

**CITY OF REDONDO BEACH  
LIBRARY COMMISSION AGENDA  
Monday, December 4, 2023**

**CITY COUNCIL CHAMBER**

**REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM**

**ALL PUBLIC MEETINGS HAVE RESUMED IN THE CITY COUNCIL  
CHAMBER. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN-PERSON,  
BY ZOOM, EMAIL OR eCOMMENT.**

Library Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at [www.Redondo.org/rbtv](http://www.Redondo.org/rbtv).

**TO WATCH MEETING LIVE ON CITY'S WEBSITE:**

<https://redondo.legistar.com/Calendar.aspx>

\*Click "In Progress" hyperlink under Video section of meeting

**TO WATCH MEETING LIVE ON YOUTUBE:**

<https://www.youtube.com/c/CityofRedondoBeachIT>

**TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):**

Register in advance for this meeting:

[https://us02web.zoom.us/webinar/register/WN\\_UTp4IIUIQ4Sze6nUMtxAew](https://us02web.zoom.us/webinar/register/WN_UTp4IIUIQ4Sze6nUMtxAew)

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press \*6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

**eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:**

<https://redondo.granicusideas.com/meetings>

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record.

**EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:**

Written materials that include attachments pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under the relevant agenda item.

## REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM

- A. CALL MEETING TO ORDER
- B. ROLL CALL
- C. SALUTE TO THE FLAG
- D. APPROVE ORDER OF AGENDA
- E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS

*Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.*

- E.1. [For Blue Folder Documents](#)

### F. CONSENT CALENDAR

*Business items, except those formally noticed for public hearing, or discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.*

- F.1. [APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF DECEMBER 4, 2023](#)
- F.2. [APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 7, 2023 AND OCTOBER 2, 2023](#)

### G. EXCLUDED CONSENT CALENDAR ITEMS

### H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

*This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.*

- H.1. [For eComments and Emails Received from the Public](#)

### I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

- I.1. [2023 SUMMER READING REPORT](#)

### J. ITEMS FOR DISCUSSION PRIOR TO ACTION

- J.1. [DIRECTOR'S REPORT](#)
- J.2. [DAILY BREEZE MICROFILM DIGITIZATION](#)
- J.3. [FINE FREE](#)
- J.4. [DISCUSSION AND POSSIBLE ACTION REGARDING JANUARY LIBRARY COMMISSION MEETING](#)

**K. MEMBER ITEMS AND REFERRALS TO STAFF**

**L. ADJOURNMENT**

*It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.*

*An agenda packet is available 24 hours at [www.redondo.org](http://www.redondo.org) under the City Clerk.*



# Administrative Report

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E.1., File # LC23-7307

Meeting Date: 12/4/2023

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**TITLE**

For Blue Folder Documents



# Administrative Report

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F.1., File # LC23-7308

Meeting Date: 12/4/2023

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**TITLE**

APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION  
MEETING OF DECEMBER 4, 2023

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES    )       SS  
CITY OF REDONDO BEACH     )

**AFFIDAVIT OF POSTING**

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

Legislative Body	Library Commission
Posting Type	Regular Meeting Agenda
Posting Locations	415 Diamond Street, Redondo Beach, CA 90277 ✓ Adjacent to Council Chambers
Meeting Date & Time	DECEMBER 4, 2023       7:00 p.m.

As Administrative Coordinator of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

*Erin Schoonover, Senior Librarian*

Date: November 30, 2023



# Administrative Report

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F.2., File # LC23-7309

Meeting Date: 12/4/2023

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**TITLE**

APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 7, 2023 AND OCTOBER 2, 2023

**A. CALL TO ORDER**

A Regular Meeting of the Redondo Beach Library Commission was called to order by residing Chair Hall at 7:02 PM, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, and teleconference.

**B. ROLL CALL**

Commissioners Present: Willers, Walls, Vice Chair Beauchamp, and Chair Hall

Commissioners Absent: Coopman and Wirsing

Officials Present: Dana Vinke, Library Director  
Erin Schoonover, Senior Librarian

**C. SALUTE TO THE FLAG**

Commissioner Wirsing led the Commissioners in a Salute to the Flag.

**D. APPROVE ORDER OF AGENDA**

Motion by Vice Chair Beauchamp, seconded by Commissioner Walls, to approve the order of the agenda. Motion carried unanimously, with no objection.

AYES: Willers, Walls, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: Coopman and Wirsing.

**E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS**

**E.1. RECEIVE AND FILE BLUE FOLDER ITEMS**

Library Director Vinke confirmed that there are no Blue Folder Items.

**F. CONSENT CALENDAR**

**F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF AUGUST 7, 2023**

**F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF JUNE 5, 2023**

Discussion ensued regarding corrections to the June 5, 2023 meeting.

Motion by Vice Chair Beauchamp, seconded by Commissioner Walls, to approve the Consent Calendar to include corrections to the minutes of the June 5, 2023 meeting and excluded items Consent Calendar Items. Motion carried unanimously, with no objection.

AYES: Willers, Walls, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: Coopman and Wirsing.



## **G. EXCLUDED CONSENT CALENDAR ITEMS**

None.

## **H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed there were no eComments or public comments received.

Seeing additional requests to speak, Chair Hall closed the floor to public comments.

## **I. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

None.

## **J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

### **J.1. DIRECTOR'S REPORT**

Library Director Vinke provided the following Director's Report:

- Open+Access – Installments will be made by Bibliotheca for the cameras and access to the Library.
- Juneteenth Pride Month – Recognition Recap
- New Library Webpage
- New Phone System Installation
- Youth Services Activities including Summer Reading Program – Reported at the next Library Commission meeting
- Potential Grant Programs

Discussion ensued regarding the camera installment and the next steps for the Open+Access project, integration of social media on the City webpage, phone tree installation, redesigning City Logo, Dial a Story targeted population, Orange Boy, library cataloging and service agreement, new budget updates,

Library Director Vinke and Senior Librarian Schoonover responded and provided clarification to the Commissioners' questions.

## **K. MEMBER ITEMS AND REFERRALS TO STAFF**

Vice Chair Beauchamp expressed concern regarding COVID signage at the Library.

Library Director Vinke spoke regarding the removal of COVID signage.

Commissioner Willer spoke regarding her book tour and inquired whether there are interest parties in donating Japanese books.

Library Director Vinke spoke regarding the issues with donations.

Chair Hall acknowledged Vice Chair Beauchamp's last meeting

Library Director Vinke thanked Vice Chair Beauchamp for his years of service.

Discussion ensued regarding Library tours.

Chair Hall spoke regarding the next the cancellation of the next meeting due it being a holiday and inquired regarding the appointment of new commissioners.

Library Director Vinke spoke regarding the process appointing new library commissioners.

## **L. ADJOURNMENT**

Motion by Commissioner Willers, seconded by Commissioner Walls, to adjourn the meeting at 7:49 PM. Motion carried unanimously, with no objection.

AYES: Willers, Walls, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: Coopman and Wirsing.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on October 2, 2023, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California, and via teleconference.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted:

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Dana Vinke  
Library Director

**A. CALL TO ORDER**

A Regular Meeting of the Redondo Beach Library Commission was called to order by residing Chair Hall at 7:00 PM, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, and teleconference.

**B. ROLL CALL**

Commissioners Present: Coopman, Maroko, Walls, Willers, and Chair Hall

Commissioners Absent: Hayes

Officials Present: Dana Vinke, Library Director  
Erin Schoonover, Senior Librarian

**C. SALUTE TO THE FLAG**

Commissioner Coopman led the Commissioners in a Salute to the Flag.

**D. APPROVE ORDER OF AGENDA**

Library Director Vinke requested the Summer Reading Program update be postponed to the next Library Commission meeting.

Motion by Commissioner Walls, seconded by Vice Chair Beauchamp to postpone the Summer Reading Program Update to the November Library Commission meeting. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

Senior Librarian Schoonover confirmed there were no public comments.

Motion by Commissioner Cooper, seconded by Vice Chair Beauchamp approve the order of the agenda, except the Summer Reading Program Update. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

**E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS**

**E.1. RECEIVE AND FILE BLUE FOLDER ITEMS**

Library Director Vinke confirmed there are no Blue Folder Items.

**F. CONSENT CALENDAR**

**F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF OCTOBER 2, 2023**

Chair Hall stated she did not see the minutes for the August 7, 2023 meeting placed on the Agenda for approval.

Library Director Vinke stated staff is working with the City Clerk's Office to provide the August 7, 2023 meeting minutes.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

Motion by Commissioner Willers, seconded by Vice Chair Beauchamp, to approve the Consent Calendar Agenda Item F.1. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

**G. EXCLUDED CONSENT CALENDAR ITEMS**

None.

**H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**H.1. FOR ECOMMENTS AND EMAILS RECEIVED FROM THE PUBLIC**

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed there were no public comments or eComments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

**I. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

None.

**J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

**J.1. DIRECTOR'S REPORT**

Library Director Vinke welcomed new commissioners, spoke regarding scheduling Library tours for commissioners, and stated staff is working on creating new digital name tags for the new commissioners. He provided the following Director's Report:

- Open+Access – Agreement will be brought to the City Council for surveillance cameras at North Library plus the installation. Bibliotheca is working on the cameras and access to the Library.
- Updates to the City Website – Currently migrating content and photos to new website, Website is set to go live mid to late October
- Updates on New Computers for Library staff and external users
- Reported on visit from Guide Dogs for the Blind at the Main Library and the Inspiration Grant
- Updates on the South Bay Literacy Council Program, Speaker Series Program, and School to Career Program – Redondo Beach High School
- Ban Book Week
- Update on Library Card Sign-Up Month – reported a sign-up total of 363
- California State Library Report – results at a future meeting
- Retirement of Senior Librarian Schoonover

Discussion ensued regarding the new updates and next steps to Open+Access, securing historic books, update digital name plates, accessibility of materials and unveiling, update on the prior discussion regarding a Library Tour for the Library Commissioners', updates to the new Library webpage and catalog, fines and fees, dog visit programs, grant project ideas, organizational chart, September 18 meeting with Tim Parker - digitizing Daily Breeze newspapers.

Library Director Vinke and Senior Librarian Schoonover responded and provided clarification to the Commissioners' questions.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed that there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

## **J.2. ELECTION OF OFFICERS**

Library Director Vinke spoke regarding appointment of election of officers for Chair and Vice Chair.

Commissioner Maroko questioned whether a secretary is necessary for the commission.

Senior Librarian Schoonover stated there has never been a appointed secretary.

Library Director Vinke stated he would look into the matter.

