



**BOARD OF TRUSTEES**  
Meeting Agenda  
January 21, 2025 | 9:00 -10:30  
LCO Tech Room

Helpful Links: [Approved Bylaws](#), [Master Policy List](#), [Approved FY 2025 Budget](#), [Vision Tracker](#), [MO Public Library Standards](#), [FY 23 Tax Revenue Spreadsheet](#) | [BOT Timeline & Deadlines](#)

- 1. Call meeting to order, Pledge, Invocation, Establishment of Quorum
- 2. **Approval of Minutes**
  - a. December 17, 2024 Mindy Honey
- 3. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
- 4. **Treasurer's Report** Cody Fenton
  - a. Treasurer's Report
  - b. Financial Reports
- 5. **Invited Guest**
- 6. **Director's Report** Essy Day
  - a. Director's Report 01.21.25
  - b. 2024 Statistics
- 7. 2024 Year in Review
  - a. 2024 Narrative
- 8. **Old Business**
- 9. **New Business**
  - a. Insurance Review and Renewal
  - b. Community Resource Guide
  - c. Public Comment Policy & Public Comment Form
  - d. Revision of Policies\*
    - i. FMLA Policy
    - ii. Technology Policy
    - iii. Circulation Policy
- 10. **Committee Report**
  - a. Site Selection report
- 11. **Public Comments**
- 12. **Comments from Trustees**
- 13. **Next Meeting – February 18, 2025, 9am**
- 14. **Meeting Adjourned**

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**\*Policies:**

## **Public Use of Library Technology Policy**

The following policy will cover:

- Technology Guidelines
- Internet Access
- Public Computers, Printers, and Devices

### **Key Guidelines for Use**

- Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting Library equipment, software, or data transmission.
- The Library cannot be held responsible for the use of Library technology for commercial purposes.
- The use of Library technology is carefully monitored to ensure compliance with Library policies. Appropriate steps will be taken to prevent misuse or abuse of Library computers and internet services. Repeated or serious violators risk losing Library privileges and will be held financially liable for any physical damage caused.
- As with other Library materials, restriction and supervision of a child's access to Library computers and the internet is the responsibility of the parent or legal guardian.
- By choosing to use these free services, patrons agree to abide by all applicable Library District policies. Failure to read or understand rules does not excuse a user for disobeying them.

### **Internet Access**

- The Library reserves the right to limit bandwidth or services on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized points of access.
- The Library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the Library's network.
- While the Library network (except service available through hotspots) is filtered to comply with all applicable state and federal laws and Library policies, the Library has no control over what users choose to access. Any request to bypass the filters or access filtered websites should be directed to [director@taneycountylibrary.org](mailto:director@taneycountylibrary.org) the **Library Director**. Review will be conducted as soon as qualified staff are available.

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## Public Computers, Printers, and other Devices

- A technology fee for nonmembers is available for a cost of \$1 per hour **small fee**.
- Library Center of the Ozarks reserves the right to set time limits for daily use based on availability and demand. Computers automatically log off 15 minutes before closing time.
- Users will be charged for all pages printed, even if they are accidental or unwanted.
- Users may not download or install any software or programs not already pre-installed by staff on Library computers. Please email requests for additional software to [director@lcozarks.com](mailto:director@lcozarks.com). **the Library Director**.
- Users bear sole responsibility for any data loss or damage to personal devices used on Library equipment. It is the user's responsibility to secure any personal data during use and delete it from Library devices when finished. If concerned with security, patrons should contact library staff for support.
- Staff time prohibits lengthy one-on-one computer, software, or internet training outside of scheduled classes.

Approved 3.5.24

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## Library Center of the Ozarks

### Family and Medical Leave of Absence (FMLA) Policy

Pursuant to the Family and Medical Leave Act of 1993 (FMLA), the Library Center of the Ozarks (the Library) will provide up to twelve (12) workweeks (or up to twenty-six [26] workweeks in the case of leave to care for a covered military member with a serious injury or illness) of paid or unpaid, job-protected leave per twelve (12) month period for eligible staff who comply with the Library's FMLA requirements. (See Appendix for definitions referenced within this policy.) This twelve (12) month period shall begin on the first date of leave and end twelve (12) months later.

Leave required under FMLA is unpaid; however, under the FMLA, the employee may choose, or the employer may require use of accrued paid leave. The Library requires the use of paid leave, which is accrued under policies for ~~Paid Time Off (PTO)~~ **vacation and sick leave**. To use paid leave for FMLA leave, employees must comply with the applicable paid leave policies.

