

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, July 23, 2019, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PRESENTATIONS

None

D. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

E. APPROVAL OF MINUTES

a. Approval of Minutes: Regular Meeting of June 25, 2019

F. REPORTS

- a. Financial Reports
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

a. Revised 2019-20 Budget (information, discussion, possible action)

I. NEW BUSINESS

- a. Revisions to Blanchard Community Library Patron Conduct Policy (information, discussion, possible action)
- b. Elimination of Late Fees (information, discussion)

J. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting August 27, 2019

M. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF JULY 23, 2019
D. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of June 25, 2019

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 25, 2019

CALL TO ORDER---The Meeting was called to order at 5:30 PM by Board President Tim Hicks. Trustees Laura Phillips, Nancy Nasalroad and Daniel Sandoval were in attendance, a quorum established. Maureen Coughlin was absent. District Director Ned Branch was present.

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Nasalroad/Phillips, 4-0).

PUBLIC COMMENT ON NON-AGENDA ITEMS--- None.

CONSENT CALENDAR---The Minutes of the Regular Meeting on May 28, 2019 were unanimously approved (Sandoval/Nasalroad, 4-0).

REPORTS I--- a. Director Branch presented the Financial Statements and Budget. Change made to defer \$40,000 in grant payments revenue from fiscal year 2018/19 to 2019/20. Financial statements were received and filed (Nasalroad/Sandoval, 4-0).

b. Friends of the Library (FOL) - Trustee Phillips: July sales will have U.S. History books featured at half price. Low value paintings from Library (most Chris Lemon) are on sale in the Back Stacks. FOL gift vouchers to be made for Justin Formanek Summer Adult Reading prizes. FOL will participate in Boys and Girls Club event on July 12, 2019. Justin Formanek will take FOL books for Bookmobile use.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

Director Branch- Downtown Street Fair on Saturday, June 29, 2019.

OLD BUSINESS--- a. Final 2019-20 Budget. Motion to open discussion unanimously approved (Phillips/Nasalroad, 4-0). Director Branch: \$50,000 in grant payments revenue added; salary expense increased; Property Tax revenue discussion. Trustee Phillips requested addition of \$6,000 for Strategic Planning expenses per last month's discussion. Budget with addition unanimously approved (Phillips/Sandoval, 4-0).

b. Update on Art Committee Recommendations for Disposition of Items. Review of Acquisition Committee's May 28, 2019 report.

NEW BUSINESS--- a. Professional Services Contract for Library Interior Design Consultant – Motion for discussion and approval unanimously approved (Phillips/Nasalroad, 4-0). Anderson Brule Architects selected and approved.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 25, 2019

b. Revisions to Employee Handbook – Updates related to California employment law changes and adding Optional policy for use of alcohol at events unanimously approved (Sandoval/Nasalroad, 4-0).

c. Disposition of Funds from Sale of Art - Motion for proceeds received from sales to go into the Blake Account unanimously approved (Sandoval/Nasalroad, 4-0).

REPORTS CONT. --- The Board received and reviewed reports: Literacy Services (Director Branch noted that ESL classes with Santa Paula School District Adult Education will not occur this fall); Public Services; Volunteer Coordinator; and District Director.

Director's Report details:

Item 5a: Website Improvements: 50% deposit made to Dodos design, meeting held June 21, 2019.

Item 5e: Staff Development: Supervisors have completed 2 hour harassment training class, still working to get a 1 hour digital training class for non-supervisory staff. Justin Formanek will be attending Santa Clara Professional Librarian training June 27-28, 2019.

Board Committee Reports: Finance- none. Human Resources- meeting in future for new policies.

Strategic Plan Team Reports: Visioning/Strategic Plan- Harwood community meeting held June 12, 2019, next meeting July 10, 2019. Cynthia Mediavilla is the facilitator.

Fundraising / Grants: \$500 from the State received recently for Dia de los Ninos.

FUTURE AGENDA ITEMS--- No future Agenda items.

UPCOMING MEETING DATE---The next General Meeting will be on Tuesday, July 23, 2019 at 5:30 PM.

ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Sandoval/Phillips, 4-0) at 7:04 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF JULY 23, 2019
E(a)REPORTS: FINANCIAL REPORTS

1. Receive and file June 2019 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

June 30, 2019

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Statement of Assets, Liabilities and Fund Balance	1
Comparative Statement of Revenue and Expense	2
Supplementary Schedules	
Schedule of Cash Balances	3
Comparative Expanded	4
Schedule of Accounts Payable	5
City Transactions	6
Asset Additions	7

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

June 30, 2019

ASSETS

		CURRENT ASSETS	
CASH		\$1,398,193	
RESTRICTED CASH		<u>315,804</u>	
			\$ 1,713,997
PREPAID EXPENSES		<u>130</u>	
TOTAL CURRENT ASSETS			\$ 1,714,127
FIXED ASSETS NET OF			
ACCUMULATED DEPRECIATION			<u>738,091</u>
TOTAL ASSETS			<u><u>\$2,452,218</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$5,196	
ACCRUED PAYROLL EXPENSE		4,861	
DEFERRED REVENUE		<u>40,000</u>	
TOTAL LIABILITIES			\$50,057
		FUND BALANCES	
GENERAL FUND		1,348,266	
FIXED ASSET FUND		738,091	
RESTRICTED FUNDS		<u>315,804</u>	
TOTAL FUND BALANCE			<u>2,402,161</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,452,218</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JUNE 30, 2019

MODIFIED ACCRUAL BASIS

	JUNE			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$16,235			\$835,225	\$740,132	12.85%
LIBRARY OPERATIONS	671	417	60.91%	13,322	5,000	166.44%
DONATIONS	2,203	2,083	5.76%	61,955	45,000	37.68%
GRANTS	\$6,000			\$116,460	\$31,000	275.68%
	<u>\$25,109</u>	<u>\$2,500</u>	90.04%	<u>\$1,026,962</u>	<u>\$821,132</u>	25.07%
EXPENSES						
PERSONNEL	\$48,277	\$48,918	-1.31%	\$601,467	\$569,600	5.59%
OPERATIONS	12,885	6,600	95.23%	136,717	144,800	-5.58%
ADMINISTRATIVE	4,149	3,454	20.12%	56,231	58,450	-3.80%
FACILITIES	4,464	4,704	-5.10%	67,667	56,450	19.87%
	<u>\$69,775</u>	<u>\$63,676</u>	9.58%	<u>\$862,082</u>	<u>\$829,300</u>	3.95%
NET INCOME (LOSS)	<u>\$(44,666)</u>	<u>\$(61,176)</u>		<u>\$164,880</u>	<u>\$(8,168)</u>	-2118.61%
NON BUDGETED INCOME (EXPENSES)						
INSURANCE PROCEEDS				13,151		
REIMBURSEMENT DIF		1,667		3,482	\$20,000	
INVESTMENT INTEREST	3,079			6,787		
ELECTIONS				(519)		
BUILDING FUND				1,776		
NET AFTER NON BUDGETED ITEMS	\$ (41,587)	\$(61,176)	-80.73%	\$189,557	\$11,832	

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

6/30//2019

COUNTY	\$980,198	
SANTA PAULA CITY	117,721	1
BUILDING FUND	84,276	1
BLAKE	54,276	1
LITERACY	59,531	1
BOOK TRUST	21,879	
GENERAL FUND	21,218	
WELLS FARGO	374,644	
OTHERS	<u>254</u>	
TOTAL CASH	<u>\$1,713,997</u>	
1 Restricted	315,804	
Other Unrestricted	1,398,193	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE
MODIFIED ACCRUAL BASIS
FOR THE PERIOD ENDED

	6/30/18	6/30/19	ANNUAL BUDGET
REVENUE			
PROPERTY TAX	\$808,769	\$835,225	\$ 740,132
LIBRARY OPERATIONS	16,871	13,322	5,000
DONATIONS	40,262	61,955	45,000
GRANTS	45,312	116,460	31,000
TOTAL REVENUE	\$911,214	\$1,026,962	\$821,132
EXPENSES			
PERSONNEL			
WAGES	428,748	436,255	411,440
RETIREMENT	56,095	64,303	59,943
HEALTH INSURANCE	55,965	63,020	62,345
PAYROLL TAX	38,149	36,064	34,180
EMPLOYEE BENEFIT	1,278	1,825	1,692
	580,235	601,467	569,600
OPERATIONS			
LIBRARY NETWORK	59,237	57,049	60,000
PUBLICITY	3,214	2,964	5,200
MEMBERSHIPS	4,634	4,410	3,000
ACQUISITIONS	35,350	31,645	39,800
PROGRAMS	22,078	25,130	27,500
COMPUTER SERVICE	1,034	8,468	4,800
BOOK BINDING	2,692	1,228	2,000
ADVERTISING	3,464	1,854	
TRAVEL	2,586	3,969	2,500
	134,289	136,717	144,800
ADMINISTRATIVE			
ADVERTISING			250
BANK CHARGES	253	402	400
COMPUTER NETWORK	3,362	4,358	
INSURANCE	9,886	10,979	10,500
OFFICE EXPENSE	6,222	5,951	5,000
TELEPHONE	3,419	2,735	4,000
POSTAGE	713	905	600
PRINTING	1,646	4,595	2,700
PROFESSIONAL FEES	23,240	26,213	33,000
STAFF DEVELOPMENT	524	93	2,000
	49,265	56,231	58,450
FACILITIES			
BUILDING MAINTENANCE	17,530	24,873	14,000
JANITORIAL	8,054	8,144	8,100
UTILITIES	34,880	34,650	34,350
	60,464	67,667	56,450
TOTAL EXPENSES	824,253	862,082	829,300
NET INCOME(LOSS)	\$86,961	\$164,880	\$(8,168)
NON BUDGETED INCOME (EXPENSES)			
INSURANCE REIMBURSEMENT		13,151	
REIMBURSEMENT DIF	27,772	3,482	20,000
INVESTMENT INTEREST	6,877	6,787	
ELECTION COSTS		(519)	
BUILDING FUND	82,500	1,776	
NET AFTER NON BUDGETED ITEMS	\$204,110	\$189,557	\$11,832

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

June 30, 2019

Due to Friends of the Library	\$	455
Credit Card		4,736
Others		5
Total	\$	<u>5,196</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE
		\$176,201.02
TRANSACTIONS		
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	927.07
10.31.18	CHECK	(17,117.00)
		<u>(59,112.28)</u>
		<u><u>\$117,088.74</u></u>

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

RFID	29,019	From network charges
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Blanchard/Santa Paula Library District
Profit & Loss
 July 2018 through June 2019

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 07/17/2019
 Accrual Basis

	<u>Jul '17 - Jun 18</u>	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense		
Income		
Donations		
Endowment Fund	22,000.00	15,000.00
Friends of the Library	1,367.84	27,688.57
Other Donations	<u>16,894.56</u>	<u>19,266.69</u>
Total Donations	40,262.40 X	61,955.26 X
Grants		
California State Library Grants		
Bilingual Children's BooksGrant	5,000.00	0.00
State of CA - CLLS (Literacy)	30,063.00	73,560.00
California State Library Grants - Other	<u>0.00</u>	<u>6,000.00</u>
Total California State Library Grants	35,063.00	79,560.00
Other Grants	<u>10,249.00</u>	<u>36,900.00</u>
Total Grants	45,312.00 X	116,460.00 X
Library Services		
Books Lost & Paid	0.00	381.01
Fines	7,477.21	5,357.49
General	393.40	0.00
Miscellaneous Income		
Miscellaneous Revenue		
Meeting Room Rental	550.00	175.00
Other Miscellaneous Revenue	165.00	1,223.03
Restitution	<u>0.00</u>	<u>135.24</u>
Total Miscellaneous Revenue	715.00	1,533.27
Total Miscellaneous Income	715.00	1,533.27
Over/Short	52.31	150.05
Printing & Copying	<u>4,405.95</u>	<u>4,163.10</u>
Interest Income	3,827.13	1,737.29
Total Library Services	16,871.00 X	13,322.21 X
Property Taxes		
HOPTR	2,994.24	2,866.80
In Lieu Taxes-Other	0.00	0.21
Penalties/Delinquent Taxes	2,571.75	1,989.13
Property Tax Adm Fee	312,133.80	0.00
Property Tax Interest Earnings	7,390.08	14,015.38
Redevelopment Property Tax		
Passthrough Property Taxes	78,604.17	97,674.51
Redevelopment Residual	<u>15,959.19</u>	<u>21,890.27</u>
Total Redevelopment Property Tax	94,563.36	119,564.78
Secured		
Current Secured P/T	370,228.22	376,783.29
Prior Year Secured P/T	<u>2.96</u>	<u>504.01</u>
Total Secured	370,231.18	377,287.30
Special Dist. Assessments	2,908.15	303,287.92
Supplemental		

Payroll Tax		
FICA (Tax Account - FICA)	32,799.17	33,347.51
FUTA (Tax Account - FUTA)	3,213.32	732.47
SUI & ETT Taxes (Tax Account - SUI & ETT Taxes)	<u>2,136.36</u>	<u>1,984.20</u>
Total Payroll Tax	38,148.85 X	36,064.18 X
PERS Group Health Insurance	56,094.79 X	63,019.64 X
PERS Retirement (Contribution Account - Retirement)	55,965.56 X	64,302.89 X
Salaries (Wage Account - Employee Gross Pay)	<u>428,747.66 X</u>	<u>436,255.07 X</u>
Total Salaries & Employee Benefits	580,235.10	601,467.36
Services		
Computer Services		
Patron Computers	827.86 B	8,467.38 X
Network Services/ILS	<u>59,236.90 X</u>	<u>57,049.23 X</u>
Total Computer Services	60,064.76	65,516.61
Advertising (Advertising)	3,463.94 X	1,854.10 X
Collection Development		
AV Materials		
Adult AV	986.75	2,537.67
Children's AV	<u>518.25</u>	<u>699.27</u>
Total AV Materials	1,505.00	3,236.94
Books		
Children's Books	14,098.22	6,509.84
General	12,018.39	14,386.94
Young adult books	710.58	35.71
Books - Other	<u>3,617.29</u>	<u>2,780.73</u>
Total Books	30,444.48	23,713.22
Databases	0.00	995.00
Periodicals	<u>3,400.43</u>	<u>3,700.29</u>
Total Collection Development	35,349.91 X	31,645.45 X
Communications	206.75 B	0.00
Library Supplies		
Book Binding/Mending	1,944.02	1,214.79
Library Materials - Other	23.80	0.00
Library Supplies - Other	<u>724.63</u>	<u>12.97</u>
Total Library Supplies	2,692.45 X	1,227.76 X
Memberships & Dues	4,594.69 A	4,327.00 A
Over/Short	38.56 A	83.29 A
Programs		
Adult Programs	726.13	3,782.01
Young Adult Programs	5,622.73	8,121.49
Children's Programs	6,929.34	9,168.95
Literacy Programs		
Contractor Services	6,725.00	2,165.00
Supplies	350.26	669.43
Literacy Programs - Other	<u>1,724.74</u>	<u>1,222.57</u>
Total Literacy Programs	8,800.00	4,057.00
Total Programs	22,078.20 X	25,129.45 X
Promotion & Public Relations	3,214.11 X	2,964.27 X
Travel and Meetings		
Conferences & meetings	772.23	0.00
Meals	39.75	483.57
Travel	<u>1,773.60</u>	<u>3,485.53</u>
Total Travel and Meetings	2,585.58 X	3,969.10 X
Total Services	134,288.95	136,717.03

Blanchard/Santa Paula Library District
 General Fund Deposit Detail
 June 2019

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 07/18/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		06/10/2019		Deposit	General Fund		1,713.32
Sales Receipt	250	05/10/2019	State of California - Victim ... National Charity League	Deposit	Restitution 1499,10 - Undeposited Funds	General Fund Children's Services:National C	-19.32 -1,694.00
TOTAL							-1,713.32
Deposit		06/12/2019		Deposit	General Fund		34.25
TOTAL				Deposit	Fines		-34.25
Deposit		06/14/2019		Deposit	General Fund		39.15
TOTAL				Circulation Desk week of 6/4/19 Circulation Desk week of 6/4/19 Circulation Desk week of 6/4/19 Circulation Desk week of 6/4/19	Fines 2510 - Due to Friends of the Library (Money receiv... Other Donations Printing & Copying Over/Short	General Fund Friends of the Library General Fund General Fund General Fund	-24.25 -9.00 -3.00 -0.90 -2.00
Deposit		06/14/2019		Deposit	General Fund		30.00
TOTAL				Deposit	Fines		-30.00
Deposit		06/19/2019		Deposit	General Fund		23.75
TOTAL				Deposit	Fines		-23.75
Deposit		06/20/2019		Deposit	General Fund		259.90
TOTAL				Copier funds for March 2018	Printing & Copying	General Fund	-259.90
Deposit		06/20/2019		Deposit	General Fund		72.35
TOTAL				circulation desk week of 5/28/19 circulation desk week of 5/28/19 circulation desk week of 5/28/19	Fines 2510 - Due to Friends of the Library (Money receiv... Other Donations Over/Short	General Fund Friends of the Library General Fund General Fund	-58.00 -11.50 -5.00 0.25
Deposit		06/20/2019		Deposit	General Fund		-72.25