Motion by Commissioner Willers, seconded by Commissioner Coopman, to appoint Jennifer Hall as Chair and Ron Maroko as Vice Chair. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

### **J.3. 2023 SUMMER READING REPORT**

Summer Reading Report was postponed to the next Library Commission meeting.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed that there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

### **K. MEMBER ITEMS AND REFERRALS TO STAFF**

Chair Hall requested the by-Laws and the organization chart to be shared, scheduling of Library Tours for new commissioners, updating digital name plates, August 7, 2023 minutes brought to the commission for approval, and the commencement of process for the removal of late fees and fines and research what other local Libraries have done.

Library Director Vinke stated he will research the matter and report findings to Council.

Commissioner Coopman inquired regarding upcoming holidays and meeting cancellations, and mid-year budget request letter.

Library Director Vinke spoke regarding the Library budget and allocation of funds.

Discussion ensued regarding the mid-year budget letter.

Commissioner Coopman inquired regarding receiving and filing agenda reports.

Library Director Vinke stated he will look into the matter.

Chair Hall requested the Director's Report be approved.

Motion by Commissioner Coopman, seconded by Vice Chair Maroko, to receive and file the Director's Report. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

Vice Chair Maroko spoke regarding his priorities to digitize newspapers, map program and cartographer, and National Library Week – Pop-Up Library at Veterans Park, and inquired regarding shelf capacity, expansions of libraries and Volunteer Appreciation Program.

Library Director Vinke spoke regarding capacity of shelves and open spaces, roles and responsibilities of staff and staffing vacancies, and Volunteer Appreciation Program update.

Chair Hall inquired regarding vacancies on the commission.

Library Director Vinke spoke regarding board and commission vacancies.

Vice Chair Maroko spoke regarding requirements for boards and commissions.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed that there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

Commissioner Walls spoke regarding statistical reports for programs and participants throughout the years and inquired regarding off-site numbers.

Senior Librarian Schoonover spoke regarding Library programs relating to off-site numbers.

## **L. ADJOURNMENT**

Motion by Commissioner Coopman, seconded by Commissioner Willers, to adjourn the meeting at 8:13 PM. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on November 6, 2023, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California, and via teleconference.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted:

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Dana Vinke  
Library Director



# Administrative Report

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H.1., **File #** LC23-7310

**Meeting Date:** 12/4/2023

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**TITLE**

For eComments and Emails Received from the Public





# Administrative Report

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I.1., File # LC23-7311

Meeting Date: 12/4/2023

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**To:** LIBRARY COMMISSION

**From:** DANA VINKE, LIBRARY DIRECTOR

**TITLE**

2023 SUMMER READING REPORT

# Find Your Voice!

## Summer Reading 2023



Number of  
Teen Participants



197

49% increase over last year

Number of  
Children Participants



1,414

21% increase over last year

Number of  
Adult Participants



121

51% increase over last year

Number of  
Submitted Book Reviews  
by Children & Teens



331

Number of First-Time  
Children and Teen  
Participants



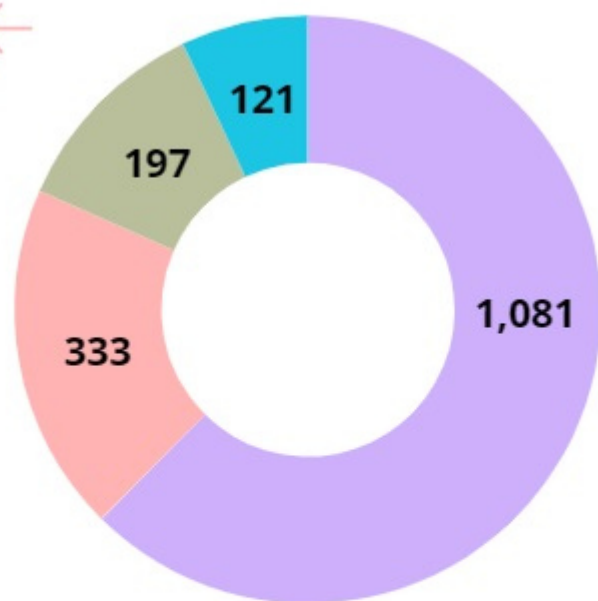
970

Number of  
Children and Teen  
Finishers



402

Participants By Age  
Total 1732



■ School Age (62.41%) 
 ■ Preschool & Younger (19.23%) 
 ■ Teen (11.37%) 
 ■ Adults (6.99%)

Total Number of  
YS Programs

72

50% increase over last year

Total Number of  
Adult Programs

11

Total Attendance

4002

42% increase over last year

Total Attendance

100



# Administrative Report

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J.1., File # LC23-7312

Meeting Date: 12/4/2023

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**To:** LIBRARY COMMISSION

**From:** DANA VINKE, LIBRARY DIRECTOR

**TITLE**  
DIRECTOR'S REPORT

- October 3 – Library Director Dana Vinke attended Revize training on the City’s new website
- October 4 - Library Director Dana Vinke attended California State Library PolicyMap Training
- October 4 - Library Director Dana Vinke attended the Power of WorldCat for Public Libraries
- October 4 - Library Director Dana Vinke attended Accounts Payable training
- October 5 - Library Director Dana Vinke and Mario Adame, Circulation Supervisor, attended a Full-Time Library Clerk Meeting
- October 11 - Library Director Dana Vinke attended Revitalizing Morale: Cultivating a Supportive Library Culture webinar
- October 13 - Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, met with Baker & Taylor staff to discuss ordering
- October 18 - Library Director Dana Vinke attended Timesheet Entry Training
- October 19 - Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, met with Bibliotheca staff at the North Branch Library regarding OpenAccess implementation
- October 20 - Library Director Dana Vinke met with Braille Institute Library staff to discuss materials for person with vision impairment or low vision.
- October 23 - Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, met with SirsiDynix staff to discuss implementation of Book Carousels for the new website
- October 24 - Library Director Dana Vinke attended Building Community Relationships for Better Library Services, an OCLC webinar
- October 26 – Library Director Dana Vinke met with Mario Adame, Circulation Supervisor and Erin Schoonover to discuss holiday payroll entry

#### **Updates on**

Open+

New Library Webpage

Braille Institute

## REDONDO BEACH PUBLIC LIBRARY

## LIBRARY COMMISSION

Statistics 2023-2024

	GATE COUNT	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2023-24	MAIN LIBRARY	12,480	13,903	12,818	13,088									52,289
	NORTH BRANCH	3,749	3,962	3,132	3,676									14,519
	TOTAL	16,229	17,865	15,950	16,764									66,808
2022-23	MAIN LIBRARY	10,539	12,204	12,648	12,474	10,388	7,922	11,851	10,932	13,530	11,530	12,450	13,560	140,028
	NORTH BRANCH	3,043	3,450	3,337	3,372	2,993	2,041	3,051	2,854	3,298	3,234	3,316	3,856	37,845
	TOTAL	13,582	15,654	15,985	15,846	13,381	9,963	14,902	13,786	16,828	14,764	15,766	17,416	177,873
2023-24	REGISTRATION													
	MAIN LIBRARY	386	386	338	280									1390
	NORTH BRANCH	37	35	25	12									109
	TOTAL	423	421	363	292									1499
2022-23	MAIN LIBRARY	79	56	69	306	211	142	338	284	359	358	280	497	2979
	NORTH BRANCH	20	21	17	21	11	6	10	16	13	16	16	28	195
	TOTAL	99	77	86	327	222	148	348	300	372	374	296	525	3174
2023-24	CIRCULATION													
	MAIN LIBRARY	24,165	22,584	21,192	19,843									87,784
	NORTH BRANCH	10,918	10,153	9,819	9,453									40,343
	TOTAL	35,083	32,737	31,011	29,296	0	0	0	0	0	0	0	0	128,127
2022-23	MAIN LIBRARY	25,642	24,107	21,633	21,572	20,033	16,081	19,508	19,236	22,463	20,298	20,457	22,847	253,877
	NORTH BRANCH	11,218	10,687	9,677	10,101	9,254	7,091	7,909	8,196	9,568	9,515	9,259	9,781	112,256
	TOTAL	36,860	34,794	31,310	31,673	29,287	23,172	27,417	27,432	32,031	29,813	29,716	32,628	366,133

Digital Circulation 2023-2024 and 2022-2023

2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Total
CloudLibrary	1,354	1,407	1,060	1,412									5,233
Ebooks	621	618	421	569									2,229
Eaudiobooks	733	789	639	843									3,004
Hoopla	2,538	2,759	2,595	2,587									10,479
Ebooks	820	865	846	869									3,400
Eaudiobooks	1,287	1,377	1,295	1,285									5,244
Bingepass	12	12	19	19									62
Comics	132	155	133	113									533
Movies	124	125	123	140									512
Music	43	80	63	70									256
Television	120	145	116	91									472
Kanopy	418	451	600	533									2,002
Overdrive/Libby	467	453	635	1,140									2,695
Ebooks	161	168	164	197									690
Eaudiobooks	91	58	98	111									358
Magazines	210	225	370	827									1,632
Other/Video	5	2	3	5									15
Total													20,409
2022-23	July	August	September	October	November	December	January	February	March	April	May	June	Total
CloudLibrary	1,662	1,524	1,286	1,189	1,189	1,235	1,400	1,173	1,250	1,341	1,251	1,364	15,864
Ebooks	710	694	544	461	451	543	618	501	506	567	492	595	6,682
Eaudiobooks	952	830	742	728	738	692	782	672	744	774	759	769	9,182
Hoopla	2,092	2,240	1,953	2,120	2,109	2,070	2,323	2,157	2,155	2,126	2,460	2,352	26,157
Ebooks	713	734	615	634	685	657	741	696	743	697	844	753	8,512
Eaudiobooks	981	1,006	974	1,076	1,031	1,038	1,164	1,096	1,052	1,077	1,212	1,214	12,921
Bingepass	9	9	12	16	17	15	20	10	14	8	10	12	152
Comics	131	117	118	146	122	106	107	82	94	98	102	101	1,324
Movies	104	115	101	92	115	117	84	95	93	99	120	119	1,254
Music	37	49	49	66	59	64	56	60	60	34	61	45	640
Television	117	150	84	90	80	73	151	118	99	113	111	108	1,294
Kanopy	580	566	553	605	658	669	648	521	458	487	490	465	6,700
Overdrive/Libby	452	457	472	498	510	511	569	519	515	471	490	515	5,464
Ebooks	155	159	179	138	166	172	214	166	178	170	142	161	2,000
Eaudiobooks	80	72	68	62	58	59	55	74	77	94	91	86	876
Magazines	211	226	219	292	285	279	297	278	254	206	253	262	2,800
Other/Video	6	0	6	6	1	1	3	1	6	1	4	6	41
Total													54,185

