



Joplin Public Library

TENTATIVE AGENDA

13 July 2020

The next regular meeting of the Joplin Public Library Board of Trustees is Monday, July 20, 2020, at 4:00 p.m. in the Community Room of the Library. The meeting will be streamed live on the Library's YouTube channel, at https://www.youtube.com/channel/UCjifjJk_lCaphjeDLQDH4Ng

- I. BOARD EDUCATION:** None
- II. MINUTES FOR THE June 2020 MEETING**
- III. EXPENDITURES:**
 - A. Voucher
 - B. Expenditures
 - C. Revenues
- IV. COMMITTEE REPORTS:**
 - 1. Building and Grounds
 - 2. Personnel
- V. UNFINISHED BUSINESS:**
 - 1. Update on the Library's phased reopening
- VI. NEW BUSINESS:**
 - 1. Policy revisions and updates
 - 2. "Wings" statue update
- VII. LIBRARIAN'S REPORT:**
 - A. Announcements:
 - B. Statistics:

The Joplin Public Library Board of Trustees meets at 4:00 p.m. on the third Monday of the month. Anyone wishing to address the Board of Trustees must submit a request in writing prior to the regular Board meeting. Request forms are available in the Library Administrative Office during regular business hours. Individuals appearing before the Board will be limited to five minutes speaking time. If you are in need of disability-related auxiliary aids or services, contact the Library Administrative Assistant's office at (417) 623-7953. Forty-eight hours' notice is requested.

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
15 JUNE 2020**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:12 p.m. by President Mary Gaarder. Board Members Mary Gaarder, Barbara Hicklin, Nicole Shoaf, David Layne (via Zoom), Lisa Erickson, Jim Fleischaker, Emily Stanley, Andrea Cullers, and Jennifer Baldwin, and Library Director Jeana Gockley were present. Post Art Library Director Jill Sullivan was also present.

Due to the COVID-19 pandemic and the Library's limited hours of operation, the meeting was streamed live on the Library's YouTube channel.

President Gaarder opened the meeting by introducing new Board Member Jennifer Baldwin.

BOARD EDUCATION: Post Art Library Director Jill Sullivan reported on the Joplin Public Library Makerspace that she manages. The space has assisted just over 1,900 patrons since it opened in October 2017. The most popular items are the 3D printer, laser engraver and digital conversion equipment. The space is free to use, even if patrons do not have a library card. The only exception is 3D-printed projects, which are 20 cents a gram. There is also a button press, a sewing machine, two Macs and a PC with Adobe creative software, random hand tools, a camcorder, oral history recording kit, knitting needles, and a green screen. Jill works several hours a week in the Makerspace, with an assist from two staff members. However, due to COVID-19, the space is currently closed.

MINUTES: Minutes from the regular May 2020 meeting were approved as distributed.
(Hicklin/Shoaf) 8/0

VOUCHERS: May non-salary expenditures in the amount of \$28,697.12 were approved.
(Fleischaker/Stanley) 8/0

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

- 1. Phased reopening.** At the time of last month's Board meeting, the Library was in Phase 3. After discussion with Department Heads, Jeana combined Phases 4 and 5. The Library building reopened to the public June 8, with revised hours, a cap on 75 patrons, and limiting patrons to 30 minutes. The Computer Lab was reorganized to accommodate social distancing. The public copier was moved to a more open area. Meeting rooms and study rooms are closed for the time-being. Curbside pickup is still being offered, although the majority of people are coming inside. Staff are regularly sanitizing staff and patron areas. Seating has been sectioned off or put in storage. The next step is to increase occupancy and how long patrons may stay in the building. Hours will remain the same at least until the end of Summer Reading.

NEW BUSINESS:

1. **Election of Board Officers.** The Board unanimously elected the following slate:
 - a. Secretary: Lisa Erickson
 - b. Treasurer: David Layne
 - c. Vice-President: Nicole Shoaf
 - d. President: Mary Gaarder
2. **Designation of Committee assignments**
 - a. Community Relations: Barbara Hicklin, Lisa Erickson, Nicole Shoaf (chair)
 - b. Building and Grounds: Emily Stanley, Andrea Cullers (chair to be determined)
 - c. Budget and Finance: Jim Fleischaker, Jennifer Baldwin, David Layne (chair)

Note: The Board President serves as Ex Officio on all committees.
3. **Reactivation of the Personnel Committee.** The committee needs to be reactivated so that the Board can conduct Jeana's annual performance review. The committee members are: Emily Stanley, Barbara Hicklin, Jim Fleischaker and Nicole Shoaf (chair to be determined).

LIBRARIAN'S REPORT:

Announcements:

Community Engagement

- On May 26, KOAM/FOX14 and The Joplin Globe did a story about the planned reopening.
- On June 1, KKOW radio did a story about the planned reopening.
- Living Well has resumed and our monthly spot; it is the first Wednesday of each month. Appeared on KOAM's morning showing and KSNF's Living Well on June 3.
- On June 3, KRPS Public Radio News did an interview with Jeana about the planned reopening.
- On June 14, the Joplin Globe ran a story on Summer Reading programming.

Programs

- Summer Reading started on May 26. Registrations for day one totaled 243; we are now at over 400, with 121 people earning rewards (books, adult prizes, or entries into drawings) and 12 people completing the program.
- Virtual programming has started. The Children's Department held a Mad Science program on May 28; 12 attended.
- Teen Department outreach to Joplin High School's Life Skills Classes kicked off on June 8. Their first activity involved creating fractured fairy tales, with 19 students participating.
- A virtual Book Club discussion for adults is scheduled for mid-July. The book that will be discussed is "The Mountains Sings" by Nguyen Phan Que Mai.

Building & Grounds

- One of our HVAC units is leaking coolant. A temporary fix has been made for the summer, with a more permanent one planned for fall.
- A piece of flashing came off the entry canopy and punctured the roof.
- Weed Whackers has been working on our irrigation system and other landscaping items.

Training

- Attended the Missouri Public Library Directors semi-annual conference virtually on June 5.

Grants

- Received a \$30,000 CARES grant. It will provide \$10,000 extra for e-books, hotspots for checkout for two years, a new tablet for Children’s programming, and a wi-fi extender.

Statistics: Hoopla use numbers have continued to be very high since March.

STAFF COMMENTS: None.

BOARD COMMENTS: None.

The meeting adjourned at 5:35 p.m.

Written by

Administrative Assistant

Approved by

Library Director

The next regular meeting of the Board of Trustees of the Joplin Public Library will be held at 4 p.m. Monday, 20 July 2020.

Joplin Public Library Monthly Voucher

6/2020

TO THE FINANCIAL DIRECTOR

This is to certify that claims against the Joplin Public Library have been examined and approved by the Board of Trustees as follows:

