



Agenda
Library Board

May 6, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

That the agenda for the May 6, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**
5. **CONSENT AGENDA**

RECOMMENDATION

That consent agenda items 5.1 through 5.5 be approved as presented.

5.1. Acceptance of Minutes

- | | |
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| 5.1.1. Minutes of the April 8, 2021 Regular Meeting of the Library Board | 3 |
|--|---|

5.2. CEO Report

- | | |
|---|---|
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5.3. Library Statistics

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| 5.4.2. | Adult Learning Financial Report- YTD actuals vs. budget | 19 |
| 5.5. | Correspondence | |
| 5.5.1. | Board Assembly Meetings | 21 |
| 6. | NEW AND UNFINISHED BUSINESS | |
| 6.1. | Fines Free PCIN | 30 |
| 7. | ROUNDTABLE DISCUSSION | |
| 7.1. | Friends of the Library Report | |
| 8. | UPCOMING MEETINGS | |
| 9. | ADJOURNMENT | |

RECOMMENDATION

That the May 6, 2021 regular meeting of the St. Marys Public Library Board be adjourned at _____ pm.



Minutes

Library Board

April 8, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Member Present Mayor Strathdee, Councillor Edney, Barbara Tuer, Cole Atlin,
Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian

Member Absent Councillor Craigmile

Staff Present Sarah Andrews, Library CEO, Rebecca Webb, Library Services
Coordinator

1. CALL TO ORDER

The April 8th, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45 pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Reg Quinton

That the agenda for the April 8, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Lynda Hodgins

Seconded By Melinda Zurbrigg

That consent agenda items 5.1 though 5.5.1 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the March 4, 2021 meeting

5.2 CEO Report

5.2.1 CEO Report- Library- April 2021

5.2.2 CEO Report- Adult Learning- April 2021

5.3 Library Statistics

5.3.1 Library statistics infographic- February 2021 in review

5.3.2 Library statistics graphs- February in review

5.4 Financial Report

5.4.1 YTD Budget Report- Library (April)

5.4.2 YTD Budget Report- ALPP (April)

5.5 Articles of Interest

5.5.1 CBC News- "Canadian libraries increasingly scrapping late fees to boost access to services"

6. ROUNDTABLE DISCUSSION

6.1 Friends of the Library Report

A verbal update was given about the activities of the Friends of the Library. The 2021 budget as been reviewed and the FOL has agreed to

once again sponsor the Summer Reading Program and the Movies in the Park (if feasible given COVID restrictions). The FOL has struck a subcommittee to consider new fundraising initiatives.

6.2 Ontario Library Service

CEO S. Andrews informed the Board that the Southern Ontario Library Service, and the Ontario Library Service North have amalgamated and are looking for an official representative (or rotating representatives) to participate in their provincial caucus.

6.3 Fine Free Libraries

A discussion about the Library going fine free will be scheduled for the next regular Board meeting.

7. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on May 6th, 2021 at 6:45pm.

8. ADJOURNMENT

Moved By Reg Quinton

Seconded By Joyce Vivian

That the April 8th, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 7:27pm.

Carried

Chair

Board Secretary



MONTHLY REPORT

To: Chair and Members of the Board

From: Sarah Andrews, Library CEO

Date of Meeting: 6 May 2021

Subject: April Monthly Report

DEPARTMENTAL HIGHLIGHTS

Public Service

We have reverted to curbside this month as per the Provincial Government's order. Staff who are not required to do curbside hours are working from home. We anticipate this to be the case until May 20th when the order is set to end. We received three comments from the public this month:

"I wanted to thank you so much for being there and being so accommodating." Victoria Holt

"I wanted to thank you and your team for the March Break activity bags, my boys loved them! I have been incredibly impressed with the way in which the library has continued to "pivot" throughout the pandemic, from the modified summer reading program to curbside pickup, you guys are AMAZING!"

"Thank you for providing us with KANOPY!" Brenda Follis

Vaccination Support

We continue to assist with answering vaccination phone calls and helping people make their appointments. Although there was a lull in appointment availability for a few weeks, calls have again begun flowing in. We are also trying to assist people in locating vaccine information on the HPPH website as well as connecting people to the drugstores administering shots within the county.

