

Tentative Agenda
Drake Community Library Board of Trustees
January 24, 2024, 5:15 p.m.
In-person attendees meet in the Library's Alan & Jean Jones Board Room
Remote attendees may connect electronically
made available via Zoom from the online City Agenda Center

Join Zoom Meeting

<https://zoom.us/j/92222844462?pwd=TmZCYVp1UnVlbXVyZithVU0wQjRvUT09>

Meeting ID: 922 2284 4462

Passcode: 651913

A. **Members present:** ___ Elfenbein ___ Hardin ___ Hammond ___ McFee
 ___ Pagliai ___ Lindley ___ Swick Other: ___ Neal ___ Snow

B. Approval of Agenda

C. Approval of Minutes

1. Approval of January 3, 2024, Board Meeting minutes.

D. Communications

1. December and November 2023 DCL Endowment Fund report.

E. Report of Director

1. December 2023 Statistical Report
2. Building Maintenance
3. Inclement Weather Policy
4. Budget Update

F. Committee reports

Building and grounds –
Finance and salary
Personnel-
Long range planning –
Policy –

H. Trustee report –

I. Financial report and approval of bills payable in February.

J. Old business-

K. New Business-

1. Discuss and approve work from Grace Electric

2. Discuss and approve outside camera replacements
3. Discuss and approve Internet policy
4. Discuss and approve circulation policy

L. Trustee Continuing Education-

1. January 25, 5:45-7pm: ILOC keynote and pizza.

Next regular board meeting- February 28, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

January 3, 2024, 5:15 p.m.

Drake Community Library Board Room

Meeting also made available via Zoom from the online City Agenda Center

A. **ROLL CALL:** *_X_ Elfenbein _X_ Hardin _Hammond _X_ Lindley _X_ McFee
X_ Pagliai _Swick Others: X _Neal _X_ Snow*

President Hardin called the meeting to order at 5:15 p.m.

B. APPROVAL OF AGENDA:

Elfenbein moved and Lindley seconded approval of the agenda.

C. APPROVAL OF MINUTES:

McFee moved and Pagliai seconded approval of the November 29, 2023, Board Meeting minutes.

Roll call vote:

Aye-Elfenbein Aye-Hardin -Hammond Aye-Lindley Aye-McFee Aye-Pagliai -Swick

COMMUNICATIONS:

D. REPORT OF DIRECTOR:

1. November 2023 Statistical Report discussed.
2. Geothermal repairs were discussed.
3. Brief discussion about state accreditation.

E. COMMITTEE REPORTS:

Building and Grounds:

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

TRUSTEE REPORT:

F. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. McFee moved and Elfenbein seconded the approval of bills payable in January.

Roll call vote:

Aye-Elfenbein Aye-Hardin -Hammond Aye-Lindley Aye-McFee Aye-Pagliai -Swick

G. OLDBUSINESS:

1. The board discussed correspondence from a community member, no action was taken.

2. NEW BUSINESS:

1. Pagliai moved and Lindley seconded approval to pay Convergent.

Roll call vote:

Aye-Elfenbein Aye-Hardin -Hammond Aye-Lindley Aye-McFee Aye-Pagliai -Swick

2. Elfenbein moved and Lindley seconded approval to pay Tri-State Automatic Sprinkler.

Roll call vote:

Aye-Elfenbein Aye-Hardin -Hammond Aye-Lindley Aye-McFee Aye-Pagliai -Swick

3. Neal and Snow provided a brief report on the collection management project with Collection HQ.

3. TRUSTEE CONTINUING EDUCATION:

Meeting adjourned at 5:53 p.m.

Next regular meeting: January 23, 2024, at 5:15 p.m.