	Vendor	Line#	Amount
Confirmation	BURYL ALAN BROWN	705-9502-560-2015: Janitorial Supplies	36.31
Confirmation	HUGO'S INDUSTRIAL SUPPLY	705-9502-560-2015: Janitorial Supplies	196.69
Confirmation	LISA BROWN	705-9502-560-2015: Janitorial Supplies	39.17
Confirmation	US BANK	705-9502-560-2015: Janitorial Supplies	247.62
		Line Item Total	519.79
Confirmation	CAMFIL USA	705-9502-560-2030: Maintenance Supplies	437.92
		Line Item Total	437.92
Confirmation	US BANK	705-9502-560-2105: Computer Supplies	169.36
		Line Item Total	169.36
Confirmation	GAHAGAN PAPER CO.	705-9502-560-2120: General Office Suppli	30.00
Confirmation	LISA BROWN	705-9502-560-2120: General Office Suppli	3.97
Confirmation	US BANK	705-9502-560-2120: General Office Suppli	277.90
		Line Item Total	311.87
Confirmation	US BANK	705-9502-560-2315: Library Supplies	1,009.77
		Line Item Total	1,009.77
Confirmation	CINTAS	705-9502-560-2610: First Aid Supplies	4.82
		Line Item Total	4.82
Confirmation	PEARSON-KELLY LEASING	705-9502-560-2835: Equipment Lease & R	125.98
Confirmation	PITNEY BOWES	705-9502-560-2835: Equipment Lease & R	153.00
		Line Item Total	278.98
Confirmation	LIBERTY UTILITIES	705-9502-560-3005: Electricity Charges	7,512.96
		Line Item Total	7,512.96
Confirmation	SPIRE	705-9502-560-3010: Gas Charges	102.32
		Line Item Total	102.32
Confirmation	CITY OF JOPLIN (TELEPHONE)	705-9502-560-3015: Telephone Charges	390.24
		Line Item Total	390.24
Confirmation	MISSOURI AMERICAN WATER	705-9502-560-3020: Water Charges	172.20
		Line Item Total	172.20
Confirmation	CITY OF JOPLIN (WASTEWATER)	705-9502-560-3030: Wastewater Charges	99.17
		Line Item Total	99.17
Confirmation	CITY OF JOPLIN (TRASH)	705-9502-560-3035: Sanitation Charges	45.46
		Line Item Total	45.46
Confirmation	GATEWAY PEST CONTROL	705-9502-560-3125: Pest Control	75.00
		Line Item Total	75.00
Confirmation	PITNEY BOWES	705-9502-560-3205: Postage	400.00
		Line Item Total	400.00
Confirmation	MID-AMERICA LIBRARY ALLIANCE	705-9502-560-3210: Freight & Delivery	2,700.00
		Line Item Total	2,700.00
Confirmation	CHARLES D. JONES CO.	705-9502-560-4120: Building Repairs	107.66
Confirmation	GRAINGER	705-9502-560-4120: Building Repairs	489.72
Confirmation	JOPLIN SUPPLY COMPANY	705-9502-560-4120: Building Repairs	41.73
Confirmation	US BANK	705-9502-560-4120: Building Repairs	126.33
		Line Item Total	765.44
Confirmation	COPY PRODUCTS	705-9502-560-5265: Maintenance Contract	102.25
Confirmation	IMAGE ACCESS, INC.	705-9502-560-5265: Maintenance Contract	619.00
Confirmation	OZARK BUSINESS SYSTEMS	705-9502-560-5265: Maintenance Contract	62.88
Confirmation	PEARSON-KELLY TECHNOLOGY	705-9502-560-5265: Maintenance Contract	34.78
		Line Item Total	818.91
Confirmation	OCLC	705-9502-560-5275: Database Searches	295.32

	Vendor	Line#	Amount
		Line Item Total	295.32
Confirmation	INTEGRATED PAYMENTS CONSULTING	705-9502-560-7131: Merchant Card Servic	50.00
		Line Item Total	50.00
Confirmation	AUTO-OWNERS INSURANCE	705-9502-560-7305: Liability insurance	368.00
		Line Item Total	368.00
Confirmation	LAUGHING MATTERS	705-9502-560-7407: Programming	200.00
Confirmation	US BANK	705-9502-560-7407: Programming	267.29
		Line Item Total	467.29
Confirmation	US BANK	705-9502-560-8315: Computer Equipment	99.90
		Line Item Total	99.90
Confirmation	BAKER & TAYLOR BOOKS	705-9502-560-8405: Library Books and Ma	9,812.87
Confirmation	BRODART COMPANY	705-9502-560-8405: Library Books and Ma	1,834.54
Confirmation	CENTER POINT PUBLISHING	705-9502-560-8405: Library Books and Ma	85.08
Confirmation	CENTRAL ARKANSAS LIBRARY SYSTEM	705-9502-560-8405: Library Books and Ma	25.00
Confirmation	EBSCO, INC.	705-9502-560-8405: Library Books and Ma	11.00
Confirmation	GALE/CENGAGE LEARNING	705-9502-560-8405: Library Books and Ma	791.82
Confirmation	INFOGROUP	705-9502-560-8405: Library Books and Ma	320.00
Confirmation	J.D. POWER	705-9502-560-8405: Library Books and Ma	301.00
Confirmation	MIDWEST TAPE	705-9502-560-8405: Library Books and Ma	1,720.01
Confirmation	NEOSHO/NEWTON COUNTY LIBRARY	705-9502-560-8405: Library Books and Ma	5.00
Confirmation	PARACLETE PRESS	705-9502-560-8405: Library Books and Ma	13.99
Confirmation	RECORDED BOOKS	705-9502-560-8405: Library Books and Ma	1,279.60
Confirmation	US BANK	705-9502-560-8405: Library Books and Ma	838.52
		Line Item Total	17,038.43
Confirmation	EAGLE EYE PRINTING	705-9590-560-7407 GFLA01 Grant Progra	293.00
Confirmation	LISA BROWN	705-9590-560-7407 GFLA01 Grant Progra	12.94
Confirmation	SCHOLASTIC	705-9590-560-7407 GFLA01 Grant Progra	388.22
Confirmation	US BANK	705-9590-560-7407 GFLA01 Grant Progra	1,350.36
		Line Item Total	2,044.52
		VOUCHER TOTAL	\$36,177.67

ATTEST:

Secretary

President

**EXPENSE REPORT
JUNE 2020**

705-9502-560	Line Items	Budget FY 2019-20	Jun-20	Expenditures Subtotal	Balance	Remaining Percent
1010	Full Time	679,830.00	42,142.86	392,080.15	287,749.85	42%
1110	Part Time	337,082.00	17,565.25	162,749.86	174,332.14	52%
1505	Holiday Pay	34,226.00	3,496.94	25,624.19	8,601.81	25%
1510	Longevity Pay	6,000.00	425.00	3,178.54	2,821.46	47%
1520	Vacation Pay	58,390.00	3,071.88	23,471.60	34,918.40	60%
1565	Sick Pay	22,817.00	1,467.91	12,003.87	10,813.13	47%
1570	Floating Holiday Pay	3,803.00	237.42	1,461.58	2,341.42	62%
1575	Citizenship Leave pay	300.00	0.00	70.39	229.61	77%
1605	Health Plan	141,295.00	9,129.60	70,273.62	71,021.38	50%
1610	Workers Comp	3,600.00	0.00	1,769.00	1,831.00	51%
1615	FICA	78,253.00	5,223.66	46,223.82	32,029.18	41%
1625	LAGERS	85,729.00	6,029.88	49,295.55	36,433.45	42%
1640	Life Insurance	1,434.00	125.24	953.51	480.49	34%
1645	Dental Insurance	6,874.00	459.44	3,505.24	3,368.76	49%
2005	Cleaning Supplies	150.00	0.00	69.12	80.88	54%
2015	Janitorial Supplies	8,800.00	519.79	7,788.57	1,011.43	11%
2030	Maintenance Supplies	1,860.00	437.92	1,275.05	584.95	31%
2105	Computer Supplies	11,600.00	169.36	3,709.06	7,890.94	68%
2110	Computer Software	18,000.00	0.00	8,313.40	9,686.60	54%
2120	General Office Supplies	3,515.00	311.87	2,112.78	1,402.22	40%
2205	Food & Beverage Supplies	500.00	0.00	0.00	500.00	100%
2310	Professional Materials	1,630.00	0.00	336.60	1,293.40	79%
2315	Library Materials	14,000.00	1,009.77	1,194.39	12,805.61	91%
2610	First Aid Supplies	500.00	4.82	453.38	46.62	9%
2815	Public relations	965.00	0.00	0.00	965.00	100%
2835	Equip Lease & Rental	4,946.00	278.98	2,690.03	2,255.97	46%
3005	Electric Charges	80,000.00	7,512.96	48,279.48	31,720.52	40%
3010	Gas Charges	2,500.00	102.32	1,204.76	1,295.24	52%
3015	Telephone Charges	5,000.00	390.24	3,362.11	1,637.89	33%
3020	Water Charges	9,000.00	172.20	2,110.88	6,889.12	77%
3030	Wastewater Charges	1,500.00	99.17	911.28	588.72	39%
3035	Sanitation Charges	560.00	45.46	318.22	241.78	43%
3125	Pest Control Charges	1,000.00	75.00	600.00	400.00	40%
3205	Postage	7,281.00	400.00	2,706.00	4,575.00	63%
3210	Freight & Delivery	2,830.00	2,700.00	2,700.00	130.00	5%
4005	Office Equipment Repairs	965.00	0.00	0.00	965.00	100%
4120	Building Repairs	50,000.00	765.44	19,208.26	30,791.74	62%
5015	Legal Fees	500.00	0.00	0.00	500.00	100%
5035	Property Tax Services	55,000.00	497.36	51,710.97	3,289.03	6%
5110	Computer & Automated Services	43,310.00	0.00	16,620.15	26,689.85	62%
5150	Collection Agency Services	5,000.00	0.00	1,571.81	3,428.19	69%
5265	Maintenance Contracts & Agreements	4,670.00	818.91	3,531.63	1,138.37	24%
5275	Database Searches	3,800.00	295.32	2,022.25	1,777.75	47%
5290	Makerspace Services	1,000.00	0.00	21.56	978.44	98%
6005	Travel Expenses	6,175.00	0.00	1,634.85	4,540.15	74%
6010	Conferences & Seminars	2,530.00	0.00	45.00	2,485.00	98%
6105	Dues & Memberships	1,161.00	0.00	755.00	406.00	35%