Employees who do not satisfy the requirements listed below are not eligible for FMLA leave but may be eligible for other leave, paid or unpaid, in accordance with the Library's policies. In no event will FMLA leave last longer than twelve (12) workweeks (or twenty-six [26] workweeks where applicable). Staff on FMLA leave are required to exhaust all accrued unused paid leave before being placed in unpaid leave status. The employee will accrue the Library's leave benefits (paid time off, holiday, personal leave, etc.) while in paid leave status. However, in unpaid leave status, the employee will not accrue any additional

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leave benefits unless otherwise required by the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301, et seq.

Requests for FMLA leave should be made to the Director. The request is to be made on the current Department of Labor FLMA form as appropriate for the requested leave available on the Department of Labor's website: [www.dol.gov](http://www.dol.gov).

Employees are required to provide at least thirty (30) -day advance notice for "foreseeable" FMLA leave (e.g., childbirth or scheduled medical treatment of a serious illness), except for circumstances in which the employee does not know approximately when the need for leave will begin (e.g., in the case of qualified exigency leave), in which case requests should be made as soon as practicable.

A request for FMLA leave that is not "foreseeable" (e.g., medical emergencies) should be made as soon as practicable but at least within two (2) business days after learning of the need for leave. FMLA leave requests are subject to the Library's usual and customary call-in policies for reporting an absence. FMLA leave may be denied for failure to follow such policies. All medical information is kept in a separate, confidential medical file.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Staff found to have falsified, misrepresented, or omitted information to obtain FMLA benefits will be subject to immediate discipline, including dismissal.

## ELIGIBILITY REQUIREMENTS

Employees who have been working for the Library for at least twelve (12) months before the request for FMLA leave and who have worked at least 1250 hours (or are credited with having worked at least twelve [12] months or 1250 hours pursuant to USERRA) during the immediately preceding twelve (12) -month period are eligible. Hours of service are calculated using the same legal standards as the federal overtime pay provisions (Sec. 7 of the FLSA-29 USC 207).

## FAMILY/MEDICAL LEAVE

Family/Medical leave may be taken for the following reasons:

- Care of the employee's spouse, son, daughter, or parent who has a serious health condition.
- The employee's inability to perform the functions of his or her job due to the employee's serious health condition.

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- By the mother for incapacity due to pregnancy, for prenatal care, or for her own serious health condition following childbirth.
  - Birth of a son or daughter of the employee and/or care of the newborn child, or placement of a son or daughter with the employee for adoption or foster care.

### MEDICAL CERTIFICATION

The Library may require a medical certification or subsequent medical opinions to support a request for FMLA leave because of a serious health condition. In any event, the employee is required to submit a completed medical certification form for FMLA leave requests of more than three (3) consecutive, full, regular working days.

### MILITARY FAMILY LEAVE

Military family leave may be taken for the following reasons:

- Employee is the spouse, son, daughter, parent, or next of kin of a covered military member, and employee requires leave to care for such military member. Eligible employees will be able to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period. The Library may require an employee to obtain a certification completed by the employee and/or the covered military member and an authorized health care provider of the covered military member and confirmation of a covered Family and Medical Leave of Absence family relationship. However, an employee may provide an invitational travel order (ITO) or invitational travel authorization (ITA) issued to the employee to join an injured or ill military member at his or her bedside in lieu of the previously-described certification for the duration of the period covered by the ITO or ITA.
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status or has been notified of an impending call or order to covered active-duty status. Qualifying exigencies may include but are not limited to attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Eligible employees will be able to take up to twelve (12) workweeks of leave in a single twelve (12) month period. The Library may require the employee to provide a copy of the covered military member's active duty orders or other documentation indicating that the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty status. The Library may also require completion of an exigency leave certification form by the employee.

### STATUS REPORT

The Library may require the employee on FMLA leave to submit periodic reports on the employee's status and intention to return to work.