Adrienne Hardin
Library Board
President

Karen Neal
Library Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
November 01, 2023 through November 30, 2023

Fund Activity Summary

	<u>Nov 2023</u>	<u>Jul 2023</u>
Beginning Balance	175,112.11	181,480.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	1,012.04	6,051.05
Investment Revenue	12,256.61	1,712.64
Totals	13,268.65	7,763.69

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	209.29	1,066.65
Interest Expense	0	-0.03
Other Expenses	0.54	6.96
Totals	209.83	1,073.58

Net Change	\$13,058.82	\$6,690.11
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Ending Balance	\$188,170.93	\$188,170.93
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	-479.17
Investments	188,650.10
Total	188,170.93

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund
December 01, 2023 through December 31, 2023

Fund Activity Summary

	<u>Dec 2023</u>	<u>Jul 2023</u>
Beginning Balance	188,170.93	181,480.82
Additions to Fund		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	1,612.62	7,663.67
Investment Revenue	8,926.28	10,638.92
Totals	10,538.90	18,302.59
Disbursements		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	221.30	1,287.95
Interest Expense	0	-0.03
Other Expenses	10.74	17.70
Totals	232.04	1,305.62
Net Change	\$10,306.86	\$16,996.97
Ending Balance	\$198,477.79	\$198,477.79

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	-167.97
Investments	198,645.76
Total	198,477.79

Outstanding Fund Liabilities

No outstanding liabilities for the fund

DCL Circulation Stats by Item Types

December 2023

Item type Group		Current Month Total	Same month Previous Year	Current FY YTD	Previous YTD
TOTAL ADULT BOOKS	Book	1,585	1,617	11,302	10,869
	Special Book (7 day)	3	8	59	86
		1,588	1,625	11,361	10,955
TOTAL YA BOOKS	YA Book	181	224	1,395	1,414
		181	224	1,395	1,414
TOTAL CHILDREN'S BOOKS	Children's Book	1,621	1,773	13,186	12,450
		1,621	1,773	13,186	12,450
TOTAL PAPERBACKS	Paperback	90	147	1,210	1,004
		90	147	1,210	1,004
TOTAL AUDIO/VIDEO	Adult Audio	35	39	290	297
	Adult Video	121	108	811	689
		156	147	1,101	986
TOTAL YA AUDIO/VIDEO	YA Audio	5	1	31	13
		5	1	31	13
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	7	16	49	70
	Children's Video	61	64	514	305
		68	80	563	375
TOTAL MISCELLANEOUS	Periodicals	41	34	224	175
	Equipment	17	10	67	60
	ILL from other libraries	26	25	211	219
	Misc. Other	5	4	13	18
TOTAL MISCELLANEOUS		89	73	515	472
Total Physical Item Circ		3,798	4,070	29,362	27,669
	Bridges eBooks	886	810	5,058	5,098
	Bridges eAudiobooks	815	766	5,076	4,342
	Freegal Downloads & Streams	785	409	3,032	2,342
	Bridges eMagazines	156	67	638	380
	Kanopy Streaming Video	101	163	718	965
Total eResource Downloads*		2,743	2,215	14,522	13,127
*The eResource total was miscalculated in Sept-Nov 2023 reports. The correct cumulative numbers are reflected here.					
TOTAL CIRCULATION*		6,541	6,285	43,884	40,796

ONSITE USE

Door Count	4,103	3,717	28,596	32,030
Wireless Users	1,377	906	9,420	7,534

ONLINE OUTREACH

MAIN WEBSITE	Users	1,983	1,433	11,456	9,756
	Pageviews	9,840	3,393	40,198	23,939
	Clicks	436	388	2,912	2,066
LOCAL HISTORY WEBSITE	Users	347	322	2,359	2,124
	Pageviews	754	661	5,412	5,069
	Clicks	1,378	1,735	9,408	19,938
SOCIAL MEDIA REACH	DCL Facebook	4,616	6,135	33,927	30,044
	PHPP Facebook	11,557	7,894	266,127	63,151
	Grinnellstories on Instagram	596	1,028	5,515	6,302

Google Analytics definitions

User: a visitor who has initiated a session on your website: the moment a person lands on any page of your site, they are

Pageviews: The total number of pages viewed. Repeated views of a single page are counted