705-9502-560	Line Items	Budget FY 2019-20		Expenditures Subtotal	Balance	Remaining Percent
6115	Educational Materials	150.00	0.00	0.00	150.00	100%
7015	Advertising	150.00	0.00	117.78	32.22	21%
7030	Fees & Permits	16,000.00	0.00	23,042.08	(7,042.08)	-44%
7105	Cash over & Short	15.00	0.00	0.00	15.00	100%
7131	Merchant Card Service Fee	1,300.00	102.99	540.74	759.26	58%
7140	Insurance Premiums	0.00	0.00	0.00	0.00	#DIV/0!
7305	Liability Insurance	2,318.00	368.00	2,346.00	(28.00)	-1%
7407	Special Library Programs	13,570.00	467.29	2,790.74	10,779.26	79%
8305	Office Equipment	250.00	0.00	0.00	250.00	100%
8310	Furnishings	3,000.00	0.00	0.00	3,000.00	100%
8315	Computer Equipment	28,000.00	99.90	9,157.86	18,842.14	67%
8405	Library Books & Periodicals	245,735.00	17,038.43	87,119.91	158,615.09	65%
	PROGRAM TOTAL	2,120,369.00	124,058.58	1,105,032.62	1,015,336.38	48%
9999	Overhead Charges	76,745.00	6,395.42	51,163.36	25,581.64	33%
	TOTAL WITH TRANSFERS	2,197,114.00	130,454.00	1,156,195.98	1,040,918.02	47%

705-9590-560	State Grant Line Items	Budget FY 2019-20	Jun-20	Expenditures Subtotal	Balance	Remaining Percent
	Summer Reading (special grant)					
7407	Special Library Programs		0.00	419.63		
	SUBTOTAL		0.00	419.63		
	STATE GRANT TOTAL		0.00	419.63		

705-9590-560	Federal Grant Line Items	Budget FY 2019-20	Jun-20	Expenditures Subtotal	Balance	Remaining Percent
	Show-Me Steps (Patricia Crane)					
6005	Travel Expenses		0.00	1,120.87		
6010	Conferences & Seminars		0.00	0.00		
	SUBTOTAL		0.00	1,120.87		
	Summer Reading					
1110	Part time		410.62	645.26		
1615	FICA		31.41	49.36		
7407	Special Library Programs		2,044.52	2,825.91		
	SUBTOTAL		2,486.55	3,520.53		
	Spotlight on Literacy					
1110	Part time		0.00	1,612.85		
1614	FICA		0.00	123.39		
7407	Special Library Programs		0.00	902.69		
	SUBTOTAL		0.00	2,638.93		
	FINRA					
7407	Library Books and Materials		0.00	1,782.08		
	SUBTOTAL		0.00	1,782.08		
	Targeted Collection (Workforce)					
7407	Library Books and Materials		0.00	1,565.99		
	SUBTOTAL		0.00	1,565.99		

FEDERAL GRANT TOTAL

2,486.55

9,507.53

Note: Report based on numbers received from the City of Joplin and a Library-generated voucher.
Note: Shaded areas indicate that final numbers from the City of Joplin are unavailable at this time.

**REVENUE REPORT
JUNE 2020**

Account #		FY 19-20 Estimated Revenue	Jun-20	FY 19-20 TO DATE	% OF EST. REVENUE
705-0000-					
400.01-01	R E Tax	1,380,000.00	12,434.89	1,289,519.80	93%
400.01-02	Payment In Lieu Of Taxes	3,000.00	0.00	3,001.32	100%
400.01-03	Commercial Surtax	302,500.00	0.00	391,051.90	129%
400.01-04	Financial Inst. Tax	5,000.00	0.00	3,605.08	72%
400.01-05	RR & Utilities-St. Assess.	42,000.00	0.00	64,262.18	153%
440.01-06	Penalties & Interest	8,000.00	1,650.02	4,821.95	60%
	Tax Revenue Subtotal	1,740,500.00	14,084.91	1,756,262.23	101%
420.02-01	Library Fines	6,000.00	114.74	1,268.09	21%
	Library Fines Subtotal	6,000.00	114.74	1,268.09	21%
430.02-01	Non-Resident Fees	34,000.00	4,427.44	18,116.75	53%
430.02-02	Book Sales	7,000.00	343.58	2,223.68	32%
430.02-04	Hager Processing	0.00	0.00	0.00	#DIV/0!
430.02-05	Lost Books	9,000.00	814.56	4,958.19	55%
430.02-07	Makerspace Fees	1,000.00	0.00	125.96	13%
430.02-08	Passport Fees	12,000.00	0.00	5,730.96	48%
	Library Fees Subtotal	63,000.00	5,585.58	25,298.62	40%
	Photocopies, Computer Printing,				
430.14-01	Reader/Printer, Fax	17,500.00	742.25	8,247.85	47%
430.14-04	Vending commissions	775.00	124.01	391.65	51%
	Other User Fees Subtotal	18,275.00	866.26	8,247.85	45%
440.09-01	Interlibrary Loan	10.00	0.00	0.00	0%
	Other Charges Subtotal	10.00	0.00	0.00	0%
450.01-01	General Account Interest Income	40,000.00	819.13	37,035.26	93%
450.01-03	Investments Interest Income	7,000.00	1,720.60	22,860.50	327%
	Interest Income Subtotal	47,000.00	2,539.73	59,895.76	127%
450.03-01	Donations to Library	5,000.00	13.96	180.17	4%
450.03-09	Hager Trust Distribution	5,000.00	0.00	0.00	0%
	Donations to Library Subtotal	10,000.00	13.96	180.17	2%
450.06-09	Post Salary	64,287.00	10,928.32	48,249.17	75%
450.06-11	Miscellaneous	5,000.00	88.47	4,679.41	94%
	Other Income Subtotal	69,287.00	11,016.79	52,928.58	76%
451.03-01	Donations to Endowment Reserve	2,500.00	0.00	58.44	2%
	Donations to Reserves Subtotal	2,500.00	0.00	58.44	2%
460.02-01	Transfer from General Fund	200,000.00	16,666.67	133,333.36	67%
	City Subsidy Subtotal	200,000.00	16,666.67	133,333.36	67%
470.10-03	Adult Summer Literacy Grant -- GFLA01	10,000.00	0.00	419.63	4%
470.10-06	Spotlight on Literacy -- GFLA12	6,000.00	0.00	2,895.00	48%
	Federal Grants Subtotal	16,000.00	0.00	3,314.63	21%
480.06-01	State Aid	24,054.00	0.00	24,054.50	100%
480.06-03	Athletes and Entertainers Tax	6,489.00	0.00	7,223.12	111%
480.06-05	Show-Me Steps to Career Development	2,000.00	0.00	1,356.00	68%
	State Aid Subtotal	32,543.00	0.00	32,633.62	100%
490.02-28	FINRA Foundation Grant	5,000.00	1,848.07	1,848.07	37%
	Local Grants Subtotal	5,000.00	1,848.07	1,848.07	37%

	Operating Revenue Total	2,210,115.00	52,736.71	2,075,269.42	94%
Foundation					
450.01-17	Foundation Checking Interest	0.00	0.89	25.90	#DIV/0!
	Interest Income Subtotal	0.00	0.89	25.90	#DIV/0!
450.03-11	Library Foundation	0.00	3,064.16	23,491.46	#DIV/0!
	Deposits to Foundation Subtotal	0.00	3,064.16	23,491.46	#DIV/0!
	Foundation Revenue Total	0.00	3,065.05	23,517.36	#DIV/0!
Hager					
450.02-01	Unrealized Market Value	0.00	28,896.02	-3,651.16	#DIV/0!
450.02-03	Realized Gain/Loss	0.00	-15,872.49	-15,872.49	#DIV/0!
	Gain/Loss on Investments Total	0.00	13,023.53	-19,523.65	#DIV/0!
	Hager Revenue Total	0.00	13023.53	-19,523.65	#DIV/0!
	Total Foundation and Hager Revenue	0.00	16,088.58	3,993.71	#DIV/0!
	Total Library Revenue	2,210,115.00	68,825.29	2,079,263.13	94%

Note: Report based on numbers received from the City of Joplin and a Library-generated revenue report.