Memorandum of Understanding with the Town

I have completed my meeting with the Town's CAO and have forwarded a draft copy to the policy committee for their review. This will be on the June agenda for the Library Board meeting.

Adult Learning

Adam presented to Council April 27th. There were just a few questions, including where we have received any feedback or direction about future funding or about the program's future in general. Adam confirmed that we have not received any feedback from the Ministry on either. The next day Adam did receive wonderful feedback from the Ministry, stating:

Despite the challenging circumstances arising from the COVID-19 pandemic, your site has met or exceeded Schedule G commitments of Customer Satisfaction, Service Coordination, Progress, and SQS. Well done! Notably, there was a significant improvement to the Progress measure

following the site's commitment to a two-week file review to verify EOIS-CaMS data. This action plan was in response to observations noted on the monitoring feedback and is indicative of continuous improvement. Although your site did not meet suitability (target 30%, actual 26%) or Learners Served (target 90%, actual 63%), your responses include relevant and detailed labour market information to inform these results. Your site is encouraged to implement strategies towards continuous improvement.

This fiscal year your site has demonstrated a commitment to providing engaging, quality customer service to your clients during difficult circumstances. Thank you to St. Mary's Public Library/Adult Learning Programs of Perth for your commitment and adaptability in delivering LBS in your community.

Adult Learning invited Cody Cunningham to their staff meeting this month so they could meet and chat about ways to cross promote services.

PCIN Board Meeting

The PCIN Board met virtually April 14th and elected a new Chair, Michael Corbett. Board members voted to use some of the reserve funds to pay for the van repairs. Board members also have been asked to review planning documentation, job descriptions and by-laws in preparation for a discussion at our next meeting regarding strategic planning. Our next meeting is June 9th

Customer Service Team

The newly appointed team will determine and recommend a customer service standard to be implemented town wide as well as identify ways that services can be offered at multiple points throughout town, including through the Library. The team is made up of staff from multiple departments, and Rebecca and I represent the Library on this.

Webinars

I have attended some interesting webinars this month, including one offered by FOPL on understanding municipal development charges. It was very informative and will be sharing the recorded content with Andre Morin once it is released. He and I are going to have a follow up discussion about it as well. I also attended one on Fighting for Health Equity hosted by the University of Delaware and one by OCLC called "Smart Spaces are Community Places" about ways American libraries have reutilized spaces to meet emerging community need.



Sarah Andrews
CEO, Library Services

LEARNERS SERVED

REGISTRATIONS



- 51 learners served this year (63% of target).
- 28 were newly registered and 23 were carried over.
- The program had served 70 in the year prior to Covid-19.



LEARNER PROFILE

DEMOGRAPHICS



- Average age of learner increased from 43 to 46 years this year.
- Largest age demographic represented was 55+ (35% of caseload).
- 53% of learners (27) were unemployed, where Employment remained the highest selected goal path at 47%.



LEARNER PROFILE

DEMOGRAPHICS



- 33% (17) of learners for example had only obtained a grade 11 or less.
- Further, 29% (15) of learners had disclosed that they had a history of interrupted education.



CUSTOMER SERVICE

LEARNER EXPERIENCE



- Despite challenging conditions, the program achieved a 96% customer service rating against a mandated target of 90%.
- 84% of learners successfully completed each of their identified milestones and 76% completed at least one (target is 60%).



CUSTOMER SERVICE

WIDER OUTCOMES



- 72% (37) of learners completed their programming during 2020/21.
- Upon follow up 35% were employed (13) and 14% (5) communicated that they were in further training.



2021/22 GOALS

FUTURE DIRECTIONS

- To continue to develop and refine our online platforms so that they are accessible for all.
- To establish relationships with local employers and businesses.
- To find a new Stratford location owing to the closure of the Stratford Career Centre.



QUESTIONS OR REFLECTIONS

- Please feel free to ask any questions or offer any reflections you may have – thank you.