DCL Circulation Stats by Borrower Types

December 2023

Btype Group		Current Month Total	Same month Previous Year	Current YTD	Previous YTD
RESIDENTS	Area Resident	2,798	2854	20,808	18340
	Open Access Borrower	177	220	1,336	1327
	Grinnell College Student	58	82	936	616
	Youth	330	324	2,460	2893
	Open Access Youth	10	0	128	0
	Pay Card	0	0	0	0
	Restricted Computer Patron	0	0	0	0
RESIDENTS		3,373	3,480	25,668	23,176
BOOK DELIVERY	Bk Del (Homebound)	85	54	423	381
	Bk Del (Books in Baskets)	104	89	571	616
		189	143	994	997
EDUCATION SUPPORT	Educator	155	na	1,744	na
	Library Program Materials	7	14	313	568
	Home School Provider (phasing out)	na	145	na	963
	Preschool Teachers (phasing out)	na	88	na	536
	Teacher G-N Schools (phasing out)	na	114	na	849
	Teacher Not G-N Schools (phasing out)	na	18	na	105
EDUCATION SUPPORT		162	379	2,057	3,021
SPECIAL LOAN	ILL sent to other libraries	42	51	307	278
	LP sent to other libraries	35	13	341	215
		77	64	648	493
TOTAL		3,801	4,066	29,367	27,687

Online Learning and Reference Databases

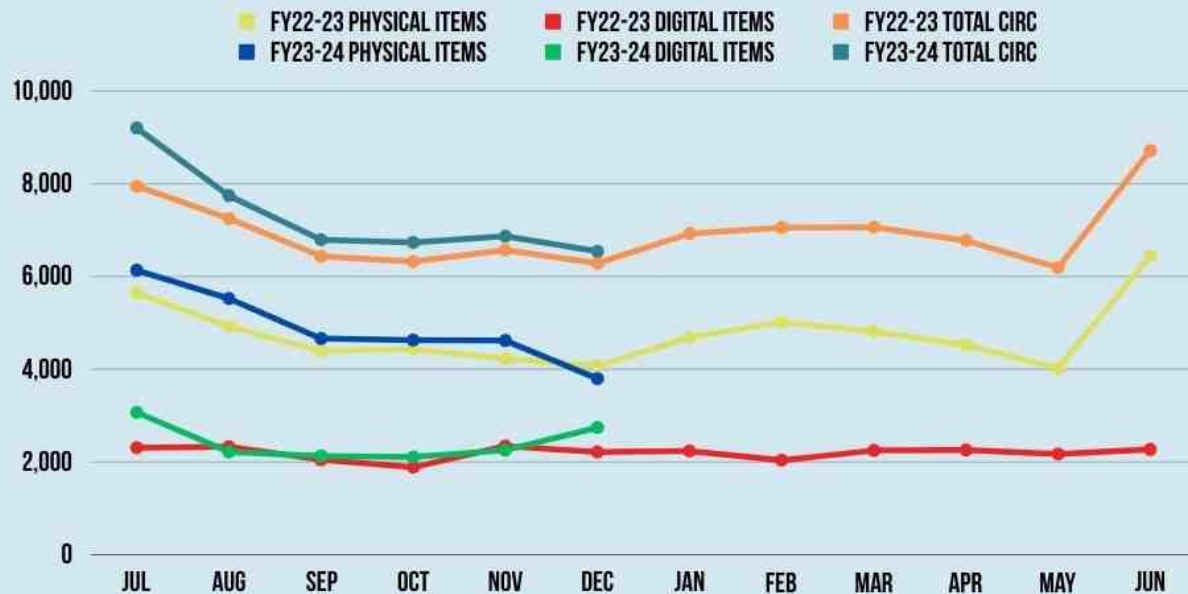
Reference Solutions Directory Searches	6	93	29	116
Mango Language Program Sessions	22	6	275	17
Brainfuse	0	19	2	29
Ancestry.com Searches	24	46	146	707
Heritage Quest Searches	0	11	2	126
Niche Tutorial Views	7	14	109	192
Craft & Hobby (starting Sept 1)	9	5	16	102