**Blanchard/Santa Paula Library District
General Fund Deposit Detail
June 2019**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		06/20/2019		Deposit	General Fund	General Fund	78.00
				Circulation desk week of 6/10/19		General Fund	-67.75
				Circulation desk week of 6/10/19	Fines	Friends of the Library	-9.00
				Circulation desk week of 6/10/19	2510 - Due to Friends of the Library (Money receiv...	General Fund	-1.25
TOTAL							-78.00
Deposit		06/21/2019		Deposit	General Fund	General Fund	16.00
				Deposit	Fines		-16.00
TOTAL							-16.00
Deposit		06/24/2019		Deposit	General Fund	General Fund	519.32
			State of California - Victim ...	Deposit	Restitution	General Fund	-19.32
			Califa Group.		1499.10 - Undeposited Funds	Programs:Children's Programs	-500.00
TOTAL							-519.32
Deposit		06/25/2019		Deposit	General Fund	General Fund	123.38
				Circulation desk week of 6/17/19	Fines	General Fund	-73.00
				Circulation desk week of 6/17/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-21.00
				Circulation desk week of 6/17/19	Other Donations	General Fund	-1.00
				Circulation desk week of 6/17/19	Printing & Copying	General Fund	-19.10
				Circulation desk week of 6/17/19	Over/Short	General Fund	-9.28
TOTAL							-123.38
Deposit		06/28/2019		Deposit	General Fund	General Fund	14.00
				Deposit	Fines		-14.00
TOTAL							-14.00
Deposit		06/28/2019		Deposit	General Fund	General Fund	10.00
				Deposit	Fines		-10.00
TOTAL							-10.00

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 June 2019

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 07/18/19

Num	Date	Name	Memo	Account	Paid Amount
	06/03/2019		CREDIT CARD DISCOUNT	General Fund	
			CREDIT CARD DISCOUNT	Bank Charges	-28.16
TOTAL					-28.16
	06/03/2019			General Fund	
			Trash		-176.09
TOTAL					-176.09
	06/25/2019	CalPERS		General Fund	
TOTAL				PERS Retirement (Contribution Account - Re...	-317.07
	06/03/2019	Calif. Public Employees' Retire...	Health insurance June 2019	General Fund	
EFT			June	PERS Group Health Insurance	-5,047.28
TOTAL					-5,047.28
	06/04/2019	Blanchard Community Library	Funds transfer for payroll pay date 6/6/19	General Fund	
EFT			Funds transfer for payroll pay date 6/6/19	Payroll (Checking Account - Payroll)	-18,500.00
TOTAL					-18,500.00
	06/14/2019	Calif. Public Employees' Retire...	Cal Pers PEPRRA Contribution for pay period...	General Fund	
EFT			Cal Pers PEPRRA Contribution for pay period 05...	CALPERS (Payee Account - Employee Dedu...	-1,248.12
TOTAL					-1,248.12
	06/14/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 for the period of 05/05/...	General Fund	
EFT			Cal Pers Classic 817 for the period of 05/05/19...	CALPERS (Payee Account - Employee Dedu...	-309.08
TOTAL					-309.08
	06/18/2019	Blanchard Community Library	Funds transfer for payroll pay date 6/20/19	General Fund	
EFT					

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
June 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Funds transfer for payroll pay date 6/20/19	Payroll (Checking Account - Payroll)	-17,225.00
					-17,225.00
EFT	06/24/2019	Calif. Public Employees' Retire...	Cal Pers PEPPRA Contribution for pay period...	General Fund	-1,258.67
TOTAL			Cal Pers PEPPRA Contribution for pay period 05...	CALPERS (Payee Account - Employee Dedu...	-1,258.67
EFT	06/24/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Jun...	General Fund	-3,544.85
TOTAL			Unfunded Accrued Liability Classic 817 June 2...	PERS Retirement (Contribution Account - Re...	-3,544.85
EFT	06/24/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPPRA June 2...	General Fund	-52.30
TOTAL			Unfunded Accrued Liability PEPPRA June 2019	PERS Retirement (Contribution Account - Re...	-52.30
10401	06/03/2019	Angel Rocha	May instructional hours	General Fund	-480.00
TOTAL			May instructional hours	Adult Programs	-480.00
10402	06/10/2019	Business Card	5474 1515 4599 6982	General Fund	-1,717.01
TOTAL			5474 1515 4599 6982	Bank of America Platinum Plus	-1,717.01
10403	06/10/2019	Los Angeles Times	Acct #10011275968	General Fund	-110.49
TOTAL			Acct #10011275968	Periodicals	-110.49
10404	06/10/2019	City of Santa Paula (067000-00)	111-067000-00	General Fund	-110.49

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
June 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Water & sewer usage 4/24/19 to 5/24/19	Water and Sewer	-500.87
10405	06/10/2019	City of Santa Paula (067500-00)	111-067500-00	General Fund	-500.87
TOTAL			Fire service 4/24/19 to 5/24/19	Water and Sewer	-71.53
10406	06/10/2019	ELM USA, Inc.	Invoice #21843	General Fund	-71.53
TOTAL			Invoice #21843	Book Binding/Mending	-138.95
10407	06/10/2019	Nancy Kierstyn Schreiner	Invoice #1475	General Fund	-138.95
TOTAL			Legal services for 5/21/19	Legal Fees (Outside (non-employee) legal se...	-300.00
10408	06/10/2019	Neopost.	7900 0110 8018 6524	General Fund	-300.00
TOTAL			7900 0110 8018 6524	Postage	-157.16
10409	06/10/2019	Stephen McFadden CPA	Invoice #5747	General Fund	-157.16
TOTAL			Accounting for May 2019	Accounting Fees (Outside (non-employee) ac...	-877.00
10410	06/10/2019	Athens Enviromental	A2-6747 & A2-4977	General Fund	-877.00
TOTAL			Invoice #187262 Invoice #186100	General Fund Trash Trash	-262.82 -176.09
10411	06/10/2019	Commercial Business Intelligen...		General Fund	-438.91

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
June 2019

Num	Date	Name	Memo	Account	Paid Amount
				1490.10 - Equipment	-6,980.00
TOTAL					-6,980.00
10412	06/10/2019	Plasticards, Inc	Invoice #00156036	General Fund	-975.00
			Invoice #00156036	Promotion & Public Relations	-975.00
TOTAL					-975.00
10413	06/10/2019	Unique Management Services, L...	Invoice #554423	General Fund	-125.30
			May placements	Collection Services	-125.30
TOTAL					-125.30
10414	06/10/2019	4imprint	Order # 18030730	General Fund	-412.89
			Order # 18030730	Adult Programs	-412.89
TOTAL					-412.89
10415	06/10/2019	Amazon Capital Services		General Fund	-57.69
				Adult AV	-57.69
TOTAL					-57.69
10416	06/10/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	-263.79
			415157 L444180 4 000000	General	-263.79
TOTAL					-263.79
10417	06/10/2019	Ned Branch	Monthly health insurance reimbursement	General Fund	-502.38
	06/01/2019		Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38
TOTAL					-502.38
10418	06/17/2019	Grisel Rangel	Reimb. lost book fee "One Saturday Afternoo...	General Fund	-10.00
			Reimb. lost book fee "One Saturday Afternoon"	Fines	-10.00
TOTAL					-10.00

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 June 2019

2:24 PM
 07/18/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-10.00
10419	06/17/2019	SoCalGas	Acct # 151 414 1668 3	General Fund	
			Gas usage 5/2/19 to 6/3/19	Gas	-38.59
TOTAL					-38.59
10420	06/17/2019	Kelly Cleaning & Supplies	Invoice #45291438	General Fund	
			Janitorial services for June	Janitorial Services & Supplies	-670.00
TOTAL					-670.00
10421	06/17/2019	Ventura County Star	Acct #VC0759927	General Fund	
			Acct #VC0759927	Periodicals	-372.95
TOTAL					-372.95
10422	06/17/2019	Claire M. Mills	Invoice 07/17/18	General Fund	
			Invoice 07/17/18	Children's Programs	-300.00
TOTAL					-300.00
10423	06/17/2019	Best Bubble Parties	Acct #17001 Invoice 170018267	General Fund	
			Acct #17001 Invoice 170018267	Children's Programs	-285.00
TOTAL					-285.00
10424	06/17/2019	Reptile Family	July 2 program Safari Extravaganza	General Fund	
			July 2 program Safari Extravaganza	Children's Programs	-350.00
TOTAL					-350.00
10425	06/17/2019	Landscape Valley	May landscaping charges	General Fund	
			May landscaping charges	Grounds Maintenance	-305.00
TOTAL					-305.00

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
June 2019

Num	Date	Name	Memo	Account	Paid Amount
10426	06/17/2019	Bibliotheca	Invoice US21034	General Fund	
			Invoice US21034	Network Services/ILS	-357.00
TOTAL					-357.00
10427	06/17/2019	LightGabler LLP	Invoice 43100	General Fund	
			May Professional fees	Legal Fees (Outside (non-employee) legal se...	-630.00
TOTAL					-630.00
10428	06/17/2019	Frontier Communications	Acct 805-525-2384-012885-5	General Fund	
			6/10/19 to 7/9/19 phone service	Telephone Expense	-239.99
TOTAL					-239.99
10429	06/17/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
			Invoice 4012562003	General	-2,117.27
TOTAL					-2,117.27
10430	06/17/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
			Invoice #4012458973	General	-37.59
			Invoice #4012458973	Children's Books	-9.69
			Invoice #4012535580	Books	-725.22
TOTAL					-772.50
10431	06/24/2019	Midwest Tape		General Fund	
			Invoice #97517499	Adult AV	-32.94
			Invoice #97518861	Adult AV	-44.30
TOTAL					-77.24
10432	06/24/2019	Sparkletts	26410174648715	General Fund	
			Water cooler rental	Office Expense	-11.36

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 June 2019

2:24 PM
 07/18/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-11.36
10433	06/24/2019	Dodos Design	Invoice #2625	General Fund	
			web design	Patron Computers	-2,907.00
TOTAL					-2,907.00
10434	06/24/2019	Southern California Edison	2-03-984-8064	General Fund	
			Electricity usage 5/20/19 to 6/19/19	Electricity	-2,168.38
TOTAL					-2,168.38
10435	06/24/2019	Document Systems	Coverage 5/23/19 to 6/22/19	General Fund	
			Invoice #100557 Front Area	Printing	-213.20
			Invoice #100558 Admin	Printing	-59.83
TOTAL					-273.03
10436	06/24/2019	Andy's Plumbing Place	Invoice #6649-519	General Fund	
			Invoice #6649-519	Building Maintenance	-95.00
TOTAL					-95.00
10437	06/10/2019	Santa Paula Times	VOID:	General Fund	
TOTAL					0.00

REGULAR MEETING OF JULY 23, 2019
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JULY 23, 2019
H(a) OLD BUSINESS: REVISED 2019-20 BUDGET

A copy of the revised budget for 2019-20 is attached. Updated information from the County Assessor and the Controller offices resulted in projected increases in revenue. Additionally, as a result of a clerical error, the line item for strategic planning expense was omitted; however, the amount was included in the totals.

RECOMMENDATION: Approve the Revised 2019-20 budget.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

	GENERAL FUND	LITERACY FUND	REVISED 2019-20 TOTAL	APPROVED 2019-20 TOTAL	2018-19 TOTAL	2018-19 ACTUAL	VARIANCE	
Revenue								
Pro Tx Curr Secured	\$364,000	\$0	\$364,000	\$364,000	\$344,500	\$364,016	\$19,516	5.4%
Pro Tx Curr Unsecured	\$7,000	\$0	\$7,000	\$7,000	\$25,000	\$7,474	(\$17,526)	-234.5%
Pro Tx Curr Supplemental	\$6,000	\$0	\$6,000	\$6,000	\$6,000	\$8,132	\$2,132	26.2%
Pro Tax Prior Secured	\$0	\$0	\$0	\$0	\$0	\$504	\$504	100.0%
Pro Tx Prior Unsecured	\$0	\$0	\$0	\$0	\$0	\$238	\$238	100.0%
Pro Tx Prior Supplemental	\$0	\$0	\$0	\$0	\$0	\$368	\$368	100.0%
Penalties	\$1,306	\$0	\$1,306	\$1,306	\$1,306	\$1,989	\$683	34.3%
Interest	\$932	\$0	\$932	\$932	\$932	\$16,390	\$15,458	94.3%
HOPTR	\$1,300	\$0	\$1,300	\$1,300	\$2,600	\$2,437	(\$163)	-6.7%
RDA Pass Through	\$95,000	\$0	\$95,000	\$70,000	\$50,000	\$119,565	\$69,565	58.2%
Special Assessment	\$314,000	\$0	\$314,000	\$310,000	\$309,794	\$303,288	(\$6,506)	-2.1%
	\$789,538	\$0	\$789,538	\$760,538	\$740,132	\$824,401	\$84,269	10.2%
Endowment	\$15,000	\$0	\$15,000	\$15,000	\$20,000	\$15,000	(\$5,000)	-33.3%
Donations	\$20,000	\$5,000	\$25,000	\$25,000	\$25,000	\$46,528	\$21,528	46.3%
Grants	\$1,000	\$60,000	\$61,000	\$61,000	\$31,000	\$110,460	\$79,460	71.9%
Fines & fees	\$0	\$0	\$0	\$0	\$5,000	\$5,399	\$399	7.4%
Printing	\$2,400		\$2,400					
TOTAL REVENUE	\$827,938	\$65,000	\$892,938	\$863,938	\$821,132	\$1,001,788	\$180,656	18.0%
Payroll & Benefits								
Salaries	\$371,984	\$98,000	\$469,984	\$469,984	\$411,440			
PERS Retirement	\$71,642	\$2,751	\$74,393	\$74,393	\$59,943			
FICA 0.1	\$28,457	\$7,000	\$35,457	\$35,457	\$30,680			
PERS Group Health	\$25,558	\$6,786	\$32,344	\$32,344	\$32,344			
PERS Group Health Annuitants	\$30,000	\$0	\$30,000	\$30,000	\$30,000			
SUI	\$3,000	\$500	\$3,500	\$3,500	\$3,500			
PERS 457 Plan	\$0	\$0	\$0	\$0	\$0			
Insurance--Workers Comp	\$1,795	\$500	\$2,295	\$2,295	\$1,692			
	\$532,436	\$115,537	\$647,973	\$647,973	\$569,599			
Services								
Communications	\$800	\$0	\$800	\$800	\$800			
Computer services	\$6,000	\$0	\$6,000	\$6,000	\$4,000			
Publicity	\$5,000	\$2,000	\$7,000	\$7,000	\$5,200			
Collection development								
Books								
Young adult books	\$3,000	\$0	\$3,000	\$3,000	\$3,000			
General	\$16,500	\$0	\$16,500	\$16,500	\$16,500			
Children's books	\$6,500	\$0	\$6,500	\$6,500	\$6,500			
A/V materials								
Young adult	\$600	\$0	\$600	\$600	\$600			
General	\$3,000	\$0	\$3,000	\$3,000	\$3,000			
Children's	\$1,200	\$0	\$1,200	\$1,200	\$1,200			
Databases	\$4,000	\$0	\$4,000	\$4,000	\$4,000			
Periodicals	\$5,000	\$0	\$5,000	\$5,000	\$5,000			
Library supplies								
Book binding/mending	\$2,000	\$0	\$2,000	\$2,000	\$2,000			
Library materials--other	\$0	\$0	\$0	\$0	\$0			
Memberships & dues	\$5,000	\$0	\$5,000	\$5,000	\$3,000			
Network services	\$68,000	\$0	\$68,000	\$68,000	\$60,000			
Over/short	\$0	\$0	\$0	\$0	\$0			
Programs								
Literacy	\$0	\$4,000	\$4,000	\$4,000	\$4,000			
Adults	\$4,500	\$0	\$4,500	\$4,500	\$4,500			
Children's	\$14,000	\$0	\$14,000	\$14,000	\$14,000			
Teens & Young adults	\$5,000	\$0	\$5,000	\$5,000	\$5,000			
Travel & meetings	\$3,000	\$2,000	\$5,000	\$5,000	\$2,500			
Total Services	\$153,100	\$8,000	\$161,100	\$161,100	\$144,800			
Administrative								

Advertising	\$250	\$0	\$250	\$250	\$250
Bank charges	\$400	\$0	\$400	\$400	\$400
Office expense	\$10,000	\$0	\$10,000	\$10,000	\$5,000
Postage	\$750	\$0	\$750	\$750	\$600
Professional services	\$0	\$0	\$0	\$0	\$0
Legal	\$6,000	\$0	\$6,000	\$6,000	\$6,000
Accounting	\$10,000	\$0	\$10,000	\$10,000	\$10,000
Audit	\$11,000	\$0	\$11,000	\$11,000	\$10,000
Grant Writing	\$1,000	\$2,000	\$3,000	\$3,000	\$7,000
Insurance	\$13,089	\$0	\$13,089	\$13,089	\$10,500
Printing	\$2,500	\$200	\$2,700	\$2,700	\$2,700
Telephone expense	\$3,000	\$0	\$3,000	\$3,000	\$4,000
Staff development & recognition	\$2,000	\$0	\$2,000	\$2,000	\$2,000
Strategic Planning	\$6,000		\$6,000	\$6,000	
Total	\$65,989	\$2,200	\$68,189	\$68,189	\$58,450
Facilities					
Janitorial services & supplies	\$10,000	\$0	\$10,000	\$10,000	\$8,100
Grounds maintenance	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Building security	\$1,500	\$0	\$1,500	\$1,500	\$1,000
Building maintenance	\$12,000	\$0	\$12,000	\$12,000	\$8,000
Utilities					
City of Santa Paula	\$6,500	\$0	\$6,500	\$6,500	\$6,500
SoCal Edison	\$25,000	\$0	\$25,000	\$25,000	\$25,000
The Gas Co.	\$1,200	\$0	\$1,200	\$1,200	\$850
Trash	\$2,250	\$0	\$2,250	\$2,250	\$2,000
Total	\$63,450	\$0	\$63,450	\$63,450	\$56,450
TOTAL OPERATING EXPENSES	\$814,975	\$125,737	\$940,712	\$940,712	\$829,299
OPERATING SURPLUS/(DEFICIT)	\$12,963	-\$60,737	-\$47,774	-\$47,774	-\$8,167
Extraordinary Expenses					
Legal	\$5,000	\$0	\$5,000	\$5,000	\$0
					\$0
NET SURPLUS/(DEFICIT)	\$7,963	-\$60,737	-\$52,774	-\$52,774	-\$8,167
REIMBURSEMENT FROM DIF FUND	\$30,000	\$0	\$30,000	\$30,000	\$20,000
CARRYOVER FROM 2018-19		\$50,000	\$50,000	\$50,000	
TOTAL SURPLUS/(DEFICIT)	\$37,963	-\$10,737	\$27,226	\$27,226	\$11,833

REGULAR MEETING OF JULY 23, 2019

I(a) NEW BUSINESS: REVISIONS TO BLANCHARD COMMUNITY LIBRARY PATRON CONDUCT POLICY

In April 2016 the Board approved a conduct policy for patrons. Staff is requesting revisions as indicated.

