, September 3 & 10) to read a water themed story before the children enjoy a swim time in the ERC pool.

Date & Time:	Attendance: children	Attendance: adults:
Friday, 8-20-21	1	2
Friday, 8-27-21	1	1
<b>Total attendance:</b>	<b>2</b>	<b>3</b>
<b>Average attendance:</b>	<b>1</b>	<b>2</b>

## Kindergarten Outreach

- Our annual Kindergarten Outreach visits are currently taking place and are a combination of pre-recorded virtual visits and in-person visits. This year, our visits have been expanded to include all of Lyon County. A break-down of the visits, both virtual and in-person will be included in the September report.

Due to increasing Delta variant numbers, the visits to all USD 253 kindergarten classrooms are virtual this year. In-person visits are being made to Sacred Heart Elementary, Emporia Christian School, Olpe Elementary, Neosho Rapids Elementary, and North Lyon County Elementary.

A copy of “Drop It, Rocket” or “Rocket’s Very Fine Day” is being provided to each kindergarten student. In addition to the book, each kindergarten student is receiving a library card application and a fall newsletter.

## Professional Development

- I viewed the 1-hr. webinar, “HELP!: The Correct Way for Staff to Provide Backup in Crisis” presented by Ryan Dowd with the Homeless Training Institute.
- On Wednesday, August 25<sup>th</sup>, I viewed the State Library of Kansas Children’s Author Virtual Event featuring Kristin L. Gray, author of the Kansas Notable Book, “The Amelia Six”.

## Marketing & Advocacy

- Gloria attended Hispanics of Today & Tomorrow (HOTT) meetings on Thursday, August 5<sup>th</sup> and Wednesday, August 25<sup>th</sup>.

- On Tuesday, August 10<sup>th</sup>, Gloria and I recorded promotional radio segments with Carl Atwell from My Country 99.5.

### **Collection Development**

- Ordering of new children's materials is ongoing and the arrival of new children's books from Baker & Taylor continues to be steady.
- Weeding of old and/or damaged materials continues.

### **Other**

- Gloria and I attended staff meetings on Tuesday, August 3<sup>rd</sup> and Tuesday, August 17<sup>th</sup>.
- Gloria attended a Step-Up Strategic Plan follow up meeting on Thursday, August 12<sup>th</sup> and we both attended the Step-Up Follow-Up meeting at the Chamber on Tuesday morning, August 31<sup>st</sup>.

## **Outreach Report**

**Alex Mosakowski, Outreach Specialist**

**August, 2021**

### **Library on the Go!**

“Library on the Go!” is the official name for the lobby stops and events at the Flinthills Mall and Farmers Markets. Patrons can check out and return materials, sign up for a library card, and use free Wi-Fi. The “Library on the Go!” visits Presbyterian Manor, Wyndam Place, and Flinthills Mall weekly, while the Emporia and Olpe Farmers Markets are once a month on the last Saturday and Monday, respectively. In August, we made 12 stops, which netted 102 visitors, 61 checkouts, and 5 new patrons. The Emporia Farmers Market was the most popular event by far with 47 visitors.

### **Deposit Libraries**

The outreach van made 9 deliveries to deposit library locations, where books are swapped out monthly or bi-weekly. 123 library books were circulated at Broadview Towers, Horizon Plaza, Flint Hills Health Center, and Newman Regional Health. In addition, 129 donated books were delivered to Hopkins Manufacturing and Lyon County Detention Center.

### **Outreach Events**

Outreach attended the ESU Block Party and counted 300 students at their table. The library gave away 278 items of food, including ramen, tea bags, hot cocoa, and coffee packets. Other items, including hats, t-shirts, and notebooks were also popular giveaways. We also handed out over 100 flyers for the Friends of the Library Book Sale.

### **ARPA Grant**

The library received a grant from the Kansas State Library and the Institute for Museum and Library Service in the amount of \$24,879. The funds will be used to furnish the van with book carts. The book carts will serve as shelving for materials as they are transported and more versatile than traditional book carts. The library has purchased 10 double-sided book carts, 2 single sided book carts, and 1 computer cart for staff use. It will take 6-8 weeks for the carts to arrive.



**Emporia Public Library  
Circulation Policy  
Approved by the Library Board XXXXXXXXXXXX**

**Emporia Public Library Cards**

**Eligibility**

In order to borrow materials from the Emporia Public Library, library users (patrons) must register for an Emporia Public Library card. Cards are issued free of charge to all Kansas residents with proof of identification.

**1. Applying for a Library Card**

- a. The library requires a photo ID in order to issue a card.  
  
Patrons must provide their full legal name, current address, and date of birth. College students and hotel residents will be asked to provide a permanent address. It is the responsibility of the patron to notify the library when their personal information has changed.
- b. Patrons must sign the library card application indicating they are willing to accept responsibility for library materials checked out and information accessed on computer workstations with their cards.
- c. When applying for a card, patrons under the age of 18 must be accompanied by a parent or legal guardian who must sign the application and provide proof of identification. Parents/legal guardians are responsible for materials checked out and information accessed on computers with their child's card.
- d. Patrons will receive a unique card and patron number and are encouraged to present the card in order to check out materials or access computer workstations. This ensures no one else is using the card or number, ensures accuracy and speeds the check-out process. Patrons without their cards may be asked to provide proof of identification by answering questions based on account information.
- e. Patrons will be issued a confidential PIN (Personal Identification Number) with their library card which should be carefully guarded. This PIN allows patrons to access their library account on a library computer, online or on the self-checkout machine.

## **2. Lost or Stolen Cards**

If a library card is lost or stolen, the patron should inform the library immediately so that the patron's account can be flagged to prevent any misuse.