DCL Other Services December 2023				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	371	305	2427	2479
Children's Computers	206	80	1083	641
TOTAL COMPUTER SESSIONS	577	385	3510	3120
Distinct Users This Month	118	108		
Guest Logins	48	36		
MEETING ROOM USE				
Business Groups	21	3	67	29
Community Groups	44	35	272	252
Public Forums	0	0	5	5
Drop-In & Other Use	37	18	197	145
Total Groups	102	56	541	431
Business People	120	18	453	118
Community People	653	404	4301	4158
Public Forum People	0	0	305	200
Drop-In & Other Use	54	32	326	252
Total People Count	827	454	5385	4728
LIBRARY PROGRAMS				
Adult programs (includes Book Delivery)	3	5	33	43
Young Adult programs	0	0	13	16
Children programs	31	16	137	122
Total In Person Programs Offered	34	21	183	181
Adult attendance	103	101	491	642
Young Adult attendance	0	0	84	80
Child attendance	590	269	3802	2328
Total In Person Program Attendance	693	370	4377	3050
VIRTUAL PROGRAMS				
Adult programs	0	0	0	0
Young Adult programs	0	0	0	0
Children programs	0	0	0	0
Total Virtual Programs Offered	0	0	0	0
Adult attendance	0	0	0	0
Young Adult attendance	0	0	0	0
Child attendance	0	0	0	0
Total Virtual Program Attendance	0	0	0	0
PASSIVE PROGRAM PARTICIPATION	203	na	1626	na
Passive programs are included in the total program participation count				
ARCHIVE USE	19	22	149	173
VOLUNTEERS				
Number of	5	11	27	41
Total hours	23	21	133	158

DRAKE COMMUNITY LIBRARY

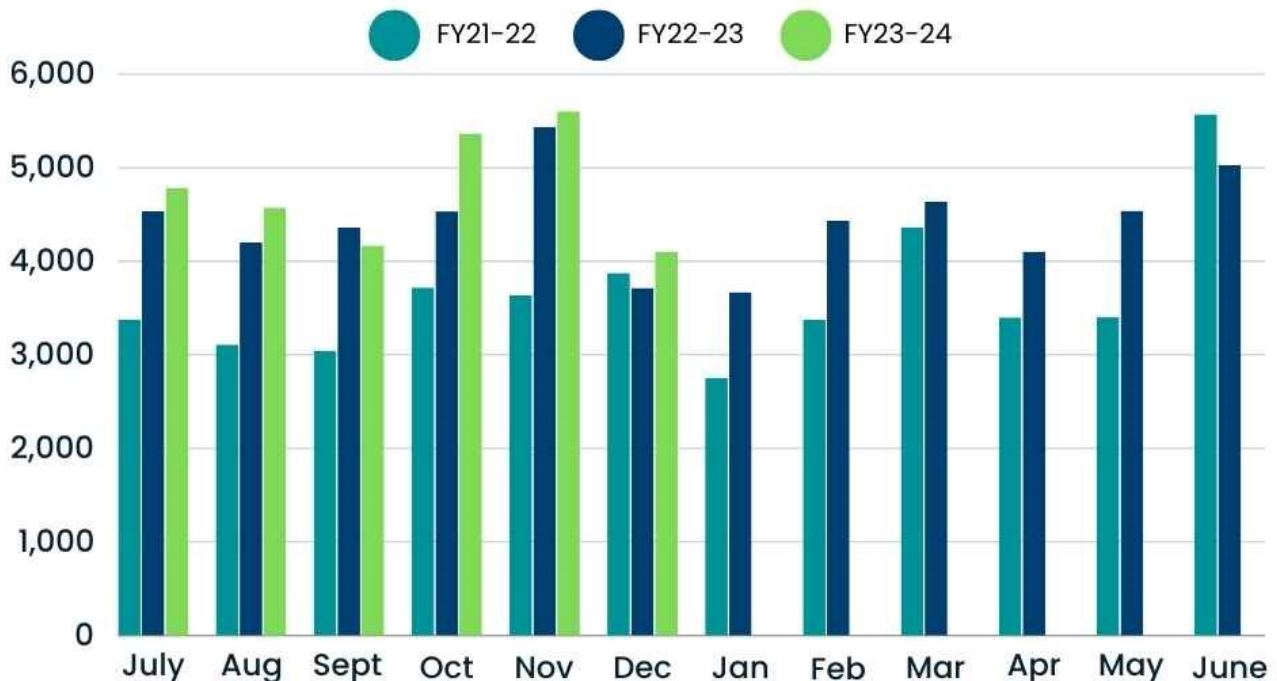
DECEMBER 2023

DCL CIRCULATION OVERVIEW



DCL DOOR COUNT

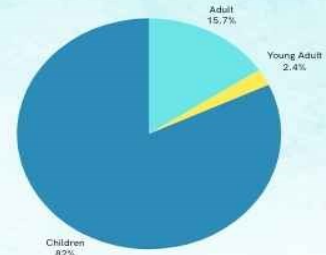
Library Use as tracked by the people counter at the gate in the lobby. Monthly number is divided in two (once in and once out). This count will miss people who go to events in the main community room but do not enter the main library.



