

	<p>Policy Title Borrower's Policy</p>	<p>Policy Number 3.1</p>
---	--	-------------------------------------

I. Eligibility for Borrowing

- a. All residents who live within the City of Camas city limits are eligible to become registered borrowers of the Camas Public Library. The Library provides service to persons living outside the Camas city limits according to the Library's Policy on Reciprocal Borrowing and Nonresident Use.

To receive a library card, an applicant must show official photo identification and fill out an application form. Children under 12 years of age must have ~~the signature of~~ a parent or guardian present.

Registered borrowers are responsible for all activity on their cards, returning or renewing materials on or before the due date. The parent or guardian is responsible for all items checked out on his/her dependent's card, 11 and under. Borrowers ages 12 – 17 may volunteer at the library in lieu of fees.

Registered borrowers are responsible for informing the Library of changes to their residential and/or mailing address, email address, and phone number.

Lost or stolen cards are to be reported; the borrower is responsible for all items charged to his/her card prior to the notification of its loss.

Borrowers may check out up to 150 items at one time.

- b. Those who wish to borrow devices are subject to the same eligibility requirements above, in addition to the following:
- i. Library account must be in good standing.
 - ii. In-Library devices must be returned at least 15 minutes prior to the Library closing. Devices which leave the Library property should be returned to a Library staff member, or in the outside bookdrop.
 - iii. Users must be 12 years or older. In accordance with the Library Internet policy, parent/guardians of minors must assume responsibility for their children's use of the internet.
 - iv. Devices must be used in accordance with the Public Computer and Internet Acceptable Use Agreement.
 - v. Users agree to maintain the integrity of the device, not alter any settings or software, and agree to report any hardware or software problems to Library staff.
 - vi. Devices must always be kept with the user. Users are responsible for any changes in condition while devices are in their care and for replacement for damage, loss or theft.
 - vii. The Library is not responsible for any damage to the user's removable drives or loss of data that may occur due to any malfunctioning Library hardware and/or software.

II. Materials Loan and Renewal Rules

Materials	Loan Period	Renewal / Considerations
DVDs	3 weeks	Up to 162 times*
Print & Audio materials	3 weeks	Up to 166 times*
Book Discussion Kits	42 days	72 renewals*
Chromebooks	2 hours, Library use only. Device not permitted to leave the premises.	1 renewal*
WiFi Hotspots	3 weeks	31 renewals*
STEM kits	3 weeks	31 renewals*
Other Materials i.e. Equipment	Individually set by equipment; hour increments	Dependent on device
Interlibrary Loan	Set by lending library	Set by lending library

*Renewals allowed unless an item is on hold for another borrower.

Borrowing privileges will be restricted when:

- There are unresolved charges totaling \$25 or more in the borrower's account;
- An interlibrary loan item is overdue.

III. Device Lending Agreement

By loaning this device, I agree:

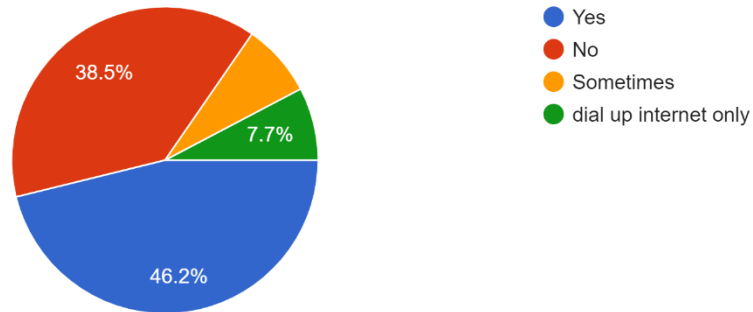
- To abide by the Borrower's Policy as stated above.
- To pay full repair and/or replacement costs should the device or any peripherals be stolen, lost, not returned or damaged.
- To use the equipment in accordance with the Public Computer and Internet Acceptable Use Agreement

Originally adopted September 21, 1982		
Revised January 1997	November 1997	January 1998
September 2003	December 2004	October 2007
December 2009	August 2010	<u>November 2020</u>
Revised and approved <u>TBD November 5, 2020</u>		

Survey Export

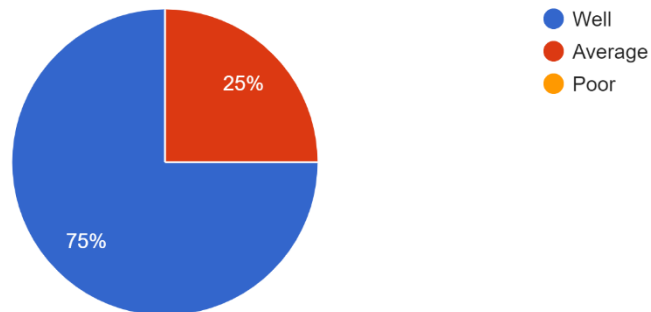
Do you have access to internet at home without a Library hotspot?