**PROGRAMS/PARTICIPANTS**

2023-24	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER			
	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH		
ADULT PROGRAMS	4	1	5	1	6	0	4	1	0	0	0	0	0	22
ADULT PARTICIPANTS	30	8	89	12	104	0	27	8	0	0	0	0	0	278
TEEN PROGRAMS	1	1	1	1	3	0	3	0	0	0	0	0	0	10
TEEN PARTICIPANTS	16	2	15	3	48	0	41	0	0	0	0	0	0	125
CHILDREN'S PROGRAMS	21	8	17	10	14	10	16	12	0	0	0	0	0	108
CHILD PARTICIPANTS	844	266	672	363	383	168	469	217	0	0	0	0	0	3382
OFFSITE	1	0	0	0	0	0	0	0	0	0	0	0	0	1
OFFSITE PARTICIPANTS	75	0	0	0	0	0	0	0	0	0	0	0	0	75
TOTAL PROGRAMS	27	10	23	12	23	10	23	13	0	0	0	0	0	141
TOTAL PARTICIPANTS	965	276	776	378	535	168	537	225	0	0	0	0	0	3860

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL	
	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH		
ADULT PROGRAMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADULT PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PROGRAMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHILDREN'S PROGRAMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHILD PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFSITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFSITE PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PROGRAMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PROGRAMS/PARTICIPANTS**

2022-23	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		TOTAL	
	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH		
ADULT PROGRAMS	2	0	5	0	4	0	4	0	3	0	4	0	0	22
ADULT PARTICIPANTS	65	0	143	0	58	0	39	0	36	0	44	0	0	385
TEEN PROGRAMS	1	0	2	1	2	0	2	0	2	0	1	0	0	11
TEEN PARTICIPANTS	20	0	40	16	39	0	20	0	26	0	17	0	0	178
CHILDREN'S PROGRAMS	9	6	7	9	17	9	14	8	16	9	10	6	6	120
CHILD PARTICIPANTS	363	155	362	197	412	148	411	157	394	120	345	103	3167	
OFFSITE	1	0	2	0	0	0	1	0	0	0	1	0	0	5
OFFSITE PARTICIPANTS	175	0	3000	0	0	0	800	0	0	0	2598	0	6573	
TOTAL PROGRAMS	13	6	16	10	23	9	21	8	21	9	11	6	153	
TOTAL PARTICIPANTS	623	155	3545	213	509	148	1,270	157	456	120	3,004	103	10,303	

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL	
	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH	MAIN	NORTH		
ADULT PROGRAMS	3	0	4	1	4	0	6	0	5	0	5	0	0	28
ADULT PARTICIPANTS	60	0	22	10	71	0	83	0	43	0	54	0	0	343
TEEN PROGRAMS	2	0	2	0	2	0	2	0	2	0	2	0	0	12
TEEN PARTICIPANTS	28	0	22	0	203	0	13	0	89	0	10	0	0	365
CHILDREN'S PROGRAMS	11	9	15	6	18	10	14	8	17	13	20	11	152	
CHILD PARTICIPANTS	208	192	399	169	637	286	366	203	513	282	2,136	382	5773	
OFFSITE	0	0	1	0	0	0	1	0	1	0	0	0	0	3
OFFSITE PARTICIPANTS	0	0	150	0	0	0	2,635	0	150	0	0	0	2935	
TOTAL PROGRAMS	16	9	22	7	24	10	23	8	25	13	27	11	195	
TOTAL PARTICIPANTS	296	192	593	179	911	286	3,097	203	795	282	2,200	382	9,416	

# December Library Events

## CHILDREN'S CRAFT & LEGO PROGRAMS

IN-PERSON \*\*

### Craft @ MAIN LIBRARY

Meeting Room - 2<sup>nd</sup> Floor

Tuesday, 12/5 at 3:30pm-4:30pm

### Lego Club @ MAIN LIBRARY

Meeting Room - 2<sup>nd</sup> Floor

Mondays, 12/11 & 12/18 at 3:30pm - 4:30pm

### Lego Club @ NORTH BRANCH LIBRARY

Meeting Room

Thursday, 12/14 at 3:30pm-4:30pm

### Craft @ NORTH BRANCH LIBRARY

Meeting Room

Thursday, 12/21 at 3:30pm - 4:30pm

\*\*Limit of 40 individuals \*\* - Tickets Required\*\* Get tickets at the Children's Desk at 15 minutes prior to program start time.



## SPECIAL CHILDREN'S PROGRAMS

@ MAIN LIBRARY - IN-PERSON \*\*

### Music Together Monday

Meeting Room - 2<sup>nd</sup> Floor

Monday, 12/4 at 11:30am-Noon

### Block Party

Storytime Room

Thursday, 12/7 at 11:15am-11:45am

### Fire Department Storytime with Chief Yang

Storytime Room

Friday, 12/8 at 11:30am-12:30pm

### Winter Storytime with Bill Barke

Storytime Room

Saturday, 12/9 at 10:00am-11:00am

### Silver Stories

Storytime Room

Tuesday, 12/12 at 11:15am-11:45am

### Special Holiday Storytime with Miss Simi

Storytime Room

Wednesday, 12/13 at Noon-12:30pm

### Special Storytime with Santa Myk

Meeting Room - 2<sup>nd</sup> Floor

Friday, 12/15 at 4:00pm-5:00pm

### Special Storytime with Mandy Mandy

Storytime Room

Tuesday, 12/19 at 11:30am-Noon

\*\*Tickets Required\*\* Limit of 40 individuals. Tickets will be handed out at the children's reference desk at 15 minutes prior to program start time.

## STITCH & SEW REDONDO

@ NORTH BRANCH LIBRARY

All Ages in-person program

Saturday, December 2 at 11:00am-2:00pm

Meeting Room - *Limit of 30 individuals\**

\*Materials and sewing machines are not provided. Participants are encouraged to bring items or projects that they are working on to the program to get tips or pointers.

## HOLIDAY SCHEDULE

FRIDAY - DECEMBER 22 - **CLOSED**

SATURDAY - DECEMBER 23 - **OPEN**

MONDAY - DECEMBER 25 - **CLOSED**

TUESDAY - DECEMBER 26 - **CLOSED**

WEDNESDAY - DECEMBER 27 - **CLOSED**

THURSDAY - DECEMBER 28 - **CLOSED**

FRIDAY - DECEMBER 29 - **OPEN**

SATURDAY - DECEMBER 30 - **OPEN**

MONDAY - JANUARY 1 - **CLOSED**

TUESDAY - JANUARY 2 - **CLOSED**

## SPECIAL CHILDREN'S PROGRAMS

@ NORTH BRANCH LIBRARY - IN-PERSON \*\*

NORTH BRANCH MEETING ROOM

### Zen Storytime with Alex

Monday, 12/4 & 12/18 at 5:00pm-5:30pm

### Block Party

Tuesday, 12/12 at 3:30pm-4:30pm

### Music and Movement with Dance 1

Wednesday, 12/13 at 3:30pm-4:30pm

### Special Holiday Storytime with Andrea

Tuesday, 12/19 at 3:30pm-4:00pm

### Special Storytime with Officer Kyle

Wednesday, 12/20 at 11:30am-Noon

\*\*Tickets Required\*\* Limit of 40 individuals. Tickets will be handed out at the children's reference desk at 15 minutes prior to program start time.

Redondo Beach Main Library  
303 N. Pacific Coast Hwy  
Redondo Beach, CA 90277

Redondo Beach North Branch Library  
2000 Artesia Blvd  
Redondo Beach, CA 90278



WWW.REDONDO.ORG/LIBRARY  
(310) 318-0675



# December Library Events

## POETRY WORKSHOP WITH LINDA NEAL

*In-person program*

Saturday, December 9 at 10:30am-12:00pm  
Main Library - 2<sup>nd</sup> Floor Conference Room

In-person poetry workshops for all levels of poets.  
Come for inspiration and collaboration.

## TEEN PROGRAM

**Grades 6<sup>th</sup>-12<sup>th</sup> IN-PERSON**

### *Teen Program @ Main Library \**

*Build A Gingerbread House*

Wednesday, 12/6 at 4:00pm-5:00pm  
Main Library 2<sup>nd</sup> Floor Conference Room

Registration required at:

[www.redondo.org/library](http://www.redondo.org/library); Calendar of events;  
December 6; Teen program

\*Limit of 20 individuals \*

## ADULT BOOK DISCUSSION

*Zoom program*

Senior Librarian, Erin Schoonover will lead the discussion.

**Tuesday, December 12 at 6:30pm-7:30pm**

### *Lessons in Chemistry* by Bonnie Garmus

Free virtual program, registration is required.

\*\*Register at: [www.redondo.org/library](http://www.redondo.org/library)

click on events calendar; click on program date; click on  
register for this event.



## Virtual Meditation with Umesh Bhatia "Reducing Stress This Holiday Season Through Meditation"

*Zoom program*

**Saturday, December 2 at 10:00am-11:00am**

**YOU KNOW MEDITATION IS GOOD FOR YOU. LEARN SOME SIMPLE  
MEDITATION TECHNIQUES TAUGHT BY A LONG-TIME MEDITATOR.**

Registration required. Register at:

[www.redondo.org/library](http://www.redondo.org/library)

click on events calendar; click on program date; click on register for this  
event.

## POETRY APOCALYPSE READINGS

Saturday, December 2 at 1:00pm-3:00pm  
Main Library - 2<sup>nd</sup> Floor Meeting Room

A South Bay poetry group that has attracted some  
international attention will be reading from their  
newly released book "*Quantum Entanglement*".

The book of poetry is a tribute to how diverse  
voices relate to each other and the human heart.

Meet the poets. Copies of poetry books will be for  
sale.

## AUTHOR TALK WITH FREDERICK DOUGLASS REYNOLDS

*In-person program*

Saturday, December 9 at 1:00pm-2:00pm  
Main Library - 2<sup>nd</sup> Floor Meeting Room

Retired law enforcement officer Frederick Reynolds  
will talk about his books - an award winning  
memoir titled "*Black, White and Gray All Over: A  
Black Man's Odyssey in Life and Law Enforcement*"  
and his true crime book "*Saint Bloodbath*"

Copies of the books will be for sale.



# Administrative Report

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J.2., File # LC23-7313

Meeting Date: 12/4/2023

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**To:** LIBRARY COMMISSION

**From:** DANA VINKE, LIBRARY DIRECTOR

**TITLE**

DAILY BREEZE MICROFILM DIGITIZATION

## Daily Breeze Digitization Project

### Executive Summary

The Los Angeles County Public Library is pursuing the digitization of a portion of the historic *Daily Breeze* newspaper collection for the preservation of the collection and to increase public access.