March in Review

St. Marys Public Library
May 6, 2021



1392

VISITORS TO THE
LIBRARY

416
WIFI USERS



AVE. SESSION
TIME (MIN)

189



5210

Database
Searches

1802

E-BOOKS
CHECKED OUT



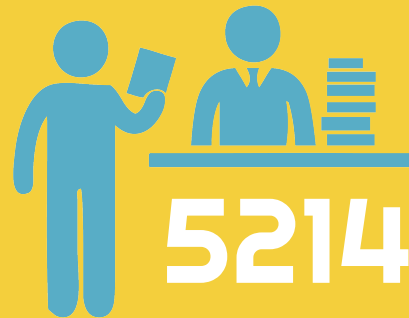
11

ONLINE
PROGRAMS
OFFERED



787

PROGRAM
VIEWS +
ATTENDANCE



5214

TIMES ITEMS
WERE CHECKED OUT



1356

FACEBOOK
FOLLOWERS



Bibliocommons
Sessions

3000

1954

ACTIVE
PATRONS



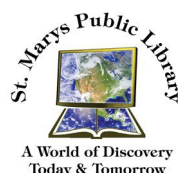
36

NEW PATRONS (YTD)



5173

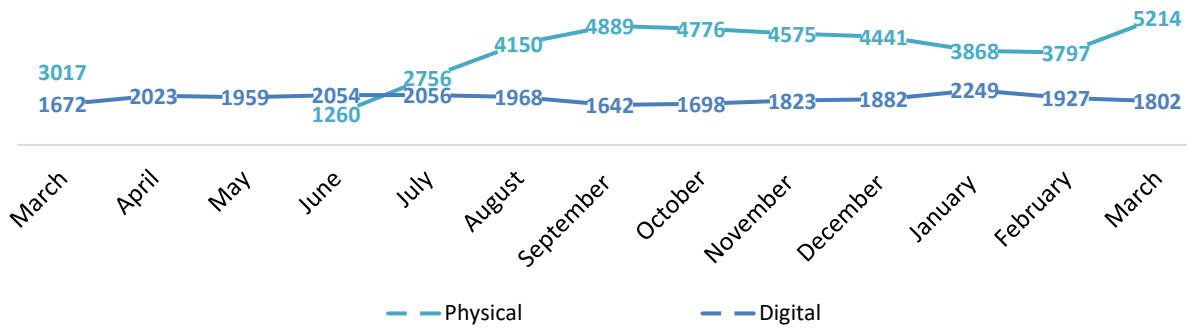
WEBSITE VISITS



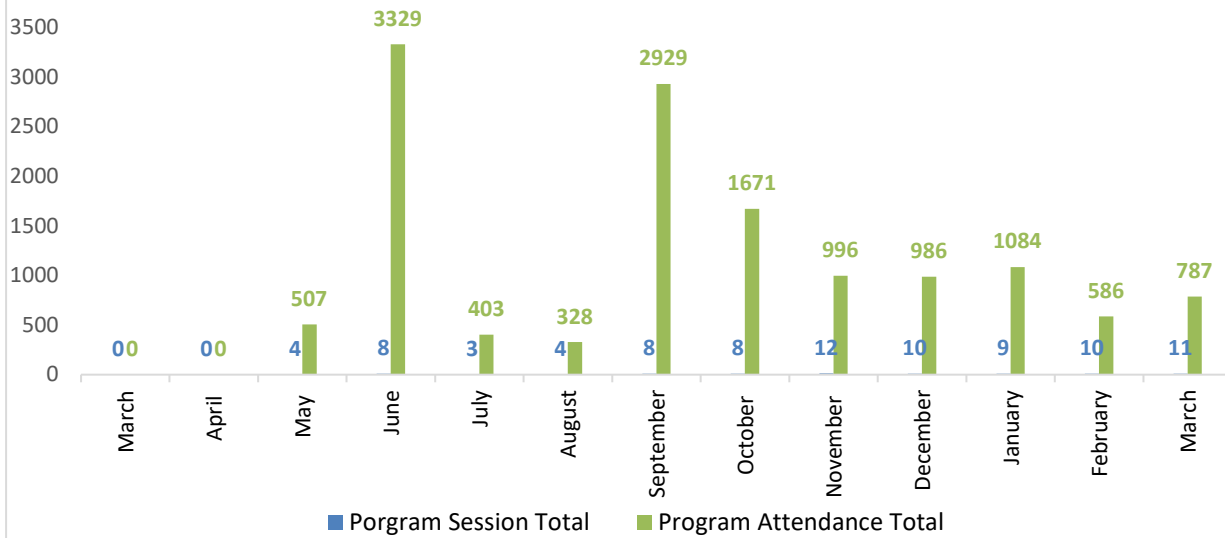
St Marys Public Library

15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca

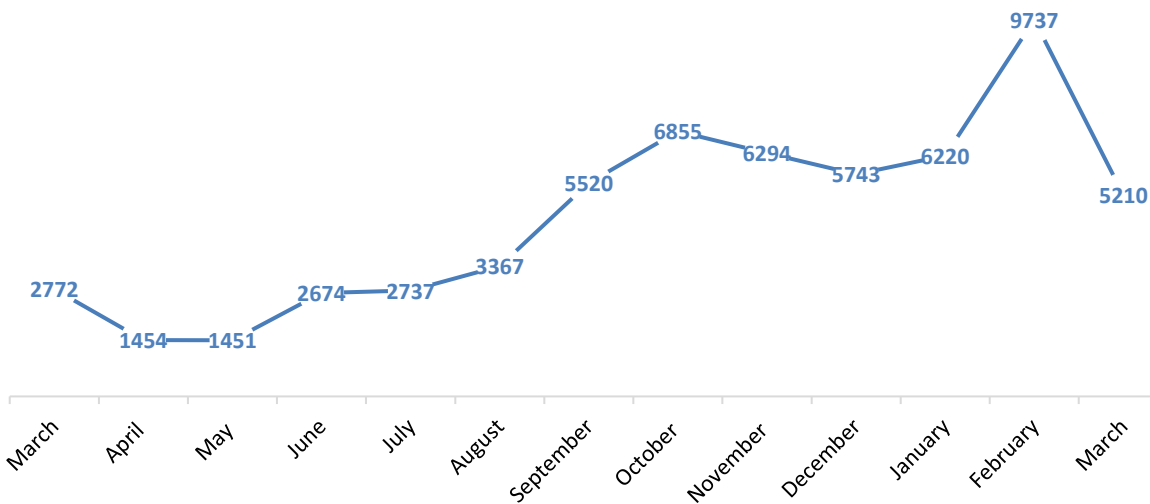
MONTHLY CIRCULATION



PROGRAMMING



DATABASE USAGE





Operating Budget vs Actuals 2021

LIBRARY

| | 2021 April Current Month | 2021 April YTD Actuals | 2021 April YTD Budget | Budget Variance Fav (Unfav) | % of Annual Budget Used | 2021 Annual Budget |
|---|--------------------------------|------------------------------|-----------------------------|-----------------------------------|----------------------------|--------------------------|
| 7410 LIBRARY | | | | | | |
| 01-7410-4160 ONTARIO SPECIFIC GRANTS | | (3,970) | (10,830) | (6,860) | 37% | (10,830) |
| 01-7410-4170 CANADA SPECIFIC GRANTS | | (1,829) | (5,000) | (3,171) | 37% | (5,000) |