DRAKE COMMUNITY LIBRARY

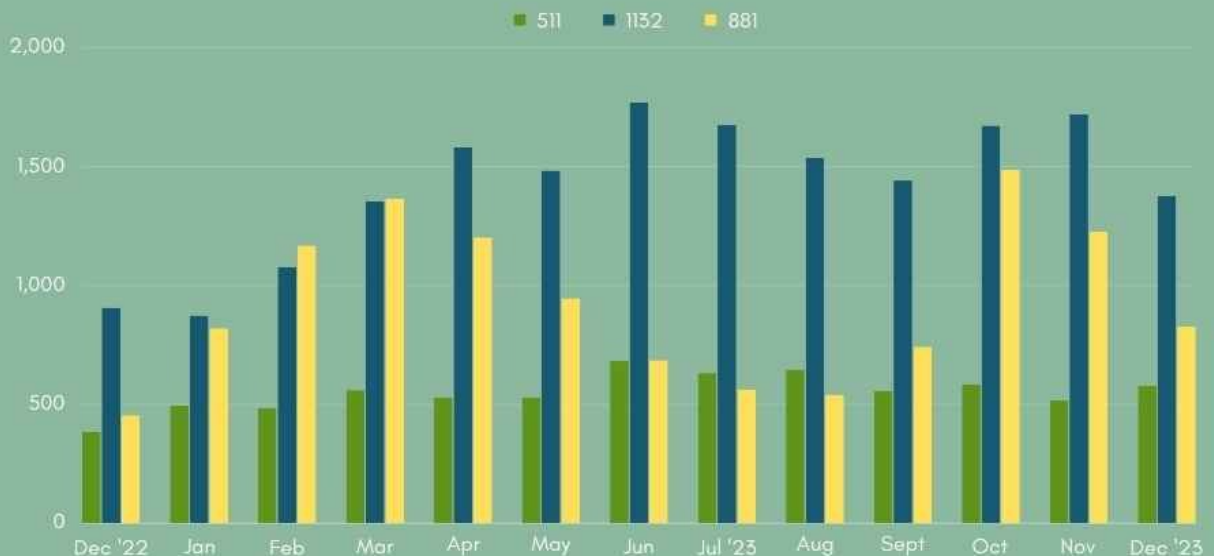
DECEMBER 2023

Library Program Attendance



OTHER KEY SERVICES

Computer Sessions
WiFi Sessions
Meeting Room Use (number of attendees)



**DRAKE COMMUNITY LIBRARY
RECEIPTS**

December 31, 2023

	Previous balance		MTD		YTD
County tax	\$	7,125.75		\$7,125.75	\$ 14,251.50
Donations (incl. mtg room donations)	\$	1,100.95	\$	320.00	\$ 1,420.95
Fees (Contracting Cities, State Money)		\$5,728.22		\$2,438.30	\$7,566.52
Lost materials	\$	270.65	\$	54.97	\$ 325.62
Photocopy	\$	1,304.78	\$	365.63	\$ 1,670.41
Miscellaneous (replacement cards)	\$	32.00	\$	8.00	\$ 40.00
Rental			\$	-	

Total			\$	10,312.65	\$	25,275.00
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Carryover from November 30, 2023	\$	75.00
Plus total from December 31, 2023	\$	10,312.65
Less undeposited receipts	\$	75.00

Total recorded at City Office	\$	10,312.65
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GIFT ACCOUNT (167 detail)

Balance as of December 31, 2023	\$	101,412.00
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RECEIPTS

Barry Brewer	\$100.00
Nancy Reinecke	\$200.00
Kathleen Herman	\$200.00
Jose Perez	\$100.00
Alice Leidel	\$75.00

Judy Schneider	\$50.00
Jeanette Hensley	\$50.00
Sunset Club	\$50.00
Janice Lovig	\$14.24
DAR	\$75.00
Jewel Box Quilters	\$175.00

Total Gift Revenue	\$	102,501.24
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EXPENDITURES

Balance on December 31, 2023	\$	102,501.24
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DCL Building Maintenance Needs – Electrical/Lighting

As approved by the Library Board at the Nov 29, 2023 meeting, Aaron Grace of Grace Electric completed a full review of the library lighting systems on Dec. 12, 2023.