Dana Vinke, Redondo Beach Public Library Director and Timothy Parker, Technical Services Librarian met with Brian Geiger director of UC Riverside's Center for Bibliographical Studies and Research and Wendy Crutcher, Library Administrator, Technical Services, of the Los Angeles County Public Library (LACPL) and Amy Boteilho, Assistant Library Administrator in Technical Services for LACPL to discuss the possible digitization of the *Daily Breeze* newspaper.

Based on the results of that discussion, LACPL has prioritized the project to digitize their historic *Daily Breeze* newspaper microfilm collection spanning from 1904 to 1977. This project will preserve the newspaper for decades and increase awareness and access to important local cultural and historic events.

### Background

The *Daily Breeze* newspaper as we have come to know it was founded as a weekly paper titled The Redondo Breeze in 1894 by Redondo Beach local S. D. Barkley. The newspaper's primary service area was the local community or Redondo Beach. As the population of the South Bay grew, so did the newspapers coverage area. The newspaper became a daily in 1922. The paper went through a variety of name changes including the *Redondo Daily Breeze*, *South Bay Daily Breeze*, and simply the *Daily Breeze*. The paper also had several owners including the Copley Press, the Hearst Corporation and the Los Angeles Newspaper Group (LANG).

Previously, Susan Anderson, former Redondo Beach Public Library Director, had worked with Kelly Riddle, Digital Projects Coordinator for LACPL on a potential *Daily Breeze* newspaper digitization project. At that time, the strategy was for LACPL to ship all or parts of the collection to Newspapers.com. Newspapers.com would digitize the newspaper and provide access to the Library.

An affiliate of Ancestry.com, Newspapers.com states it is "the largest online newspaper archive consisting of 912 million+ pages of historical newspapers from

24,400+ newspapers from around the United States and beyond”. According to Wikipedia, Newspapers.com increase their databases by working with libraries, publishers, and historical organizations to scan publications for free to include in their database. Many organizations view this process of free scanning as an easier, cheaper and quicker way to get their publications online than other alternatives.

Ms. Anderson retired in 2022 and Ms. Riddle is no longer with LACPL. Dana Vinke, Redondo Beach Public Library Director, subsequently began to revisit the digitization of the historic *Daily Breeze* newspaper microfilm collection.

### **Assessment**

The procedure of transforming traditional print newspapers or microfilm from their analog format into digital imagery is known as newspaper digitization. The majority of historic newspapers are available in physical paper or microfilm formats. In order to make these collections available online, print or film of the newspaper are scanned and the resulting digitized pages are analyzed (though not always) with optical character recognition (OCR) software to generate text files containing the newspaper's content and to enable the newspaper to be searchable. OCR is an essential component of newspaper digitization, as without it, the newspaper is only accessible by date. An analogy would be searching Google by the date something was posted instead of using words and phrases.

There are several major challenges posed by the digitization of the *Daily Breeze* newspaper. These include: copyright and permissions; physical possession of the microfilm; scanning and image capture or digitization; OCR; digital asset management and storage.

The first challenge in a digitization project is to determine where the physical archives reside. The only physical record of the early years of the Breeze newspaper are the microfilm holdings at LACPL at the Hawthorne Library. There is no known archive of the physical papers. The Redondo Beach Public Library does not own any *Daily Breeze* microfilm. LACPL maintains the largest, albeit incomplete, collection of the *Daily Breeze* newspaper on microfilm. In many cases, the Library maintains the only remaining copies of the newspaper. LACPL recently performed an inventory of their *Daily Breeze* newspaper microfilm collection and found that from the paper's inception, 1894 to 1977, LACPL houses 539 rolls of

microfilm spanning from 1904 to 1977. Rolls vary in size making the ability to determine how many images may result from digitizing such a collection difficult to estimate.

The second challenge in a digitization project is to determine the rights to digitize the newspaper microfilm. The term “public domain” includes those materials which are not protected by intellectual property laws such as copyright. No individual owns these works; instead, they are owned by the public. Newspapers published before 1926 are in the public domain. Depending on whether a publisher registered with the U.S. Copyright Office, newspapers published before 1978 may or may not be in the public domain. If a newspaper is not in the public domain, permission of the copyright holder is required to digitize and bring such a paper online. The Redondo Beach Public Library does not currently have permission to digitize and make available the *Daily Breeze* newspaper online.

Once the challenge of copyright has been addressed, one of the next challenges is determining how the microfilm will be scanned and in what format. It is important to note the distinction between digitization and scanning. Although both convert a hard copy into a digital file format, only digitizing allows for a document to be OCR'd and provides additional meta-data points. This difference is why most preservation projects digitize materials instead of only scanning them.

It is generally recommended that images be digitized to TIFF file format and made available in PDF format. TIFFs are the highest quality image deliverable. They use a lossless compression algorithm to preserve image quality. They are a standard in the field of preservation. TIFFs require more storage space than PDFs and are not ideal for web use due to their large file size. PDFs are ideal for access because they are not platform-dependent, ubiquitous, OCR compatible, and require less storage space.

It is recommended that digitization be performed by professionals given the rarity and condition of the physical newspaper microfilm. While volunteers or staff and locally sourced equipment could be used, any number of issues could arise that would necessitate the use of specialized equipment and professionally trained staff. Currently, the Redondo Beach Public Library does not have the staffing, time, or funding to accommodate either an in-house staffed or a volunteer digitization project.

Another challenge is selecting a digital preservation platform. Digital preservation platforms combine policies, strategies, and actions to ensure access to digital content. They involve planning, resource allocation, and the application of preservation methods and technologies. There are several platforms available and they include both open and closed source software and there are costs associated with both types of digital preservation platforms. For example, the Redondo Beach Public Library currently utilizes Laserfiche to host its collection of Redondo Compass (1892-1893) and the Redondo Reflex (1906-1970). The Library also utilizes Montage, an Auto-Graphics, Inc. software to host a collection of local High School Yearbooks. Maintaining multiple platforms is not ideal as it can be costly, inefficient, and not user friendly.

### **Recommendation**

It is our recommendation that Redondo Beach Public Library support LACPL in their endeavor to digitize the historic *Daily Breeze* newspaper. LACPL has been digitizing unique items and collections since 2012. Most of the Library's digital collections come from 3 sources: the Library's own collections, archival collections at other County departments, and material contributed by communities within Los Angeles County. LACPL takes steps to ensure that it has appropriate rights to digitize and provide access to content. Where possible, LA County Library secures rights to use works that are in copyright. LACPL will work with their County Counsel to ensure the collection is properly insured and that any access agreement is fair to the Library and their patrons.

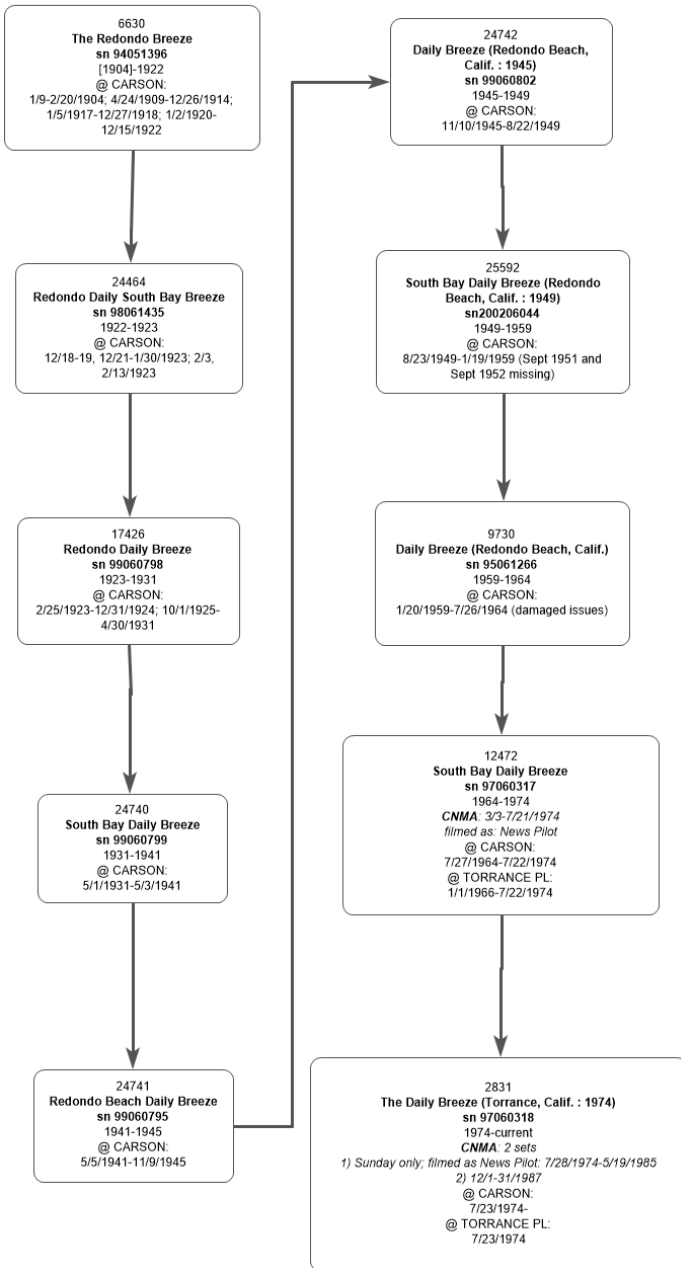
**Los Angeles County Library - Inventory of Daily Breeze Newspaper on Microfilm**