| 01-7410-4200 REVENUE - OTHER MUNICIPAL | | (42,825) | (65,650) | (22,825) | 65% | (65,650) |
| 01-7410-4210 FEES/SERVICE CHARGES | (34) | (34) | | 34 | | |
| 01-7410-4215 MEMBERSHIP FEES | | | | | | |
| 01-7410-4218 PROGRAM REVENUE | | | | | | |
| 01-7410-4221 PHOTO COPY REVENUE | (44) | (319) | (1,000) | (681) | 32% | (1,000) |
| 01-7410-4405 FINES - OTHER | (7) | (401) | (6,600) | (6,199) | 6% | (6,600) |
| 01-7410-4505 DONATIONS | (5) | (453) | (1,200) | (747) | 38% | (1,200) |
| 01-7410-4550 OTHER REVENUE | | (23) | (800) | (777) | 3% | (800) |
| 01-7410-4555 REVENUE - FRIENDS OF THE L | | (5,542) | (720) | 4,822 | 770% | (720) |
| 01-7410-5005 SALARIES/WAGES | 14,157 | 53,769 | | (53,769) | | |
| 01-7410-5006 OVERTIME | | | | | | |
| 01-7410-5010 PART TIME WAGES | 11,978 | 45,007 | | (45,007) | | |
| 01-7410-5015 CPP/EI | 1,854 | 6,984 | | (6,984) | | |
| 01-7410-5016 GROUP BENEFITS | 1,182 | 6,660 | | (6,660) | | |
| 01-7410-5017 EHT | 511 | 1,934 | | (1,934) | | |
| 01-7410-5018 WSIB | 606 | 2,293 | | (2,293) | | |
| 01-7410-5019 OMERS | 1,952 | 7,500 | | (7,500) | | |
| 01-7410-5050 BOARD REMUNERATION | | | 1,000 | 1,000 | | 1,000 |
| 01-7410-5100 OFFICE SUPPLIES | 177 | 610 | 4,500 | 3,890 | 14% | 4,500 |
| 01-7410-5105 OFFICE EQUIPMENT | | (22) | 3,500 | 3,522 | (1%) | 3,500 |
| 01-7410-5110 TRAVEL/MILEAGE | | (63) | 2,323 | 2,386 | (3%) | 2,323 |