December Initial Findings:

- Documentation from the initial construction that should provide fixture details and other important information was not found with the materials Monique had on file for the building, requiring additional time for Aaron to complete his review. [Update: In January I was able to locate additional documentation after contacting building architects at MS&R.]
- He created a detailed list of all fixtures/bulbs required so he could find a source and price for each. He will order enough for all immediate replacements and to have a couple of each on hand for inventory. There are 11 types of fixtures with 44 bulbs that need replacement.
- After discussion of the LED upgrade that was done in 2018, he has some concerns with how the emergency lights throughout the building were impacted. Monique remembers that the installation crew said that they would leave the fluorescent bulbs in the emergency lights. Aaron is concerned something in this process might have caused a bypass of some critical connections among the emergency lights.
- Exit signs: Based on the flashing light codes that are displaying on the signs, he suspected many of the Exit signs would not work in a power outage.
- Emergency lights: The only way to test these is to simulate a power outage after dark.
- Exterior Egress Lights: None of the egress lights mounted on the walls along the exit paths are working.

Egress lighting, or exit lighting, includes illuminated exit signs and other wayfinding devices that direct people along the path of egress of the structure or building. Unlike emergency lights, egress lighting is required to stay illuminated at all times of the day and night when a building is occupied and operational.

- From <https://illuminated-integration.com/blog/exterior-egress-lighting-requirements/>

January 11: I met with Aaron after hours to run a simulation of a power outage to check the emergency lighting:

- No exit signs work in a power outage. He removed one light in the staff area to see if replacing the battery would be possible or if the entire unit must be replaced.
- No exterior egress lights work. His supplier told him this model has proven to be unreliable and suggested replacement with something different.
- The number of emergency lights throughout the building was lower than expected. He found information on the prints that indicate where emergency lights should be located. Troubleshooting will involve going to each location, testing the battery, and checking the wiring to determine what is failing and then repairing as needed.

Proposal for Patio Camera Replacement

BUDGET: The FY23-24 technology budget request included \$3000 for the camera system to allow for replacement of 2-3 cameras per year. This request falls under that amount. Work would be done by B3 Technology who we contract with for our security camera system.

CURRENT CAMERAS: The patio is currently covered by 3 cameras.

- Driveway camera: Mounted in the SE corner (inside this is where the newspapers are located, outside it's near the "Seed of Knowledge" sculpture) and points towards the east driveway/basement doors
- Patio Camera: Mounted above the story room exit door and points to the east to cover the patio, stairs, and path between the patio and the paved path that cuts between the library and the bowling alley
- SW Patio Corner: Mounted on the interior corner of the patio and also covers the story room door and area by the trellis structure

Two of these three cameras have stopped working and one is showing signs of pending failure.

PROPOSED REPLACEMENT CAMERAS: Two cameras with higher resolution and new technology will be able to cover the same area.

Replace the driveway camera with a new bullet camera

Model: IB9391-EHTV-V2 Major Spec: 8MP

Cost: 1,385.80 + T&M for installation

Full specs: <https://www.vivotek.com/ib9391-ehv-v2>

Replace the SW Patio corner camera with a fisheye camera that can cover the full patio

Model: FE9391-EHV-V2 Major Spec: 360, 12MP

Cost: \$947.00 + T&M for installation

Full specs: <https://www.vivotek.com/fe9391-ehv-v2>

TOTAL INSTALLED COST: \$2332.80

These would be installed as soon as the weather allows.

DRAKE COMMUNITY LIBRARY INTERNET USAGE and WIRELESS POLICY

Purpose

The purpose of public access to the Internet is to augment the library's collection and to support the community's informational needs, life-long learning opportunities, and cultural and leisure activities. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

Confidentiality

The Internet is not a secure, private environment. The library cannot guarantee confidentiality over the Internet. Library users handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention.

It is the library's practice not to maintain a history of an individual's computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a user has entered. Usage history is erased at the end of each individual computer session.