Publication Name	Shelf Roll Numbers	Dates Inclusive	Number of Rolls	Missing
The Redondo Breeze	n/a	1904-01-30 thru 1922-12	6	1904-01-01 thru 1904-01-29; 1901-02-21 thru 1909-04-23; 1915-01 thru 1916-12; 1919-01 thru 1919-12
Daily Breeze	1 thru 20	1922-12-18 thru 1931-06	16	Rolls 5-8: 1925-01 thru 1925-09
Daily Breeze	21 thru 40	1931-07 thru 1940-12	20	
Daily Breeze	41 thru 60	1941-01 thru 1945-03	20	
Daily Breeze	61 thru 80	1945-04 thru 1947-04	20	
Daily Breeze	81 thru 100	1947-05 thru 1951-12-31	19	Roll 99: 1951-09
Daily Breeze	101 thru 120	1952-01 thru 1953-08	19	Roll 109: 1952-09
Daily Breeze	121 thru 125	1953-09 thru 1954-02	5	
Daily Breeze	126 thru 145	1954-03 thru 1955-10	20	
Daily Breeze	146 thru 165	1955-11 thru 1957-06	20	
Daily Breeze	166 thru 185	1957-07 thru 1959-02	20	
Daily Breeze	186 thru 205	1959-03 thru 1960-05-23	20	
Daily Breeze	206 thru 225	1960-05-24 thru 1961-03-15	20	
Daily Breeze	226 thru 245	1961-03-16 thru 1962-01-15	20	
Daily Breeze	246 thru 265	1962-01-16 thru 1962-11-15	20	
Daily Breeze	266 thru 285	1962-11-16 thru 1963-09-15	20	
Daily Breeze	286 thru 305	1963-09-16 thru 1964-11	19	Roll 303: 1964-09
Daily Breeze	306 thru 325	1964-12 thru 1966-07	20	
Daily Breeze	326 thru 345	1966-08 thru 1968-03	20	
Daily Breeze	346 thru 365	1968-04 thru 1969-11	19	
Daily Breeze	366 thru 385	1969-12 thru 1971-03-31	20	
Daily Breeze	386 thru 405	1971-04-01 thru 1972-01-31	20	
Daily Breeze	406 thru 425	1972-02-01 thru 1972-11-30	20	
Daily Breeze	426 thru 445	1972-12-01 thru 1973-09-30	20	
Daily Breeze	446 thru 455	1973-10-01 thru 1974-07-30	20	
Daily Breeze	466 thru 485	1974-08-01 thru 1975-05-31	20	
Daily Breeze	486 thru 505	1975-06-01 thru 1976-03-31	20	
Daily Breeze	506 thru 525	1976-04-01 thru 1977-01-31	20	
Daily Breeze	526 thru 545	1977-02-01 thru 1977-11-30	20	
Daily Breeze	546 thru 547	1977-12-01 thru 1977-12-31	2	
<b>Total Rolls</b>			<b>539</b>	

## Redondo Beach

### *Daily Breeze*

all titles available on + microfilm at Col.A-  
Carson (at least partially)







# Administrative Report

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J.3., File # LC23-7314

Meeting Date: 12/4/2023

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**To:** LIBRARY COMMISSION  
**From:** DANA VINKE, LIBRARY DIRECTOR

**TITLE**  
FINE FREE

## Executive Summary

During the last several years, public libraries across the nation have moved toward a “fine free” model which removes overdue fees for late materials, but maintains patron responsibility for the timely return and condition of the materials they borrow. The “fine free” model has proved to be beneficial for a variety of reason. Library Fines and Fees are approved by City Council annually under the City’s Master Fee Schedule.

## Background

Library Fines and Fees are approved by City Council annually under the City’s Master Fee Schedule. The Redondo Beach Public Library collects several fines and fees associated with Library services. Fines generally refer to monetary charges used as an incentive or disincentive. Provided patrons comply with Library policy, no fines are assessed. For example, overdue fines are implemented to help ensure patrons return materials in a timely manner and that materials circulate to avail themselves of more patrons. Fees generally refer to monetary charges used to recoup a portion of the cost of providing service. For example, copies made on public copiers are 20 cents per page. This is to help offset the cost of paper, cartridges, and machines. Fines and fees are established to balance operational need and public economic interest.

Library Fines:	
Adult Books, Magazines, Audiobooks, Music CDs	\$.35 per day
Juvenile Books, Magazines, Audiobooks, Music CDs	\$.35 per day
DVDs	\$1.00 per day
Interlibrary Loan Books	\$1.00 per day
Library Fees:	
Out of State Library Card Registration	\$10.00 per card
Lost Library Card Replacement	\$3.00 per card
Interlibrary Loan Request	\$3.00 non-refundable search fee per request
No Pickup Fee - Interlibrary Loan	\$5.00
No Pickup Fee - Holds	\$1.00
Lost Materials	Replacement cost plus a \$10.00 processing fee per item
Computer Use Fee	\$2.00 per two-hour session for non-cardholders, or cardholders needing additional time

## Trends

During the last five years, nationwide major public Libraries began going “fine free”. These Libraries include Chicago Public Library, New York Public Library, Oakland Public Library, San Diego Public Library, and San Francisco Public Library. For purposes of definition, “fine free” means the elimination of overdue fines. It does not mean the abolition of personal responsibility for Library materials. In “fine free” Libraries, patrons are still responsible for the return of the materials checked out and any damage to the items that might occur during the loan period. After a period of time determined by the Library,

materials are considered lost and patrons are billed for the cost of the item and typically a processing fee.

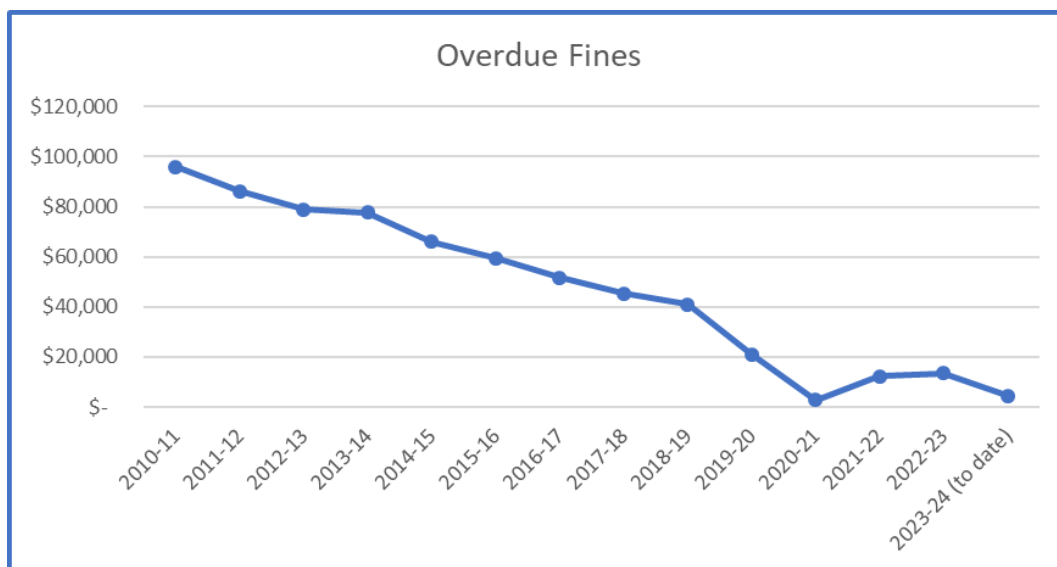
The Redondo Beach Public Library belongs to the Southern California Library Cooperative (SCLC), a consortium of 40 independent city, county and special district public libraries located in Los Angeles and Ventura counties. A recent survey indicated that 30 of the 40 member Libraries have gone “fine free” in the last 5 years. Of our neighboring five public libraries (Palos Verdes, Torrance, El Segundo, Hermosa Beach and Manhattan Beach) all have gone “fine free”.

### Analysis

There are several reasons public libraries go “fine free”. The most prevailing reason is based on equity. Fines present economic barriers to Library usage for vulnerable communities. Studies show that unpaid library fines disproportionately impact those socio-economic disadvantaged individuals with a higher percentage of suspended library cards. While overdue library fees represent a small fraction of a library’s operational budget, they disproportionately affect communities that have income insecurity or low income. Late fees add up and become insurmountable for some families when forced to choose between paying the fee or basic necessities.

Customer service is another reason public libraries have chosen to go “fine free”. Studies demonstrate that Library users, regardless of income, miss return deadlines at similar rates and that libraries that have gone “fine free” see little difference in late return rates. All libraries that have gone “fine free” report that staff and patrons are much happier which in turn improved customer service. Physical donations and circulation of materials increased and several libraries experienced an increase of returned items.

Because revenue from fines are diminishing, the cost to recoup those charges are often more than the return. In FY 2022-23, revenue collected from overdue fines at Redondo Beach Public Library was less than 1% of the Library’s overall annual operating budget. The overall trend of revenue from overdue fines is downward. In 2010, the revenue from overdue fines was \$96,021.83. Last year, the total was \$13,430.



Based on a study of other libraries that have gone “fine free”, it is estimated that going “fine free” would result in a reduction of the staff time it takes to collect and process overdue fines, as well as encouraging the return of library materials so that many items would not have to be repurchased. For example, the San Diego Public Library System eliminated late fees after an analysis by the city found that libraries were actually spending more per year on collecting fines (nearly \$1 million) than they took in from these charges (\$675,000). And, during the 2017–18 fiscal year, collections of overdue fines accounted for just 0.2 percent of the San Francisco Public Library’s total operating budget, one study showed. In contrast, library employees spent an estimated 1,100 to 3,500 hours per year collecting fines, which adds up to \$64,000 to \$191,000 in staff capacity. That’s time and money that could be spent serving patrons more effectively, that system decided.

Once implemented at the Redondo Beach Public Library, a “fine free” program is estimated to save hundreds of staff hours annually equaling a considerable soft savings. Public facing positions would no longer need to collect fines from patrons for overdue materials returned late and issue receipts, while accounting staff would no longer need to count and reconcile funds for these purposes. This task can be time-consuming and tedious, especially in light of the fact that many fines come in very small increments of 35 cents or a dollar at a time. In sum, Redondo Beach Public Library spent a considerable amount in staff time to collect \$13,430 in fines.

### **Challenges**

One of the primary challenges regarding a “fine free” program is the concern that materials will not be returned in a timely manner or not returned at all. It should be noted that no Library surveyed has removed a patron’s responsibility for the materials they borrowed. Most of these Libraries established an acceptable loan period after which borrowed materials become overdue. There are no fines associated with these overdue materials, but the account is blocked. After a period of overdue, these materials then become “lost” and the patron is billed for the replacement of each item. A bill for replacement typically includes the cost of the item and a processing fee. The cost is assessed at the original purchased price. The processing fee covers the cost of things like book covers, labels, cataloging, and property stamps. Some Libraries allow patrons to replace a “lost” item with a new or like new copy, but still charge a processing fee.

Another challenge to going “fine free” are prior late fines. According to previous reports, there is currently approximately \$170,000 in late fines in the system. Many Libraries which have gone “fine free” have done so retroactively. The justification for this is that many of these accounts with languishing late fines are dormant because the individual has moved, is deceased, or can no longer use the Library. These fines are arguably unrealizable and a burden on the integrated library system (ILS) as patron records with fines are never purged from the system. The few patrons with dormant accounts that do return to the Library are often perplexed by the historic charges and contest them or leave without rectifying their account.

Another issue are fines for non-pickup of holds. Currently the Library does not charge a fee for the placement of holds. Instead, the Library charges individuals who do not pick up their request one dollar per item after 10 days. While it may appear minor, it is a component of “fine free” policy. Some Libraries

charge for hold placement, which is a service fee. The non-pickup of hold is a fine to ensure holds are picked up in a timely manner and not placed arbitrarily.