Note: Shaded areas indicate that final numbers from the City of Joplin are unavailable at this time.

**STATISTICS
JUNE 2020**

	Totals FY 2019	Jun-20	Total to Date	% of 19 Total
Gate Count	239,674	6,283	87,876	36.7%
Circulation	411,856	14,227	156,997	38.1%
Overdrive Circulation	32,674	3,516	24,928	76.3%
Unique Overdrive Patrons this month	7,465	717	5,477	73.4%
New Overdrive Users	536	38	450	84.0%
Hoopla Circulation	7,663	853	6,526	85.2%
Unique Hoopla Patrons this month	2,439	331	2,365	97.0%
New Cards Issued	3,913	163	1,588	40.6%
Adult Reference Questions	11,005	597	5,178	47.1%
Adult Information/Direction Requests	14,380	357	4,863	33.8%
Children's Reference Questions	3,652	133	958	26.2%
Children's Information/Directional	9,275	307	2,908	31.4%
Teen Reference Questions	199	143	541	271.9%
Teen Information/Direction Requests	2,202	50	404	18.3%
REFERENCE & INFORMATION	40,713	1,587	14,852	36.5%
ILL Initiated	2,305	143	1,100	47.7%
ILL Loaned	1,736	93	753	43.4%
TOTAL ILL	4,041	236	1,853	45.9%
Reference Databases Use	184,539	10,843	102,515	55.6%
Adult Public Internet Use	32,710	622	11,351	34.7%
Wifi Unique Individual Users	14,745	409	409	2.8%
Wifi Sessions	0		0	#DIV/0!
Children's Computer Use	11,391	0	3,809	33.4%
Teen Computer Use	93	0	34	36.6%
Library Tours	13	0	1	7.7%
Tour Attendance	274	0	5	1.8%
Meeting Room Reservations	1,139	0	449	39.4%
Storyroom Reservations	0	0	0	#DIV/0!
Study Room Uses	4,374	0	1,712	39.1%
Story Time	214	4	92	43.0%
Story Time Attendance	5,832	307	2,313	39.7%
Children's Summer Reading Program	17	0	0	0.0%
Children's Summer Reading Attendance	1,082	0	0	0.0%
Children's Programs	136	0	53	39.0%
Children's Attendance	4,384	0	1,668	38.0%
Children's Passive Program	10	0	2	20.0%
Children's Passive Program Attendance	923	0	84	9.1%
Teen Programs	79	0	31	39.2%
Teen Attendance	511	0	227	44.4%
Teen Passive Program	0	0	0	#DIV/0!
Teen Passive Program Attendance	0	0	0	#DIV/0!
Teen Summer Reading Programs	22	6	6	27.3%
Teen Summer Reading Attendance	312	91	91	29.2%

Family Programs	3	0	0	0.0%
Family Attendance	103	0	0	0.0%
Adult Programs	39	0	14	35.9%
Adult Attendance	1,433	0	300	20.9%
Adult Summer Reading Programs	6	1	1	16.7%
Adult Summer Reading Attendance	41	52	52	126.8%
Children's Programs Outside Library	64	0	16	25.0%
Children's Programs Outside Attendance	1,238	0	448	36.2%
Teen Programs Outside Library	4	0	3	75.0%
Teen Programs Outside Attendance	203	0	40	19.7%
Adult Programs Outside Library	4	0	1	25.0%
Adult Programs Outside Attendance	458	0	31	6.8%
<hr/>				
Adult Titles Added	4,777	568	2,675	56.0%
Adult Volumes Added	5,680	616	3,029	53.3%
Teen Titles Added	184	15	163	88.6%
Teen Volumes Added	221	17	208	94.1%
Children's Titles Added	1,180	101	1,138	96.4%
Children's Volumes Added	1,627	137	1,356	83.3%
<hr/>				
Total Titles Added	6,141	668	3,960	64.5%
Total Volumes Added	7,538	770	4,593	60.9%
Total Titles Withdrawn	12,185	1252	3,382	27.8%
Total Volumes Withdrawn	5,512	1,591	4,710	85.4%
TOTAL TITLES: COLLECTION	98,799	99,377		
TOTAL VOLUMES: COLLECTION	124,749	124,632		

SECTION FIVE: CIRCULATION POLICIES

I. GENERAL CIRCULATION POLICIES

A. Circulation Department Goals

1. The Joplin Public Library's lending policies facilitate the use of Library materials, except for those judged irreplaceable or needed in the collection for basic informational services. Materials not immediately available may be reserved for patrons.
2. The Library's circulation practices and policies provide for protection of patron confidentiality.
3. The Library's circulation process provides accurate and reliable information about the materials collection.
4. The Library keeps accurate records of citizens registered for Library cards.

B. Use of Library Materials by the Public

1. All Library collections are available to the general public for in-house use.
2. Some restrictions apply to in-house equipment and computer use.
3. Some restrictions apply to use of fragile or valuable collections, including some archival collections.

II. LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

A. Residency Requirements for Non-fee Cards

1. To qualify for a Joplin Public Library District card as a resident of the Joplin Library District, a person must reside at a permanent address within the Joplin city limits or own property within the city limits and show a current real estate property tax receipt.
2. Hotels, motels, shelters and other temporary housing are not considered to be permanent addresses except for residential managers of such facilities. (See Section Five. II. D. Corporate or Group Home Cards)
3. Post office boxes are acceptable as mailing addresses only and may not be used as proof of residency. A person using a post office box as a mailing address must also provide the Library with written proof of an actual physical address.
4. Joplin Public Library District cards can be issued to non-residents for \$50 a year. The fee covers individual cards for all members of the household residing at the same address. Individual cards all have a common expiration date one year from the payment of the annual fee, regardless of the date each individual card was actually issued. The applicant is responsible for informing the Library of the payment of the fee by a family member within the previous twelve months. (Approved 9/2013)
5. College students residing at temporary dormitory addresses within the city of Joplin are exempt from the non-resident fee if they provide proof of enrollment. The exemption is granted only during semesters or summer sessions. Any fines incurred must be paid before further check out or Computer Lab use. (Approved 4/21/14)
6. Employees of the Library and employees of the City of Joplin who live outside the city limits are exempt from the non-resident fee. Family members at the same address are also exempt.

B. General Card Requirements

1. A patron registering for a Library card must supply the following documentation and information: Proof of identification (government issued ID or school ID). Written proof of current physical address. Acceptable as proof of address are: recent utility or official rent receipt, telephone credit card with imprinted address, hunting/fishing license, recent computer generated mail with name and address, or current insurance card. Proof of address must be dated within the previous thirty days. Not acceptable as proof are: driver's license, printed check, personal mail, Library cards, hand-written rent receipts, voter registration card, and business cards. (*Approved 4/18/2015*)
2. The applicant must sign the application acknowledging that all information is correct and that he or she accepts responsibility for all use made of the card. The applicant's signature on the application card and on the Library card itself is a promise to abide by all Library policies and to notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.
3. A person who cannot provide proof of current address may fill out a postcard which the Library will mail to the address. A small fee to cover the cost of the postcard and postage will be collected. When the patron returns the postcard to the Library, the postmarked card is considered as proof of address.
4. Patrons will be asked to allow their photo to be placed in their Library record. If a patron chooses not to allow this, they will be required to show photo ID when checking out materials or using the Computer Lab. This will help to ensure only the patron has use of the Library card.

C. Cards for Minors

1. If the applicant is 17 years old or younger, the application must be signed by the parent or legal guardian. Applicants eighteen and older must sign their own applications.
2. The parent or guardian may submit a written request that the minor's borrowing privileges be restricted to items in the Children's Department.
3. Cards issued to minors do not allow access to the Computer Lab. Parents or legal guardians must register a minor for Computer Lab access at the Lab service desk.
4. A non-resident student card may be issued to students enrolled in schools within Joplin for \$15 per year. Schools within Joplin are considered to be Joplin R-8 Schools, Thomas Jefferson Day School, College Heights Christian School, Martin Luther School, and Joplin Area Catholic Schools. Students without a Joplin address must provide proof of enrollment at a Joplin school.
 - a. Non-resident student cards are \$15/year per student.
 - b. Parent or guardian must provide photo ID, proof of address, and agree to be financially responsible for items checked out on the student card.
 - c. A total of 10 items may be checked out on a non-resident student card.
 - d. Computer access will be allowed with a non-resident student card.
 - e. Any existing fines must be paid before any further checkout or computer use is allowed.
 - f. Only items from the Children or Young Adult section may be checked out.