RECOMMENDATION: Staff recommends adoption of the revised Patron Conduct Policy

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



BLANCHARD COMMUNITY LIBRARY PATRON CONDUCT POLICY

Note: Proposed changes/edits have been made in red. Section headings are included here for the sake of organization and need not be included in subsequent drafts.

The Board of Trustees of the Blanchard Community Library welcomes patrons of all ages to use the facilities, services and resources of the library. For the comfort, safety, and protection of all our patrons and staff, we have established these rules of conduct.

RULES OF CONDUCT FOR ALL PATRONS

Behavior

- Patrons may not behave in any way which ~~disturbs~~ disrupts other patrons' use of the library.
- The library building and grounds are a smoke-free environment. Smoking, including e cigarettes, of any substance is prohibited.
- Use of loud, obscene, profane, threatening or insulting language will not be tolerated. Harassment, interference, and/or violation of another's privacy are also forbidden.
- Patrons may not threaten, strike, or physically interfere with library staff or other patrons.

- Patrons may not eat in or bring uncovered drinks into the library.
- Patrons may not distribute flyers, pamphlets, or other literature to library patrons.

- Appropriate use
 - Fraudulent use of a library card belonging to another for any purpose, including reserving or using computers, is not permitted.
 - Patrons may not misuse library furniture, equipment, or materials.
 - Patrons may not use library restrooms for personal grooming, bathing, or changing clothes.
 - Patrons may not use tobacco products, including e-cigarettes, within 20 feet of any door or operable window. ~~Fraudulent use of a library card belonging to another for any purpose, including reserving or using computers, is not permitted.~~
 - Food or uncovered drinks are not permitted in the library.
 - Patrons must wear shirts/tops, pants/shorts/skirts, and shoes at all times.
 - Patrons emitting strong, pervasive odors, including odors caused by perfume or inappropriate personal hygiene, will be asked to leave.

Illegal actions / substances

- Any action recognized as illegal is prohibited in the library.
- Patrons may not be under the influence of or be in possession of any controlled substance while on library grounds.
- The possession or use of alcohol on library grounds is prohibited unless prior approval has been granted by the District Director.
- Patrons may not smoke or use tobacco products, including e-cigarettes, within 20 feet of any door or operable window.
- ~~Patrons may not behave in any way which disturbs other patrons. Use of loud, obscene, profane, threatening or insulting language will not be tolerated. Harassment, interference, and/or violation of another's privacy are also forbidden.~~
- ~~Patrons emitting strong, pervasive odors, including odors cause by perfume or appropriate personal hygiene, will be asked to leave.~~
- Patrons may not exhibit or carry firearms, knives, or weapons of any kind on library property except as authorized by law.
 - ~~Patrons may not threaten, strike, or physically interfere with library staff or other patrons.~~
- Vehicles/bikes
 - Patrons **may** not bring bicycles, scooters, -or other such items into the library or lock bicycles them to anything other than the bicycle rack provided for that purpose.
 - Shopping carts are not allowed in the library; strollers, luggage, or other large items must be kept out of aisles, entryways, or walkways.
Animals are not allowed in the library, except service animals authorized by law.
 - ~~Fraudulent use of a library card belonging to another for any purpose, including reserving or using computers, is not permitted.~~

ADDITIONAL RULES FOR CHILDREN

Children and their safety are of great concern to the library and its staff. We encourage families and children of all ages to use the library; however, we remind parents that they are responsible for the safety and behavior of their children. Parents should remember that staff duties make it impossible for them to be alert to such dangers as a child wandering out of the library into the parking lot or “stranger danger.”

- Children, like all library patrons, are expected to behave appropriately. Parents and caregivers are reminded that the library is not a playground and that children should not be running, screaming, or jumping on the furniture while in the library.
- Children whose behavior is disruptive or disturbing to other patrons will be asked to behave more appropriately for a library environment. If a child continues to be a disruption or a disturbance, staff may ask the child’s caregiver to take the child out of the library for the remainder of the day.
- Children under the age of 8 must be accompanied by a parent or caregiver who is at least 12 years old. The child must be under the direct supervision of the parent or caregiver.
- If a child under the age of 12 is unattended at the time the library closes or if an unattended child has been asked to leave the library for failure to behave appropriately, staff will attempt to contact the child’s parents. Staff may not provide transportation to an unattended child. If the parents cannot be contacted within 15 minutes, staff will contact the Santa Paula Police Department.

Conduct that violates these rules will be dealt with in the following manner:

FIRST VIOLATION: Initial warning.

SECOND VIOLATION: Library privileges suspended for one day.

THIRD VIOLATION: Library privileges suspended for seven days.

FOURTH VIOLATION: Library privileges suspended for up to one year.

The District Director has the authority to restrict patron access for extended periods upon written notice.

Adopted by the Board of Trustees of the Blanchard/ Santa Paula Library District on April 26, 2016.

REGULAR MEETING OF JULY 23, 2019
I(b) NEW BUSINESS: ELIMINATION OF LATE FEES

Three of the libraries in the Black Gold Cooperative have eliminated fines for late fees. Revenue from late fees has diminished significantly since Black Gold changed the number of times an item can be renewed to five. We have anecdotal information that some parents in Santa Paula have not allowed their children to register for library cards because of potential fines

There is an accelerating trend across the country of libraries eliminating late fees. Several libraries that have eliminated fines has indicated that there has been little, in any, increase in materials not being returned.

The proposal is for discussion only at this time. The proposal does not include eliminating fees for lost or damaged items.

Removing Barriers to Access:

Eliminating Library Fines and Fees on Children's Materials

MEG JOHNSON DEPRIEST, MLIS, MSSW
PREPARED FOR THE COLORADO STATE LIBRARY



COLORADO
Department of Education
Colorado State Library



INSTITUTE of
Museum and Library
SERVICES

Abstract

The Supporting Parents in Early Literacy through Libraries (SPELL) research revealed that library fines and fees for overdue, damaged, and lost materials are barriers that prevent low-income parents and caregivers of young children from using public libraries. After reviewing the academic and professional literature regarding library fines and fees, including qualitative research, quantitative studies, and editorial pieces, as well as using finding from the two studies with parents and public libraries in Colorado, the Colorado State Library (CSL) recommends public libraries eliminate fines and fees on children's materials. The scant research on the value and impact of library fines and fees does not indicate a clear benefit of administering these policies, and they may be costly to enforce. Library governing authorities that develop policies to remove fines and fees on juvenile material find it effective in building a positive relationship with families with young children.

Introduction

Public libraries play a vital role in the development of early literacy skills of children and families in the communities they serve; storytimes and other programming give librarians an opportunity to teach parents of young children the importance of reading, writing, singing, talking and playing with their children. Thoughtfully developed children's collections are available for borrowing by families, particularly those that might not have the household income needed to purchase them. Unfortunately, while children's librarians encourage all parents and their children to avail themselves of the collection, the policies of many libraries are doing just the opposite.

The threat of accumulating fines for overdue materials and the fees associated with damaged or lost books is keeping low-income families away from libraries, or from checking out items to take home (Zhang, 2013). Whether the intended function of library fines and fees is to encourage the prompt return of materials, to supplement the library budget, or to teach patrons responsibility, overdue fines and replacement fees on children's materials can negatively affect the borrowing habits of members of our community who need the library the most (Zhang, 2013).

This white paper reviews the scant research on the costs and benefits of library fines and fees, summarizes the professional editorials on the subject, and asserts that these financial costs, particularly for children's materials, may be

more detrimental than beneficial to libraries with goals of meeting community literacy needs. Early evidence from Colorado libraries that have changed policies to be more accommodating of late, lost, and damaged materials offers additional evidence to justify these recommendations.

Literature Review

Librarians have been discussing, and in some instances debating, the propriety of charging fees for late, lost or damaged materials for decades. A review of the professional and academic literature reveals only a handful of small-scale studies of the effect of library fines on the borrowing behavior of library users (Breslin & McMenemy, 2006; Hansel, 1993; Burgin & Hansel, 1984; Burgin & Hansel, 1991; Reed, Blackburn & Sifton, 2014; Smith & Mitchell, 2005). In absence of empirical proof of the effectiveness of fines and fees, there exists a largely philosophical conversation in the literature with many authors in favor of eliminating fines and fees--at the very least for children's materials--and focusing on the inequitable access to materials for low-income families (Caywood, 1994; Chelton, 1984; DeFaveri, 2005; Holt & Holt, 2010; Livingston, 1975; Venturella, 1998).

Library Fines and Circulation Rates

While it is challenging to study the effect of library fines and fees on circulation patterns, a few researchers have attempted to do so. In 1981, Hansel and Burgin (1983) sent a survey to all public libraries in North Carolina to discern which circulation activities affected overdue rates over three years. They found no significant difference in overdue rates between libraries that charged fines and those that did not; and libraries that did not charge fines tended to have higher overdue rates in the short run, but lower overdue rates in the long term. Reflecting on their research, the authors stated "with overdues, as with so many aspects of librarianship, there are no easy answers--that seems to be the primary finding of the study" (Hansel & Burgin, 1983, p. 350).

Perhaps unsatisfied with the "no easy answers" conclusion in their first attempt, Burgin and Hansel replicated their study in 1983 and 1990. The 1983 study revealed much the same data as the 1981 survey, but added a new result: the amount of the fine charged by a library had a significant correlation with the overdue rate--low fines did not reduce overdue rates, but steep ones did (Burgin & Hansel, 1984). In the third study, the authors concluded "In short, it appears that few strategies used by the libraries in the present survey had any significant effect on overdue rates" (Burgin & Hansel, 1991, p. 65). As diligent as they were, in three research projects over fifteen years, these authors could not uncover data to support the assumption held in the profession that the existence of nominal fines is a successful incentive to patrons to return materials

on time; and only very steep fines seem to have had any significant effect on overdue occurrences.

While not conducted in a public library environment, Mitchell and Smith's (2005) experiment in an academic library is worth noting. They attempted to determine whether rewards, rather than punitive fines, affected the timely return of academic library materials. Even the presence of rewards as incentives did not influence the promptness, or lack thereof, of students in returning materials. Also in academia, librarians at Vancouver Island University removed fines to determine if this might improve use of the physical collection by their student population of non-traditional, adult and first generation students (Reed, Blackburn & Sifton, 2014). The authors reported the removal of overdue fines did not increase circulation, but the collection wasn't "pillaged," and there was no increase in overdue items. The authors believe "fines are a contentious topic among librarians, with many strongly held beliefs about their effectiveness backed by little evidence" (p. 275).

In seeking to determine why borrowing rates were down in libraries in the United Kingdom, Breslin and McMenemy (2006) conducted a survey of patrons and found that library rules, restrictive hours and "not feeling welcome" were all factors in the decline. Clayton and Chapman (2009) reported on a survey of public libraries in England and Wales. Like Burgin and Hansel, these authors found a lack of published research on the attitudes toward, and the effectiveness of, fines and fees in public libraries. Instead, they highlighted a

lack of consensus in the profession as to the effectiveness of charging fines. They reported that over 81% of the libraries responding to the survey did not charge fines for children's materials and concluded "it is difficult to reach any definite conclusion as to the impact of fines on library usage and image. There is an urgent need for more research in this field, particularly studies which investigate the opinions of library users and nonusers" (Clayton & Chapman, 2009, p. 15).

Colorado State Library's (CSL) SPELL research (Zhang, 2013), funded by the Institute of Museum and Library Services, included distribution of surveys in 2013 to caregivers of young children in low-income urban and rural areas of Colorado. In addition to learning about library habits among this group, CSL was interested to learn what barriers prevented low-income families with young children from visiting the library. Along with transportation and scheduling issues, respondents to the survey identified library fines as a one of the "things that get in the way" of their use of the library (Zhang, 2013, p. 17). Further anecdotal stories in focus groups with low-income parents in the study reveal that both fines for late items and fees for lost or damaged books make parents reluctant to check out books and to have their children enjoy library books at all.

Neuman and Celano (2004) conducted a study examining the influence of school and public libraries on young children's literacy skills. They found libraries in economically disadvantaged areas of the community had significantly lower circulation rates than middle class neighborhoods. Using

ethnographic research methods, including interviews and observation, they discovered "many families in low-income areas did not own a library card, or if they did, family members were reluctant to check out books because they feared having to pay overdue fines" (p. 83). The traditional practice of charging late fees has left a lasting impression on the very people who most need libraries: community members who are economically disadvantaged, many with young children at home.

In summary, the library profession lacks data to support the argument that the presence of fines for overdue materials positively influences return rates on materials. In addition, a few research studies conclude that circulation rates among low-income families are lower due to the presence of library fines and fees. With such inconclusive evidence of the value of fines and indicators of the negative effects, the 1984 *Library Journal* editorial titled "What Are Fines for?" could have been written today:

In the absence of circulation, delinquency, collection turnover, and collection loss rates by age group, it is impossible to say whether any particular library is achieving this goal or not, especially if there are no data showing trends in these rates prior to the implementation of a fine system. Discussion of the spurious issues seems to rise in direct proportion to the absence of data to examine the third (Chelton, 1984, p. 868).

One is left to conclude that policy decisions surrounding the collection of late fees from patrons cannot be supported by hard data. Policies surrounding overdue materials, especially children's materials, must be based on careful consideration of the role of libraries in the community and the lives of its

members. There is no shortage of articles, editorials and other opinion pieces on this subject in the library profession's literature.

Professional Discussion on Fines and Fees

Library Fines and Civic Responsibility

Some community members, including librarians, staff, administrators, and users of libraries, believe that fines for late materials function to provide equal access to materials by encouraging patrons' sense of civic responsibility. Their philosophy is that the threat of fines teaches borrowers to return material on time so that others may access the collection. In his *Library Review* editorial "On Library Fines: Ensuring Civic Responsibility or an Easy Income Stream?", McMenemy (2010) examined both sides of the argument, and he concluded "It seems to me they serve a vital function for any library that requires efficient and equitable circulation of stock" (p. 81). Jerome (2012) addressed the issue with passion in "Occupy the Library. Fines: A Manifesto." When she was a younger librarian, she believed that libraries should not charge fines, but she now believes that not charging for late material, or adjusting them for certain portions of the population, has led to a sense of entitlement in patrons. By waiving fines for some borrowers, libraries are denying other community members access to those materials that are late. She asks "How 'right' is it to let

a few essentially take advantage of the rest?" (p. 7). Both authors emphasize that the collection is for all members of the community, and the threat of fines serves as an incentive for the prompt return of materials that can then be used by other community members.

Many opponents to library fines disagree with the socialization argument. They believe it is the job of parents, not libraries, to socialize children, and charging fines on children's materials is punitive and a barrier to access. In her article "Penny Wise, Pound Foolish," Caywood (1994) emphasized this point:

Some librarians argue that fines teach children responsibility. This is an ironic view since it often is the parent--if not the child--who decides if they can return to the library by the due date. I have watched some parents become so incensed over a child's fines that they forbade library use. I don't know whether these kids are learning responsibility, but I'm certain they are not learning to regard the library as a welcoming place (p. 44).

In an analysis of this topic, faced with a hypothetical situation in which a librarian feels uncomfortable about collecting late fees from an adolescent borrower, Galloway (1984) asked "Since when is it the duty of librarians to teach kids responsibility?" (p. 869). In the same discussion, Chelton (1984) cast doubt at the "predictable, spurious socialization arguments" with the query: "if the purpose of fines is socialization, how does one justify fines for adults, who are presumably already socialized?" (p. 869).

At a time when the role of libraries in the community is under examination, it is time to move away from the traditional notion of libraries as quiet institutions with authoritarian rules of behavior where children learn to fear incurring

finer. Instead, library staff can leave the socializing of children to parents, and provide the tools parents need to foster literacy skills in their children without threat of financial retribution for small infractions to rules.