Operating Budget vs Actuals 2021

LIBRARY

| | 2021 April Current Month | 2021 April YTD Actuals | 2021 April YTD Budget | Budget Variance Fav (Unfav) | % of Annual Budget Used | 2021 Annual Budget |
|---|--------------------------------|------------------------------|-----------------------------|-----------------------------------|----------------------------|--------------------------|
| 01-7410-5120 MEMBERSHIPS | | 198 | 700 | 502 | 28% | 700 |
| 01-7410-5121 MEMBERSHIP - PCIN | | | 29,494 | 29,494 | | 29,494 |
| 01-7410-5130 PROFESSIONAL DEVELOPMENT | | 1,829 | 3,500 | 1,671 | 52% | 3,500 |
| 01-7410-5135 MEETING EXPENSES | | | 500 | 500 | | 500 |
| 01-7410-5155 ADVERTISING | | | 1,000 | 1,000 | | 1,000 |
| 01-7410-5175 COURIER/FREIGHT CHARGES | 34 | 77 | 2,000 | 1,923 | 4% | 2,000 |
| 01-7410-5260 TRAINING | | 504 | 2,000 | 1,496 | 25% | 2,000 |
| 01-7410-5310 CONTRACTED SERVICES | 189 | 9,070 | 17,423 | 8,353 | 52% | 17,423 |
| 01-7410-5610 PROGRAM EXPENSES | 97 | 534 | 3,000 | 2,466 | 18% | 3,000 |
| 01-7410-5701 ELECTRONIC SERVICES | 1,845 | 2,095 | 7,550 | 5,455 | 28% | 7,550 |
| 01-7410-5705 MAGAZINES & NEWSPAPERS | | 309 | 3,822 | 3,513 | 8% | 3,822 |
| 01-7410-5813 REPAIRS/MAINT - COMPUTER | 611 | 611 | 3,000 | 2,389 | 20% | 3,000 |
| 01-7410-5990 MATERIALS & SUPPLIES | | 22 | | (22) | | |
| 01-7410-5991 MATERIALS & SUPPLIES TECH- | | | | | | |
| 01-7410-5995 FOL MATERIALS AND SUPPLIE | | 903 | | (903) | | |
| 01-7410-6200 PROFESSIONAL FEES | | | 600 | 600 | | 600 |
| 01-7410-7100 BANK CHARGES | | 95 | 500 | 405 | 19% | 500 |
| 01-7410-8520 TRANSFER TO RESERVE | | | 2,656 | 2,656 | | 2,656 |
| 01-7410-8993 INTERNAL CHARGES IT | | 1,425 | 16,642 | 15,217 | 9% | 16,642 |
| TOTAL 7410 LIBRARY | 35,103 | 86,948 | 13,910 | (73,038) | 625% | 13,910 |
| TOTAL LIBRARY | 35,103 | 86,948 | 13,910 | (73,038) | 625% | 13,910 |