### **Summary**

Fines can create a barrier to access that disproportionately impacts those that benefit the most from Library services. Fines are costly and, not necessarily, cost effective to collect. There is little evidence to suggest that fines achieve their intended goal. Eliminating fines would enhance customer service. Going “fine free” would be in line with other public libraries in the region.

# Fine-Free Policies

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## Results from Published Reports and Data from Library Connection, Inc. (LCI) Libraries

PREPARED BY SAM COOK, SYSTEMS LIBRARIAN FOR PUBLIC SERVICES, LIBRARY CONNECTION, INC. – WINDSOR, CT

Prepared on October 11, 2018, Updated March 22, 2019

The LCI Implementation Plan developed as part of the Strategic Plan process indicates that LCI should present ideas for “increasing circulation without causing increases in the cost of content.” One policy change that has gained increased popularity and seems to nearly guarantee increased circulation is the removal of daily fines. In response to the Implementation Plan, and because of multiple libraries expressing an interest in fine-free policies, LCI has determined that it would be beneficial to collect data about these policies to aid in the decision-making process. This report examines the results of fine-free policies at libraries outside of LCI as well as relevant statistics pulled from Sierra for existing fine-free policies within LCI. The four questions explored in this report are:

- 1) Are daily fines required as an incentive for patrons to return materials?
- 2) Do fine-free policies lead to increased circulation?
- 3) How have libraries managed the financial ramifications of removing daily fines?
- 4) How would fine-free policies be implemented in Sierra?

### ARE DAILY FINES REQUIRED AS AN INCENTIVE FOR PATRONS TO RETURN MATERIALS?

While very steep daily fines may have a correlation with return rates, available data seems to indicate that the nominal daily fines charged by libraries for most materials have a lesser effect on when patrons return materials. While there are not many large-scale studies that assess this, a study performed in 1983 by Hansel and Burgin showed a mean overdue rate of 13.91% for libraries with fines and a just slightly larger 14.21% for libraries without fines. In fact, they found that the only factor to have a continued significant effect on return rates was blocking patrons with overdue materials, which could be accomplished without the use of fines.<sup>1</sup>

It is worth noting that Hansel and Burgin ran a similar study in 1981 that did see some correlation between overdue fines and short-term return rates, but no correlation between overdue fines and longer-term return rates. However, this earlier study seems to be run on a smaller scale than the 1983 study and considered fewer variables, looking at just three fine-free libraries and 47 libraries with fines, not considering the amount of the fine, and examining only items due the most recent due date (presumably items one day overdue) and items due over a year prior.<sup>2</sup>

More recent insights can be gained from numerous articles reporting the success of libraries that have changed to fine-free policies. The following libraries all switched to fine-free policies and documented the effects.

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<sup>1</sup> Burgin, Robert, and Patsy Hansel. “More Hard Facts on Overdues.” *Library Overdues: Analysis, Strategies and Solution to the Problem*, The Haworth Press, 1984, p. 8.

<sup>2</sup> Burgin, Robert, and Patsy Hansel. “Hard Facts About Overdues.” *Library Journal*, vol. 108, no. 4, 15 Feb. 1983, pp. 349–352.

**Algonquin Area Public Library** – This library experienced an increase in overdue materials from 1% to 2%, but still reported getting most materials back within a few weeks.<sup>3 4</sup>

**Dayton Metro Library** – Six months after eliminating overdue fines, this library found that not only were fewer materials becoming overdue, but more materials were being returned than in the previous year.<sup>5</sup>

**Ela Area Public Library** – This library reported that “hold wait times remained steady” after enacting fine-free policies.<sup>3</sup>

**Gleason Public Library** – This library in Massachusetts reported that “there has been essentially no discernible difference in the amount of time that people keep materials since the library began its no-fines policy.”<sup>6</sup>

**Milton Public Library** – This library reported that more patrons were returning books on time after changing to fine-free policies.<sup>7</sup>

**High Plains Library District** – This district removed fines on everything except DVDs. After six months, 95% of materials were being returned within one week of the due date. They also assessed if this policy change resulted in any increase in “patron disappoints” when waiting for an item to be returned. They found no increase and determined that the policy change was “not negatively affecting the experience of other users of the library.”<sup>8</sup>

**San Rafael Public Library** – This library charges no fines on children’s and teen materials and has found “that people do not keep youth materials out any longer since we’ve eliminated fines.”<sup>9</sup>

**Vancouver Island University Library** - “VIU library did not experience an increase in overdue items. Rather, the library saw a small decrease in the percentage of overdue circulating items. This decrease can be attributed to an extension of loan times from 2 to 4 weeks.” In June 2012, prior to enacting the fine-free policies, VIU reported 30% of checkouts were overdue. In June 2013, after enacting the fine-free policies (and extending their loan duration), that dropped to 26% overdue.<sup>10</sup>

**Vernon Area Public Library** – Despite an increase in overdue items during the first week of the fine-free policy, this library found that overdue items were returned an average of eight days earlier as compared to prior to the policy

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<sup>3</sup> Womack, Matt, et al. Go Fine-Free and Still Get Your Stuff Back. <https://ischool.wisc.edu/wp-content/uploads/2016/10/Back-in-Circulation-Fine-Free.pdf>.

<sup>4</sup> Inklebarger, Timothy. “No More Late Fines at the Library?” OakPark.com, <http://www.oakpark.com/News/Articles/12-5-2016/No-more-late-fines-at-the-library?/>.

<sup>5</sup> Frolik, Cornelius. “The Dayton Library Ended Late Fees. Here’s What Happened.” myDayton Daily News, 5 Jul. 2018. <https://www.mydaytondailynews.com/news/local/the-dayton-library-ended-late-fees-here-what-happened/ZGaTCrUqhZQsbaH9QxTbiJ/>

<sup>6</sup> West, Nancy Shohet. “Late? No, fine.” Boston.com, [http://archive.boston.com/news/local/articles/2012/03/25/some\\_greater\\_boston\\_libraries\\_are\\_dropping\\_fines\\_for\\_overdue\\_materials](http://archive.boston.com/news/local/articles/2012/03/25/some_greater_boston_libraries_are_dropping_fines_for_overdue_materials)

<sup>7</sup> Dixon, Jennifer and Gillis, Steven. “Doing Fine(s)? Fines & Fees.” Library Journal, 4 Apr. 2017. <https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees>

<sup>8</sup> Depriest, Meg Johnson. “Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials.” Colorado State Library, <https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>

<sup>9</sup> Morehart, Phil. “An Overdue Discussion: Two Takes on the Library-Fine Debate.” American Libraries, 1 Jun. 2018. <https://americanlibrariesmagazine.org/2018/06/01/library-fines-overdue-discussion/>

<sup>10</sup> Reed, Kathleen, et al. “Putting a Sacred Cow Out to Pasture: Assessing the Removal of Fines and Reduction of Barriers at a Small Academic Library.” The Journal of Academic Librarianship, vol. 40, 2014, pp. 275–280.

change. They also changed their renewal limits at the same time, which likely explains the extreme drop in overdue return dates, which is not normally reported as being that dramatically earlier.<sup>3 4</sup>

### RELATED STATISTICS FROM SIERRA

With one LCI library having instituted fine-free policies in December 2018, multiple libraries having fine-free policies for seniors, and one library using a “pay what you want” model, there is a significant amount of data available to determine the effects of fine-free policies on patron behavior. This section of the report will examine whether fines are an incentive to return materials earlier as indicated by these three scenarios.

#### Fine-Free Policies at Mansfield Public Library

On December 3, 2018, Mansfield Public Library instituted nearly full fine-free policies. The only items that remain with fine-based policies include computer and a/v equipment, tablets, cake pans, and tools. While these materials are a valuable part of their collection, they account for less than 1% of total checkouts and thus should not have any significant effect on the collected data. As Mansfield provided approximately three months advance notice of this policy change, we were able to collect daily data to demonstrate if patron behavior changed as a result of the new policies. These assessments include transactions involving child, teen, adult, and senior patrons, omitting patrons who may have loan rule exceptions, such as staff, homebound, teacher, etc.

##### *Average Return Date*

To assess the average return date, check-ins were tracked between 8/21/18 and 3/16/19. The difference was taken between when each item was returned and when it was due, providing a numeric return date in relation to the due date. This accounts for 104 days before and after the policy change and a total of 62,350 transactions.

	Before Policy Change	After Policy Change	Difference
Average # of Days Items Returned Before Due Date	10.56	9.97	-0.59 Days
% Items Returned by Due Date	94.78%	93.35%	-1.43%

For comparison, a library without any policy changes that was used as a control sample showed a decrease from 10.51 to 10.22 average number of days items were returned before the due date during the same time period, and a drop in on-time percentages from 94.85% to 94.43%. While these decreases are smaller than those for Mansfield, it does indicate that some of the already small changes seen after Mansfield’s policy change may be caused by unrelated factors. These results seem consistent with other data collected for this report, showing that there likely is a correlation between later return dates and fine-free policies, but that the correlation is relatively small, as the difference for Mansfield was just over half a day.

##### *Average Percent Overdue*

A daily report was run to assess the percent of checked out items that were currently overdue. This was done between 9/5/18 and 3/6/19, giving 85 days of data before and after the policy change<sup>11</sup>. In order to maintain a

<sup>11</sup> Due to some computer issues, the report was not run on 13 days throughout this period, so the 170 days of data occurred over the course of 183 calendar days. There is no indication that this had any significant effect on the results.



consistent data set, only items checked out within the past 365 days of when the report ran were included. The averages of those 85-day periods were taken to determine if any change could be seen as a result of the fine-free policy change.

	Before Policy Change	After Policy Change	Difference
Average Percent of Checked Out Items Currently Overdue	7.43%	7.17%	0.26%

For comparison, the control library *increased* from 5.04% to 5.63% in the same period. While there is no reason to believe that Mansfield’s percent overdue decreased as a result of the new fine-free policies, it does support the conclusion that fine-free policies do not cause any significant increase to the average amount of materials kept overdue.

