

2019-2020 SCHEDULE OF LIBRARY CLOSINGS

DRAFT

| | | | |
|-----|-------------------|-----------|-----------------------------|
| (p) | July 4, 2019 | Thursday | Independence Day |
| (p) | September 2, 2019 | Monday | Labor Day |
| | October 14, 2019 | Monday | In-Service Day |
| (p) | November 11, 2019 | Monday | Veteran's Day |
| (p) | November 28, 2019 | Thursday | Thanksgiving Day |
| (p) | November 29, 2019 | Friday | Day after Thanksgiving |
| (p) | December 24, 2019 | Tuesday | Christmas Eve |
| (p) | December 25, 2019 | Wednesday | Christmas Day |
| (p) | December 26, 2019 | Thursday | Day after Christmas |
| (p) | January 1, 2020 | Wednesday | New Year's Day |
| (p) | January 20, 2020 | Monday | Martin Luther King, Jr. Day |
| (p) | February 17, 2020 | Monday | Presidents' Day |
| | April 12, 2020 | Sunday | Easter (Central Library) |
| (p) | May 25, 2020 | Monday | Memorial Day |

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff members receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- The Library closes at 5:00 p.m. on Thanksgiving Eve and New Year's Eve.
- **Central Sunday Openings**: September 8, 2019 through May 17, 2020 (Sunday after Labor Day through Sunday before Memorial Day weekend).

CIRCULATION POLICIES [DRAFT]
(EFFECTIVE XX, 2019)

Fines (for library users 16 and up)*

| | |
|---|-----------------|
| Most items | \$ 0.25 per day |
| Interlibrary loans and wireless hotspots | 1.00 per day |
| DVDs, audio books, and 7-day loan bestsellers | 0.50 per day |
| Maximum fine per item | 10.00 |
| Maximum fine per item for interlibrary loans | 30.00 |
| Maximum fine if paid in full | 35.00 |

*The library does not charge fines to juvenile users

Replacing Lost or Damaged Materials (for all library users)

| | |
|---|----------------|
| Most in-print materials (includes playaways, audio books) | List Price |
| Magazines | \$ 3.00 |
| Volumes, video cassettes or DVDs in sets | 15.00 per item |
| Audio book replacement parts | 7.00 per item |
| Most out-of-print materials | 15.00 |
| Out-of-print fiction paperbacks | 5.00 |
| Out-of-print music CDs or replacement parts | 10.00 per disc |
| Replacement of lost or damaged library card | 1.00 |
| Replacement of lost or damaged Book Club Kit title | 10.00 |
| Replacement of lost or damaged Book Club Kit bag | 10.00 |
| Replacement of lost or damaged wireless hotspot | 100.00 |
| Replacement of entire Book Club Kit | 150.00 |

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs: 5.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, et al.
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is paid in full.



2018 JMRL Board of Trustees Self-Evaluation

Introduction

Successful board teams pay attention to the process of how they operate. Just as we evaluate the progress of our library, we should also assess the operation of the board team and determine how we can do the job better.

It's up to us to hold ourselves accountable for good performance. To do that correctly, we should take time every year to formally evaluate the board's and our own individual performance.

The purpose of the evaluation is not to find fault with board members or the full board, but to examine strengths, weaknesses, and opportunities for improvement. The formal self-evaluation should be followed with a plan to improve board performance.

Thinking back over the last fiscal year (July 2017 to June 2018) answer the following questions as honestly as you can. Take a minute on each to recall the past year's meetings and events to help you arrive at an accurate assessment.

All responses are anonymous and all will be shared with the full board at the next meeting.

Your Trustee's Handbook was used as the basis for this survey.

Note: Please contact David at dplunkett@jmrl.org if you have any questions or problems with the evaluation.



2018 JMRL Board of Trustees Self-Evaluation

Board Preparation

Think back to when you started and to when the most recent board member joined. Think back over the last year and answer the following questions thinking about the Board of Trustees (including the Director) as a whole body.

1. Does our Board prepare to do its job by:

| | Strongly Disagree | Disagree | Agree | Strongly Agree | Don't Know/Not Sure |
|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| conducting a thorough orientation for all new board members? | <input type="radio"/> |
| integrating new members into the team as quickly as possible? | <input checked="" type="radio"/> |
| participating in continuing education? | <input type="radio"/> |
| providing regular board development activities for all board members? | <input checked="" type="radio"/> |
| performing an annual self-evaluation of board operations? | <input type="radio"/> |
| providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library? | <input checked="" type="radio"/> |

Anything else you'd like to tell us about how this topic or questions?



2018 JMRL Board of Trustees Self-Evaluation

Meetings

Think back over the past year as you answer these questions.

2. Does our Board ensure good meetings by:

| | Strongly Disagree | Disagree | Agree | Strongly Agree | Don't Know/Not Sure |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| limiting most meetings to two hours or less? | <input type="radio"/> |
| providing a comfortable meeting room conducive to business? | <input checked="" type="radio"/> |
| convening and adjourning on time? | <input type="radio"/> |
| having the board president lead the meetings? | <input checked="" type="radio"/> |
| sticking to the prepared agenda? | <input type="radio"/> |
| ensuring the board has enough information to make decisions? | <input checked="" type="radio"/> |
| working for consensus rather than fighting for a majority? | <input type="radio"/> |
| discussing issues cordially, avoiding personal attack? | <input checked="" type="radio"/> |
| following a business-like system of parliamentary rules? | <input type="radio"/> |
| including the director as a resource for all deliberations? | <input checked="" type="radio"/> |
| confining all discussion to policy issues? | <input type="radio"/> |
| avoiding management issues? | <input checked="" type="radio"/> |
| encouraging all board members to participate in discussion and not letting one or two persons dominate? | <input type="radio"/> |

Anything else you'd like to tell us about the Board's meetings?



