



The Board of Trustees of Franklin County Library met on November 18, 2020, at 4:04 p.m. at the Franklin County Library and simultaneously via Zoom with the following present: Dave Van Buskirk, Chairman; Kelly Doyle, Co-chair; Beverly Bright, Treasurer; Lynn Claxton, Carl Goodman, Portia Vaughn, trustees; Freda Clifton, Regional Trustee; Kathy Bennett, Lori Greer, John Hein, Brigid Stewart, advisory members; T. Simmons, Foundation representative; Tina Stevens, Director; Betty Jo Jarvis, Regional Library Director; Kathy Pack, Library IT Specialist.

The roll was called and the minutes from the September 9, 2020 meeting were approved as presented.

Reports provided from the following:

Treasurer Beverly Bright—watching line 599 with a \$129.15 overage and expecting a grant reimbursement

Director Tina Stevens' report attached as page 3 and 4. These items were not included in the original report:

Currently, we have a Food Bank program whereby participants donate non-perishable food items and checkout for a chance to win a prize box.

The library will close at 4p on December 23rd for a staff event. This a later time than in the past.

Regional Library Director Betty Jo Jarvis—Regional Assistant Director Kate Huddleston held a very successful virtual workshop on virtual adult programming. Another training opportunity in November is surrounding homelessness and mental health. Jarvis also announced her retirement coming in December and congratulated the Board of Trustees and library staff for a job well done over the years.

Building and Grounds Committee-Portia Vaughn, chair—the grant submitted to the county to improve security has been placed on hold. Our partners, Friends of the Library are funding the project to install the Book Drop and Little Free Library. Landscaping will be moved to make this possible.



Communications—none

No Unfinished Business

New Business—Policy Committee Chairman Kelly Doyle recommended Policy Section 004 reflect a change to the DVD checkout period from two days to seven with one renewal. Attached as pages 5-8. Recommendation approved.

Policy Committee Chairman Kelly Doyle submitted a Memorandum of Understanding with the Franklin County Friends of the Library. Attached as page 9. MOU approved and adopted.

Meeting adjourned at 4:28 p.m.

Franklin County Library Secretary of the Board of Trustees

Franklin County Library Chairman of the Board of Trustees



Director's Report NOV 2020

We are taking one day at a time as the pandemic continues. Normal hours continue along with quarantining items for at least 36 hours and limiting checkouts to four items per transaction. Visitors are still encouraged to wear face coverings as the staff do. We have a handheld sanitizer for computer components and smaller items. A larger materials sanitizer and more permanent transaction guards are coming thanks to the CARES Grant through Franklin County Government.

Ms. Robin continues to visit local schools and daycares. The children enjoy her visits so much that when spotted in town she receives superstar attention! In addition, she and IT Specialist Kathy Pack have begun Fun Fridays at 10 a.m. for school students. School-aged participants enjoy storytelling, creating, building, experimenting, and much more. It is showing early success.

While we did not offer Halloween Hoopla this year due to the pandemic, we did have outdoor Trick-or-treating here on Friday, October 30th. On Halloween Kathy Pack, Robin Mays, and Nancy Lewis (Friends member) distributed nearly a thousand pieces of candy during the Winchester Downtown Trunk-or-treat festivities. Our *Guess How Many Candy Corns* program for kids puzzled them all. We had guesses from 60 to 10,000! The winners were tied with the exact same guess—900. We are pleased to congratulate Macie and Adrianna, both aged 10.

The Friends of the Library celebrated National Friends of the Library Week with a workshop for members and was available in person or virtually. In appreciation, lunch was provided. Vice-president Kathy Hein won the door prize. The FCFOL also sponsored a Halloween coloring contest with the Herald Chronicle. Three winners were announced—Chloe, Jack, and Jayda. In addition, a few more Little Free Libraries found homes at Franklin County High School, Winchester Christian Academy, House of Blessings, Rock Creek Elementary, and North Lake Elementary. The Friends are coordinating to ensure these keep materials available. Finally, the Artist of the Month program welcomes Nancy Woodlee



once more. She uses materials found in nature to create thoughtful pieces. Her work is on display through November.

I end this report on a very sad note. As you know, we laid to rest a very dear colleague and friend, Sharon Neely. The family expressed deep gratitude for the many ways the Franklin County Library family honored her. She is sorely missed! Thank you for your donations for flowers.

Thank you for your service and all my best,

Tina L. Stevens, Director



Franklin County Public Library Policy Manual

Section No: 004

Date Approved:

Subject: Borrowing Privileges

Approved: Dave Van Buskirk, Chair, Franklin Co. Library Board _____

Borrowing Privileges

- Library cards are not restricted to Franklin County citizens. Anyone with valid ID may apply for a library card provided the qualifications below are met.
- Applications for library cards must be completed by the applicant, parent/guardian or grandparent and provide identification listing proof of mailing address and a working phone number is required.
- A parent/guardian or grandparent must consent when a patron ages four to seventeen applies for a library card. This signatory is responsible for any and all fines and fees accrued by the card holder.
- First checkouts for new cardholders may not exceed two (2) items per card.