Fines, Fees and the Library's Budget

In some library systems, funds generated by fines and fees supplement library budgets. McMenemy (2010) highlights income generation lessening the tax burden on the community as one of the reasons people advocate for these charges (p. 79). Those who disagree with this notion argue that administrative costs associated with collecting fines and fees can surpass the revenue they generate. Vernon Area Public Library (Illinois) is just one library that has eliminated overdue fines and fees that amounted to less than one percent of their budget and cost far more to collect (Pyatetsky, 2015).

High Plains Library District (Colorado) eliminated late fines on library materials and found the financial repercussions to be "neutral" because they were able to eliminate costly credit card technology on their self-check machines (J. Reid, personal communication, April 26, 2016). Staff time and money-collecting technology are expensive, and when the amount generated by charging fines is compared to the costs associated with collecting them, it becomes clear charging fines for revenue may not make sense.

Fines, Fees, and Low-income Populations

In 2012, the ALA issued a policy statement, "Library Services to the Poor," that called upon libraries to acknowledge the important role they can play in "enabling poor people to participate fully in a democratic society" (ALA, 2012, para. 1). Libraries are encouraged by the ALA to promote "the removal of all barriers to library and information services, particularly fees and overdue charges" (para. 2). The ALA joins many members of the library community in the opinion that charging library fines for materials, while equal treatment, is not fair because the practice disproportionately affects low-income members of our society.

The idea that charging fines is unfair to children, especially those who are from low-income families, is not new. In 1975, the King County Library System's Children's Services Department Committee on Fines presented a proposal to eliminate fines for overdue materials to the King County (Washington) administration. They advocated for removing fines on children's materials, discussed other libraries that had removed fines without negatively affecting circulation patterns, and they were adamant about the negative effect on borrowing among low-income families:

We feel that fines are not justifiable theoretically or practically for either adults or children, however we feel that they are particularly damaging to children's attitudes to and use of the library. We believe that children have a right to use the library independent of

their parents' financial pressures and that fines discourage library use particularly among children (Livingston, 1975, p. 80).

The administration rejected the proposal, despite the passionate support of committee members and librarians.

Over forty years later, the library profession is still divided on fines (and fees) on children's material, and the policies of many institutions still include these practices. For example, in San Jose, California, libraries raised their fines to 50 cents per item, per day. In poor neighborhoods, almost one-third of the residents were barred from using the library because of unpaid fines (Pogash, 2016). An elementary school principal interviewed about the San Jose libraries' policy stated that fines are a "slap on the wrist" for middle income families, but if forced to choose between paying library fines "and putting food on the table and a roof over the children's heads, it's a no-brainer: it's better not to check out library books" (para. 18). Thus, treating all library patrons equally by assessing a fine for late materials is inequitable: it disproportionately affects low-income families.

With regard to fees for lost items, in "Breaking Barriers: Libraries and Socially Excluded Communities," DeFaveri (2005) described a situation in which a mother was charged \$25.00 for a lost picture book. The author asks members of our profession to contemplate the long-term consequences of choosing to collect \$25 in the short term:

Will this family be comfortable returning to the library?

If the library does not charge for the damaged book, it loses about \$25.00. When the library fails to recognize situations where charging replacement costs means losing library patrons, it loses the opportunity to participate in the life of the patron and patron's family. By choosing to make a \$25 replacement cost more significant than the role the institution can play in the social, developmental, and community life of the family, the library forfeits its role as a community and literacy advocate and leader.

It will cost the library more than \$25.00 to convince this mother to return to the library. It will cost the library more than \$25.00 to persuade this mother that the library is a welcoming community place willing to mount literacy programs aimed at her children, who will not benefit from regular library visits and programs. And when these children are adults, it will cost the library more than \$25.00 to convince them that the library is a welcoming and supportive place for their children (DeFaveri, 2005, para. 20-22).

DeFaveri also discussed the ingrained nature of fines, and she called for librarians to understand that they affect different populations differently:

Fines, replacement costs and processing fees are affordable for the middle class, but represent significant and often overwhelming costs for poor people. As a result, poor patrons with fines over \$10.00 who cannot pay the fines are excluded from accessing library resources. This barrier to library use has short and long-term consequences for the library and the community it serves" (para. 17).

In agreement with DeFaveri, Venturella (1998) emphasized the leadership and advocacy roles of libraries. She argued that overdue fines are a burden to low-income library users, and she insisted "It is a moral imperative that we be responsive to the needs of the community" (p. 33).

The ALA urges libraries to play a significant role in supporting low-income users as valued members of our society. Children's librarians encourage parents to use the library and teach them how to grow early literacy skills in their young

children. Yet, as Holt and Holt (2010) observed, "Reacting to fines and the cost of lost books, or just fearing such expenses, parents and caregivers in poor families may make a rational decision to not allow their children to get a library card or to check out books that might get lost" (p. 51). The SPELL research (Zhang, 2013) confirms this assertion.

Removing Fines and Fees in Public Libraries

Some public libraries across the United States are changing their policies and seeing little difference in their circulation statistics and, more importantly, improving the library experience of community members. In Pyatetsky's (2015) opinion piece "The End of Overdue Fines?" she suggested the act of eliminating library fines is becoming more widespread and accepted. Algonquin Public Library (Illinois) removed fines; at the one year anniversary of the policy change, they saw no negative effects. Witnessing this, Vernon Public Libraries in the northwest Chicago suburbs followed suit (Pyatetsky, para. 2, 2015).

After determining that charging fines was costing more than the revenue it brought in, Gleason Public Library (Illinois) stopped charging fines and saw no significant difference in the amount of time people were keeping materials (West, 2012). The library director, Angela Mollet, said having a "fine-free" policy was in keeping with the library's mission: "What role do fines play in a library? I want to encourage people of all ages to read, to discover, to be curious, and it doesn't make sense to put up any barriers that might prevent that" (West, 2012,

para. 29). The staff and trustees at Gleason Public Library placed emphasis on removing obstacles to accessing materials, especially for children.

Some libraries offer innovative programming along with policy changes. For example, The New York Public Library, which does not charge fines for late children's books, waived the outstanding fees for lost materials on children's accounts as part of their summer reading program on the condition that children participate in the program and read. The library subtracted one dollar off of their fines for each 15 minutes each child spent reading (Allen, 2011, para. 2). Another creative program can be found at the Public Library of Cincinnati and Hamilton County. While this system does charge fines, the rate is five cents per day for children and 20 cents for adults (The Public Library of Cincinnati and Hamilton County, 2016). Regardless of the status of their accounts, children and teens in this system could ask for their own cards, issued immediately upon request, that allow them to check out a set number of books at a time during the summer. When one book was returned, they could check out another. "The timing on these new cards was key to encouraging and enabling kids and teens whose regular cards have been blocked because of fines or losses, or whose parent were too worried about them running up fines and fees to be able to participate in the Summer Reading program, and to keep up their reading skills over summer break" (Keller, 2011, p. 14). The staff and governing entities of both of these libraries recognized the importance of

removing barriers for young children and developed innovative programs and policies to address the library fines problem for children.

The High Plains Library District (Colorado) participated in a second SPELL research project in which recommendations for the initial research, including removing fines and fees on children's materials, were tested in eight communities. Upon learning that parents and guardians of young children reported library fines to be a barrier to visiting the library, the district eliminated fines on all late returns of materials (excluding DVDs). The main objective of the policy was to increase circulation of children's materials, and the board and administration wished to bring new users into the library. Six months after fines were eliminated, overall circulation was up, and 95% of their materials were returned within a week of the due date (J. Reid, personal communication, April 26, 2016). Staff members of libraries are pleased with the policy change, as they have far fewer unpleasant interactions with patrons about fines, and have more time to accomplish their other duties. The financial effect on the institution, as indicated earlier, has been labeled "neutral." In order to determine if late return of items was affecting the experience of patrons waiting for items, the district examined circulation data and found no increase in "patron disappoints." While patrons might be slightly slower at returning items, this is not negatively affecting the experience of other users of the library.

Other Colorado libraries participating in the second SPELL project have policies regarding children's materials that support early literacy in their

community. Pueblo City-County Library District does not charge fines on picture books and board books, and Denver Public Library has no fines for juvenile and young adult items. Guided by SPELL research findings, Garfield County Public Library District no longer charges fines on picture books, waives fees for damages to board books, and has become more lenient about damages to picture books in the interest of encouraging families to make full use of the materials. According to the library's director, Amelia Shelley, "The library district believes the financial impact will be small, but the impact on children will be immeasurable" (Shelley, 2014, para. 4). There are no fines charged for overdue materials checked out from the Montrose Regional Library District's

bookmobile:

The reasoning for this is two-fold. First, these patrons can struggle to have consistent access to the library, so getting materials returned on time can be a real challenge and we want to make using the library as easy as possible for these patrons. Secondly, many of our target families are low-income and having library fines could prevent continued use of the Bookmobile if they weren't able to pay them off (Lizz Martensen, personal communication, May 26, 2016).

Moving away from the traditional practice of charging library users for late, lost or damaged children's materials has allowed libraries participating in the second SPELL project to focus on nurturing early literacy skills development in low-income households. Removing the financial barrier to library use aligns them with their missions and the ALA's position regarding library services to economically disadvantaged members of our community.

Conclusion and Position

The Colorado State Library recommends public library administrators and governing bodies eliminate library fines, and reconsider fees for lost or damaged items, on children's materials, and other items as deemed appropriate for local service. Fines are punitive, not educational incentives. Damaged and lost material is an inevitable aspect of library use, particularly with very young children, and needs to be considered the cost of doing business with the library's young patrons.

The profession has little empirical evidence that charging fines results in greater circulation of library materials, or indeed the return of items in a timely manner. The administrative costs, including equipment rental, collection contracts, and staff time associated with collecting funds from patrons, often equals or exceeds the revenue earned from library fines and fees. At a time when libraries struggle to remain relevant and increase library use, it may be counterproductive to enforce policies that are punitive in nature and further the stereotype of libraries as authoritarian institutions to be feared.

Librarians have an opportunity to play a meaningful role in the lives of children and families in their communities. By eliminating library fines and fees, particularly on children's materials, public libraries become more welcoming to

children and families. Early literacy skills are crucial to school readiness, so it is important that parents and caregivers from all income-levels in our society have access to materials they can use daily in the home to practice reading, singing, talking, writing, and playing with their children. Children's librarians are thrilled when they see families checking out a stack of picture books, and families should be encouraged to do so, rather than be fearful of the late fines and book damage fees that might accrue. Based on the research, these user-friendly policies will bring more community members into the library, especially the low-income populations who need libraries the most.

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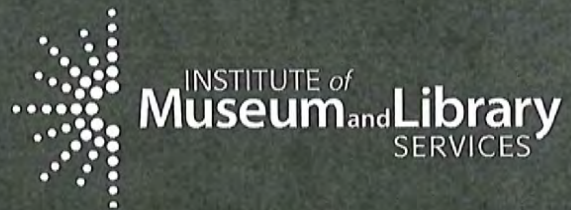
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Eliminating Fines: Key Arguments and Links to Articles/Research

Key Arguments

- Values and Mission based
 - Removing barriers to access
 - Providing equitable service
 - Increases usage by residents who might otherwise be disenfranchised
 - Fines penalize hardest families who can least afford it.
- Value of early literacy
 - Fines penalize children and their future success
 - Fine-Free Supports early literacy which is key to future academic and economic success
- Improves customer experience
 - Staff identified barriers to Customer Service identified fines as #1
- Improves staff experience
- Increases collection usage
- Potentially cost neutral (due to savings of staff time)
 - Loss/damage is cost of doing business. Many items have already depreciated.
 - **Damaged and lost material is an inevitable aspect of library use, particularly with very young children, and needs to be considered the cost of doing business with the library's young patrons.**
- Fact-based and Research-based:
 - Research does not support that fines result in significant improvement in return of materials.
 - Fiscally sound decision that allows us to better align limited staff time with duties that are more aligned with creating value for the community

True Story: Shondria (My Lyft Driver in Atlanta) told me...

- Grew up walking to the library with her siblings
- Her kids are 7,11,15
- She doesn't let her kids use the library because of the "deadlines" that we have
- "It's like having to pay another credit card bill at the end of the month that I can't afford"

Links to Articles and Research

- **Why public libraries are finally eliminating the late-return fine**
 - "For low-income users, however, it can be a prohibitively expensive penalty. With unpredictable costs hovering over each checkout, too many families decide it's safer

Eliminating Fines: Key Arguments and Links to Articles/Research

not to use the library at all. As one California mother told the New York Times last spring, "I try to explain to [my daughter], 'Don't take books out. It's so expensive.' "

- "The good news is that librarians are noticing. Since 2010, districts in northern Illinois, Massachusetts, California, and Ohio—to name a few—have eliminated some or all late fines."
- The End of Overdue Fines? (Article in Public Libraries)
 - The Vernon Area Public Library (VAPL) in the northwest suburbs of Chicago eliminated overdue fines this past August, and ELA Public Library, a neighbor of VAPL, followed suit in September. They are modeling their policy on Algonquin (IL) Public Library (another neighbor) and their decision to remove overdue fines in September 2014. VAPL noted that Algonquin, nearing its one-year anniversary of instilling the policy, **has had no adverse effects. In fact, it's only increased the goodwill of patrons towards the public library.** Since introducing the no overdue fines policy, VAPL has also **received only positive responses** from their patrons and the community at large.
 - The big question is whether or not this becomes a drawback as far as funding for the library itself and whether or not patrons will actually bring items back without the incentive of fines. VAPL details some of their answers to this on their website at <http://vapld.info/fines>. It appears that fines only amount to less than 1% of their total annual budget. **VAPL also states that the cost of staff time to handle overdue fines and of processing the amounts to more than what they're earning back from patrons.** And just because overdue fines are eliminated does not mean that patrons will not have consequences for not returning items.
 - patrons are motivated to return items because others are waiting and because there is a due date, not because of a dime per day overdue policy. Beyond that, library cards will be suspended two weeks after patrons do not return their items. Along the way, reminder emails and letters for the items to be returned are sent out, and patrons always have the option to renew the item to avoid it becoming overdue in the first place.
 - Library Bill of Rights. Although not specifically referring to overdue fines, they do state that: "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access."
 - We want to make the library institution as accessible as possible for anybody. We want the poor to be able to come in and lift themselves up; we want the youth to be able to feel unhindered to come into the library and enjoy our programs and materials.

Eliminating Fines: Key Arguments and Links to Articles/Research

- Removing Barriers to Access - white paper for the Colorado State Library
 - The Colorado State Library recommends public library administrators and governing bodies eliminate library fines, and reconsider fees for lost or damaged items, on children's materials, and other items as deemed appropriate for local service.
 - Fines are punitive, not educational incentives.
 - **Damaged and lost material is an inevitable aspect of library use, particularly with very young children, and needs to be considered the cost of doing business with the library's young patrons.**
 - The profession has little empirical evidence that charging fines results in greater circulation of library materials, or indeed the return of items in a timely manner.
 - **The administrative costs, including equipment rental, collection contracts, and staff time associated with collecting funds from patrons, often equals or exceeds the revenue earned from library fines and fees.**
 - At a time when libraries struggle to remain relevant and increase library use, **it may be counterproductive to enforce policies that are punitive in nature and further the stereotype of libraries as authoritarian institutions to be feared.** Librarians have an opportunity to play a meaningful role in the lives of children and families in their communities. **By eliminating library fines and fees, particularly on children's materials, public libraries become more welcoming to children and families. Early literacy skills are crucial to school readiness, so it is important that parents and caregivers from all income-levels in our society have access to materials they can use daily in the home to practice reading, singing, talking, writing, and playing with their children.**
 - Children's librarians are thrilled when they see families checking out a stack of picture books, and families should be encouraged to do so, rather than be fearful of the late fines and book damage fees that might accrue. **Based on the research, these user-friendly policies will bring more community members into the library, especially the low-income populations who need libraries the most.**
 - **"The threat of accumulating fines for overdue materials and the fees associated with damaged or lost books is keeping low -income families away from libraries, or from checking out items to take home (Zhang, 2013).**
 - Whether the intended function of library fines and fees is to encourage the prompt return of materials, to supplement the library budget, or to teach patrons responsibility, **overdue fines and replacement fees on children's materials can**

Eliminating Fines: Key Arguments and Links to Articles/Research

negatively affect the borrowing habits of members of our community who need the library the most"

- **Administrative costs associated with collecting fines and fees can surpass the revenue they generate.** Vernon Area Public Library (Illinois) is just one library that has eliminated overdue fines and fees that amounted to less than one percent of their budget and cost far more to collect (Pyatetsky, 2015) .
- **High Plains Library District (Colorado) eliminated late fines on library materials and found the financial repercussions to be "neutral" because they were able to eliminate costly credit card technology on their self-check machines (J. Reid, personal communication, April 26, 2016). Staff time and money - collecting technology are expensive, and when the amount generated by charging fines is compared to the costs associated with collecting them, it becomes clear charging fines for revenue may not make sense.**

Thus, treating all library patrons equally **by assessing a fine for late materials is inequitable: it disproportionately affects low-income families.**

With regard to fees for lost items, in "Breaking Barriers: Libraries and Socially Excluded Communities," DeFaveri (2005) described a situation in which a mother was charged \$25.00 for a lost picture book. The author asks members of our profession to contemplate the long-term consequences of choosing to collect \$25 in the short term: Will this family be comfortable returning to the library?