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## EMPLOYEE BENEFITS

During FMLA leave, the Library will maintain the employee's health coverage on the same terms as if the employee had continued to work. If the employee chooses not to continue with coverage (e.g., fails to pay the employee portion of the premium), the Library will provide notice of the end of coverage. If the employee's portion of the premium is more than thirty (30) days late from the date payment is due, the Library's obligation to maintain health coverage ceases. Upon the employee's return to work, the Library will restore the employee to coverage and benefits equivalent to those held before the start of FMLA leave if a lapse of coverage occurs due to non-payment. If the Library pays the employee's share of any premium payment, the Library may recover such amount from the employee. If the employee does not return to work after the FMLA leave, the Library may recover the employer's share of the health insurance premiums incurred during an employee's unpaid FMLA leave unless such failure is due to a serious health condition or circumstances beyond the employee's control. While on paid leave status, the employee is entitled to other Library benefits (e.g. vacation, and paid holidays). Most eligible employees who take FMLA leave will be restored at the end of the leave to the same job held before the leave began or to an equivalent job with equivalent terms and conditions of employment. The Library shall require an employee whose leave was occasioned by the employee's own serious health condition to obtain a certification from the employee's health care provider that the employee is able to resume work. The Library shall uniformly apply such requirement to all similarly situated employees (i.e., same occupation, same serious health condition). Upon returning to work, the employee must be able to perform the essential function of such job with or without reasonable accommodation.

## USE OF LEAVE

An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## EMPLOYER RESPONSIBILITIES

The Library must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required and the employee's rights and responsibilities. If they are not eligible, the Library must provide a reason for such ineligibility. The Library must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Library determines that the leave is not FMLA-protected, the Library must notify the employee.

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## UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## FILING A COMPLAINT

Employees may use the Library's ~~Complaint of Employment Discrimination~~ **Grievance Policy** process to file a complaint with the Director. Complaints must be filed within thirty (30) days of the date of the last event. Complaints may also be filed with the United States Department of Labor, or the employee may bring a private lawsuit. FMLA does not affect any Federal or State law prohibiting discrimination or superseding any State or Federal law or collective bargaining agreement which provides greater family or medical leave rights.

This policy prohibits retaliation against any employee who files a complaint of discrimination or assists in the complaint process. Employees who participate in the process will not be adversely affected in the terms or conditions of employment nor discriminated against or discharged because of a complaint.

FMLA section 109 (29 USC § 2619) requires FMLA-covered employers to post the text of the Notice set forth in Appendix C to CFR Part 825. Regulations 29 CFR § 825.300(a) may require additional disclosures.

Note: This policy integrates with Worker's Compensation and the Library's Americans with Disabilities Act Employee Policy, and paid time off policies.

## FMLA DEFINITIONS APPENDIX

**Loco Parentis:** A person who has the day-to-day responsibility of caring for the child and to provide financial support, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A legal or biological relationship does not have to exist between the employee and the child.

**Son or Daughter:** Biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is under the age of eighteen (18), or is eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability.

**Parent:** Biological, adoptive, step or foster father or mother, or the person who stood in loco parentis to an employee when the employee was a son or daughter. This term does not include parents "in law."

**Spouse:** Husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into

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outside of any State if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either: (1) Was entered into in a state that recognizes such marriages; or (2) If entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one State.

**Serious Health Condition:** An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider, which includes, subject to certain conditions: (1) a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, (2) incapacity due to pregnancy, or for prenatal care, (3) incapacity due to a chronic serious health condition, (4) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, or (5) absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated. Other conditions may meet the definition of continuing treatment.

**Member of the Armed Forces:** A current member of the Armed Forces (including a member of the National Guard or Reserves), with a serious injury or illness incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the military member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces that may render the military member medically unfit to perform his or her duties, for which the military member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list. Also, an eligible veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five [5] years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy.

The terms Son or Daughter and Parent have different definitions when applied to military family leave.

See FMLA regulations (29 CFR Part 825) for other and more detailed definitions. In the event of a conflict between a definition provided in this Policy and a definition contained in the FMLA regulations, the definition set forth in the FMLA regulations shall control.

FMLA: Family and Medical Leave Act of 1993. Public law 103-3 (effective February 5, 1993), 107 Stat. 6 (29 USC 2601 et seq.)

Approved 1.16.24

## **Circulation Policy**

### **Adult Cards**



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- Library cards are free to residents of the Branson/Hollister sub-district and are issued immediately to patrons with valid identification. Valid identification includes a photo ID and proof of permanent residency within the districts.

Examples of valid identification include:

- Current photo ID

- § Driver's license
- § State issued identification cards
- § Student identification card (with photo)
- § Military identification card
- § Passport
- § Employee identification card (with photo)

- Proof of residency, up to date or postmarked within the year:

- Utility bill (with name and current address)
- Current bank statement
- Property deed, rental, or lease agreement
- No PO boxes allowed

- Out of District Cards may be purchased for \$75.00 per year, per household.
- Adult library cards are issued to applicants 18 years or older and who are legally responsible for him/herself. Exceptions to this are legally emancipated minors (under 18) or married minors (under 18) with valid documentation.
- Library cards are renewed annually, and patrons must show proof of residence. If a patron renews their card over the phone, they have thirty (30) days to visit the library with proof of residency.
  - The cardholder is responsible for any item(s) checked out on his/her card, including lost, damaged, and/or stolen item(s).
  - Patrons must present a photo ID to replace a lost or stolen card.
- First time borrowers are limited to two items the initial time they check out and each time they check out their first seven (7) days. After seven days, they receive full borrowing privileges.