(Approved by Board of Trustees 8/20/17)

D. Corporate or Group Home Cards

1. The Library issues cards to organizations such as businesses or group homes for business or organization use. Employees of the organization or business may not use these cards to check out items for personal use or use the Computer Lab. Family members of the owners or managers of the organization or association may not use these cards to check out items for personal use or use the Computer Lab.
2. Application for a corporate or group home card must be made in a letter on letterhead signed by the individual who will assume financial responsibility for any materials checked out on the card. The letter must state that the individual who signs the letter will assume financial responsibility for Library materials checked out on the card, including all overdue fines.

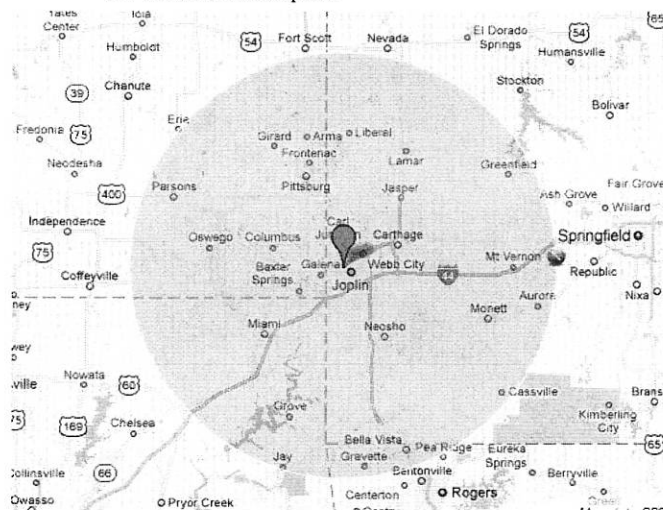
All policies reviewed and approved by the Joplin Public Board of Trustees on 14 November 2011. Changes, additions, deletions, etc. to individual sections will be dated individually as amended.

3. Organizations or businesses located outside the Joplin Public Library District are charged a \$50 annual fee. (Approved 9/2013)
4. The names of all individuals allowed to use the card must be listed in the letter, and this letter must be updated yearly or when changes are made to the list of people allowed to use the card.
5. The card must be kept by the organization and must be presented when materials are checked out.
6. All organization cards are issued for the current fiscal year (November 1 – October 31). Fees are not prorated.

E. Visitor, Temporary Cards, and Non-Resident College Cards

1. Visitor Cards

- a. Upon payment of a fee equal to one-fourth of the current non-resident card fee, a visitor card may be issued to a non-resident visiting in Joplin for a limited time. A visitor card expires at the end of three months.
- b. A visitor card can be renewed upon payment of a renewal fee.
- c. A person visiting from out of town must provide proof of permanent address in addition to the temporary local address.
- d. Visitor's cards are only available for patrons whose permanent residence is greater than 50 miles from Joplin.



- e. A maximum of two items may be checked out on a visitor card at any one time. A visitor card may also be used to access the Computer Lab.
- f. Any fines incurred must be paid before further check out or Computer Lab use.
(Approved 4/21/14)

(Approved by Board of Trustees 12/12/11)

(Approved by Board of Trustees 8/21/17)

2. Temporary Cards

1. Temporary cards for those residing in group homes or shelters will expire in one or six months (depending on location determined administratively) and do not require a cash deposit.
2. Persons residing in Joplin in group homes or shelters are not required to provide a permanent address but must provide a letter from the shelter or group home on letterhead stating they are residing at that location.
3. A maximum of two items may be checked out on a temporary card at any one time. A temporary card may be used to access the Computer Lab.

All policies reviewed and approved by the Joplin Public Board of Trustees on 14 November 2011. Changes, additions, deletions, etc. to individual sections will be dated individually as amended.

4. Any fines incurred must be paid before further check out or Computer Lab use.
(Approved 4/21/14)

(Approved by Board of Trustees 2/11/13)

3. Non-Resident College Cards

1. College students at Joplin colleges who do not reside in the dorm and live outside library district lines may apply for a Joplin Public Library card.
2. Students must show proof of current enrollment (Dated student ID, current class schedule, statement from college or university, etc.)
3. Upon payment of a fee equal to one-fourth of the current non-resident card fee, a non-resident college card may be issued to a student attending a Joplin college or university. A non-resident college card expires at the end of three months.
4. A non-resident college card can be renewed upon payment of a renewal fee and proof of continued enrollment.
5. A student must provide proof of permanent address in addition to proof of enrollment.
6. A maximum of two items may be checked out on a non-resident college card at any one time. A non-resident college card may also be used to access the Computer Lab.
7. Any fines incurred must be paid before further check out or Computer Lab use.

(Approved by Board of Trustees 8/20/17)

F. Transfer of Cards

1. Library cards are not transferable either permanently or temporarily. A Library card is not to be used by any person other than the person to whom it is issued. There are only two exceptions to this rule: the card of a patron registered as Patron Type “Homebound” may be used by someone designated by the patron; the parent of a minor may use the minor’s card to check out children’s materials.
2. The patron is responsible for all use made of his or her Library card.

G. Expiration and Invalidation of Library Cards

1. All Library cards are valid for one year from date of issue except for cards issued to local college students, business/organization cards, and temporary cards. Non-resident cards are valid for one year from the date of payment, regardless of the date of issue. Renewal of a card follows the same procedure as for a new card. Visitor cards are valid for three months from the date of issue. Temporary cards for those residing in group homes, shelters, etc. will expire in one or six months (depending on location determined administratively). A Library card may be invalidated by the Joplin Public Library District at any time if the patron does not return overdue materials, does not pay outstanding fines, does not abide by other Library policies, or habitually abuses Library policies. A resident card becomes invalid if the card holder moves outside the Library District unless the individual still owns property inside the city limits.

H. Complimentary Library Cards

A non-fee complimentary card may be issued to a patron at the Director or Department Head’s discretion.

III. CIRCULATION OF MATERIALS

A. General Circulation Guidelines

1. A patron must present his or her card at the Circulation desk at the time of checkout.
2. Items limited to in-house use, such as reference books, microforms, newspapers, bound periodicals, current issue periodicals, reserve books, local history room materials, and others so designated, do not circulate and may not be checked out for any reason.
3. All materials, with the exception of videotapes, compact discs, DVDs, equipment, and items on hold, may be renewed once for the same period as the initial checkout. The Library will not renew materials for anyone unable to provide the patron barcode or other proof of identification. Patrons may self-renew either in the Library at any catalog terminal or from an outside computer via the Internet.
4. Library users will not be allowed to check out materials or use computers in the Computer Lab if they:
 - a. Owe \$5 or more in unpaid fines or charges. If fines or charges are on a child's card, this block includes the parent/guardian who is responsible for the child as well as all other minors for whom the parent/guardian has signed responsibility.
 - b. Have unpaid fines or charges three months old or older.
 - c. Have more than one overdue Library item.
5. A parent may use a child's card in the child's absence to check out Children's Department materials only. A child's card may not be used in the child's absence to check out Adult Department materials.

B. Interlibrary Loan

1. Interlibrary loan periods are determined by the lending library. Items loaned by another library on the condition that they be used under supervision may not be checked out.
2. ILL records are kept and requests made at the Reference desk, but all ILL items are picked up, checked out, and returned at the Circulation desk.

C. Requests for Holds

1. Each patron may place up to fifteen holds for items that are checked out or otherwise unavailable. The staff may place holds for up to three items per day for a patron. Additional holds over this limit must be placed by the patron on the system, either on a catalog terminal or through the Library's web site. A patron making phone requests for holds must supply his or her Library barcode number or other proof of identification.
2. All materials on hold for patrons will be kept at the Circulation desk. Materials held by some means other than a system-placed hold must be marked with the patron name and the date of hold expiration.

D. Return of Materials

1. All materials except ILL materials may be returned at the Circulation desk, by mail, or in the book drop.
2. ILL materials must be returned to the Circulation desk or in the book drop.