Yet, as Holt and Holt (2010) observed, **"Reacting to fines and the cost of lost books, or just fearing such expenses, parents and caregivers in poor families may make a rational decision to not allow their children to get a library card or to check out books that might get lost"** (p. 51). The SPELL research (Zhang, 2013) confirms this assertion.

After determining that charging fines was costing more than the revenue it brought in, Gleason Public Library (Illinois) stopped charging fines and saw no significant difference in the amount of time people were keeping materials (West, 2012). The library director, Angela Mollet, said having a "fine-free" policy was in keeping with the library's mission: "What role do fines play in a library? I want to encourage people of all ages to read, to discover, to be curious, and it doesn't make sense to put up any barriers that might prevent that" (West, 2012,)

Upon learning that parents and guardians of young children reported library fines to be a barrier to visiting the library, the district eliminated fines on all late returns of materials (excluding DVDs). The main objective of the policy was to increase circulation of children's materials, and the board and administration wished to bring new users into the library. **Six months after fines were eliminated, overall**

Eliminating Fines: Key Arguments and Links to Articles/Research

circulation was up, and 95% of their materials were returned within a week of the due date

Staff members of libraries are pleased with the policy change, as they have far fewer unpleasant interactions with patrons about fines, and have more time to accomplish their other duties. The financial effect on the institution, as indicated earlier, has been labeled "neutral." In order to determine if late return of items was affecting the experience of patrons waiting for items, the district examined circulation data and found no increase in "patron disappoints." While patrons might be slightly slower at returning items, this is not negatively affecting the experience of other users of the library.

- We're Fines Free! | Addison Public Library
 - Fines make up only .07% of our budget – **a number that is dropping every year.**
 - You support us with your taxes. We would like to make using the library a less stressful, **more accessible experience for the entire community**, no matter what a household's financial circumstances.
 - This community has built a beautiful library, filled it with educational and entertaining materials, and employed knowledgeable, helpful staff. **There should be as few barriers as possible to its use by all.**
 - Addison Public Library is not the only library to go fines-free; at least six other Illinois libraries have stopped charging overdue fines as well. This New York Times article explains some of the reasons behind this movement. **People are still responsible for the items they check out.** If items are kept longer than 14 days past the due date, the user account is blocked from any further use and the items are charged to that account at full replacement value. The account will remain blocked until the items are returned, in acceptable condition, or paid for. We are very excited to be able to provide a fines free library for the Addison community. **We hope to see even more guests coming through the front door to enjoy all that is on offer.** Part of our strategic plan is to **create a welcoming, accessible space.** We feel that ditching overdue fees takes us one step closer to the goal.
 - Fees Schedule | Addison Public Library
- Columbus getting rid of fines (Columbus Metro Marketing Collateral)
 - **Why is Columbus Metropolitan Library getting rid of overdue fines?** Our goal is to make sure our customers can enjoy all the books and services the library offers. Overdue fines can prevent some customers – especially kids – from checking out books and other materials. We don't rely on the money we receive from overdue

Eliminating Fines: Key Arguments and Links to Articles/Research

finer to run the library.

- Columbus libraries to eliminate overdue book fines | NBC4i.com

- **"Removing barriers to get more materials into the hands of more customers brings us closer to achieving our vision of a thriving community where wisdom prevails,"** said CEO Patrick Losinski."

Rather than imposing fines, the library will instead block library cards of patrons with materials 21 days or more overdue. If an overdue item is not returned 35 days after its due date, it is deemed lost and the customer is charged a replacement fee. That fee would be removed if and when the customer returns the item.

Customers with cards blocked for long overdue materials are still able to access eBooks, reserve meeting rooms, use public PCs and other library services.

Other Ohio library systems that have eliminated fines include the Delaware County District Library (except AV materials, since 1986), and Worthington Libraries (since October 2016). Additionally, Stark County District Library went fine-free in 2014.

- **Spell Research Project:**

Eliminating Fines -- spell research methodology and findings.pdf

- **Finding -- fines are one of the biggest barriers.** Two of the communities, Colorado Springs and Aurora, are large urban areas; the other two, Fort Lupton and Leadville, are rural areas. All four have a large low-income demographic. The survey was available in English and Spanish. In total, 223 valid surveys were collected.

- Early literacy fine reduction

- Parents frequently check out several items at a time for their children. Studies have shown that having access to lots of books is an important predictor of reading success. **By reducing fines, enabling families to check out more early literacy materials.**

- **Discussion on Library Listserv:** [OPLINLIST] "No-Fine" Libraries

- "The Mercer County District Library started "No Fine" in April of this year to start off National Library Week. We decided to charge no fines for all items including movies. So far it has gone quite well. Patrons and staff have been very receptive of the idea. **I've seen an increase of lost items being returned to the library which is exactly what I wanted to see.** The number of overdue items has remained about the same since we went stopped charging fines. The main incentive we have to get patrons to return items is that their accounts are limited or blocked if they have so

Compiled by Peter Bromberg, May 2017

This document and more resources at: <https://goo.gl/g3t7c7>

Eliminating Fines: Key Arguments and Links to Articles/Research

many overdue items. If they have 3-9 overdue items, they are limited to 10 checkouts total. If they have 10 or more overdue items, their account is blocked from checking out items. I believe that these situations have rarely occurred since we fine free. The few patrons that have been limited or blocked have been more than willing to return their items once they know they won't be charged anything for bringing them back. "

- **Discussion on Library Listserv** [\[OPLINLIST\] "No-Fine" Libraries](#)

- "We have found that patrons return overdue items an average of 7.8 days past the due date. However, if an item is on hold for another patron, they return requested items a half day sooner on average (7.4 days). **The same number of "abusers" exist now as before we started no fines – 250 patrons out of 105,000 active patrons. The incentive to return library materials remains the same – if they are not returned, you must pay for the item.** We have found that 97% of patrons return their items on time or within an average of 7.8 days overdue.

We are using hard data, not anecdotal stories -- which anyone who works the front line will have. **We realized we were setting up all of our rules for the 3% who abuse their public library. We also found that only 8-11% of our collection was "in use," in the homes of residents who own the materials. We realized we aren't a book storage company and we wanted to remove what we could identify as barriers to use.**

The board and administration are very pleased with the results of the experiment and plan to continue to offer no fines. I would encourage anyone thinking about a no-fines policy to begin by checking what percentage of their collection is checked out. Then you will know if there may be barriers that need to be removed to promote use."

- **Discussion on Library Listserv** [\[OPLINLIST\] "No-Fine" Libraries](#)

- **"What it does do is provide a barrier to library services, particularly for the people whose economic situations make our services most valuable. Eliminating fines not only let us stop punishing our poorer patrons, it also clarified our priorities and eased the work on the staff:** because we care about the materials, not the penalties, staff had the freedom to waive fines but not lost material charges. This can be confusing both to the staff and to the patrons. Now, balances against patron accounts are only lost material charges, which go away completely when items are returned."

- **Late fees overdue for a change - Times Union**

- "A lot of people will just walk away from that and not use the library again," Kirkpatrick said. **"The last thing we want is to have people, especially children,**

Eliminating Fines: Key Arguments and Links to Articles/Research

cut off from services at the library.'" "

- Rochester Public Library eliminating overdue fines for
 - "Further, a study of other libraries across the country who have eliminated fines show an increased use of the library by children."
- The end of library fines in Lafayette Parish? | KLFY
 - "The fines penalize people, and we've found through the years that they penalize the young kids and the low income people the most," Elberson continued. "People feel guilty. They want to use the library, but they have fines. We want those people to come back and use the library. We don't want people to have to be scared."
- Good QandA on Eliminating Fines- From Cape Elizabeth Council Packet 2013
 - " More books seem to be coming back, time overdue does not seem to be any different. We recently shortened our notice schedule from 7/14/21/60 days to 3/7/14/28 days and this has made a bigger impact on returns than lack of overdue fines. **The biggest impact was removing the negativity from nearly every transaction, and the impression that families would not be penalized for lateness when all items had been returned in good condition. "**

Changing your circulation period to 21 or more days helps even more because it decreases overdue items. We just migrated to a new ILS that has a 3-day courtesy notice before the due date and have seen another reduction in overdues. The people who check out and never return will do that anyway, whether or not there are fines. **There is some research that shows overdue fines are not statistically effective in increasing returns on time or at all.**
- Is the lifting of library fines long overdue? | csmonitor.com
 - **It takes an incredible amount of staff time** to collect 50 cents, to monitor it, and send out notices. We weighed the actual costs of collecting fines against the revenue brought in and decided it was kind of a wash."
 - "Young families borrow a great deal of items," says Kathy Killeen, director. "They've got a lot of pressure on them. If they're a week behind, they don't have to pull out their wallet. It just takes that onerous element of libraries out of our exchanges with people."

Eliminating Fines: Key Arguments and Links to Articles/Research

- All are forgiven: Vernon Area library halts fines for overdue books

- "The Ela Area Public Library in Lake Zurich is next. Officials there plan to eliminate assessing late fees starting Sept. 2. Select libraries in Ohio, Missouri, Massachusetts, Colorado and other states have eliminated fines, too. **Sari Feldman, president of the American Library Association, acknowledged that fines and fees can be barriers preventing people -- especially poorer people -- from using library services. And as libraries become places people turn to not just for books but also for community events, job-search assistance and other programs, finding ways to reduce those barriers is important, she said.**"

And the manpower needed to answer questions about fines and process them wasn't worth the money coming in, Savage said. Through research done earlier this year, officials also discovered late fees didn't encourage people to return books and videos on time. "People bring things back because they're done with them," Savage said. "Or they bring them back because they're due."

- No more late fines at the library? | Articles | News | OakPark.com

- "Library Board President Matt Baron said the change, which wouldn't go into effect until June 1, **aims to bring greater equity to low-income patrons who are at greater risk of losing access to library materials because they're unable to pay the fines.**

Library Director David Seleb said his goal is to eliminate barriers to the library and that overdue fines are part of an outdated model. "It's always assumed that library fines are a discouragement to patrons keeping materials that are overdue," Seleb said. "Frankly, that's never been demonstrated to be true." "It's going to do away with one of the biggest points of friction between the staff and the public," he said. A library board memo says fines are a "regressive method of raising revenue: they impact the most those who can least afford them."

Similarly, Vernon Area Public Library eliminated fines a year and a half ago and has experienced **an increase in overdue items, but the amount of time the items remain overdue has decreased dramatically.** Cynthia Fuerst, Vernon Area Public Library director, said the items that are overdue but coming back sooner, noting, that **the average number of days items are overdue has dropped 42 percent on average.** "Under our traditional model, [overdue] items were an average of 19 days late; now, they're being returned 11 days late [on average]," she said.

She said first-time checkouts are up, though, because patrons have "more comfort checking out materials because we're not nickel and diming them." "No one wants to shake down a busy family or a stressed out student for a pocket full of

Eliminating Fines: Key Arguments and Links to Articles/Research

change," Fuerst said. "It just wasn't the kind of customer experience we wanted to provide."

- Two Fineless Years, A History, Analysis, and Evaluation (research from 1972)
 - The two-year experience of the Alameda County Library System without fines for overdue materials has been successful, in agreement with most of the other public libraries that have tried it. The benefits that were hoped for have been realized in practice.

- Overdue fines to be eliminated at the Stark County District Library - News - The Repository - Canton, OH

- ""The old way of thinking was, 'This is our stuff and we have to protect it.' The new way of thinking is that, 'This is your stuff and how can we help you (access it),' "

[We] discovered that it cost more money in staff time for the tracking, collecting and accounting of the overdue fines than the \$188,000 the district collects in penalties each year. She said they also found that the fines tend to penalize the library's loyal customers the most. She said figures show that more than 90 percent of the district's 102,700 active cardholders owe less than \$25 in fines.

Wilson has found 19 other libraries that have eliminated fines, including Delaware County Public Library, which stopped charging fines for most materials in 1986. "It's not a new idea," she said. "It's just new to us."

"We (libraries) spend so much time pursuing fines and it generates so much animosity, bad customer service situations and stress for staff arguing over 10-cent fines," said Lowery, a former police officer who has served as New London's director since 2008. "Is it really worth it with the amount of stress staff goes through? Is it worth it to punish a patron who is a couple of days late for a couple of nickels and dimes?"

"There's a certain percentage of people who, no matter what the fine is, are not going to bring it back," she said.

What's been the most positive, she said, is the environment that being fine free has created for her nine part-time employees and the people they serve. "It's just a much less stressful situation," she said. "(Employees) are not arguing with people over fines, they are not getting screamed at. It's a happier, friendlier place."

She also said the Friends of the Library, a separate organization that funds the

Eliminating Fines: Key Arguments and Links to Articles/Research

district's summer reading programs, has collected a large number of donations by putting "guilt jars" on the counter at the circulation desk for borrowers who still feel they should be punished for keeping materials too long. "They have collected much more money since we did that than we would have in fines," Lowery said.

- Fine (Free) and Dandy: Libraries Say Good-bye to Overdue Charges - Illinois Library Association

- "The idea fell in line with **achieving one of our strategic goals of improving customer service. We felt that eliminating fines would reduce the number of negative interactions between patrons and staff, remove barriers to service allowing blocked patrons to come back to use the library**, and foster goodwill in the community," Evidence suggests that this approach might be more, or at least equally, effective as fines. After running a circulation report of long overdue materials shortly after implementation of the fine-free program, Ela discovered that only four patrons out of over six hundred still had items overdue. "I call that a win," maintains Womack.

Now, they no longer see the library as a place that induces stress and creates penalties for transgressions, and they immediately sent a thank you to show their gratitude for the change in policy—just one of many positive interactions now that fines are gone for good.

It produced an unexpected boost in staff morale. "Staff like not having to deal with fines," he said. Because management is no longer putting staff in the position of being the bad guy whose role entails collecting money in their transactions with the public, the "interactions with patrons have been less negative."

- In San Jose, Poor Find Doors to Library Closed - The New York Times

- " "We still have a digital divide." "The kids who are barred from the door of the library are the ones we most desperately want to reach," he said. In some immigrant neighborhoods, Ms. Bourne said, **"there is a fear of government interaction. As soon as people hear there is the potential for being penalized by the government, they want to stay away from that service."**

Given the choice between paying fines "and putting food on the table and a roof over the children's head, it's a no-brainer: It is better not to check out library books." In a little-known policy objective, it calls for "the removal of all barriers to library and information services, particularly fees and overdue charges." "Public libraries would not have existed for centuries if most people didn't follow the rules," said the association president, Sari Feldman. **"We are also very attentive to creating a barrier-free environment that enables all people to use libraries and**

Eliminating Fines: Key Arguments and Links to Articles/Research

have equitable opportunity in our country.” She added, “Accumulating fines for families whose income is, on average, \$30,000 a year with monthly rents at \$1,600 for a one-bedroom apartment is much more of a burden.

- When you don't tell the truth to customers . . . – Stephen's Lighthouse

- **I know that I have heard of some studies showing that:**

- Libraries are unusual in their use of fines as an intended 'motivator' for good behaviour. Hmm. I wonder if that works?
- Fines have the opposite effect by causing some books to be returned very late or not all. **Overall they delay the return of books and have a negative effect on key markets like families, teens and children.**
- Individual fine forgiveness requests can put people in challenging economic circumstances into embarrassing situations of having to be cap-in-hand supplicants to desk staff in the public setting of the library.
- Fine forgiveness events (days, weeks, months) often result in overall circulation increases after the events when people no longer fear having fines accruing in the library's system.
- Who else uses fines? Police, parking officers, . . . These are for infractions of the law, not the rules.

- **Urban Libraries Council Webinar:**

- Library Fees: To Forgive or Forget | Urban Libraries Council

- Join us and hear from San José Public Library Director, Jill Bourne, as she discusses the reliable and sustainable amnesty program she and her team developed with their Mayor in order to better serve low-income neighborhoods and provide realistic fine policies and processes. Learn from Andrew Medlar, Assistant Chief of Technology, Content & Innovation at Chicago Public Library, about CPL's commitment to provide broad access to all Chicagoans in order to minimize barriers to the library's collections, programs, and services. Andrew will discuss how regular evaluation of fine policies, along with news-making city-wide amnesty programs, have empowered Chicagoans with knowledge, learning, and valuable experiences. And last but not least, **DC Public Library's Director of Public Services, Manya Shorr, will share how and why the library completely eliminated fines, fees and amnesty programs** to meet local and national directives, and what has come of this intentional and valued decision.

Eliminating Overdue Fines on Juvenile Materials

The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America. The first recommended action to implement this objective is promoting the removal of all barriers to library and information services, particularly fees and overdue charges. 1

We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (or 17%) from borrowing any more materials. Accounts are blocked when they reach \$10 in fines. Over 80% of these blocked patrons owe overdue fees, and less than 20% have lost any items. The revenue from juvenile fines in 2017 was \$25,300, 0.0018% of our budget.

Our experience is that many fines will never be paid because those children don't come back to the library any more. In Santa Cruz County, 43% of students come from low-income families. 2 The only effect these fines have is to make a barrier that stops them from using the library.

There are many compelling reasons to eliminate fines on materials predominately used by children and teens. As stated earlier, the fines collected represent only a tiny portion of the budget. Additionally, one of the reasons children accrue fines is lack of access to the library as they seldom have their own transportation or control over their schedule. Anyone, including children, who checks out materials intends to return them on time.