Operating Budget vs Actuals 2021

ADULT LEARNING

| | 2021 April Current Month | 2021 April YTD Actuals | 2021 April YTD Budget | Budget Variance Fav (Unfav) | % of Annual Budget Used | 2021 Annual Budget |
|---------------------------------------|--------------------------------|------------------------------|-----------------------------|-----------------------------------|----------------------------|--------------------------|
| 7500 ADULT LEARNING | | | | | | |
| 01-7500-4160 ONTARIO SPECIFIC GRANTS | (10,655) | (42,407) | (135,112) | (92,705) | 31% | (135,112) |
| 01-7500-4550 OTHER REVENUE | (5) | (13,937) | (13,932) | 5 | 100% | (13,932) |
| 01-7500-4562 CONTRIBUTION FROM RESER | | | | | | |
| 01-7500-5005 SALARIES/WAGES | | | | | | |
| 01-7500-5006 OVERTIME | | | | | | |
| 01-7500-5010 PART TIME WAGES | 8,721 | 32,814 | 106,622 | 73,808 | 31% | 106,622 |
| 01-7500-5015 CPP/EI | 628 | 2,351 | | (2,351) | | |
| 01-7500-5016 GROUP BENEFITS | | 750 | | (750) | | |
| 01-7500-5017 EHT | 170 | 640 | | (640) | | |
| 01-7500-5018 WSIB | 202 | 760 | | (760) | | |
| 01-7500-5019 OMERS | 293 | 1,077 | | (1,077) | | |
| 01-7500-5100 OFFICE SUPPLIES | | | 2,000 | 2,000 | | 2,000 |
| 01-7500-5105 OFFICE EQUIPMENT | | | 1,500 | 1,500 | | 1,500 |
| 01-7500-5110 TRAVEL/MILEAGE | | | 250 | 250 | | 250 |
| 01-7500-5120 MEMBERSHIPS | | 50 | 250 | 200 | 20% | 250 |
| 01-7500-5130 PROFESSIONAL DEVELOPMENT | | | 250 | 250 | | 250 |
| 01-7500-5155 ADVERTISING | | | 3,000 | 3,000 | | 3,000 |
| 01-7500-5170 COMMUNICATIONS | | 281 | 1,000 | 719 | 28% | 1,000 |
| 01-7500-5262 TRAINING SUPPORT | | | 500 | 500 | | 500 |
| 01-7500-5302 HYDRO | | 227 | 2,222 | 1,995 | 10% | 2,222 |
| 01-7500-5305 JANITORIAL SUPPLIES | | 611 | 2,121 | 1,510 | 29% | 2,121 |
| 01-7500-5700 BOOK PURCHASES | | | | | | |
| 01-7500-5990 MATERIALS & SUPPLIES | | | 500 | 500 | | 500 |



Operating Budget vs Actuals 2021

ADULT LEARNING

| | 2021 April Current Month | 2021 April YTD Actuals | 2021 April YTD Budget | Budget Variance Fav (Unfav) | % of Annual Budget Used | 2021 Annual Budget |
|----------------------------------|--------------------------------|------------------------------|-----------------------------|-----------------------------------|----------------------------|--------------------------|
| 01-7500-6200 PROFESSIONAL FEES | | | 1,000 | 1,000 | | 1,000 |
| 01-7500-7300 RENT | | 1,417 | 8,038 | 6,621 | 18% | 8,038 |
| 01-7500-8520 TRANSFER TO RESERVE | | | | | | |
| 01-7500-8993 INTERNAL CHARGES IT | | | 3,240 | 3,240 | | 3,240 |
| TOTAL 7500 ADULT LEARNING | (646) | (15,366) | (16,551) | (1,185) | 93% | (16,551) |
| TOTAL ADULT LEARNING | (646) | (15,366) | (16,551) | (1,185) | 93% | (16,551) |

Agenda

1. Introduction from Ontario Library Service
2. Member Introductions
3. What is Board Assembly?
4. Updates from Ontario Library Service and Partners
5. Election
6. Roundtable Discussion
7. Adjournment

Introduction from Ontario Library Service

- Ontario Library Service
 - olservice.ca
 - Amalgamation of Ontario Library Service-North and Southern Ontario Library Service took effect April 1
- Our Mandate
 - The Ontario Library Service was established in 2021 and is mandated to deliver programs and services on behalf of the Ontario Minister of Heritage, Sport, Tourism and Culture Industries by:
 - **Increase cooperation and coordination** among Public Library boards and other information providers in order to promote the provision of library services to the public
 - Assist Public Library boards and First Nations public libraries by providing them with **services and programs that meet their needs including consulting, training and development services**



Introduction from Ontario Library Service

- Some key services include:
 - Interlibrary Loan
 - Consulting (e.g. strategic planning, legislation, guidance & advice, policy development)
 - Training (webinars, certificate programs)
 - Collective e-content purchasing (research databases, ebooks)
 - JASI (Joint Automation Server Initiative)
 - First Nations Library Services
 - Governance & Public Library Boards