IV. OVERDUE LIBRARY MATERIALS

A. Overdue Guidelines

1. The Library has no obligation to remind patrons to return materials. The Library sends reminder notices as a courtesy to patrons.
2. All materials are due on the due date. There is no grace period.
3. In case of inclement weather, the Library may, at the Circulation Supervisor's discretion, allow for the late return of non-renewable or previously renewed materials. It is the patron's responsibility to call and request such an allowance.
4. Overdue notices will be made by phone or e-mail. If there is no response (person answering or answering machine), and there is no e-mail address on record, the notice will be mailed. For details, see Appendix E.

B. Fines

1. The fine structure is set administratively. For details of charges, see Appendix E.
2. Overdue items returned in the book drop after hours but before 7:00 a.m. will be assessed a fine based on the last operating day.

C. Charges for Lost Items

1. Charges for lost items are set administratively.
2. For details of charges, see Appendix F.

D. Refunds

1. The Library will issue a receipt for each lost item paid for. If the item is found within three months of being declared lost and if the item is in acceptable condition, the patron may request a refund upon presenting the item to the Circulation desk.
2. The processing fee is non-refundable.
3. No refunds for any charges will be issued to patrons whose overdue materials have been submitted for collection to either a collection agency or Municipal Court. If a patron submitted to a collection agency or to Municipal Court pays for unreturned materials and then at a later date returns the materials, the Library will not issue a refund.
4. Refunds will be issued from fine receipts when cash is available. It may take several days for a patron to receive a refund. Refunds will be made in cash only, and must be picked up at the Circulation desk. Unclaimed refunds will be forfeit three months after the item's return.

Patrons may opt to have a refund placed on their account as a credit. This credit can then be used for futures fines and/or fees.

E. Bankruptcy

1. Checkout privileges will be suspended for patrons who have Library materials lost or overdue until the materials are returned or the issue is otherwise resolved.

APPENDIX D: CIRCULATION LIMITS

A. Circulation Periods

1. Books and audiobooks in general collection: 21 days
2. New fiction, back issues of periodicals, videotapes, compact discs, DVDs, computer software, vertical file materials, and test books: 7 days
3. ILL materials: determined by lending library
4. City directories and criss-cross directories for in-house use: 4 hours
5. Special or seasonal collections and other specialized materials: determined by the Library Director or his/her designee.

B. Limits on Circulation

1. Only two adult items, five children's items, or one adult and four children's items may be checked out on a patron's initial use of a new card.
2. No items may be checked out by a patron who has not provided acceptable proof of address and who will have a postcard mailed to his or her address.
3. The following limitations apply to all subsequent card use:
 - a. Periodicals and vertical file materials: 4 per card
 - b. Books: 3 per subject per card. The DDC number to two decimal places is used to determine subject. Exceptions are biographies (limit of 3 per biographical subject) and the juvenile fairytale collection (JFT & EFT), on which there is no limit at all.
 - c. Videocassette tapes: 4 per card
 - d. Audio format books on CD or tape (Adult Department): 4 per card
 - e. Audio format books on CD or tape (Children's Department): 4 per card
 - f. Playaway format books: 3 per card
 - g. Compact discs: 4 per card
 - h. CD-ROM software: 3 per card
 - i. DVDs: 4 per card
 - j. Test books: 2 per card
 - k. Encyclopedias: 2 per card
 - l. Special or seasonal collections or display items: Number will vary depending on collection.
 - m. Items not listed above are not limited.
 - n. College card holder: 20 items maximum
 - o. Temporary or visitor card holder: 2 items maximum
 - p. All other types of card holders: 50 items maximum

APPENDIX E: OVERDUE CHARGES AND FINES

A. Overdue Charges

1. Overdue notices will be sent by mail (or phone, e-mail or SMS for first notices) according to the following schedule:
2. First notice is generated fourteen days after the due date, except for videos and DVDs, for which the first notice is sent on the sixth day after the due date.
3. Second notice two weeks after the first notice.
4. Notice of intent to submit for collection one week after the second notice.
5. Notice of unresolved charges (billing notice) is sent fifty-one days after the due date. When this notice is sent, the status of the item is changed to "Lost."
6. Patrons who do not resolve overdue materials within ten days of sending a notice of intent to submit for collection will be turned over to the collection agency.

B. Fine Schedule

1. The fine schedule is as follows:
 - a. A fine of 25¢ per day is assessed on all overdue adult/teen items.
 - b. A fine of 10¢ per day is assessed on all overdue children's items.
 - c. A fine of \$1 per day is assessed on overdue interlibrary loan items.
2. Overdue items returned in the book drop after hours but before 7:00 a.m. will be assessed a fine based on the last operating day.
3. The maximum fine charged is \$10 per item for books, videos, and tapes and \$5 maximum per item for magazines. An exception is ILL, which has a maximum fine imposed by the lending library. These maximums apply to items returned before records are submitted to the collection agency.
4. A charge of \$10 is assessed on all accounts submitted for collection.

APPENDIX F: LOST CHARGES

ITEMS IN PRINT

<u>Item</u>	<u>Replacement Cost</u>	<u>Processing Fee</u>
Book	List Price	\$7.50
Bound paperback book	List price + \$5 bindery fee	\$7.50
Periodical	Cover price (minimum \$2.50)	\$2.50
Videotape/DVD	List Price	\$7.50
Video case (single)	\$1.00	
Video case (double)	\$5.00	
Video case & insert jacket (single)	\$8.00	
Video case & insert jacket (double)	\$10.00	
Audiotape/Playaway (entire item)	List Price	\$15.00
Single audiocassette from set	\$10.00	
Hang-up bag	\$2.50	
Cassette case	\$7.00	
Compact disc	\$20.00 per disc	\$7.50
Compact disc/DVD case (single)	\$3.00	
Compact disc/DVD case (double)	\$6.00	
Compact disc case (triple or more)	\$9.00	
Compact disc recorded book	List Price	\$15.00
Compact disc recorded book disc	\$10.00 per disc	
Compact disc/DVD booklet insert	\$10.00	
Multimedia kit (CD software, etc.)	List price	\$7.50

ITEMS OUT OF PRINT OR NOT AVAILABLE

<u>Item</u>	<u>Replacement Cost</u>	<u>Processing Fee</u>
Nonfiction book	\$30.95	\$7.50
Fiction book	\$25.95	\$7.50
Children's fiction/nonfiction book	\$16.95	\$7.50
Paperback book	\$10.00 + \$5.00 bindery cost	\$7.50
Videotape or DVD	\$25.00	\$7.50
Audiotape (abridged or 2-cassette set)	\$20.00	\$7.50
Audiotape (abridged in more than 2 cassettes)	\$25.00	\$7.50
Audiotape (unabridged)	\$10.00 per cassette	\$15.00
Compact disc	\$20.00 per disc	\$7.50
Compact disc recorded book	\$20.00 per disc	\$15.00
Multimedia kit (CD software, etc.)	\$39.95	\$7.50
Items for which the original list price exceeds the minimum listed above	Original list price	\$7.50

SECTION FIVE: CIRCULATION POLICIES

I. LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

A. Library Cards

1. To qualify for a non-fee Library card, a person must reside in the Joplin city limits, pay property tax to the City of Joplin, or reside in student housing at a college or university in Joplin.
2. Library cards can be issued to individuals living outside of the Joplin city limits for an annual fee as set by the Library Board of Trustees. The fee covers individual cards for all members of the household residing at the same address for one year from the date of the payment of the annual fee.
3. Employees of the Library and employees of the City of Joplin who live outside the city limits are exempt from the non-resident fee. Family members at the same address are also exempt.

B. How to Apply & General Card Requirements

1. A patron registering for a Library card must supply the following documentation and information:
 - Proof of identification (government issued ID or school ID)
 - Proof of current physical address
2. The applicant's signature on the Library card is a promise that all information provided to obtain the card is correct, that they agree to abide by all Library policies, and they will notify the Library of any change of status or the loss or theft of the card.
3. The patron is responsible for all use made of their Library card.
4. A patron with the designation "Homebound" may designate another person to use their card.
5. Patrons will be asked to allow their photo to be placed in their Library record. If a patron chooses not to allow this, they will be required to show photo ID when asking for help with their account.

C. Cards for Minors

1. If the applicant is 17 years old or younger, the application must be signed by the parent or legal guardian.
2. The parent or legal guardian may submit a written request that the minor's borrowing privileges be restricted to items in the Children's Department.
3. A parent or legal guardian of a minor may use the minor's card to check out materials.
4. Parents or legal guardians must provide permission for minors to use the Computer Lab.
5. A non-resident student card may be issued to students enrolled in schools within Joplin for an annual fee as determined by the Library Board of Trustees.
 - a. A parent or guardian must provide photo ID, proof of address, proof of child's enrollment, and agree to be financially responsible for items checked out on the student card.
 - b. Item limits will be set administratively.