13 responses



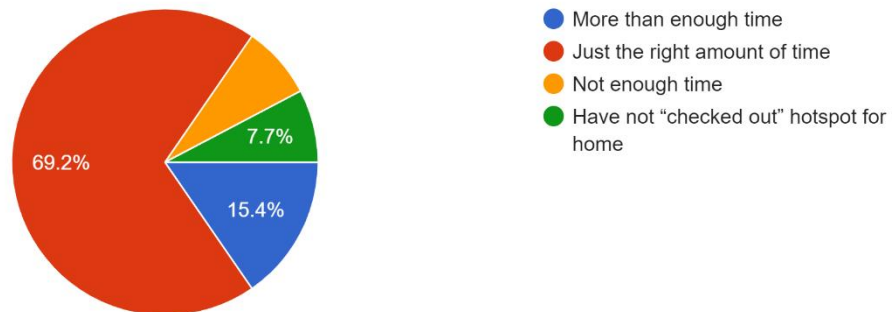
How well did the hotspot provide internet access for you at home?

12 responses



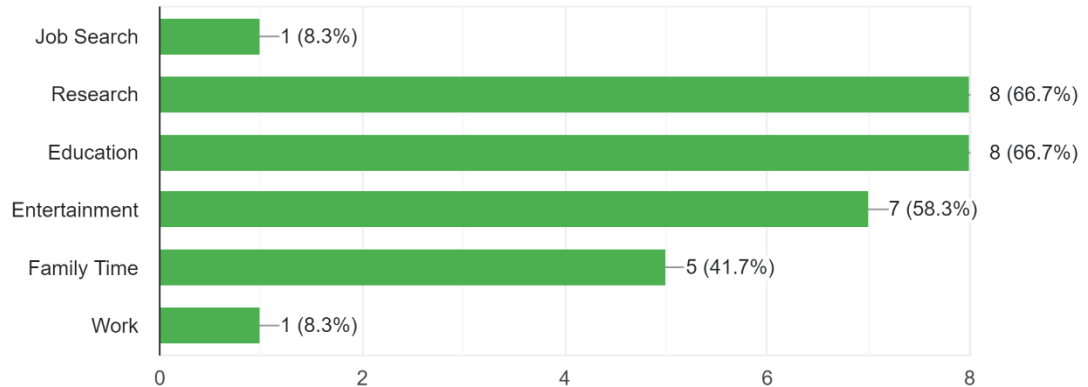
Do you feel the checkout length of time with the hotspot (3 weeks) was:

13 responses



Did the hotspot help with any of the following (check all that apply)

12 responses



What has loaning a hotspot from the Camas Library meant to you, or what has it allowed you to do?

- Used for travel
- Allowed kids to travel and keep up with studies.
- The hotspot allowed our robotics team to download code at our team competitions.
- The hotspot saves me 4 to 5 hours travel time per week down to the library do use the computer system there. I am mostly retired but do necessary consulting work and I need access to the Internet to supplement our Social Security benefits.
- Yes, it meant a lot to us and the kids to be able to access the WiFi hotspot, especially on the go! It allows the kids to connect and do their homework, assignment, reading and school works via internet.
- It has allowed my family a source of internet that we can't have otherwise.
- Allowed high speed internet access whereas otherwise I would not have it.
- Travel to places with poor internet or reception
- Access to internet when traveling to rural areas
- Access to school/ work/ meetings
- We mostly used it away from home. We used it for homeschooling and entertainment. It really helped us accomplish what we needed/wanted in our flexible lives.
- work from home when internet needed.

Comments:

- Thank you!
- The hotspot has been wonderful. Thank you so much!
- Thanks to the library and thanks for this program to provide the hotspots!
- I really enjoy your hotspot lending program and hope you will continue it!
- This is a great service! Please keep doing this!
- We appreciate this program! Otherwise internet is unavailable at our address.