2018 JMRL Board of Trustees Self-Evaluation

Individual Trustees

Think about yourself, as a Trustee on the JMRL Board.

3. Do I, as a Trustee,

| | Never | Rarely | Usually | Frequently | Almost Always | Always | Don't Know/Not Sure |
|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| attend at least 90 percent of all board meetings and committee meetings to which I'm a member. | <input type="radio"/> |
| come to meetings prepared? | <input checked="" type="radio"/> |
| come to meetings on time? | <input type="radio"/> |
| feel free to express even dissenting viewpoints? | <input checked="" type="radio"/> |
| leave meetings with a feeling of accomplishment? | <input type="radio"/> |
| see myself as part of a team effort? | <input checked="" type="radio"/> |
| advocate | <input type="radio"/> |
| know my responsibilities as board members of the library? | <input checked="" type="radio"/> |
| ask questions when I don't understand the topic or issue being presented? | <input type="radio"/> |
| attempt to exercise authority only during official meetings of the board? | <input checked="" type="radio"/> |
| represent the broad interest of the library and all constituents, not special interests? | <input type="radio"/> |
| understand that the most effective way to govern is to delegate management to the director? | <input checked="" type="radio"/> |
| route my requests of staff through the library director? | <input type="radio"/> |
| advocate for the support of library concerns and needs with my local representatives on a regular basis and with state representatives as requested. | <input checked="" type="radio"/> |
| read state or national library journals on a regular basis? | <input type="radio"/> |
| attended library (non-board) events in the last year? | <input checked="" type="radio"/> |

4. As a board member, I

| | Never | Rarely | Usually | Frequently | Almost Always | Always | Don't Know/Not Sure |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| could tell a newcomer to the area JMRL's mission statement and purpose. | <input type="radio"/> |
| know and understand JMRL's income/funding sources and major budget (expenditure) categories. | <input checked="" type="radio"/> |
| understand how decisions are made and why. | <input type="radio"/> |
| could list the major board committees. | <input checked="" type="radio"/> |
| have read the library trustee handbook | <input type="radio"/> |
| am able to give sufficient time to JMRL board matters. | <input checked="" type="radio"/> |
| am a respected and valued contributor to the board. | <input type="radio"/> |
| visit my library frequently enough to be thoroughly familiar with services and to see potential needs | <input checked="" type="radio"/> |
| visit all facilities (branches) at least once a year? | <input type="radio"/> |

Anything else you'd like to tell us about this?

5. What would you say have been your most important contributions, in action and discussion, to the board and/or JMRL over the last year?

6. As a trustee, what do you think you could do better this coming year?

7. List areas or topics where you need more information, knowledge or training in order to meet your own performance expectations



2018 JMRL Board of Trustees Self-Evaluation

Planning

Think about how the Board plans for the future.

8. Does our Board of Trustees plan for the future of JMRL by:

| | Strongly Disagree | Disagree | Agree | Strongly Agree | Don't Know/Not Sure |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| annually reviewing and approving the mission statement? | <input type="radio"/> |
| annually reviewing yearly objectives/work plan? | <input checked="" type="radio"/> |
| annually reviewing progress toward the long-range plan? | <input type="radio"/> |
| regularly soliciting patron and staff input and feedback? | <input checked="" type="radio"/> |
| having board committees work and produce results? | <input type="radio"/> |
| operating from opportunity rather than crisis to crisis? | <input checked="" type="radio"/> |
| reviewing circulation and collection reports monthly? | <input type="radio"/> |
| reviewing budget reports periodically throughout the year? | <input checked="" type="radio"/> |
| reviewing and approving annual budget? | <input type="radio"/> |
| evaluating and providing feedback to the director annually? | <input checked="" type="radio"/> |

Anything else you'd like to tell us about the Board's planning processes?



2018 JMRL Board of Trustees Self-Evaluation

Board Strengths

Overall, what do you think...

9. I think our Board does well in these major areas:

| | Strongly Disagree | Disagree | Agree | Strongly Agree | Don't Know/Not Sure |
|--------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Board preparation | <input type="radio"/> |
| Board meetings | <input checked="" type="radio"/> |
| Planning for the future | <input type="radio"/> |
| Advocacy | <input checked="" type="radio"/> |
| Individual Board Members | <input type="radio"/> |

Other (please specify)



2018 JMRL Board of Trustees Self-Evaluation

Board Opportunities

Overall, what do you think...

10. I think our Board could improve in these major areas:

| | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know/Not Sure |
|--------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Board preparation | <input type="radio"/> |
| Board meetings | <input checked="" type="radio"/> |
| Planning for the future | <input type="radio"/> |
| Advocacy | <input checked="" type="radio"/> |
| Individual Board Members | <input type="radio"/> |

Other (please specify)



2018 JMRL Board of Trustees Self-Evaluation

Conclusion

Your service and dedication to JMRL makes a valuable contribution to the success of JMRL. The purpose of this evaluation is for the board to take a critical, positive look at all areas of library operation and acknowledge where it works well and find where it needs improving.

11. What hasn't been asked about or haven't you said that you think is important for us, as a board, to consider?



2018 JMRL Board of Trustees Self-Evaluation

End of Survey

Thank you for your time!