Borrower Responsibilities

- Patrons are responsible for all materials borrowed on their card, including payment of fines or charges incurred. Parents/guardians are responsible for all materials checked out by a patron age seventeen or younger.



- Patrons are responsible for notifying the library promptly of any change of contact information or loss of library card. The patron may be held responsible for any occurred charges to the library card.
- Replacement cards are \$2.00.

Circulation Policies

- All materials may be used within the library, free of charge.
- Materials may be borrowed only with a library card in good standing (i.e. no blocks or excessive fines/fees). Library card must be presented at checkout.
- Fees or fines in excess of \$10.00 will block borrowing privileges for patrons until a portion or the entirety of the fees or fines are paid.

Length of Loans: Loan Periods/Fine Schedule

Material Type	Loan Period	Fine (per Day)	Renewals*
Fiction Books	14 days	10¢	Twice
Non-Fiction Books	14 days	10¢	Twice
Children’s Books	14 days	10¢	Twice
Juvenile Books	14 days	10¢	Twice
Audio Books	14 days	10¢	Twice
Board Games	14 days	N/A	Twice
Kindles	14 days	\$1.00	Twice
DVDs	7 days	\$1.00	Once

*All renewals are dependent on waiting requests. Items with waiting requests cannot be renewed.



**Library Director reserves the right to waive late fees at his/her discretion to accommodate extenuating circumstances. If late fees are waived, library staff must adjust the patron account in Verso. **

- Current issues of periodicals do not circulate.
- Reference materials do not circulate. This includes materials housed at the library but owned by another individual or organization.
- Library staff will assist in research as much as possible; however, limited time and resources do not allow for extensive research. What constitutes extensive and in-depth research is at the discretion of the assisting librarian and the Library Director.

Fines and Charges

- Service Fees for past due items are based on a per day charge per item with a maximum of \$10.00 per item.

Claimed Returned Status

- If a patron believes that material shown as checked out to them has been returned, library staff may change the status of the item(s) to “claimed returned” allowing the item to stop accruing fines.
- By changing the item to “claimed returned”, the patron and the library agree to search for the item over the next 30 days. Having materials on claimed return status does not prevent the patron from continuing to check out other materials as long as fines remain under \$10.00.
- At the end of the 30-day period, if the item is not found, the library will contact the patron regarding replacement charges for the item(s). Fees may be waived at the discretion of the Library Director.
- Once an item has been set to lost status it may not be set to claimed returned.



Lost or Damaged Materials

- When an item is declared lost or damaged the replacement cost will be assessed at the current retail cost of the item.
- Many series and sets of DVDs are sold as a unit. Loss of any part of these series or sets will result in a charge for the whole unit.
- If a patron pays for a lost material and later returns the material, a refund may be issued in the form of a check from the Franklin County government upon the approval of the Library Director and consent from the county fiscal authority.
- The library will accept cash and personal checks for the payment of lost/damaged materials. The Library reserves the right to use the payment for lost materials in whatever manner it deems most suitable.
- Charges for damaged items will be assessed on a case-by-case basis.

*Policy for Kindles lost or damaged is found in Section 12.



Franklin County Friends of the Library Memorandum of Understanding

The following will constitute an operating agreement between the Friends of the Franklin County Library and the Franklin County Library. It will stand until, and unless modified by mutual agreement of the Friends Executive Board, the Franklin County Library Director, and the Franklin County Library Board of Trustees. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, the Friends group is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure the Friends are aware of the goals and direction of the Library, including strategic initiatives, and how their resources shall support and forward these initiatives.

The Library agrees to supply the Friends with a wish list each year that indicates the anticipated needs for Friend's support.

The Library agrees to assist the Friends with marketing initiatives that may include a newsletter, social media, mass mailings, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage, sorting, and book sales.

The Friends agree to support the Library, its policies, and programs.

The Friends agree to include a member from the Library's administration as a presence at all Friends' meetings and to allow room on the agenda for a Library report.

The Friends agree that any or all monies raised and expended are exclusively for Library programs, services, and other Library defined needs unless otherwise agreed upon by both the Friends and the Library.

The Friends agree that the Library administration has the final say in accepting or declining any or all gifts made to the Library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and/or Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library they will disband allowing for the establishment of a new Friends group in the future. All funds will be given to the Library.

Franklin County Friends President

Date

Franklin County Library Director

Date

Franklin County Library Board of Trustees Chairman

Date