D. Company Library Cards

1. The Library issues non-fee Library cards to businesses located within the Joplin city limits.
2. Application for a company Library card must be made by the Business Owner, CEO, Director or President. This individual must sign the application and will assume financial responsibility for Library materials checked out on the card.
4. The names of all individuals allowed to use the card must be listed on the application, and the application must be updated when changes are made to the list of people allowed to use the card.
5. The card must be kept by the organization and must be presented when materials are checked out.
6. Businesses or organizations located outside the Joplin Public Library District are charged an annual fee as set by the Library Board of Trustees.
7. All company cards are issued for one year.

E. Non-Resident Limited Use Cards

1. Individuals living outside of the Joplin city limits, visitors, and college students, who are currently enrolled at a college or university located in Joplin, can apply for a non-resident limited use card.
 - a. Upon payment of a fee equal to one-fourth of the current non-resident card fee, a card may be issued for a period of three months.
 - c. Cards can be renewed upon payment of a renewal fee.
 - f. Item limits will be set administratively.

F. Temporary Cards

1. Individuals residing in group homes or shelters may apply for a temporary card.
2. Persons residing in Joplin in group homes or shelters are not required to provide a permanent address but must provide a letter from the shelter or group home on letterhead stating they are residing at that location.
3. Item limits will be set administratively.

G. Expiration and Invalidation of Library Cards

1. Library cards are valid for one year, except for non-resident limited use cards and temporary cards; with renewal of a card following the same procedure as for a new card.
2. Non-resident cards are valid for one year from the date of payment.
3. A Library card may be invalidated if the patron does not return materials, does not pay outstanding fees, does not abide by other Library policies, or habitually abuses Library policies.

H. Complimentary Library Cards

A non-fee complimentary card may be issued to a patron at the Director or his/her designees' discretion.

II. CIRCULATION OF MATERIALS

A. General Circulation Guidelines

1. Material check out limits are set administratively.
2. A patron must provide their barcode and PIN number or proof of identification to check out.
3. Materials without active holds, may be renewed once for the same period as the initial checkout. Patrons must provide their barcode or proof of identification to renew materials.
4. Library users will not be allowed to check out materials or use computers in the Computer Lab if they:
 - a. Have unpaid charges above five dollars. If charges are on a minor's card, this block includes the parent or legal guardian who is responsible for the minor, as well as all other minors for whom the parent or legal guardian has signed responsibility.
 - b. Have unpaid charges three months old or older.
 - c. Have one or more overdue Library item(s).

B. Interlibrary Loan

1. Interlibrary loan periods are determined by the lending library.
2. Use restrictions on materials may be imposed by the lending library and will be enforced by the Library.
3. ILL request and check out limits are set administratively.

C. Holds

1. Staff will assist patrons with hold placement, as time allows. Patrons may place additional holds using the Library catalog.
2. Patrons must provide their barcode or proof of identification to place a hold.
3. Hold limits are set administratively.
4. Items are held for patrons on the hold shelf for seven days from the date the item is placed on the hold shelf.

D. Return of Materials

1. All materials except Children's Book Bags may be returned at the Circulation desk, by mail, or in the book drop.
2. Children's Book Bags must be returned to the Circulation desk.

E. Suspension of Privileges for Health and Safety Reasons

1. For the health and safety of Library patrons and the community, the Library may suspend borrowing privileges and/or access to the building if a patron returns items with evidence of insect infestation; with contamination from substances such as blood, urine, feces, or smoke; or

if patrons enter a Library building with clothes or possessions contaminated with anything that could pose a public health threat.

2. Patrons who have had borrowing privileges or building access suspended due to the reasons listed above may have them reinstated after showing evidence that the address in question has been inspected with no sign of infestation or that the residence has been treated by a licensed pest control company.

III. OVERDUE LIBRARY MATERIALS

A. Overdue Guidelines

1. All materials are due on the due date. There is no grace period.
2. In case of inclement weather, the Library may, at the Library Director's or his/her designee's discretion, allow for the late return of non-renewable or previously renewed materials. It is the patron's responsibility to contact the Library and request such an allowance.
3. Overdue notices will be made by phone or e-mail. If there is no response (person answering or answering machine), and there is no e-mail address on record, the notice will be mailed.

B. Charges for Lost Items

Charges for lost items are set administratively.

C. Refunds

1. If an item is found within three months of being declared lost, and is in acceptable condition, the patron may request a refund upon presenting the item to the Circulation desk.
2. Processing fees are non-refundable.
3. Refunds will not be issued for overdue materials that have been submitted for collection to a collection agency.
4. Unclaimed refunds will be forfeit three months after the item's return.
5. Patrons may opt to have a refund placed on their account as a credit.

D. Bankruptcy

When the Library receives a court mailed notice of a bankruptcy petition, listing it as a creditor, efforts to collect payment will cease. The patron will not have borrowing privileges until the court approves the petition or Library fees are paid in full. When the petition with itemized Library debts has been approved, the listed debts will be waived.

(Amended by the Board of Trustees _____)

current

All policies reviewed and approved by the Joplin Public Board of Trustees on 14 November 2011. Changes, additions, deletions, etc. to individual sections will be dated individually as amended.

VI. LIBRARY BILL OF RIGHTS

The Library Bill of Rights is a policy statement of the American Library Association, adopted 1946, amended 1967 and 1980. It was originally adopted by the Joplin Public Library District Board of Trustees in 1981.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or view of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library also supports the American Library Association policies included in the appendices at the end of this policy manual.

Proposed

VI. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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III. STATEMENT ON LABELING

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to Library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to materials or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings – if placed there by or with permission of the copyright holder – could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council

Proposed

III. LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

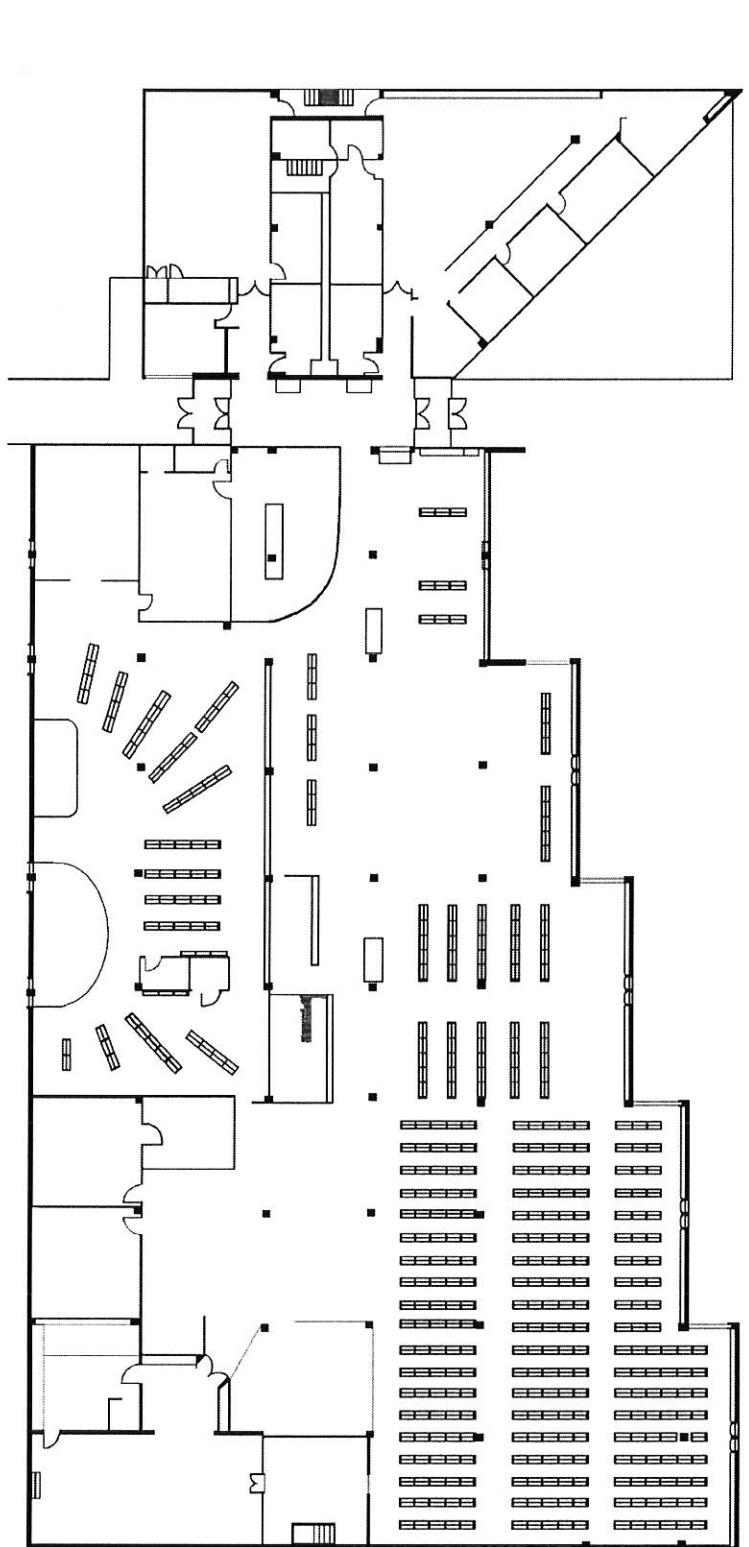
Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

current

All policies reviewed and approved by the Joplin Public Board of Trustees on 14 November 2011. Changes, additions, deletions, etc. to individual sections will be dated individually as amended.