The major argument against fines is that they impose a barrier to borrowing, or even to consider joining the library, for those who cannot afford to pay them. Fines disproportionately affect those that have most need of our materials.

The income generated is a very small percentage of the overall budget. The cost of collecting the fines can be high in terms of staff time and stressful patron interactions.

Patrons with \$10 or more in fines are blocked from borrowing any more items, even if they have returned everything. Only 3% of juvenile cards are blocked for lost items, but 14% are blocked due to late fees.

A study by The New York Public Library 3 examined the true cost of fines (2017). "For those who can afford the fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who cannot afford the fines they have a disproportionately negative impact." They offered an amnesty period first, and found that this helped to recoup many "Lost" items. Students could get a fresh start and they saw a 10% increase in use within the first month. Their fine-free program for NYC public school students encouraged 37% more borrowing than for

students not in the program. Students have to return their items before checking out new ones, and still pay for lost items.

The fine-free movement is growing. When Stark County District Library in Ohio waived fines in 2014 they saw over 10% increase in circulation and no significant increase in lost items during the first year.

In Los Angeles, district students have automatically received city library cards that accrue no overdue fees beginning in 2016. Students can check out three books at a time. About 15,000 have used the new cards. 4

San Rafael Library removed fines from Youth materials in 2015, and have seen an increase of almost 40% in youth card registrations. They found no change in the number of 21 day overdue notices, so the lack of fines did not result in patrons keeping the books longer. 5

The Peninsula Library System eliminated fines for juvenile cards last year (2017). They had an increase in student card registrations of 61% and a 33% increase in youth circulation. "Loss of revenue was minimal given the positive impacts." 6

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

Sources:

1. ALA Policy Statement: Library Services to the Poor .

<http://www.ala.org/aboutala/offices/extending-our-reach-reducing-homelessness-through-library-engagement-7>

2. "Percentage of Students Receiving Free or Reduced-Cost Meals." Santa Cruz

County Community Assessment Project, Year 23, 2017. 3. The case against library fines - according to the head of The New York Public

Library, by A.W. Marx, Dec 18, 2017, <https://qz.com/1158839> 4. No more library fines for most young readers in L.A. County, by Howard Blume,

Dec 25, 2017, L.A. Times. 5. Personal communication, Sarah Houghton, Director San Rafael Public Library,

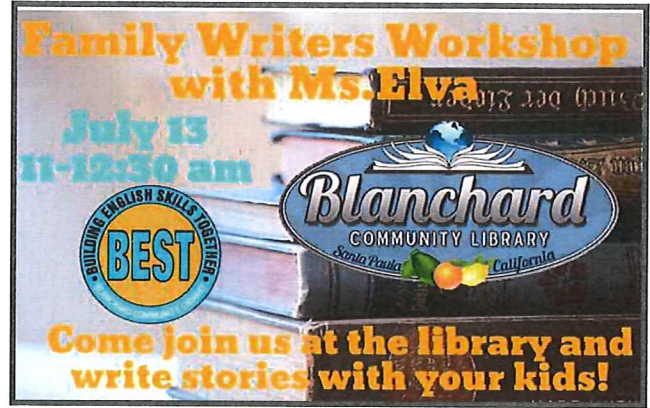
Aug 22, 2017. 6. Impacts of eliminating youth overdue fines, by Derek Wolfgram, Peninsula Library System Administrative Council, Oct 12, 2017.

REGULAR MEETING OF JULY 23, 2019
J(a) REPORTS: LITERACY SERVICES



Adult Learning Center Board Report for July, 2019

We are experimenting with a new “Social Media Guru”, aka Jacky Perez. She is going to be creating graphics and posting on FB for us. This was her first post, for the new Family Writers Workshop!



The goal is to spread the word in new directions, to recruit younger tutors, invite families people to BEST-sponsored events, like the Writers Workshop, advertise the Mommy & Me program in the Latino audience. We want to reach further.

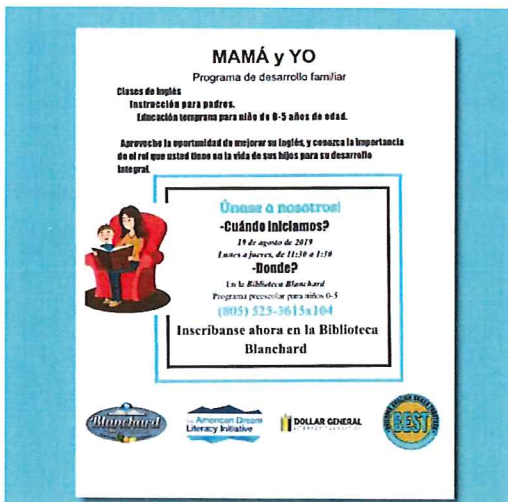


I need to tell you the story of Ana Magdaleno. Ana has been in various **BEST** programs, and has worked with 2 different tutors, first on her high school equivalency, and then on U.S. citizenship. Last week she was hired at Garden Market to work in the kitchen. Ana’s a great cook—I’ve tasted!

The work was fast, confusing, exhausting, but after a couple days, the owner realized she could speak English! “*You be nice to this girl,*” he told the others. “*We need her.*” THIS is the goal of **BEST** – a better job



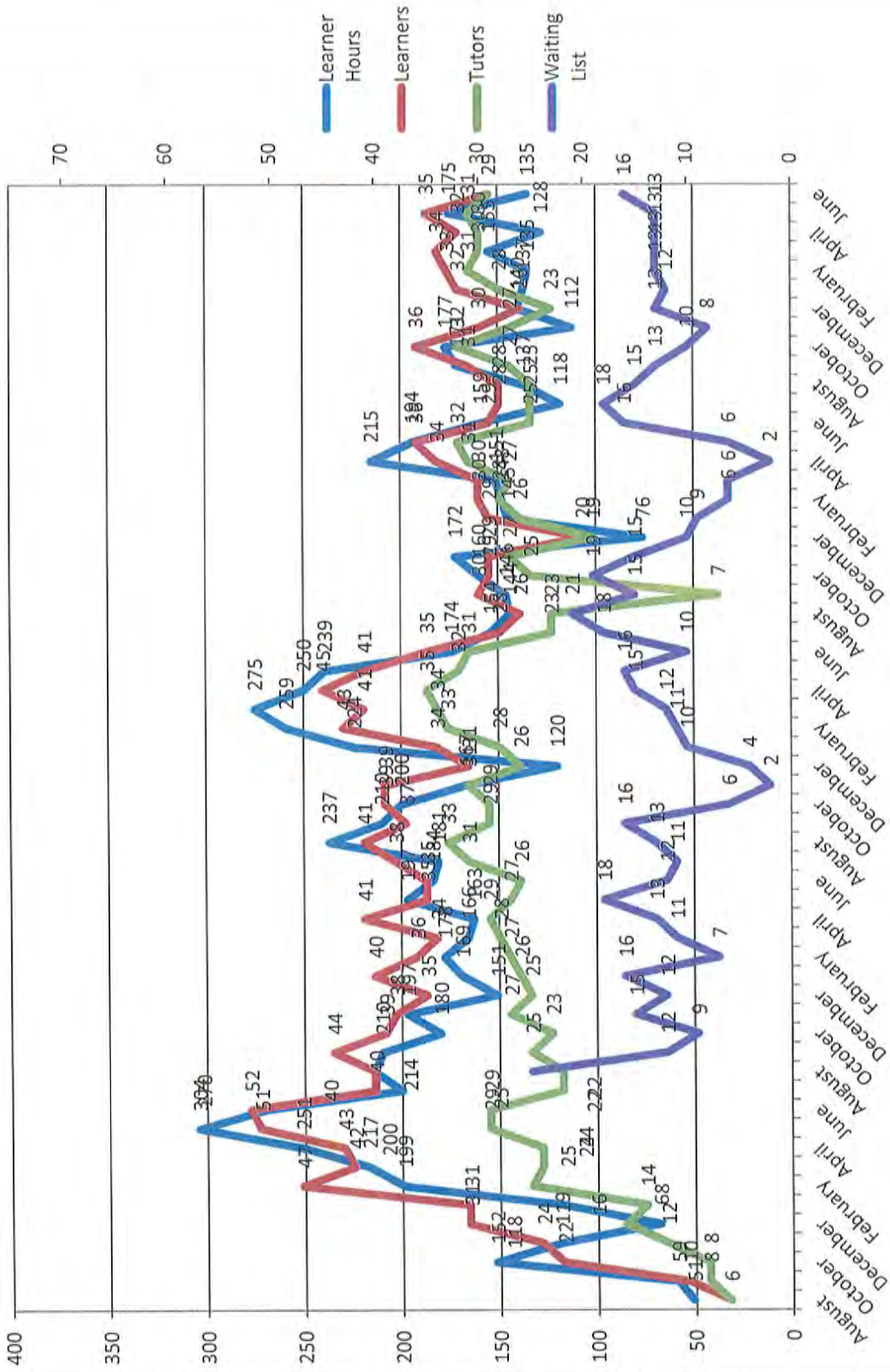
for our students because they can communicate well. Thanks to Debbie Stone, Mary Lou Zuanich, and Jean Coyne for their faithful tutoring!



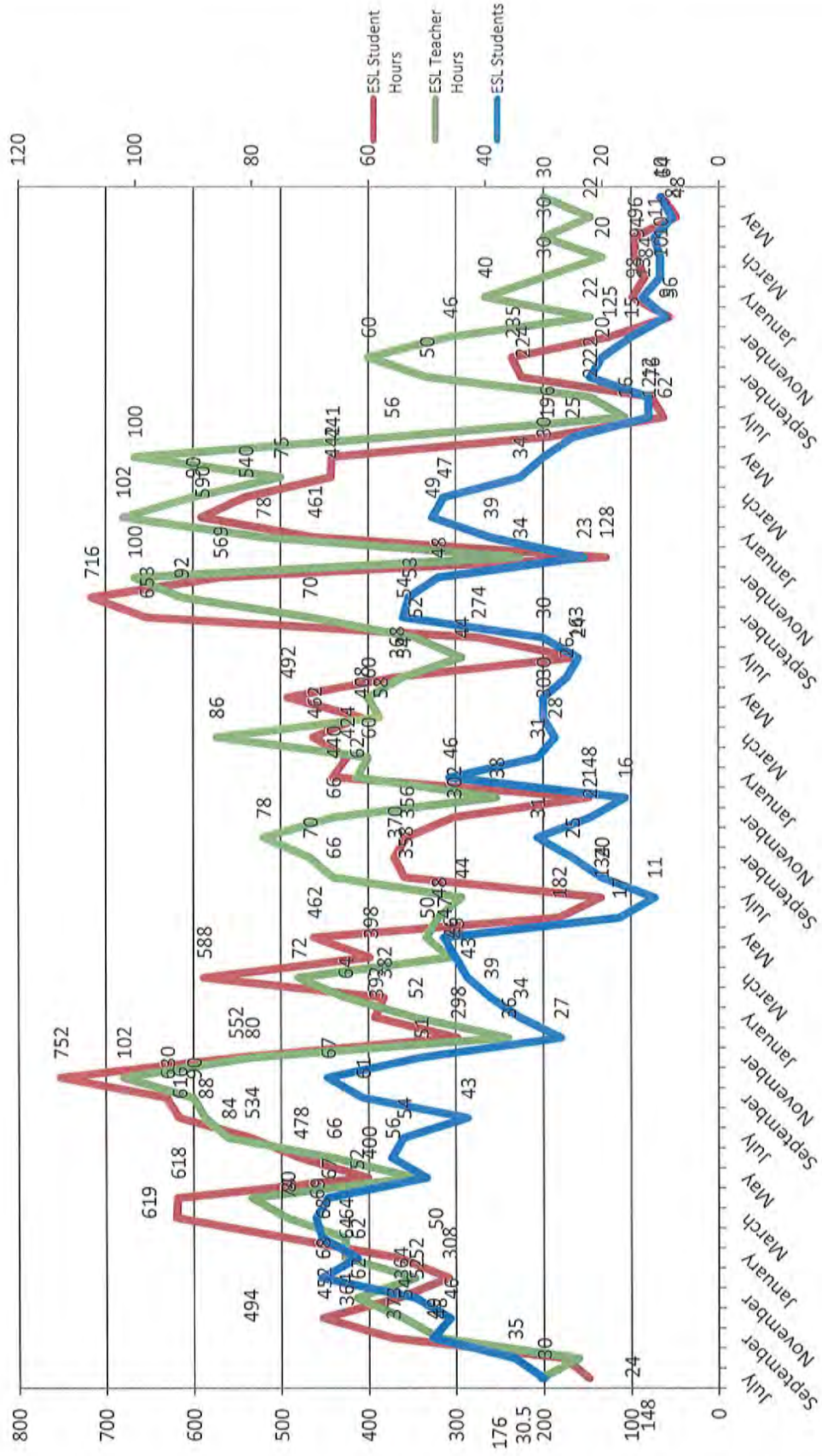
OK, here’s the biggest time-gobbler for now: getting the latest permutation of our daytime Mamá y Yo (Mommy & Me) program up and running by August 19! Jacky created our new flyer, Olivia and I ran it around to most of the preschools in town, then Olivia started posting at laundromats, bakeries, meat markets, anywhere the clientele is mostly Spanish-speaking. I’m meeting with the director of CDR (Headstart) this week. We are looking to attract families that need both more English and guidance in how to support their own children in their education.

Summer is flying. See you 'round. -Wendy

LITERACY TUTORING



ESL CLASSES



REGULAR MEETING OF JULY 23, 2019
J(b) REPORTS: PUBLIC SERVICES

June 2019 Adult Programs and Events



The Adult Summer Reading Program began this month, with our book tracking done entirely online through ReaderZone.com. There, participants can sign up via the website or mobile app and quickly track books they are reading or have completed. Every participant will be eligible for prizes (there’s still time to sign up if you haven’t yet) with drawings taking place at the program’s close for Escape Room and Santa Paula Theater Center tickets, as well as Target and Starbucks gift cards.

To date, 21 participants have read over 120 total books!

Santa Barbara Art Museum docent, and Ojai resident, Lori Mohr generously shared her time and expertise to deliver an educational talk on Great Depression era murals on display throughout the United States.

The first of our Science Fiction Saturday Matinees took place on June 8. Next month we will feature a screening of the 1956 classic, *Invasion of the Body Snatchers*, which

will pair well with the Universalist Unitarian Church of Santa Paula’s screening of *The Thing* (1951) on the Friday prior.

Our computer classes continued with their final offering of this cycle: a focused exploration of Microsoft Excel. Despite the specific scope, the class has remained well attended and interest remains high for a return to the Basics level course, which are anticipated to resume this Fall.

Clinicas returned this month, delivering tips and goodies related to proper oral health to families who had come for our regular Storytime.

Anyone interested in our regular Book Club meetings will find July a perfect time to jump in, as the group will be reading Tayari Jones’s wildly popular novel, *An American Marriage*.