### **Out of District Cards**

- Library cards are available to residents outside the Branson/Hollister sub-district for an annual fee of \$75.00 per household.
- Cards are valid for one year from the date of purchase.
- The customer's address must be verified at the time of account renewal and the annual fee paid in full. If a patron renews their card over the phone, they have thirty (30) days to visit the library with proof of residency. The fee must be paid via debit/credit card over the phone.
- Nonresident accounts have full access to all materials and services, including remote access to Libby, hoopla, and any digital resource later added.
- No fees are refunded if the account is not needed or used the entire year.
- Cards will be renewed for one year from the date of payment.

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- Students with non-permanent addresses such as dorms or student housing and people on work visas will be treated as nonresidents. They may apply for a Short Term Resident card.

### **Juvenile Cards**

- Juveniles Cards are issued to children under the age of 18 with a parent or guardian's permission.
- The juvenile must reside in the same household as the parent or guardian.
- The parent or guardian must have a library card and be in good standing (no fines or fees on any account) before a card can be issued to a minor.
- A child's application must be signed by the parent or guardian.
- The adult is responsible for the lost or damaged materials borrowed by their children.
- Until the child turns 18, if any money is owed on the child's card or any material is long overdue, all accounts (including additional adults) linked will be blocked until material is returned or paid for.
- By registering this child for a card, the parent or guardian agrees to the following until the child turns 18:
  - abide by all Library rules
  - to return materials on time
  - to pay all charges associated with the card
  - agree that it is their responsibility to monitor and decide what is appropriate for the child to read, view, and check out.
  - agree that the Library may assume that the parent or guardian gave the child permission to check out the material.

### **Organization Cards**

- Library cards may be issued to organizations in the Branson/Hollister sub-district that will assume responsibility for material checked out by its members.
- The Organization is the main cardholder with all members linked together.
- The Organization receives the card and all notifications, e.g. lost or damaged material, and will pay the fees associated with the account.

### **Caretaker Cards**

- A patron may apply for a Caretaker Card if they have a friend or family member that is immobile or homebound.

- A Caretaker Card may be issued to any adult patron who provides proper documentation that a family member or friend is homebound or disabled in a manner that prohibits them from coming to the library.
- The caretaker must have an adult card of their own and be in good standing (no fines or fees).
- Notes granting permission will be added to the caretaker and homebound patron's accounts.
- The homebound patron must complete the library card application and Caretaker Form granting permission and provide proof of residency. The caretaker may bring in the forms for the homebound patron.
- The caretaker can check out, place, and pick up holds using the homebound patron's card.
- The person whose card was used to check out the material is responsible for lost or damaged material.

### Short Term Residents

- Library cards are available to individuals residing in the Branson/Hollister sub-district for a short period of time (1-3 months) for a fee of \$25.00.
- The card is good for three (3) months and may be renewed three times.
- STR may check out five items at a time.

### Renewing Accounts

- All patrons must show current proof of residency to renew their library account.
- Out of District cards need to be renewed every year with a payment of \$75.00.

### Materials, Loan Limits, and Lending Period

Item Type	Checkout Limit	Lending Period
Books, audiobooks, DVDs	Total of 10 items, combined	21 days

Item Types	Limit
Books	20
Audiobooks / Playaways	10
DVDs	10
Special Items	2

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Total number of items	42
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- Patrons with valid library cards may check out any item in the library for twenty-one (21) days.
- All patrons must have a library card or photo ID to borrow material.
- The patron may be blocked from borrowing material if they have fines or fees on their account.

### **Holds / Request for Material**

- Patrons may place a hold on any item online, by phone, or in person.
- The library will notify the patron by email or text when the item is ready to be picked up.
- Material on hold will be held for seven (7) days.
- The maximum number of holds per borrower is eight (8).

### **Renewing Material**

- Items may be renewed in person, by phone or online.
- Books, audiobooks, and DVDs may be renewed twice.
- Items on hold for another cardholder may not be renewed.