### Fine-Free Policies for Seniors

As nearly a half of LCI libraries do not charge fines for senior patrons, and the others charge at the same rate as other patrons, we can compare the return rate of items checked out under fine-free policies within our own system with a relatively comparable control group. LCI has been collecting data since October 2017, providing around 400,000 transactions to analyze. About 70% of those transactions involve fine-free policies, with the other 30% on policies with fines. The higher number of fine-free transactions is due to some libraries without fine-free policies for seniors not marking these patrons as seniors in Sierra. To assess these transactions, the difference was taken between when each item was returned and when it was due, providing a numeric return date in relation to the due date. Several other factors besides fines contribute to when items are returned in relation to the due date, so comparisons were done based on matching loan durations, auto renewal policy, and renewal limits. While other factors, such as fine amount and notice schedule may contribute to the differences as well, it was not feasible to apply that much granularity to these comparisons. To only keep statistically significant data, only parameter combinations with at least 500 transactions are considered here. The results are as follows:

#### Return Date in Relation to Due Date

Loan Policy	Return Date With Fines	Return Date Fine-Free	On-Time Returns With Fines	On-Time Returns Fine-Free
Auto Renewal, 7 Days, 0 Renewals	-0.96	-0.91	83%	82%
Auto Renewal, 7 Days, 2 Renewals	-6.29	-4.97	98%	93%
Auto Renewal, 14 Days, 0 Renewals	-5.22	-4.07	96%	95%
Auto Renewal, 14 Days, 2 Renewals	-8.44	-8.36	96%	94%
Auto Renewal, 21 Days, 2 Renewals	-13.38	-12.42	99%	97%
No Auto Renewal, 7 Days, 0 Renewals	-1.53	-0.74	89%	84%
No Auto Renewals, 7 Days, 2 Renewals	-2.97	-1.02	94%	84%
No Auto Renewals, 14 Days, 2 Renewals	-4.57	-3.16	89%	82%
No Auto Renewals, 21 Days, 2 Renewals	-8.38	-6.96	92%	88%
No Auto Renewals, 28 Days, 1 Renewal	-12.91	-11.97	96%	90%

As mentioned earlier, there are likely other factors contributing to the differences in these numbers, and as such they certainly don’t yield a fully conclusive answer regarding the relationship between fines and return rates. However, some conclusions can be reached:

- 1) Fine-free policies have a lesser effect at libraries that use automated renewals. This does not necessarily mean that patrons are returning materials earlier when they have automated renewals, but more likely that the due date is pushed further back in more cases when renewals are automated.
- 2) With several of the assessed loan policies, fine-free policies had very little effect on return rates. For example, 14-day loan policies with 2 renewals at auto renewal libraries had a return date only .08 days later with fine-free policies as compared to policies with fines, and the return rate only dropped from 96% to 94%. This particular loan policy combination was assessed based on over 21,000 transactions, so it is by no means an insignificant data point in this chart.
- 3) On average, patrons are returning materials before the due date regardless of the loan policies, including whether or not fines are assessed.
- 4) The lowest the on-time return rate reached in this sample was 82% for 14 day, 2 renewal, fine-free policies at non-auto renew libraries, a 7% drop from the same policy with fines. This is certainly not a great return rate, but still shows that most patrons return materials on time regardless of policy.
- 5) The highest fine-free on-time return rate was 97%, for 21 day, 2 renewal policies at auto-renew libraries. This is also one of the most common loan rules at our libraries. The actual average return date was about one day later for fine-free policies than policies with fines.

When looked at more broadly, these results seem to indicate that there is a correlation between fines and return rates, but this correlation is often very small, especially for those libraries with automated renewals. It is also worth noting that any differences seen in these policies are *without* any alternative incentives for patrons to return materials on time, such as blocking patrons earlier based on overdue materials rather than just based on total fines.

With a present, but tenuous correlation between fines and return rate, the larger question may be whether the somewhat later return rates are substantial enough to decrease circulation, or if this possibility is offset by increased circulation from more attractive policies for patrons and the decrease in blocked patrons. This question will be examined later in this report.

### **The “Pay What You Want” Model**

While Cragin Memorial Library (Colchester) does not have fine-free rules set up in Sierra, they do implement a “pay what you want” model wherein patrons can put however much money they want in a fines jar at the circulation desk and have their fines cleared. Since this removes the direct correlation between the amount of time an item is overdue and the associated fine, it is worthwhile to examine Cragin as compared to the rest of the consortium. If there were a direct correlation between fines charged and overdue rates, one would expect patrons at Cragin to generally keep materials longer than patrons at other libraries. To assess this, over 1 million checkins were examined over a 12 week period. The same method as was used with the senior fine-free policies was used here to determine the average number of days items were returned prior to the due date and the percentage of items returned on time. Because of the effect of auto renewals on relative return dates, Cragin was compared not just to all other LCI libraries, but also specifically to other auto renewal libraries. This assessment only looked at adult and child accounts so as not to skew the results with the inclusion of fine-free policies for seniors.

#### **Average Number of Days Items Returned Prior to Due Date**

LCI Average: 7.2

Non-Auto Renewal Libraries Average: 4.7

Auto Renewal Libraries Average: 9.0

Cragin Average: 10.1

### Percentage of Items Returned On Time

LCI Average: 91.2%

Non-Auto Renewal Libraries Average: 87.9%

Auto Renewal Libraries Average: 93.6%

Cragin Average: 95.2%

For both measurements, Cragin has better than average return rates, not only when comparing to the consortium as a whole, but also when comparing just to other libraries that use automated renewals. Comparable data is not available for Cragin prior to their switch their current fines model, so it is certainly possible that their return rates were even better prior to implementing this model, but with little room for a higher on-time ratio, there is little reason to believe this to be the case.

## DO FINE-FREE POLICIES LEAD TO INCREASED CIRCULATION?

Although the degree to which circulation increases varies, and likely involves other factors as well, available information indicates that fine-free policies generally lead to increased circulation.

**Ela Area Public Library** – This library reported that first-time checkouts increased 3%, renewals decreased 3%, and hold wait times remained steady.<sup>3</sup>

**High Plains Library District** – This library reported a 16% circulation increase for children’s materials.<sup>12</sup>

**New York Public Library** – In 2011, NYPL ran a program to provide fine-free borrowing to eligible students. Children in this program borrowed materials at a 37% higher rate than those not in the program, and teens in the program borrowed at a rate of 35% higher.<sup>13</sup>

**Salt Lake City Public Library** – This library reported an increase in checkouts of 10% as well as a 3.5% increase in new cardholders.<sup>14</sup>

**Stark County District Library** – This library saw an 11% increase in circulation after one year of removing overdue fines.<sup>13</sup>

**Vancouver Island University** – This academic library saw no change in circulation as a result of enacting fine-free policies, either positive or negative. It is also the only academic library in this list, so it is possible that was a factor in the lack of a circulation increase.<sup>10</sup>

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<sup>12</sup> Graham, Ruth. “Long Overdue: Why Public Libraries are Finally Eliminating the Late-Return Fine.” Slate, [http://www.slate.com/articles/arts/culturebox/2017/02/librarians\\_are\\_realizing\\_that\\_overdue\\_fines\\_undercut\\_library\\_sessions.html](http://www.slate.com/articles/arts/culturebox/2017/02/librarians_are_realizing_that_overdue_fines_undercut_library_sessions.html).

<sup>13</sup> Marx, Anthony W. “The Case Against Library Fines – According to the Head of the New York Public Library.” Quartz, 18 Dec. 2017. <https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/>.

<sup>14</sup> Morehart, Phil. “Imagining a Fine-Free Future.” American Libraries, 11 Feb. 2018. <https://americanlibrariesmagazine.org/blogs/the-scoop/imagining-fine-free-future/>.

**Vernon Area Public Library** – This library reported that first time checkouts increased 3% and the number of new resident cards issues increased 8%.<sup>3</sup>

**Windsor Public Library (Ontario)** – This library reported no change in circulation after implementing fine-free policies (this library will be discussed in more depth next in this report).<sup>15</sup>

### The Case of Windsor Public Library (Ontario)

In investigating fine-free policies and how successful they have been at other libraries, only one prominent example seems to present fine-free policies as a failure: Windsor Public Library in Ontario. This library started a 21-month pilot project in January 2012, but decided at the end of that period to reinstate fines. At the end of their pilot project, WPL reported that the fine-free policies affected their revenue stream too greatly, it did not drive up circulation statistics, more items were being returned late and were going missing, hold wait times had increased, and patrons were generally unhappy with the policy change. While this certainly does not support fine-free policies as a wise decision, there were several mitigating factors that likely contributed to these issues:

- 1) According to the Board, the CEO of WPL made no plan or studies that would indicate how well the new policies would work and made no business plan to accommodate the reduction of revenue.
- 2) The library appears to have directly used fines revenue for buying new materials, so the loss of over \$100,000 per year directly affected their purchasing abilities.
- 3) The policy change was largely not supported by the Board from the start.
- 4) Midway through the pilot project, both the CEO and Board Chair were removed from their positions for a scandal involving personal use of credit cards.
- 5) Patrons were blocked immediately when a single item became due, with no grace period, which explains why patrons were unhappy with this aspect of the service.
- 6) The final report was drawn into question by the former Board Chair, who reported that a mid-project report showed that the new policy was popular among patrons and that circulation had increased.

It is difficult to say whether this is simply a genuine example of fines-free policies failing, or if the failure was a product of mismanagement and conflicting interests. Either way, it is worth being aware of this situation.

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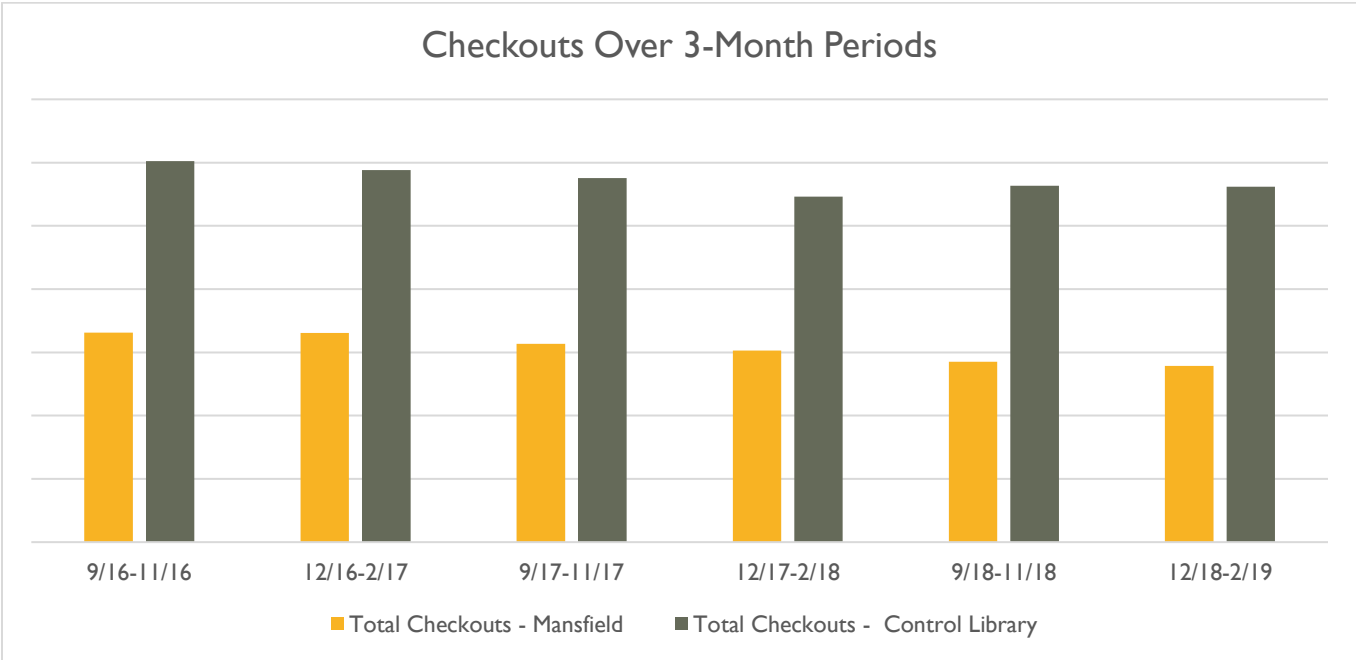
<sup>15</sup> Cross, Brian. "No-Fine Experiment at Libraries Has Been a Failure, Report Suggests." Windsor Star, 4 Oct. 2013.  
<https://windsorstar.com/news/local-news/no-fine-experiment-at-windsor-public-library-has-been-a-failure-report-suggests>.