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes	Training	Adult	12	3-Jun	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	12	6-Jun	6:00 PM	8:00 PM	Hardison
Walls That Talk	Lecture/Presentation	Adult	9	6-Jun	9:00 PM	8:00 PM	Hardison
It Came From Outer Space	Matinee	Adult	1	8-Jun	12:00 PM	2:00 PM	Hardison
Computer Classes	Training	Adult	11	10-Jun	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	12	13-Jun	6:00 PM	8:00 PM	Hardison
Laughter / Humor	TEDxBlanchardLibrary	Adult	11	17-Jun	6:30 PM	7:30 PM	Hardison
Computer Classes	Training	Adult	12	17-Jun	6:00 PM	8:00 PM	Hardison
Oral Health	Clinicas	Family	30	19-Jun	11:00 AM	12:00 PM	Hardison
The Mustang [R]	Thrd Thursday Movie	Adult	3	20-Jun	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	12	20-Jun	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	11	24-Jun	6:00 PM	8:00 PM	Hardison
Red Clocks	BC Book Club	Adult	6	27-Jun	6:30 PM	7:30 PM	Hardison
Computer Classes	Training	Adult	10	27-Jun	6:00 PM	8:00 PM	Hardison

**Youth Services Report
June 2019**

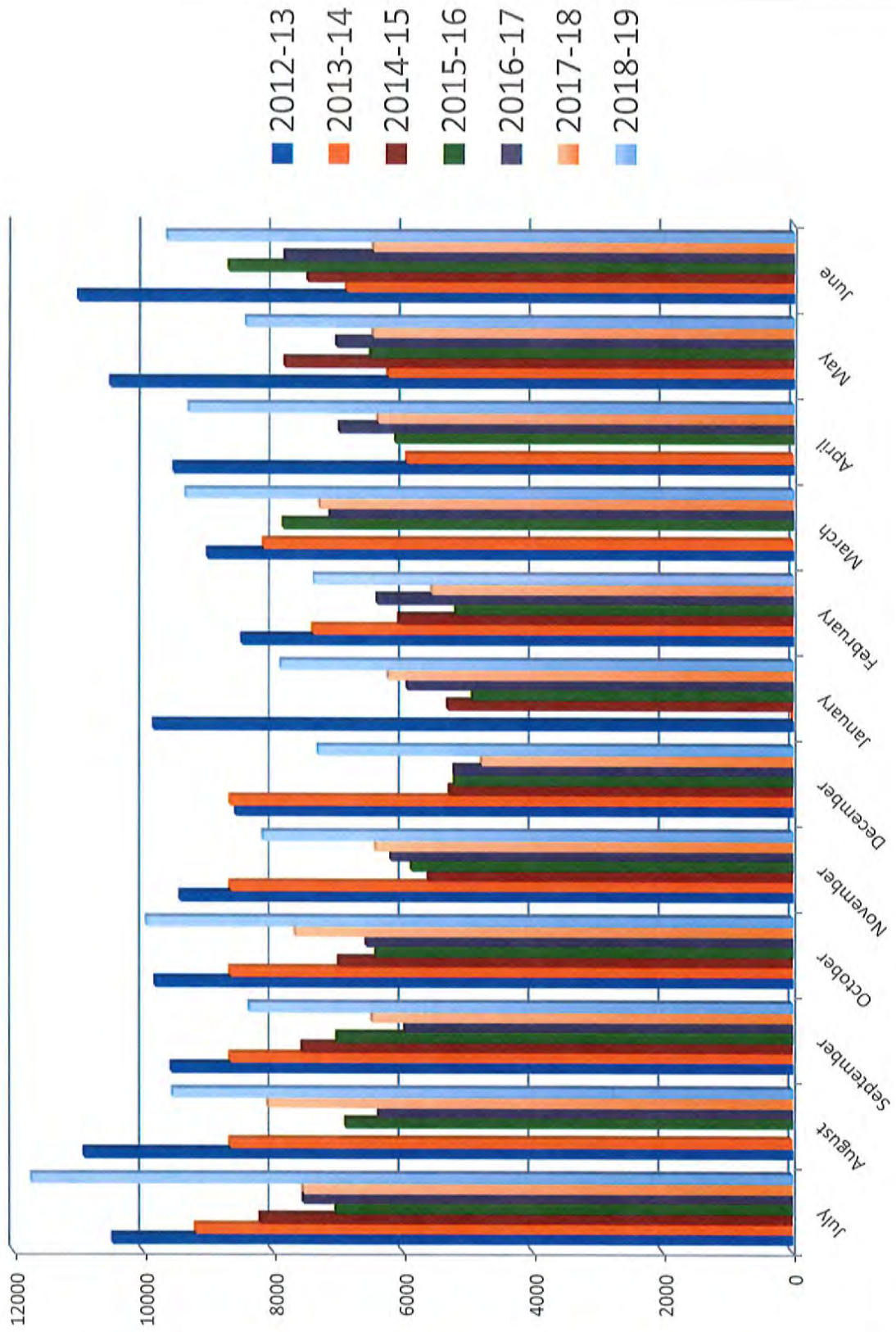
1. Family Programs/Summer Reading Program-			
Tuesday, June 4		Craig Newton	80
Tuesday, June 11		Science tellers "Aliens Escape from Earth"	100
Tuesday, June 18		VC Astronomical Society: Gary Bustro	
Wednesday, June 19		Family Movie: LEGO Movie 2	35
Tuesday, June 25		Claire Mills 'Explorer'	95
2. Teen Scene-			
Thursday, June 13		Fathers Day Craft	6
3. Makerspace			
Thursday, June 6		3D Design - keychain	2
Wednesday, June 12		3D Design- Car 1	3
Thursday, June 20		3D Design - Car 2	7
Wednesday, June 26		3D Design - Car 3	6
Thursday, June 27		3D Design - Car Race	5
4. Ongoing Programs –			
a. Story time			
	Wednesday	(4)	151
	Saturday	(2)	44
	Total	(6)	195
b. LEGO (8) 155			
c. Barking for Books (2) 8			
5. Outreach			
	Wednesday, June 5	VC Library -Mobile Library Boys & Girls Club	100
	Wednesday, June 19	VC Library -Mobile Library Boy & Girls Club	100

REGULAR MEETING OF JULY 23, 2019
J(c) REPORTS: VOLUNTEER COORDINATOR

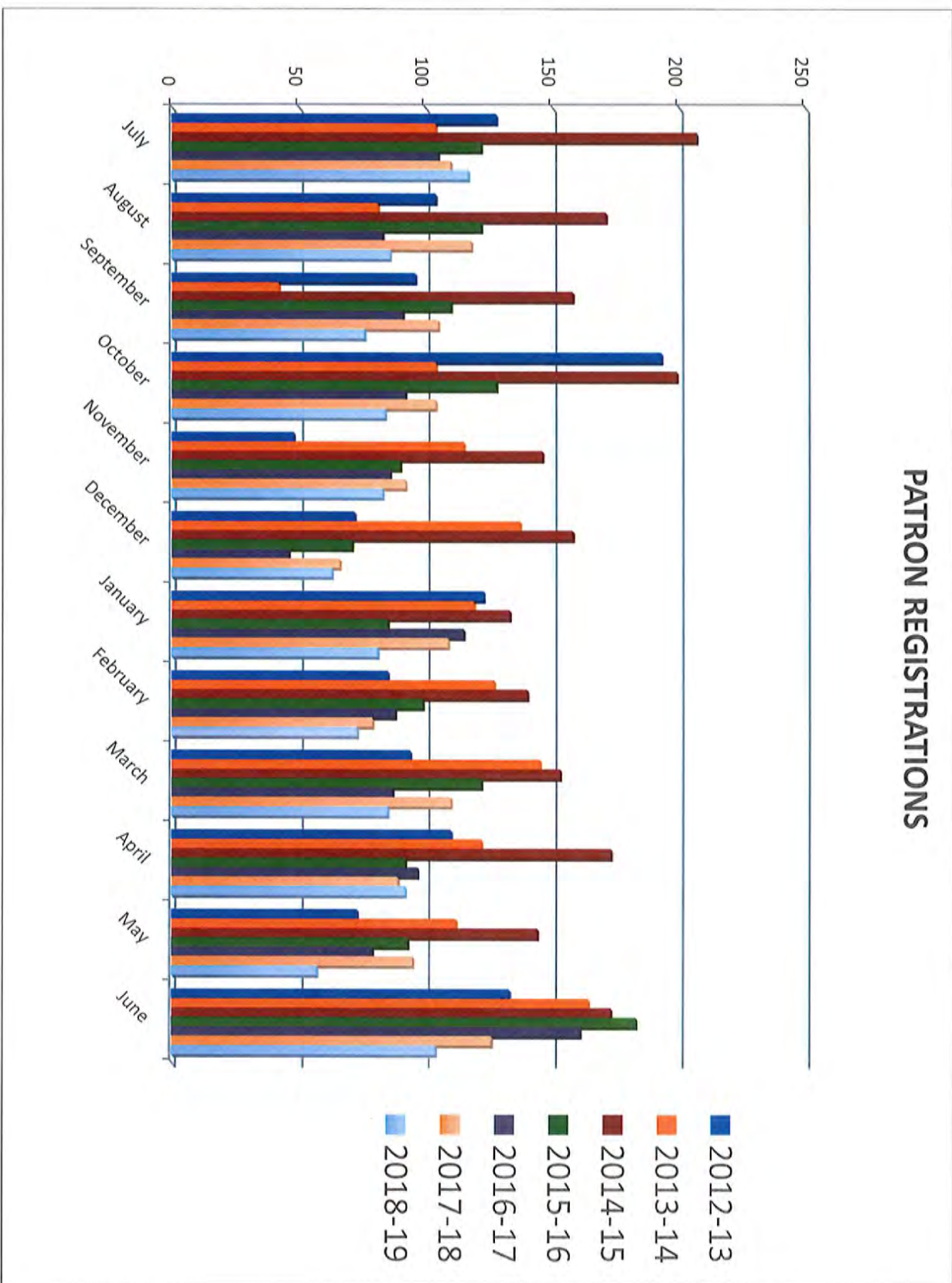
REGULAR MEETING OF JULY 23, 2019
J(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Yosemite Book Restoration
3. Community Conversations
4. District Director Vacation
5. Report on 2019 Goals
 - a. Website Improvements
 - b. Imagine Fundraising Campaign
 - c. Facilities—Commence Phase 2
 - d. Publicity & Outreach—Expand library sphere of influence, usage, & volunteering
 - e. Staff Development