- The only thing different I wish had been possible is a single hold list for all of the hotspots. Not individual hold list for each. I feel it would be more productive.
- I like the fairness of loan. First come, first served. No means testing.

Statistics

- Lifetime Circulation from October 2020 – present: 530
- Last year's circulation (2022): 207

CAMAS PUBLIC

Library

2022 ANNUAL REPORT



City of Camas

625 NE 4th Ave
Camas, WA 98607

camaslibrary.org

Year in Review

Dear patrons,
It's hard to believe it now, but 2022 was still a recovery year from Covid-19. At the beginning of the year, there were a few months in which we only offered virtual programs due to the rise in cases.

Though that was temporary, the overall impact the pandemic had on our statistics will probably be felt for many years to come.

Still, we are starting to feel like our groove is back. Thanks for your loyalty and support over the past few years. It's been quite a ride!

Connie Urquhart

Connie Urquhart
Library Director

BUDGET

TOTAL, INCLUDING GRANTS

2,064,601

BUDGET BREAKDOWN

SALARIES & BENEFITS **62%**

LIBRARY SERVICES **20%**

FACILITIES **10%**

LIBRARY MATERIALS **8%**



LIBRARY STAFF

Clockwise from top left: Elliot Stapleton, Maria Martin, Rebel Martin, John Goaring, Vanessa Perger, Christopher Knipes, Connie Urquhart, Carnita Dominguez, Stacy Yakouba, Danielle Reynolds, Nancy Renner, and Leah Burch. Not pictured: Sheila Britschgi, Kathryn Crouse, Jana Grote, Amber Hargreaves, Jen Keen, Kaye Lathe, Peggy Lau, Ellen Miles, Jackie Spencer, Chris Tanis, and Kary Wilson.

Highlights

WELCOME BACK!

The year that it all came back!

- Indoor Storytimes
- Volunteer Appreciation Event
- Saturday Spectacular & Haunted Library
- Second Story Gallery
- Staff Engagement Team