APPENDIX L: LIBRARY MAP

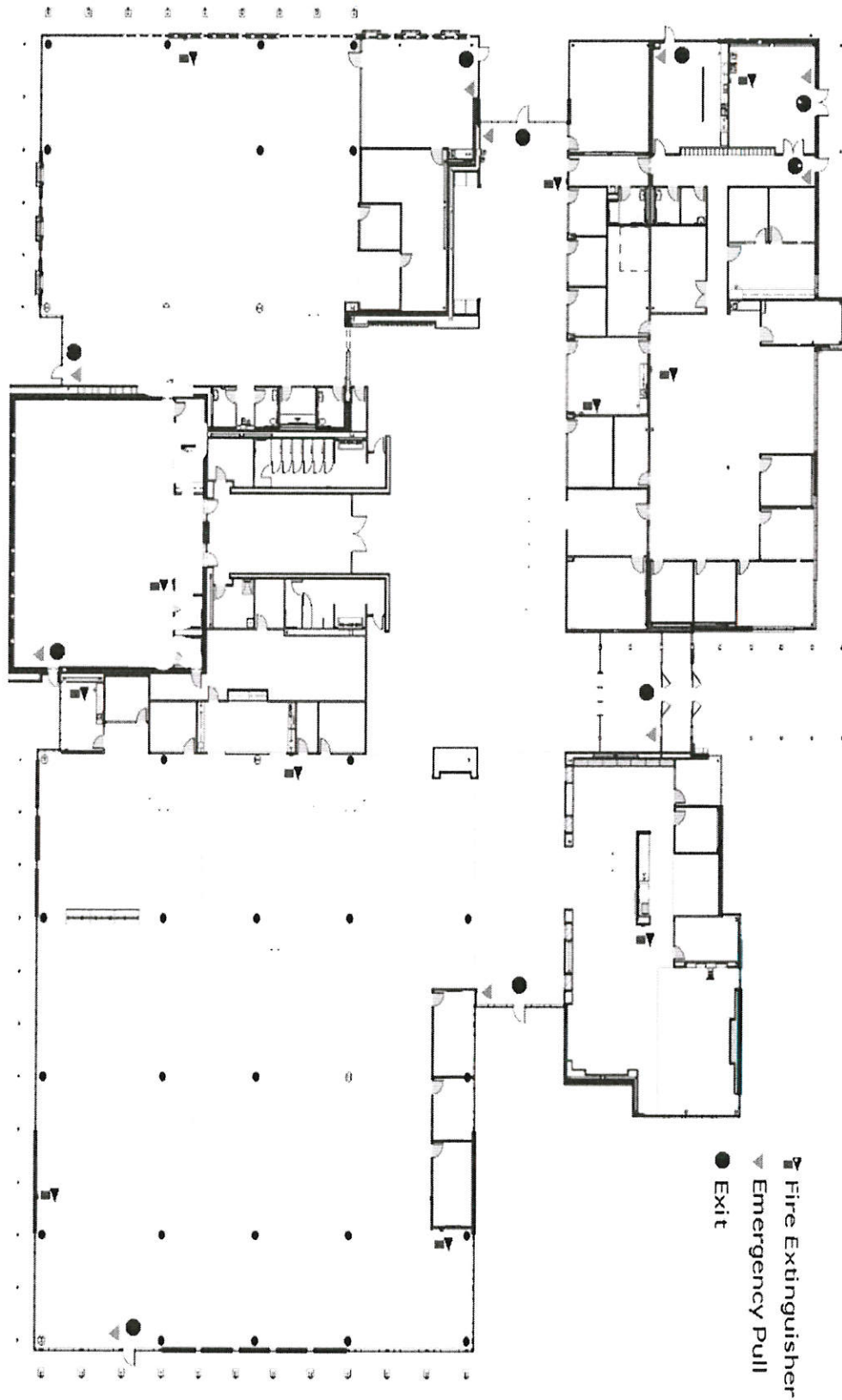


Disclaimer: This map may cancel all or any part of the policies, practices, services, benefits or other portions of this manual at any time, or from time to time, with or without notice.

Proposed

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APPENDIX L: LIBRARY MAP



Disclaimer: This manual does not create a contract of employment. The Library reserves the right to amend, modify, change, suspend or cancel all or any part of the policies, practices, services, benefits or other portions of this manual at any time, or from time to time, with or without notice.

current

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VII. FRINGE BENEFITS

A. Holidays

1. The Library closes for nine fixed holidays:

- a. New Year's Day
- b. Presidents' Day
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Thanksgiving Day
- g. Thanksgiving Friday
- h. Christmas Eve Day
- i. Christmas Day

(Amended and approved by Board 9/21/2015)

2. In addition, employees are given one floating holiday per calendar year, the date to be determined by the employee subject to the approval of the Department Head. Library employees are not eligible to use the floating holiday until they have been employed for six consecutive months. The employee is responsible for scheduling and using the floating holiday.
3. Holidays falling on Saturday are observed on Friday. Holidays falling on Sunday are observed on Monday. The Library Board will approve the Christmas holiday schedule on a year-to-year basis. Because the Library is open seven days a week, the observation of a holiday falling on a Saturday or Sunday may occasionally result in the Library's being closed for two consecutive days – the actual holiday and the weekday on which it is observed. In cases such as this, holiday pay is given for the holiday only.
4. The Library is closed on Easter Sunday but this day is not counted as a paid holiday.
5. Full-time employees receive eight hours pay for each holiday. Half-time employees receive four hours pay for each holiday. Because of the irregular schedules of half-time employees, it is difficult to determine if the holiday falls on a regularly scheduled work day for a half-time employee. Consequently, all half-time employees will receive holiday pay and their work schedules will normally be reduced by four hours during the pay period in which the holiday falls.
6. Part-time employees who work fewer than twenty hours a week on an annual average and temporary employees do not receive holiday pay.
7. If an employee's last day of employment occurs during a week in which a paid holiday has already occurred, the employee will receive holiday pay on a pro-rated basis. Pro-rated pay will be calculated according to the number of regular (non-holiday) hours worked in that week. For example, if an employee's last day occurs on a Wednesday after a Monday holiday, and the employee has worked ten of his/her normally scheduled hours of twenty hours per week, the employee will receive half of normal holiday pay, which in this case would be two hours. There is no holiday pay if the holiday falls after the employee's last work day.
8. If a holiday occurs while the employee is on vacation, the holiday will not be counted as a vacation day.
9. All full-time and half-time employees are eligible for holiday pay, except for the floating holiday, starting with the first day on the job.
10. Holidays, including the floating holiday, do not accumulate from one year to the next.

proposed

VII. FRINGE BENEFITS

A. Holidays

1. The Library closes for ten fixed holidays:

- a. New Year's Day
- b. Martin Luther King, Jr. Day
- c. Presidents' Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Thanksgiving Day
- h. Thanksgiving Friday
- i. Christmas Eve Day
- j. Christmas Day

(Amended and approved by Board _____)

2. In addition, employees are given one floating holiday per calendar year, the date to be determined by the employee subject to the approval of the Department Head. Library employees are not eligible to use the floating holiday until they have been employed for six consecutive months. The employee is responsible for scheduling and using the floating holiday.

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