Responsibilities of the Library

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what is obscene rests with the court system of Iowa (Sec. 728.6, Code of Iowa¹). The availability of information does not constitute endorsement of the content by Drake Community Library. Library staff may require that a user cease Internet use if such use is considered to be disruptive to the library environment.

Drake Community Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

As stated in the American Library Association's Statement on Library Use of Filtering Software, "... the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights;²" The American Library Association's Library Bill of Rights is incorporated into the By-Laws of Drake Community Library. The library will not censor access to material and is not responsible for the availability or accuracy of information found on the Internet.

The library provides high-speed Internet access but cannot guarantee uninterrupted service.

¹ Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-

² "Statement on Library Use of Filtering Software", American Library Association Intellectual Freedom Committee, July 1, 1997; Rev. November 17, 2000

The library complies with the United States Copyright Law, and all other federal, state, and local laws relating to the use of the Internet and other electronic media.

The library is not responsible for work or information lost due to computer or system malfunction.

Responsibilities of Library Users

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Library staff may require that a user cease Internet use if such use is considered to be disruptive to the library environment.

Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. It is illegal to use the library's computers to access, view, print, distribute, display, send, or receive material that violates state or federal laws (Sec. 728.2, Code of Iowa³), including those relating to child pornography and content that is obscene or "harmful to minors."⁴

Users may download information to a personal storage device.

Users may not install personal software on library computers.

Users may not make any attempt to alter, damage, or cause degradation to library equipment or system performance.

Wireless Internet Use

The library provides free, unsecured, wireless Internet access for public use. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.

The Drake Community Library's Internet and Wireless Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Adopted: 01/14 (replaces the DCL Internet Usage Policy and the DCL Wireless Policy)

³ Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-

⁴ "Guidelines for Internet Acceptable Use Policies : Public Libraries", American Library Association, <http://www.ala.org/advocacy/intfreedom/ifttoolkits/litoolkit/internetusepolicies>, 12/31/2019.

Reviewed: 01/20

Reviewed: 01/24

DRAKE COMMUNITY LIBRARY CIRCULATION POLICY

Drake Community Library values library users by providing them with services in a nonpartisan and non-judgmental manner that is sensitive to and supportive of human differences. DCL values the users' right to privacy by keeping records of their library use strictly confidential.

I. Library User Eligibility

- A. Based on the Drake Community Library's funding through the City of Grinnell and rural Poweshiek County Property taxes and its participation in Iowa's state-funded Open Access program, the following groups are eligible for free library cards at the Drake Community Library:
 - 1. all persons residing within the city limits of Grinnell and in any unincorporated area of Poweshiek County.
 - 2. students and teachers of the Grinnell-Newburg School District.
 - 3. persons residing within the city limits of communities that contract with Drake Community Library for library service (Kellogg, Malcom, Oakland Acres, Searsboro)
 - 4. persons eligible for service from a library that participates in the State Library of Iowa Open Access program.
 - 5. persons who own and operate a business in Grinnell. Business owners who are not otherwise eligible for the Drake Community Library's services shall be issued a library card in the business's name. The card shall entitle them and their designees to use the Drake Community Library.
 - 6. persons under the age of thirteen (13) must have the permission of their legal guardian prior to the issuance of a library card.
- B. Library staff may require proof of eligibility before issuance of a free library card.
- C. Any person not otherwise eligible for services may be issued a library card on payment of a \$20.00 annual fee.

II. Library User Responsibility

Users are expected to comply with the Library's policies and procedures.

- A. Users are expected to comply with copyright laws, and the Library assumes no responsibility for user infractions of copyright laws while using library materials.
- B. Users are expected to present a library card when checking out materials.
Exception: A user may designate a caregiver to check out materials on the user's behalf. The caregiver's name must be listed within the primary user's account. The primary user is responsible for all materials checked out on the library card.

- C. Users with valid library accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.
- D. Users may renew items up to three times if another user has not previously reserved the item.
- E. Users must notify the Library of changes in account information (name, address, contacts).
- F. Users must notify the Library immediately when a library card is lost or stolen; users are responsible for all account activity until the Library is notified of a lost or stolen card.
- G. Users must not tamper with or alter library materials in any way.
- H. Users must return library materials, including all parts and packaging, in good condition.
- I. Users and adults responsible for youth under the age of thirteen (13) are responsible for paying any fees owed on said accounts.