VISITS

TOTAL ENTRY COUNT

118,663

- UP 111% FROM 2021
- CLOSER TO 2019 NUMBER OF 166,903

LIBRARY CARD REGISTRATIONS

NEW BORROWERS

24,197

- UP 53% FROM 2021
- REGISTERED 512 NEW CARDHOLDERS DURING LIBRARY CARD SIGN-UP MONTH IN SEPTEMBER

CIRCULATION

TOTAL CHECKOUTS

499,239

- UP 44% FROM 2021
- ADDED STEM KITS AND LAUNCHPADS FOR CHECKOUT

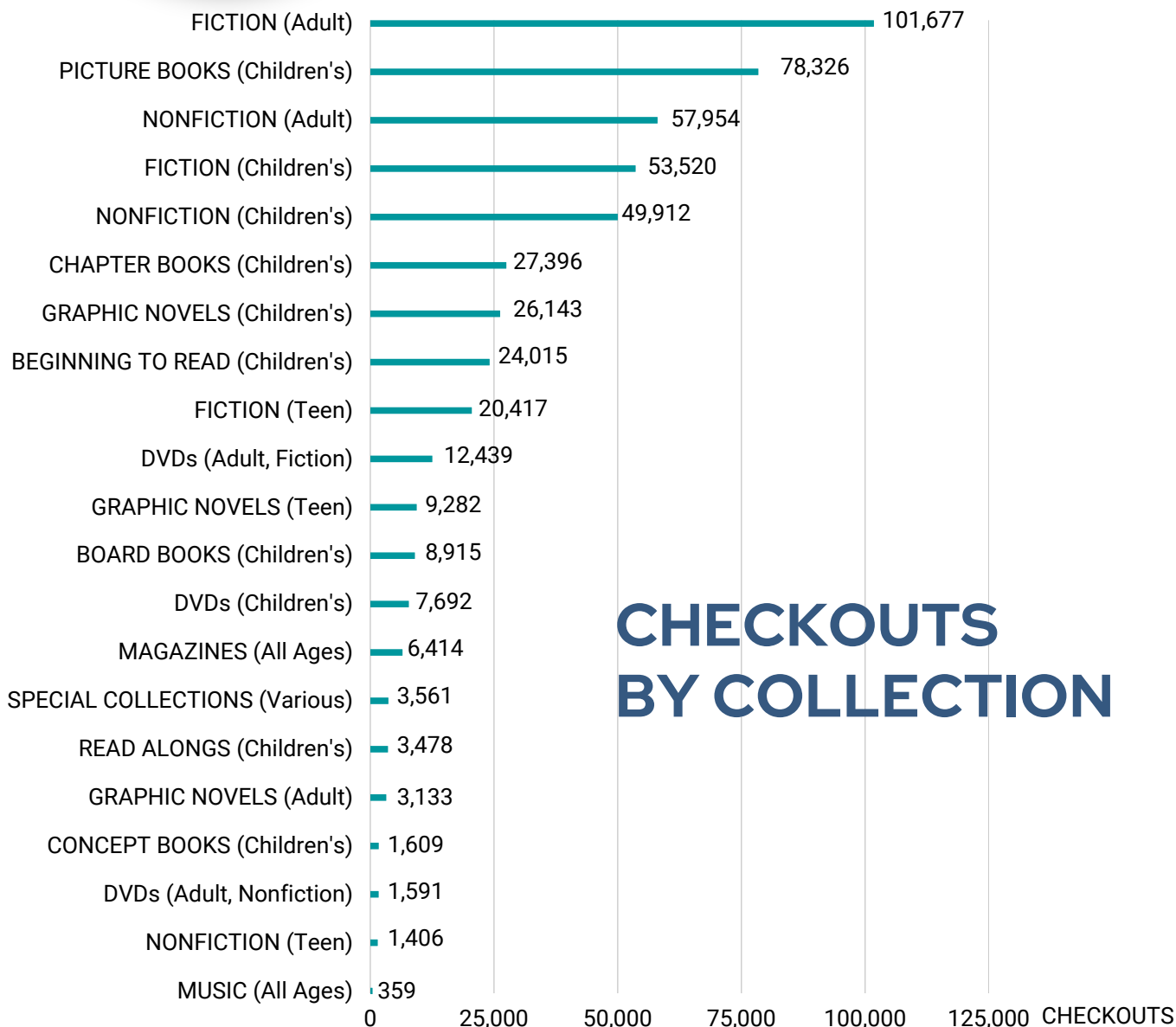
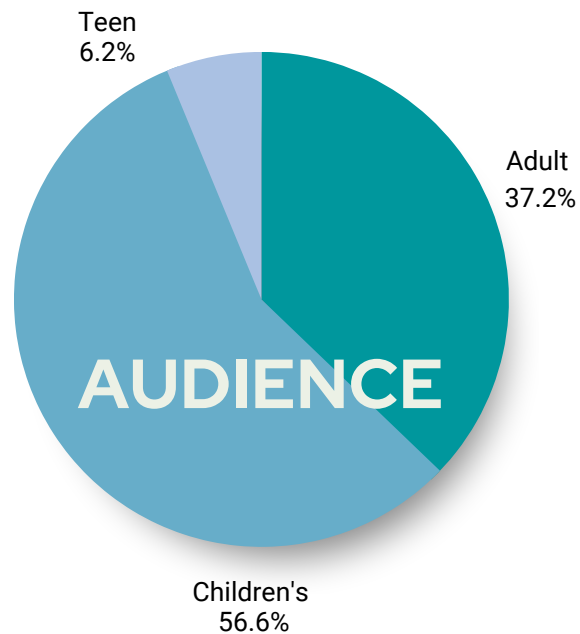
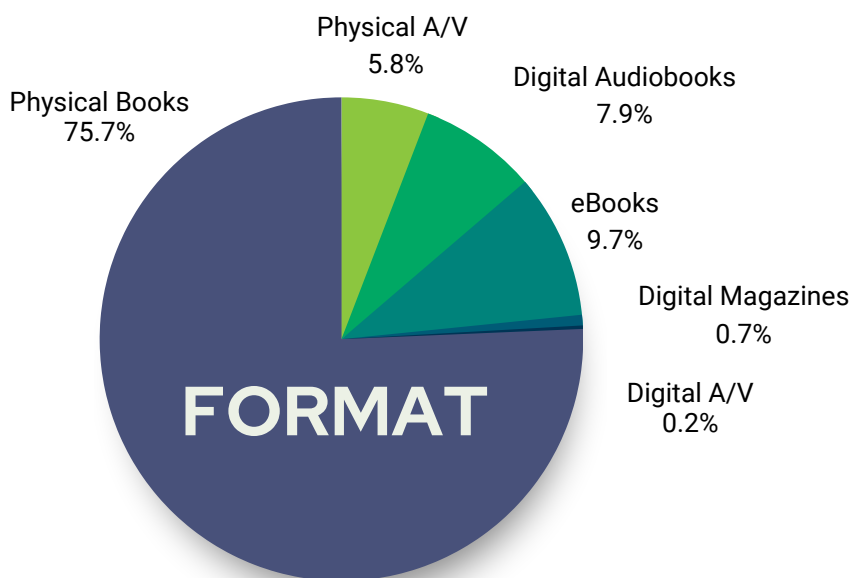