Patrons are responsible for all materials checked out on their library card if the card is lost or stolen and not reported.

If a card has been reported lost or stolen, the patron must show a valid form of identification before cards are replaced and materials can be checked out again.

## **3. Damaged Cards**

If a card is damaged due to heavy usage, the library will verify the patron's personal information and issue a new card at no cost.

## **4. Renewal of Library Cards**

Library cards require renewal each year. Patrons will occasionally be asked to verify their address and other personal information. Library cards that have been inactive for three years will be automatically purged.

## **5. Use of Library Cards**

Patrons are encouraged to present their own library card at the circulation desk to check out materials. After checking out library materials they will receive a receipt listing the materials checked out and the date they are due back at the library. The library will send a courtesy reminder to patrons three days before materials are due.

When the due date falls on a holiday when the library is closed, or on a day when the library is closed due to bad weather or other unexpected circumstances, the loan period will be extended until the next day the library is open.

Patrons can keep their library accounts in good standing by:

- a. Returning materials on or before the due date in one of the 24-hour book returns located adjacent to the building.
- b. Adhering to the borrowing limits for all types of materials.
- c. Renewing items in person, by phone or via the web prior to the due date.
- d. Keeping the amount of money owed below \$5.00.
- e. Reviewing their accounts via the library's website using their Personal Identification Number (PIN).
- f. Keeping the library informed of changes in personal account information promptly.
- g. Keeping track of their accounts and letting the library know of any errors immediately.

A patron's account will be marked delinquent when items are overdue or money is owed. This status will not affect the ability to borrow materials from the library until the value of fines or

materials totals \$5.00 or more, at which point the account is blocked. An account may also be blocked when the patron information is no longer current. Once an account is blocked, all check-out privileges for that patron are suspended although patrons with blocked cards may still use the library and the public access computers. A card may be unblocked by paying the fine, returning/paying for lost materials or resolving the issue that caused the card to be blocked.

Patrons with blocked accounts may not use another patron's library card to check out materials.

### Material Checkout

A loan period is the length of time that one patron may keep a specific item.

A loan limit is the total number of items of a specific type or total value that any one patron may have on loan at one time.

A renewal is an extension of the original loan period. Renewing library materials is a courtesy to patrons who have not completed their use of an item. An item cannot be renewed if holds have been placed on the item.

New library cards are active as soon as they are issued but new patrons will be limited to 5 items per checkout for the first month.

Items	Loan Periods	Renewable	Loan Limits	Overdue Fines
Print items	3 weeks	One time*	No Limit	No fines
Audio books	3 weeks	One time*	5 items per card per checkout	No fines
DVDs	1 week Seasons/series 2 weeks	One time*	5 items per card per checkout	No fines
Kits	3 weeks	One time*	No Limit	No fines
Technology Enhanced Materials	<del>2 weeks</del> 1 week	No renewals	1 per card (Can include one of each item type)	\$1.00 per day per item
Book Club Books	6 weeks	One time*	No limit	No fines

\*An item may be renewed by phone, in person, or by accessing a patron's account through the EPL web site if there are no holds currently placed on that item.

### Hold (requests for materials currently checked out)

Patrons may place holds in person, by phone or through the online catalog. When the item becomes available, the patron will be notified and the item held at the Circulation Desk for seven operating days.

1. There is no charge for placing a hold on library materials.
2. Holds must be picked up in person and can only be checked out on the card upon which the hold was placed.
3. Holds will remain active for two months. If the hold has not been filled by that time, the hold will be cancelled. Patrons will be contacted and will be given the opportunity to obtain the item through interlibrary loan service if they still want the materials.

### **Fines and Fees**

The Emporia Public Library encourages patrons to return materials on time. No fines are charged on print materials, audio books, DVDs and kits. The Library does charge fines on all technology-enhanced materials (including mobile hotspots, Playaway Views and Launchpads) that are not returned on time. No fines will be charged on the days the library is closed.

If technology enhanced materials are not returned by the due date, patrons may return their items in the next fifteen days without fines. If technology enhanced materials are returned after the fifteen day grace period, patrons will be sent an overdue notice and any applicable fines will be charged from the date the technology enhanced materials were due.

The library charges fees to offset the cost of recovering and replacing lost and damaged materials. If an item of any type is lost or damaged, the replacement cost as well as any fines that have accrued will be charged to a patron's account. The replacement cost will be determined by the value of the item when it was catalogued and placed in the library's collection or the value of the item as determined by the library staff.

### **Refunds**

If a patron locates an item that was reported lost and paid for within the previous six months, the patron will receive a full refund for the value of the item if in good condition but not for any accrued fines.

### **Interlibrary Loan Requests**

Library patrons with current accounts may request that the library attempt to locate a specific item that is not available in the Emporia Public Library's collection. A patron may request an item in person, by phone or through the online catalog. Each patron is limited to ~~five~~ **twenty** requests at one time on his/her card. The Emporia Public Library does not charge a fee for this service; however, the lending library may impose a fee. Renewal requests for Interlibrary Loan materials can only be granted through the Interlibrary Loan Library Assistant. Library patrons who fail to return material borrowed for them via interlibrary loan will be charged for the value

of the item (as determined by the lending library) and may not borrow items through interlibrary loan until their accounts are current.

### **Confidentiality of Patron Records**

Patron records are private data and no information will be divulged without a court order. Requests for access to patron records will be referred to the library director. A parent or legal guardian of a minor or a person adjudged mentally incompetent whose signature is on the library card application may be granted access to that library record.

When contacting patrons, a message will be left without divulging any of the patron's personal data, including information on library materials.

Any questions or problems regarding confidentiality of patron records will be referred to the library director for resolution.

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