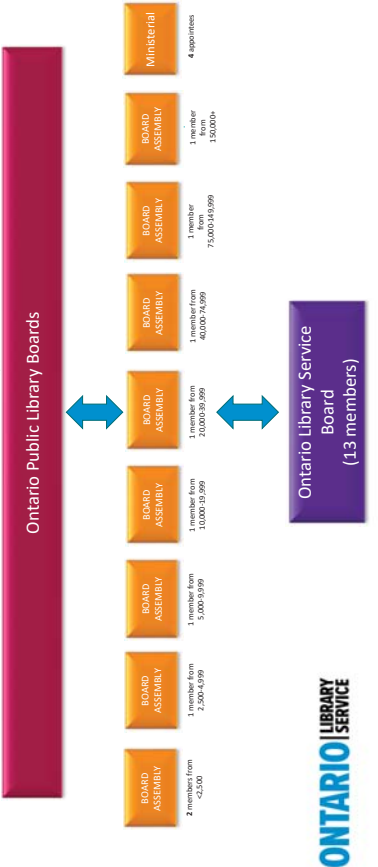
Introductions

- Let's hear from you!
- What library board are you from?
- How long have you been on your library board?

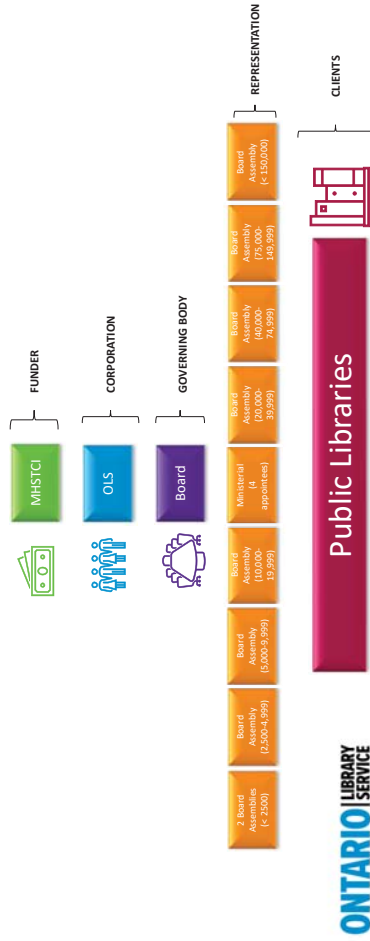


What is Board Assembly?

- The foundational component of the Ontario Library Service Governance Structure



How the Ontario Library Service Operates



What is the role of the Ontario Library Service Board?

The OLS board will govern with a style and focus that emphasizes:

- A provincial vision, rather than a local focus
- Commitment to diversity and respecting different viewpoints
- Governance and strategic leadership
- The future, while considering past and present
- Collaboration

[Board Member description](#)

ONTARIO LIBRARY SERVICE

Information about becoming an OLS Board Member

- Each of the 9 Board Assemblies will elect a representative from their population range, and 4 representatives will be appointed by the Minister of Heritage, Sport, Tourism and Culture Industries.
- By putting your name forward for election you will have an opportunity to be elected by popular vote in the name of your Assembly to hold one of the nine elected positions available on the OLS Board.
- Should you be elected by your Assembly, your term for the Ontario Library Service Board will run from June 2021 thru June 2024.
- Three virtual meetings will occur annually to conduct the business of the OLS Board: October, February and June which is followed by an Annual General Meeting. Currently, the board meets on Saturdays, but the schedule may change. Board meetings are held virtually.



Updates from Ontario Library Service

- GovernanceHUB:
 - LibraryGovernance.ca: resources, 4 Year Board Cycle, videos, orientation documents, webinars & podcasts.
- What is LearnHQ.ca?
 - Your One Stop for library training and resources. LearnHQ is Ontario Library Service's learning management system. Explore courses, register for webinars, and more.