RETURN TO
INDOOR
STORYTIMES

Library Associate Vanessa Perger leads Tiny Tots Storytime.

Content Delivery

What you checked out



Spotlight on Youth Reading

Children's and Teen Collections are Booming!



TEEN COLLECTION

Checkouts up
43% in 2022!

THE READING DRAGONS EFFECT

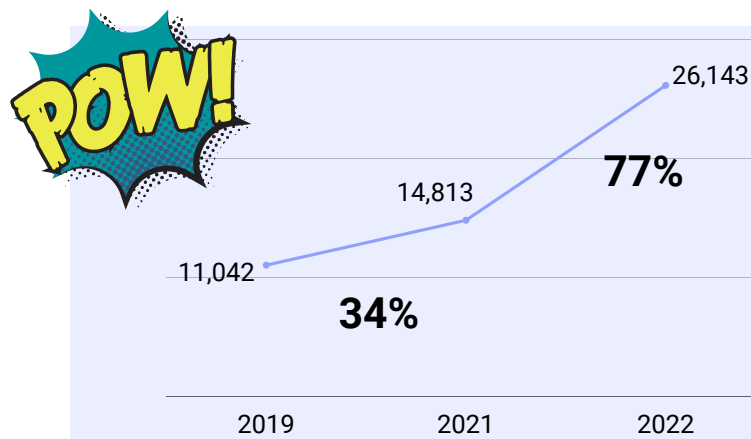
We launched the Reading Dragons reading program in 2022, meant as a winter and fall companion to our traditional summer reading program. The concept was to incentivize kids to read by offering dragon trading cards for time spent reading, which could become collectibles and also be played as card games with friends.

This program became so wildly popular we were showered with positive comments from the community: from parents, teachers, and most importantly, kids! We held a design-your-own dragon contest, with the winner's design not only featured on a trading card but on a library card as well. We also designed a Camas-themed dragon named Camassia, who is purple like our town's flower, the Camas lily.

We usually see a dip in the circulation of children's materials in fall and winter, but not this year. Children continued to check out even more than before, and while we can't say for sure why - we have a sneaking suspicion the dragons are the cause.

CHILDREN'S GRAPHIC NOVELS

Children's graphic novels are the 5th highest circulating collection in the Children's collection, and moving quickly. Take a look at growth in this collection, most notably in 2022.



TOP CIRCULATING GRAPHIC NOVELS



Community Engagement

Programs, Outreach, Contests, and Tours

Events: 1,051
Participants: 27,434



Outreach at Farmers Market

Most events fall into multiple event types. To avoid counting events twice, for this report we've assigned each event only one event type.