**Circulation at Mansfield Public Library**

To assess circulation changes within our own consortium, we can look at Mansfield Public Library’s circulation for the three-month periods before and after the fine-free policies were implemented. The change took place on December 3, 2018, so this assessment compares September 2018 through November 2018 to December 2018 through February 2019. As circulation tends to vary month-to-month even without policy changes, a better comparison will be possible after a full year, but this initial assessment should at least show if any significant circulation change occurred as an immediate direct result of the fine-free policies.

Despite the expectation that circulation would increase after implementing fine-free policies, circulation actually dropped a small amount, with a decrease in checkouts of 2.23% during the three months after the policy change as compared to the three months before the policy change. However, the same comparison a year earlier shows a 3.45% decrease, indicating that the 2.23% drop this year is within the normal scope of a month-to-month circulation change and is likely not reflective of the policy change. It is even possible that the circulation decrease would have been greater this year without the policy change, but there is also no conclusive data supporting this.

By comparison, the control library used in this assessment dropped 5.12% in this period last year and dropped 0.27% in this period this year. Mansfield’s 2.23% drop this year again appears to be likely unrelated to the policy change. The only conclusion we can draw at this point is that instituting the fine-free policies caused neither a dramatic immediate increase or decrease in circulation.



Enacting fine-free policies would no doubt lead to a loss in revenue, either for the library or the town, depending on where fine collections are currently directed. If any lost revenue is deemed unacceptable for a library, fine-free policies would likely not be a viable option. For libraries with more flexibility, however, there are several approaches fine-free libraries have taken to lessen the effects of lost revenue.

### 1) Convince your town that the loss is acceptable

While probably the ideal solution, this is presumably also the least likely. It is not unheard of, however, as some libraries have convinced their town that the revenue loss is acceptable given the expected increase in library usage, especially for children.<sup>9</sup> This seems to particularly be the case when the fines money is a nearly insubstantial percentage of the total library or town budget.<sup>5 16 17</sup>

### 2) Calculate whether collecting fines costs more than the actual amount collected

Some libraries reported that the amount it cost them to collect fines exceeded the amount they were collecting, and that they saved money by not charging fines. This does not necessarily mean staff reductions, however. For example, one library found the savings by eliminating credit card machines they used for accepting fines and change-counting machines they rented to handle all the coins they received.<sup>6 18 19</sup>

### 3) Collect donations

Although it seems unlikely to fully make up the lost revenue, a common strategy is simply accepting donations, often via a donation (or “guilt”) jar at the circulation desk. One library, based on their own experience, notes that “it may be a good idea to anticipate and plan for a drop once the novelty wears off.”<sup>7</sup> It is also worth noting that when Cragin switched to their current “pay what you want” model with a fines jar, the amount of fines money they collected actually increased.

### 4) Add revenue-generating services

At least one library reported that they were looking to replace lost revenue with other revenue-generating services, such as accepting passport applications.<sup>16</sup>

### 5) Seek support from private organizations

While possibly not sustainable on a continual basis, New York Public Library reports that they were able to provide a one-time amnesty of \$2.25 million with support from a private organization that works to improve quality of life for low-income people.<sup>13 20</sup>

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<sup>16</sup> Wenger, Yvonne. “Baltimore’s Pratt Library Will Go Fine-Free for Overdue Books.” The Washington Post, 6 Jun 2018. [https://www.washingtonpost.com/local/baltimores-pratt-library-will-go-fine-free-for-overdue-books/2018/06/11/ea495b40-6815-11e8-9e38-24e693b38637\\_story.html](https://www.washingtonpost.com/local/baltimores-pratt-library-will-go-fine-free-for-overdue-books/2018/06/11/ea495b40-6815-11e8-9e38-24e693b38637_story.html)

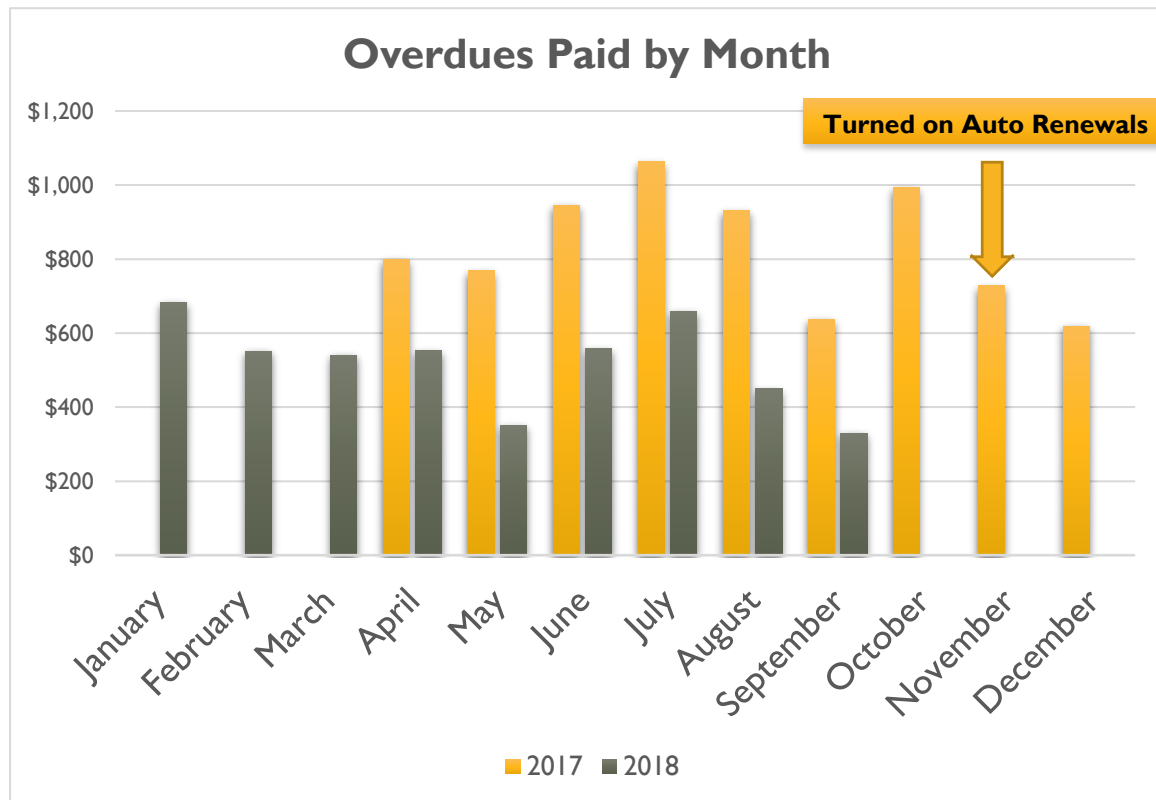
<sup>17</sup> The Salt Lake City Public Library System. “The Fine Free Library: One Year Later.” Medium, 9 Aug 2018. <https://medium.com/@SLCPL/the-fine-free-library-one-year-later-d28c69743c15>

<sup>18</sup> “Wave Goodbye to Overdue Fees at the San Diego Public Library.” CBS8, 29 Jun 2018. <http://www.cbs8.com/story/38542156/wave-goodbye-to-overdue-fees-at-the-san-diego-public-library>

<sup>19</sup> Pyatetsky, Julia. “The End of Overdue Fines?” Public Libraries Online, 5 Nov 2015. <http://publiclibrariesonline.org/2015/11/the-end-of-overdue-fines/>

<sup>20</sup> Scutari, Mike. “Towards a Fine-Free Future: A Funder Tackles a Barrier to Public Library Engagement.” Inside Philanthropy, 26 Oct 2017. <https://www.insidephilanthropy.com/home/2017/10/26/a-fine-free-future-library-jpb>

Libraries who are interested in a more incremental process of eliminating fines should consider auto renewals, if they have not already. The below chart shows the amount of fines paid by month, from April 2017 to September 2018 for the first LCI library to fully implement auto renewals. Their fines have reduced by about 44%, sometimes passing 50% in a given month as compared to that month in the previous year.



## HOW WOULD FINE-FREE POLICIES BE IMPLEMENTED IN SIERRA?

Upon request, LCI staff can update all loan rules associated with your library to charge no fines. If there are select item types that should still charge fines, those item types can be set to do so. As bills are still traditionally assessed, a patron would still be blocked if they had a billed item, presuming the bill was for at least \$10. Libraries that allow a generous amount of time before billing may consider requesting the bills to be assessed earlier, as this can act as a more immediate incentive to return items for those patrons who need one.

Another method in Sierra for blocking patrons is to block them after they have received a certain number of overdue notices for any item. For example, a patron could be blocked upon receiving a second overdue notice for an item and would remain blocked until that item was returned. Unfortunately, this block is applied based on the patron type, not the transaction location. In other words, residents of the fine-free town would be subject to that block regardless of the library they were using, and non-residents may not be subject to this block even when borrowing from the fine-free library.

Loan rules would continue to work as always, in that they will be assessed based on the transaction library. Items checked out at a fines-free library will follow the fines-free policies, but items checked out elsewhere, even those that are owned by a fines-free library or returned to a fines-free library, will still be assessed fines as dictated by the original transaction library.



# Administrative Report

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J.4., File # LC23-7315

Meeting Date: 12/4/2023

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**To:** LIBRARY COMMISSION

**From:** DANA VINKE, LIBRARY DIRECTOR

**TITLE**

DISCUSSION AND POSSIBLE ACTION REGARDING JANUARY LIBRARY COMMISSION MEETING