Updates from the Ontario Library Association and the Ontario Library Boards' Association

- Canadian Heritage Roundtable: [View the submission.](#)
- Fireside Chat: Ministers at OLA Super Conference
 - The Ontario government is investing more than \$4.8 million to upgrade broadband in up to 50 public libraries in unserved and underserved communities. [View the news release.](#)
- OLA-FOPL Joint Budget Recommendation. [View the submission.](#)

Updates from the Ontario Library Association and the Ontario Library Boards' Association (continued)

Events and Education:

- OLA hosts #OnLibChats led by volunteer members. S.S. Ahmed, OLBA Councillor, has led a series of events and chats specifically for the public library boards sector. Information about #OnLibChats can be found here: <https://accessola.com/onlibchat/>
- Next ONLibChat: [ONLibChat: Human Rights-Based Approach to IDEA in Libraries | May 6, at 3:30pm ET | Presented by S.S. Ahmed. OLBA Vice-President](#)

- The 2022 OLA Super Conference planning is underway! OLBA will be seeking ideas from the public library board sector.
 - The event will be held February 1–5, and due to the uncertainties of the pandemic, combined with the inclusivity of a virtual event – the conference will once again be virtual.

Updates from the Ontario Library Association and the Ontario Library Boards' Association (continued)

The OLB Board has a regional vacancy for the Central West region.

More information, including job description, is available at:

<https://accessola.com/about-ola/ola-elections/>

Election Procedure

1. Roll Call
2. Call for nominations
3. Confirmation of Candidacy
4. Presentation of Candidacy (if necessary)
5. Voting (if necessary)
6. Tie vote (if necessary)

Roundtable Discussion

- You're invited to share issues and concerns related to your library board work and ask questions/seek input and advice from your library board peers.
- This is a great opportunity to learn from others, share best practices, and increase your knowledge within your governance role as an Ontario Public Library Board Member.

ONTARIO | LIBRARY
SERVICE

Thank you!

consulting@olservice.ca

Stronger libraries. Stronger communities.

INFORMATION REPORT

| | |
|-------------------------|---|
| To: | Chair and Members of the Board |
| Prepared by: | Sarah Andrews, Library CEO |
| Date of Meeting: | 2021-05-06 |
| Subject: | Fines Free Movement in Libraries |

Purpose

The purpose of this report is to provide the Board with information the fines free movement in and some discussion points to consider.

REPORT

Many libraries across Canada and the United States are reviewing their Fines Policies in light of comments that they present a barrier to service for patrons to whom fines make borrowing too risky or prevent them from borrowing for fear of owing fines that they cannot pay. The Federation of Public Libraries has compiled a list of libraries which have acknowledged this and have altered their policies to remove full or partial fine structures. The list can be found here <https://librarianship.ca/features/fine-free-libraries-in-canada/> and includes large library systems like Vancouver, Calgary, Edmonton, Hamilton and Barrie. Closer to St. Marys, the list includes London and Lambton County, with many local systems looking at the issue at their Board level including other Perth County libraries. Many libraries who are looking at this issue have also extended their “fine free” status until the end of 2021 due to the pandemic.

PCIN partners are interested in having several fulsome discussions on this issue at both the management table and the board level, and the topic is on the agenda for the June meeting. There are several considerations that the PCIN management team is investigating:

- Will the removal of fines remove the incentive for patrons to return materials in a timely manner?
- Will the removal of fines present significant barriers in the loaning and return of non-traditional items (e.g. MiFis, tennis rackets, kayaks)?
- How quickly are patrons notified that their items are overdue?
- What mitigation strategies can we put in place to encourage materials are returned?
- How quickly does the overdue status change to billed? Is that different for traditional and non-traditional items?
- Should we be more proactive with overdue and billed item collection? Can we afford to have assistance from a third party vendor with this?
- At what point is the privilege of borrowing frozen if materials are outstanding/billed?
- How will we communicate this?

The Board report that Edmonton Public Library compiled is an excellent example of tackling some of these questions [2020.06.01 EPL Fine Free Report Board.pdf](#).

Another significant consideration is that in a consortium like the PCIN, it is important that we look at these policies and processes together and develop a shared approach, so it is not confusing for patrons using our shared materials to understand. Currently we are all doing different things.

The CEOs will be discussing this at our May and June management meetings, with recommendations going forward to the PCIN Board for their June 9th meeting. It would be prudent if we could review the document above and I will provide you with further information at our June 3rd meeting for consideration. We can include our direction in with those which go forward to the PCIN Board the following week.

A handwritten signature in blue ink that reads "S. Andrews".

S. Andrews
CEO, Library Services