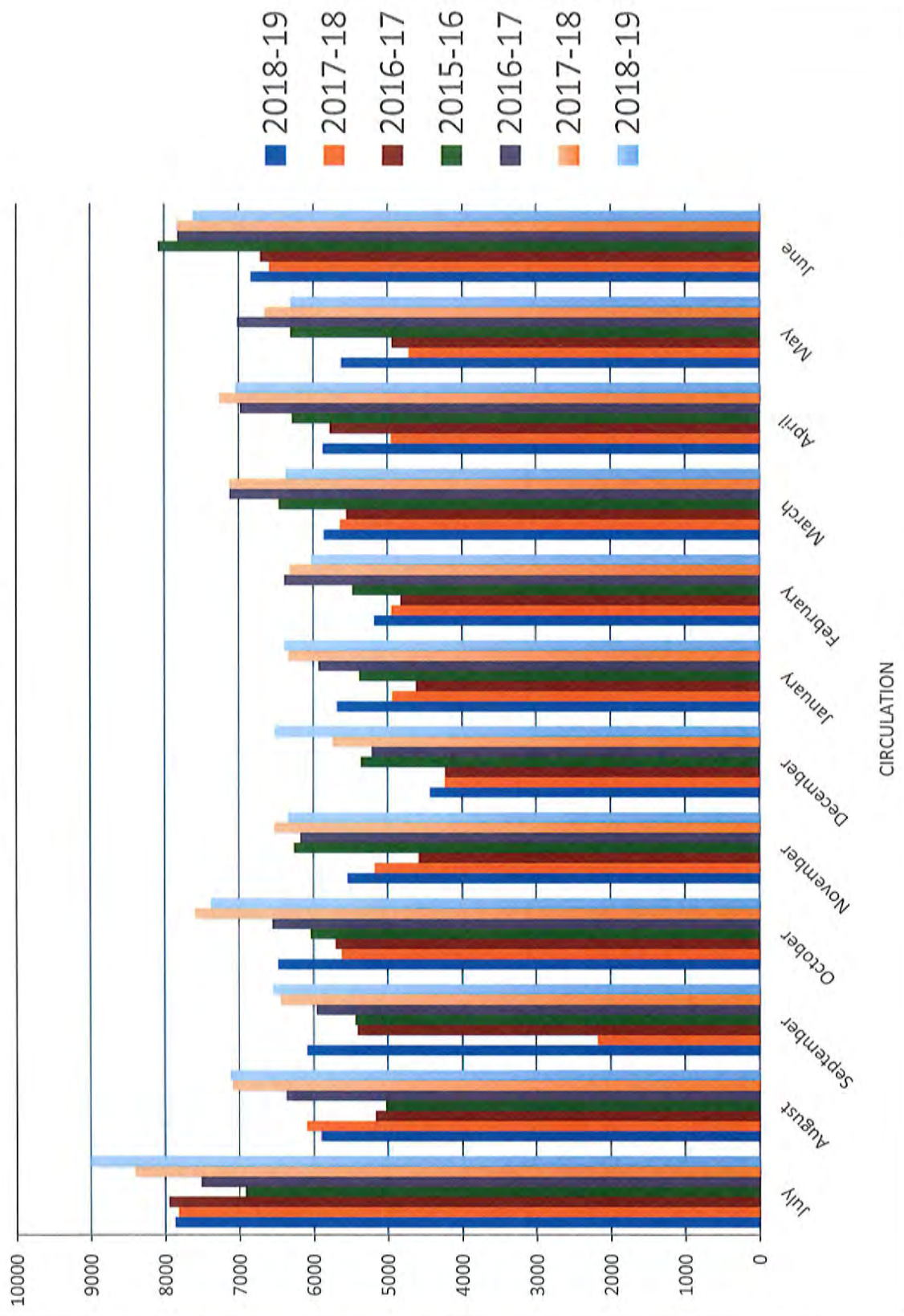
PATRON COUNT



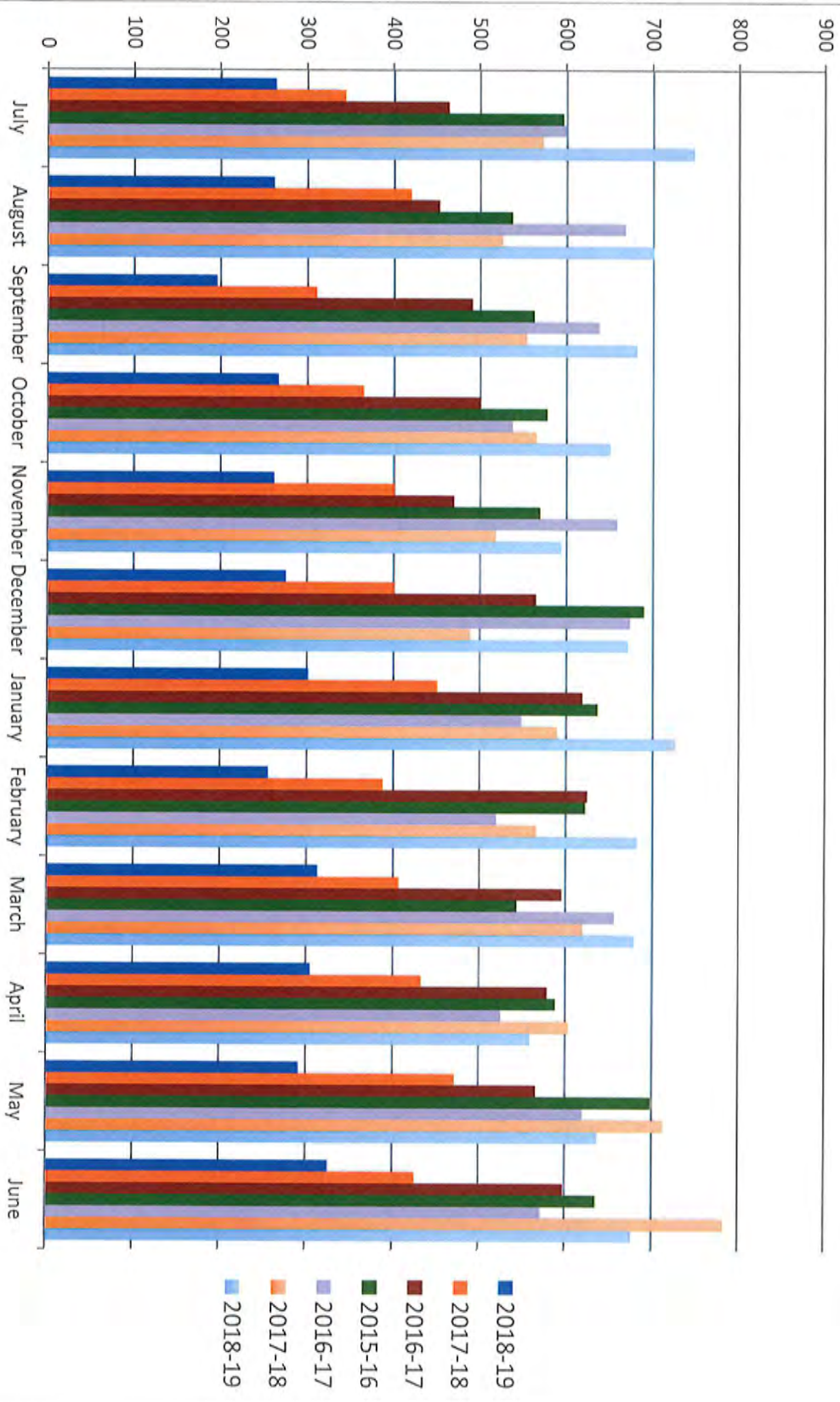
PATRON REGISTRATIONS



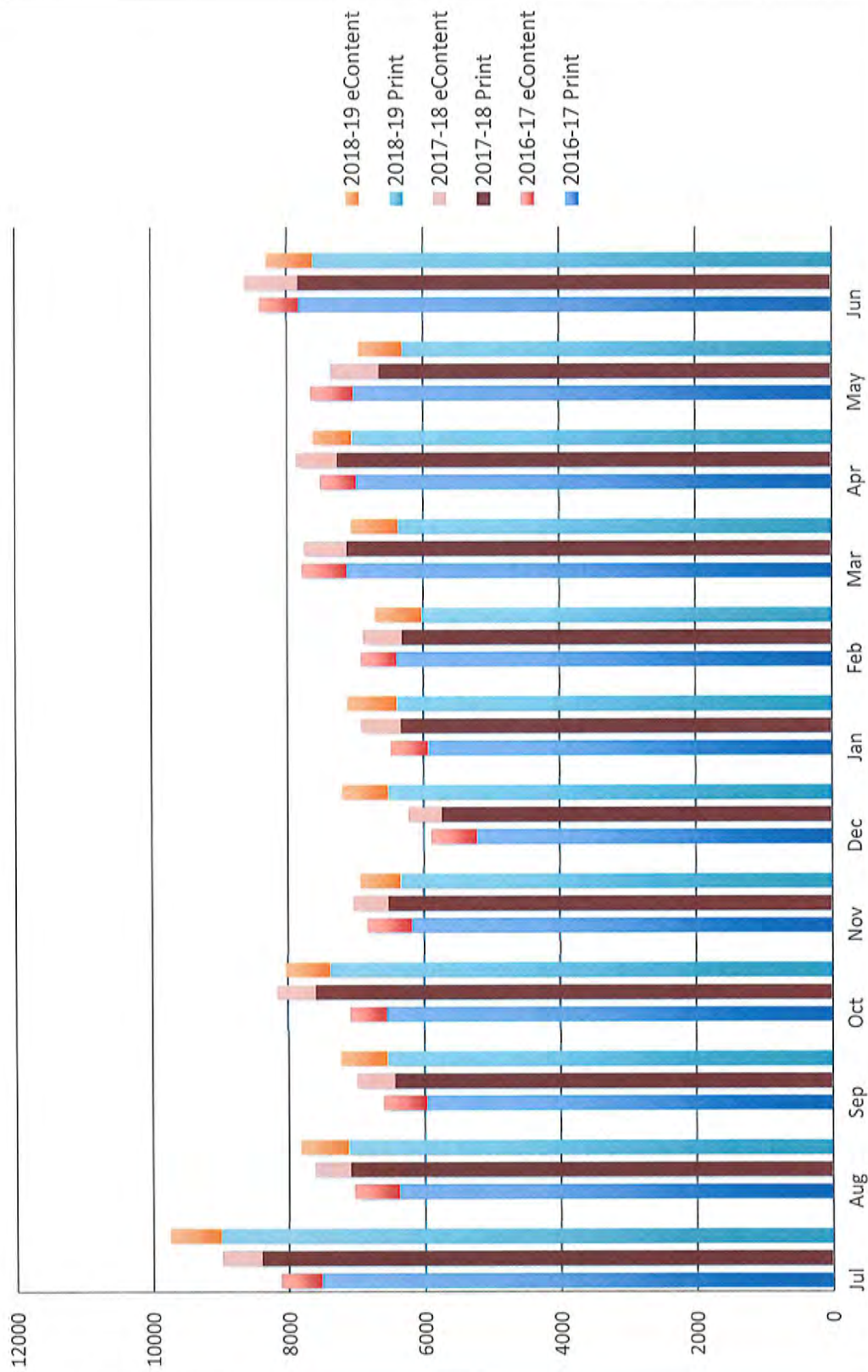
TOTAL PRINT CIRCULATION



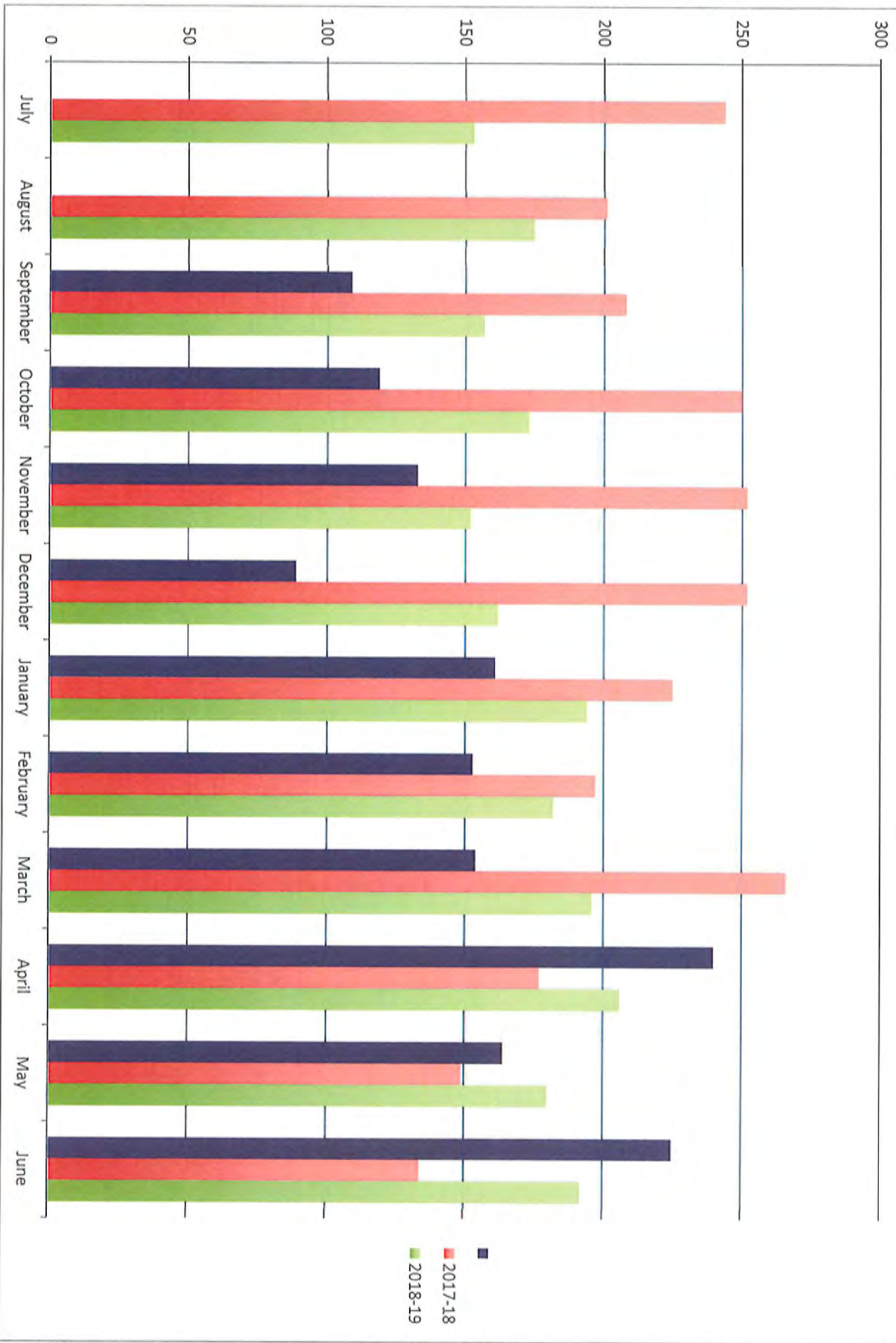
eBOOK CIRCULATION

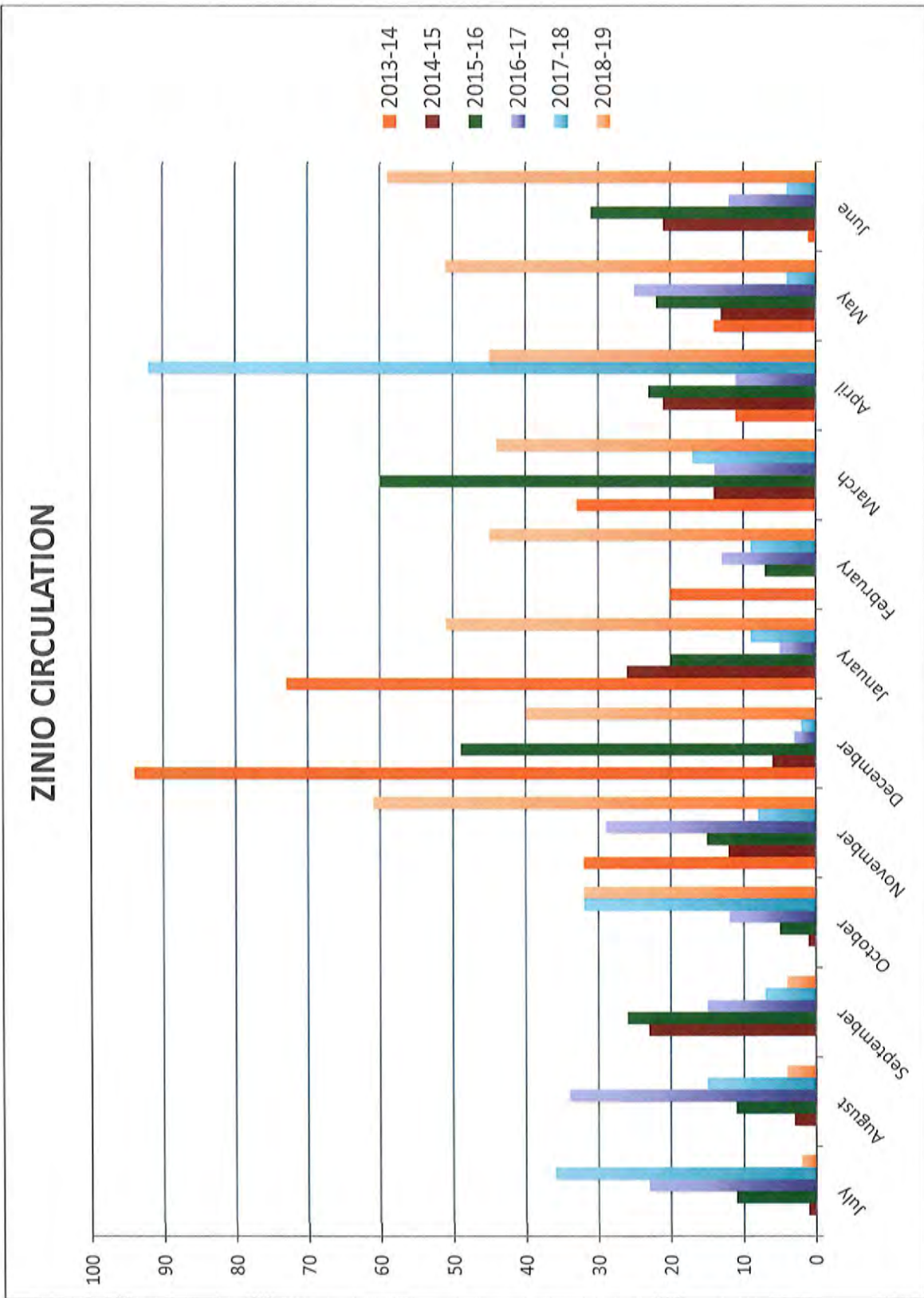


TOTAL CIRCULATION

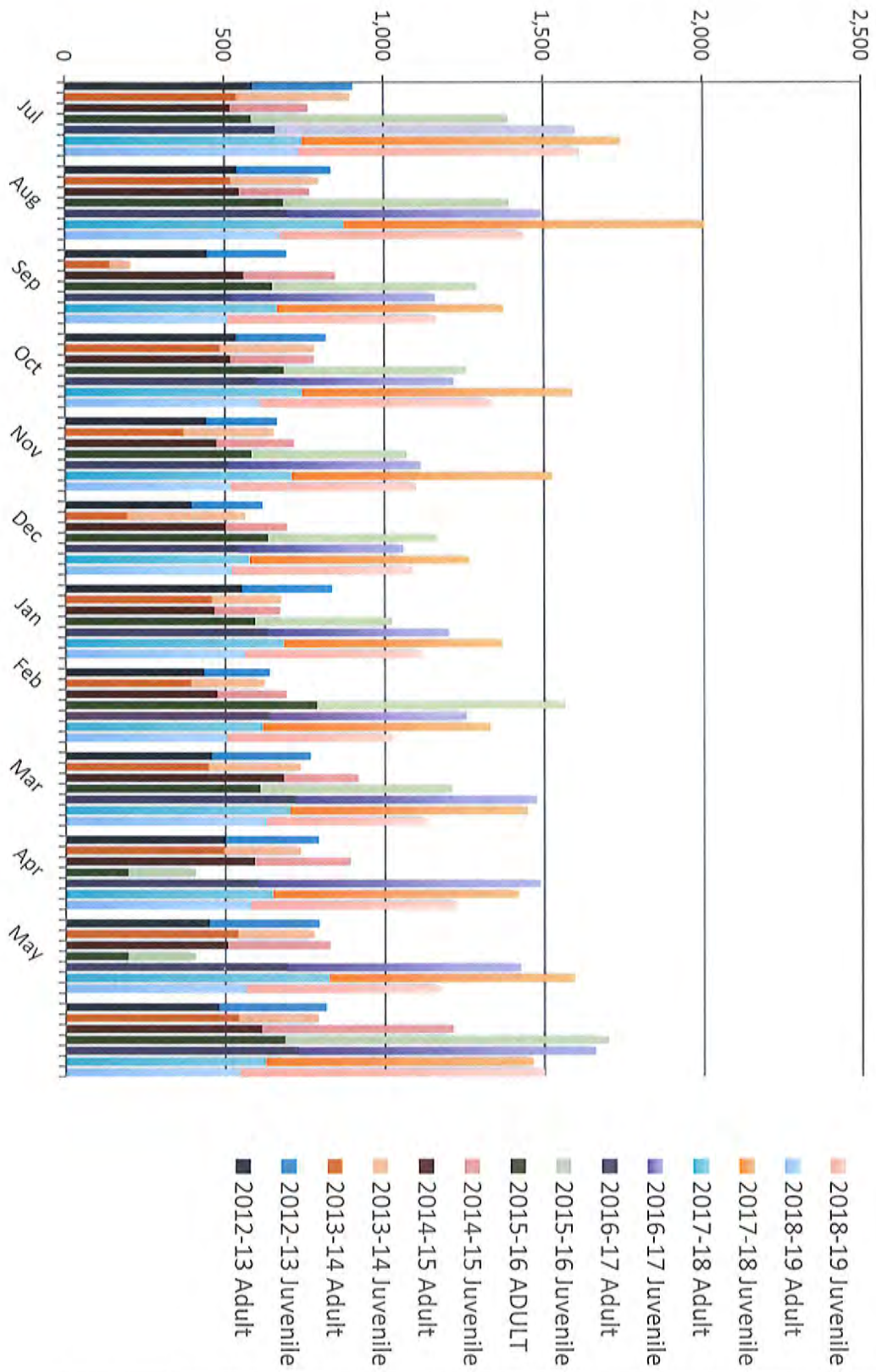


HOOPLA

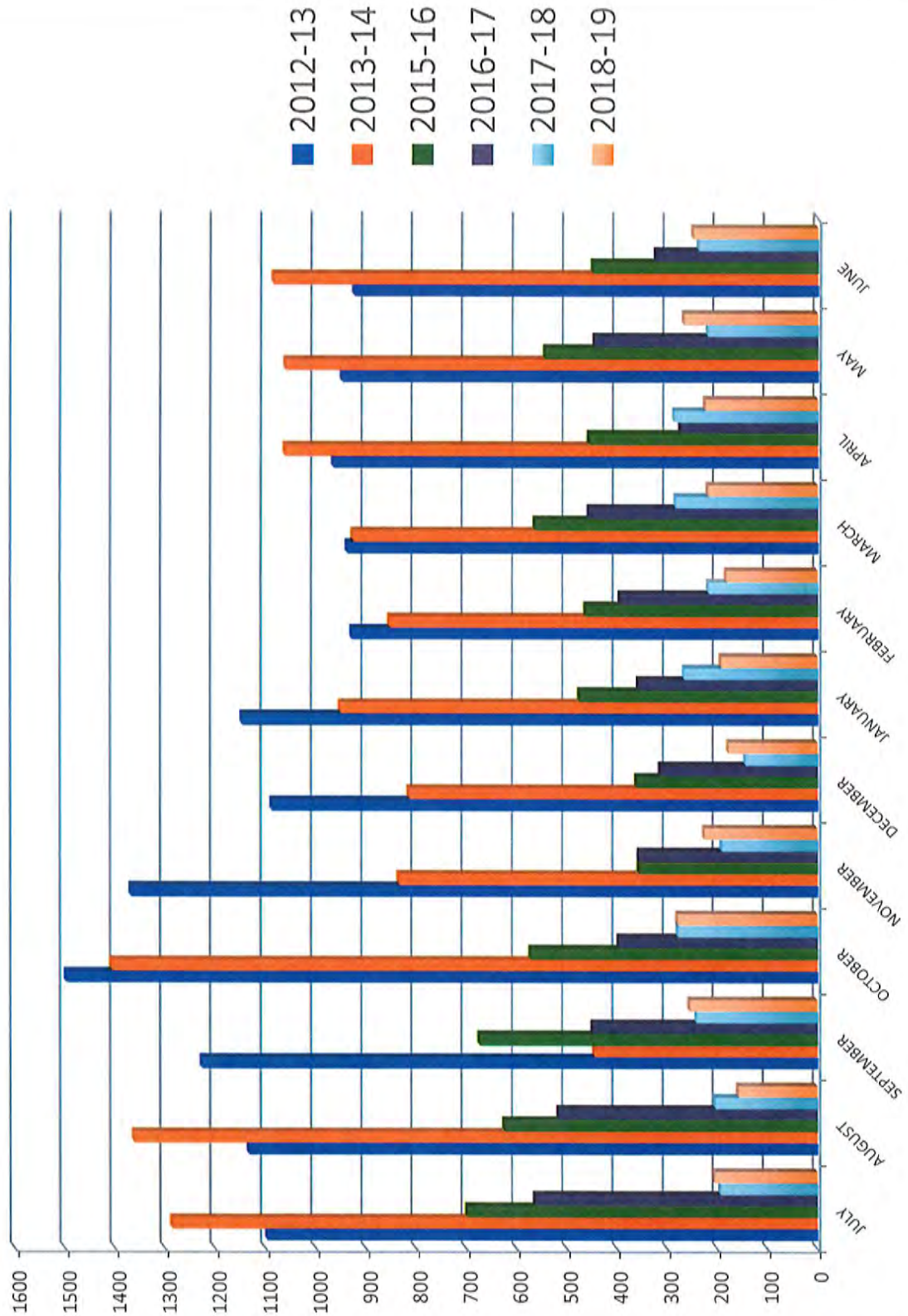




COMPUTER USAGE



REFERENCE INQUIRIES



VOLUMES ADDED