### **Overdue items**

- As a courtesy, patrons will receive a notice before material is due.
- The Library does not charge overdue fines.
- Patrons will receive a notice when any item is overdue.
- First notice will be given when items are one (1) day overdue.
- Second notice will be given when items are ten (10) days overdue.
- The item is marked “*Long Overdue*” 30 days after the last due date and the patron’s account is blocked (borrowing privileges will be suspended) until the item is returned or fees have been paid.
  - Borrowing privileges will be restored once the items are accounted for and/or fines are paid.
- Billing notice will be given when items are 31 days overdue.
- When any item is 31 days overdue, a bill for the replacement cost plus a \$5.00 processing fee will be added to the patron’s account.
- If “*Long Overdue*” items are returned within one year, the fee will be removed from the account.
- Items returned after one year will be subject to fees as determined by the supervisor. The item may not be accepted if the item has already been replaced and a second copy is not needed. The patron is then responsible for any fees associated with the “*Long Overdue*” item.
- Partial payments will be accepted with the approval of the supervisor.

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- The Library does not provide refunds for *Long Overdue* material that has been paid for.

### **Lost and Damaged Materials**

- Patrons will be charged the Library's cost of the item plus a \$5.00 processing fee for lost and long overdue items.
- Fines will be assessed for damaged items, based on the amount of damage.
- Pending review, patrons will be charged the cost of the item and a \$5.00 processing fee if items returned are too damaged to circulate.
- Borrowing privileges will be suspended when items are Lost or Damaged resulting in unpaid charges on the account.
- The Library will not accept replacement items.
- The Library does not provide refunds for any paid items.
- The Library is not responsible for personal equipment damaged by library items.

### **Media / Non-media Items with Parts Missing**

- Before media items (DVDs, audiobooks, etc.) are checked in, staff will verify that all parts are present, in good condition, and in the correct box.
- If an item has parts missing, the staff will immediately attempt to notify the patron by phone or via email. If the attempt is unsuccessful, staff will make a notation on the patron's record.
- In the case of DVDs or audio material, the item in question will remain checked out until the patron returns the missing part or pays for the item (individual part or the entire item).
- Fines for incomplete returns will be based on the replacement costs.

### **Claims Returned Items**

- An item is marked *Claims Returned* if a patron states that he/she returned an item, but it is still listed on their account as checked out.
- Each patron is allowed four current *claims returned* without charge. A supervisor must handle any claims that number 5 or more items.
- Each patron is allowed six total lifetime *Claims Returned*. A supervisor may reset this number if they deem a particular case as a special circumstance.

### **Printing, faxing, scanning, and photocopying**

- A small fee is charged for printing from a public computer, making copies, and sending faxes.
- There is no charge for scanning an item to an email address.
- Patrons are responsible for paying for any item they print or copy.
- Fees for copies, prints, and faxes must be paid for at the time of service.
- No refunds are given.

- If a fax does not go through, the staff will resend the fax, at no charge.

### Computers, Wi-Fi, and the Internet

- Computers are available free of charge for cardholders.
- Guests may use the computers for a small hourly fee.
- Computer use is limited to one hour. Extensions may be requested and allowed if no one is waiting to use a computer.
- Parents or guardians are responsible for their children’s use of computers and the Internet. Children may not be left alone while using computers; an adult must be in proximity.
- Free Wi-Fi is available at the library from 6:00 am – 9:00 pm. ~~under THE GUEST. No password is required.~~

### Fee Schedule

- Patrons will be charged based on the amount of damage done to an item.
  - Charges listed on the Fee Schedule below may be changed with Board approval.

<b>FEE SCHEDULE</b>	
<b>Description</b>	<b>Amount</b>
<b>LOST &amp; LONG OVERDUE</b>	
Processing fee	\$5.00
Lost or Damaged items (that are returned)	cost of item (patron keeps damaged material)
Lost	cost of item + processing fee
Long Overdue	cost of item + processing fee
Item replaced by patron	add processing fee
<b>DAMAGE &amp; REPLACEMENT</b>	
Library card replacement	\$1.00
Spine Label	\$1.00
Torn book jacket or Mylar	\$1.00
DISCS - broken or missing	cost of disc + processing fee
Book jacket replacement	\$5.00
Cover art replacement	\$5.00

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DVD, audiobook (case only)	\$5.00
DVD, audiobook (case + cover art + label)	\$10.00
<b>COPIES – PRINTS – FAXES</b>	
Copies or prints: black & white	\$0.15
Copies or prints: color	\$0.50
Faxes, per page	\$0.50

Approved 5.7.24