1 **OUTREACH**
EVENTS: 83
PARTICIPANTS: 8,233

2 **STORYTIME**
STORYTIMES: 191
PARTICIPANTS: 5,632

3 **BOOKS & READING***
EVENTS: 115
PARTICIPANTS: 3,068

4 **SPEAKERS**
EVENTS: 156
PARTICIPANTS: 2,631

5 **ARTS & CULTURE**
EVENTS: 49
PARTICIPANTS: 1,412

6 **CLASSES & DISCUSSIONS**
EVENTS: 133
PARTICIPANTS: 953

7 **GAMES**
EVENTS: 26
PARTICIPANTS: 949

8 **STEM/STEAM**
EVENTS: 48
PARTICIPANTS: 945

9 **BOOK CLUBS**
EVENTS: 94
PARTICIPANTS: 854

10 **SHARED INTERESTS**
EVENTS: 77
PARTICIPANTS: 709

11 **HAUNTED HAPPENINGS**
EVENTS: 10
PARTICIPANTS: 616

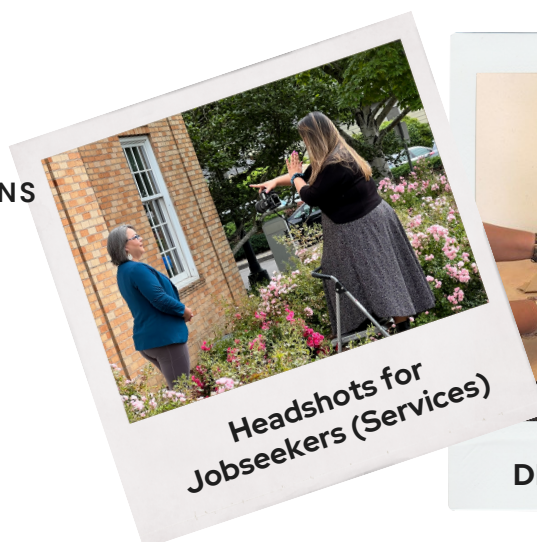
12 **TOURS/VISITS TO THE LIBRARY**
EVENTS: 9
PARTICIPANTS: 476

13 **CRAFTS**
EVENTS: 27
PARTICIPANTS: 381

14 **EARLY LITERACY**
EVENTS: 23
PARTICIPANTS: 277

15 **CELEBRATING DIVERSITY**
EVENTS: 6
PARTICIPANTS: 149

16 **SERVICES**
EVENTS: 4
PARTICIPANTS: 149



DIY Solar Ovens (STEM/STEAM)

*BOOKS & READING INCLUDES PROGRAMS OF A LITERARY NATURE BUT NOT STORYTIMES OR BOOK CLUBS.

Everybody's So Creative!

Crafty and artistic events in 2022



Terracotta Art



Fall Fiber Art



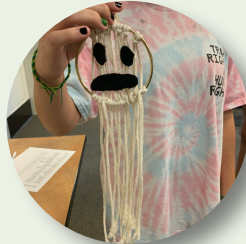
Nailed It!



Kids Art Club



Galaxy Painting



Macramé Ghosts



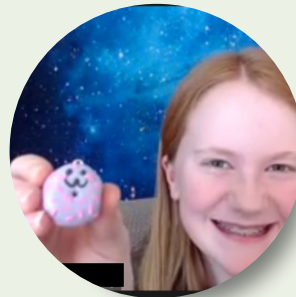
Witch's Brew Mugs



Holiday Houses



Personalized Bracelets



Kawaii Donut Keychains



DIY Tote Bags



Make Your Own Wands



Fortune Tellers



Japanese Herbariums



Gingerbread Houses



Dragon Eyes



Fantasy Maps



Bakeology



Bug Hotels



Adventure Signposts

Looking Back at 2022 and Ahead at 2023

2022

- ✓ Strategic Planning
- ✓ Identify Building Needs
- ✓ STEM Kits
- ✓ Launchpads
- ✓ Northstar Digital Literacy
- ✓ Centennial Planning
- ✓ Diverse Book Audit Follow Up
- ✓ Volunteer Software
- ✓ Authority Processing
- X Program Audit
Moved to 2023
- ✓ Gallery Reboot



Library Associate Elliot Stapelton installs an exhibit at the Second Story Gallery.

2023

COMMUNITY ENGAGEMENT

- Bring the *HISTORY SPEAKS!* speaker series to Camas.
- Mark the Centennial with a birthday celebration on April 4.
- Curate or create each exhibit in the Second Story Gallery with a centennial theme.
- Explore funding options for a mobile unit.
- Complete programming audit.
- Increase programs for ages 0-5 by 5%.

CONTENT DELIVERY

- Curate oral histories and provide them through our website.
- Digitize the Virginia Warren collection.
- Bring World Languages materials together to form highlighted collection.
- Install Tablet Station in Children's Learning Hive.
- Revamp parenting collection.
- Research the City's history and provide timeline for City's website.

BUILDING & ADMINISTRATION

- Explore ways to make Teen Room more conducive to hosting programs.
- Install new HVAC.
- Finish roof project.
- Children's Learning Hive completion rate: 50%.
- Complete salary study and reorganization as appropriate.
- Implement regular meeting schedule with Public Works and IT.

thank you 

6,371

**New items added to
the collection**

806

**Trips through the
Haunted Library**

15

Kid Librarians

7

Local Author Chats

1

Sleepy Bat

*Seen by more than a million people
around the world*