III. Fees

The Library charges fees to encourage compliance with procedures which promote fair and equal access to limited resources for all library users. Fees are replacement charges for material loss and related charges. Users may be notified of overdue materials, outstanding fees, or problems with their account by telephone, print, and/or other means.

- A. The Library charges for lost or damaged library materials. Items that are more than five weeks overdue are considered "lost". The full replacement or repair cost for a lost or damaged item is charged to the library user.
- B. The Library charges a replacement fee of \$2.00 for lost or stolen library cards.
- C. Accounts are in good standing if any accrued fees are below \$10.00.
- D. A collection agency will be utilized to facilitate the collection of fees on accounts where balances meet or exceed \$50.00.
- E. The Library may offer fee alternative programs that allow for options to payment of fees.

IV. Circulation Periods, Renewals, and Reserves

Circulation periods exist to provide cardholders maximum use of materials.

- A. Checkout period for books and audiobooks is three weeks.
- B. Checkout period for videos and magazines is one week.
- C. Checkout period for Interlibrary Loan materials is determined by the lending library.

- D. Checkout period for ebooks and eaudiobooks is determined by the consortium service.
- E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.
- F. No item may be renewed if another library user has placed it on reserve.
- G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Library users will be notified by telephone or email when a reserve is available for pickup. Items on reserve lists may be limited to a one week checkout period.

V. Circulation of Equipment

The Library lends various equipment items to DCL cardholders aged 18 or older to extend access to technologies that might otherwise be unavailable. Circulation periods for equipment vary by item.

A. The Library may have the following equipment available for checkout or for use in the library.

1. Mobile Hotspots:

- Available to library cardholders in good standing and with an account creation date of at least 30 days.
- one (1) week checkout period with no renewals.
- When the hotspot is returned there is a 48-hour waiting period to checkout another hotspot device by that household.
- One mobile hotspot per household address.
- Hotspot will be deactivated if not returned by the due date. Cardholders who have 2 deactivations noted on their account will not be eligible to check out a hotspot for 3 months. Extenuating circumstances may avoid a deactivation at the discretion of the director.

2. Portable LCD Projector

3. Energy Library Toolkits

4. Large Screen TV with DVD/VHS/Laptop projection capabilities (library use only)

5. Button Machine

6. Display Cases – display cases in lobby may be reserved by organizations and individuals.

B. Cardholders must be in good standing and present their regular library card and a valid Photo ID prior to checking out equipment.

C. Checkout privileges are suspended if equipment is not returned by the date due.

D. A replacement fee is charged if an item of equipment has not been returned within seven (7) days of the date due.

VI. Interlibrary Loan (ILL)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks.

A. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, effort will be made to obtain the material through ILL.

B. Library users are limited to 5 requests per month without charge. A \$3.00 charge is collected for requests exceeding this limit.

C. Users will be notified by email or telephone when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.

VII. Confidentiality

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

A. The records of the Library which, by themselves or when examined with other public records, would reveal the identity of the library user checking out or requesting an item or information from the Library shall be kept confidential.

B. The lawful custodian of the records is the Director of the Library.

C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library user's record. The Library will not release circulation or other records of a registered library user that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information.

Circumstances which may require the Library to release the information include the following:

1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
2. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.

D. A request for user records that does not reveal information about use of library materials or information may be honored if the request comes from a public agency or (at the staff's discretion) from any other library. Such information would be limited to a

- user's contact information and would not include the user's registration number assigned by Drake Community Library.
- E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.
 - F. The Library interprets possession of a user card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
 - G. Library users thirteen (13) years of age and older may extend confidentiality privileges to other persons designated by said user. Names of persons so designated must be listed within the primary user's account. A person possessing confidentiality privileges may:
 - 1. pick up items currently on hold for the primary user.
 - 2. access title information of currently checked out items on the primary user's account.
 - 3. access fee information and apply payment on the primary user's account.
 - 4. provide updates to contact information on the primary user's account.
 - H. Confidentiality privileges are automatically extended to adults responsible for users under the age of thirteen (13). Responsible adults are identified upon issuance of the card and must be listed within the underage user's account.

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