

SPECIAL MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMITTEE
CITY OF VICTORVILLE

FEBRUARY 3, 2020
4:00 P.M. – 5:00 P.M.
CONFERENCE ROOM D
VICTORVILLE CITY HALL
14343 CIVIC DRIVE
VICTORVILLE, CA 92392

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, ANYONE WHO REQUIRES REASONABLE ACCOMMODATIONS TO PARTICIPATE IN A MEETING MAY REQUEST ASSISTANCE AND/OR RECEIVE THE AGENDA IN AN ALTERNATIVE FORM BY CONTACTING THE VICTORVILLE CITY CLERK'S OFFICE (760) 955-5026 NO LATER THAN 72 HOURS PRIOR TO THE MEETING

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

1. Review and Approval of Minutes from 12/16/2019
2. Review and Approval of Minutes from 1/28/2020
3. Library Master Plan for Discussion and Possible Action
4. Fine Free Library, Department Policy for Discussion and Possible Action

PUBLIC COMMENT

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VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – December 16, 2019

1. CALL TO ORDER The regular meeting of the Community Services Advisory Committee was called to order by Committee Member Golden at 4:05 p.m. in Conference Room D at City Hall, 14343 Civic Drive, Victorville.
2. ROLL CALL PRESENT: Committee Members Golden, Pyle and Smith.
 ABSENT: None.
 STAFF: Director Davidson, Manager Lynch, Librarian Carter, Specialist Ballou, Secretary Doornbos and Recording Secretary Nelson.
3. APPROVAL OF MINUTES It was moved by Chair Golden to approve the minutes for the meeting on November 18, 2019, seconded by Committee Member Smith; motion carried (3/0/0)

Manager Armstrong entered the meeting at 4:10 pm.

4. WRITTEN COMMUNICATIONS None
5. AGENDA ITEMS

- A. Update on Library Master Plan: Director Davidson advised the Committee on the schedule, publication, and questions received so far on the Library Master Plan.
- B. Update on Civil Rights Memorial Contest: Director Davidson advised on the schedule for the Civil Rights Memorial Essay. Committee discussion ensued.
- C. Discussion on CPRS Conference: Chair Golden will attend the CPRS conference and all members will be signed up with CPRS accounts.
- D. Grant Discussion: Director Davidson advised on the status of the Ca. State Prop 68 grant applications; discussion ensued about the grant application. Director Davidson advised that the playground equipment awarded through the GameTime Grant had been shipped and pending install. Manager Lynch advised on new bike way path and providing training professional services. Committee Member Pyle inquired about library grants in respect to non-profits versus City.

6. COMMITTEE MEMBER REPORTS/COMMENTS Committee Member Pyle complemented the most recent Rec Pages he received.
7. STAFF REPORTS/COMMENTS Manager Lynch advised the Rec Pages went out; Dec. 7th's Festival of Lights was successful; BEARS Bike Giveaway occurred on Dec.14th and 150 bikes were given away; the Library was changing over the circulation system from County to City ran; the Library will be closed from Dec. 21st – Jan 1st, and opening back on January 2, 2020. Manager Armstrong advised that a round of bill inserts was sent out; staff held the last Free Dump Day of 2019; staff hosted a booth at the Victor Valley Rescue Mission event; and was working on programs. Chair Golden inquired about remedies for illegal dumping, discussion ensued amongst members.
8. Public Comment: Patron advised the congestion on the 15 freeway was impacting the health of citizens.
9. NEXT MEETING DATE January 28, 2020.
10. ADJOURNMENT It was moved by Committee Member Golden to adjourn the meeting, seconded by Committee Member Smith; motion carried (3/0/0). The meeting was adjourned at 5:22 p.m.

Committee Member Signature

Date of Approval

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VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – January 28, 2020

1. CALL TO ORDER The special meeting of the Community Services Advisory Committee was called to order by Committee Member Golden at 6:00 p.m. in Conference Room D at City Hall, 14343 Civic Drive, Victorville.
2. ROLL CALL PRESENT: Committee Members Golden, Pyle and Smith.
 ABSENT: None.
 STAFF: Director Davidson, Manager Lynch, and Recording Secretary Nelson.
3. APPROVAL OF MINUTES None.
4. WRITTEN COMMUNICATIONS None
5. AGENDA ITEMS
 - A. Park and Recreation Master Plan: GreenPlay, LLC presented their findings from their information gathering sessions and gathered additional insight from audience members.
6. COMMITTEE MEMBER REPORTS/COMMENTS None.
7. STAFF REPORTS/COMMENTS None.
8. Public Comment: None.
9. NEXT MEETING DATE February 3, 2020.
10. ADJOURNMENT It was moved by Committee Member Golden to adjourn the meeting, seconded by Committee Member Smith; motion carried (3/0/0). The meeting was adjourned at 7:20 p.m.

Committee Member Signature

Date of Approval

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POLICY & PROCEDURE VICTORVILLE COMMUNITY SERVICES DEPARTMENT

TITLE	Fine-Free Library Policy	NO.	L- <u>1</u>
		PAGE	1 OF 1
APPROVED BY		DATE	

PURPOSE: In recent years, many Libraries in California have implemented policies that allow patrons to return books after the scheduled due date without fines or penalties. This practice incentivizes the return of Library resources without fear of having to pay extra fines for being late. Data shows that the cost to administer and collect late fines is typically more than the amount of revenue collected from the fines. Late fines were implemented in the past to deter patrons from returning books late, but many times the fine will deter the patron from returning the book at all.

In an effort to encourage the return of library resources, and to improve service to our patrons, the Department plans to implement a new Fine-Free policy at the Library.

POLICY:

Beginning immediately upon approval, the Victorville City Library will no longer charge a late fine or penalty when a patron returns a library resource after the scheduled due date. Library procedures for late return will continue as follows:

- When a book, dvd, or other library resource has reached its due date, and has not been returned into circulation, the Library's automated system will assess a Replacement fee that is equal to the value of the borrowed resource, and the patron account will be put on hold.
- No additional late fines or penalties will be assessed.
- The Replacement fee will remain on the patron account, and the account will remain on hold until the resource is returned, or the fee is paid.
- When the item is returned by the patron, the previously assessed Replacement fee will be removed from the patron account, and the item will be returned to circulation.

Library Fine-Free Policy - Research and Analysis

List of some prominent Libraries that have adopted Fine-Free Policies

City of Los Angeles
 City of San Diego
 County of San Diego
 City of Rancho Cucamonga
 City of Palm Springs
 City of Santa Barbara

Cost to Administer Late Fines

The Victorville City Library is open 61 hours per week, 50 weeks per year. Multiple staff are on duty during each shift. Counter staff are responsible for assessing late fines, researching patron accounts, and collecting late fines every day. Deposit staff are responsible for reconciling daily receipts, and processing daily deposit of fees and fines. Administrative staff are responsible for handling patron account disputes. We estimate that Library staff spend approximately 31 staff hours per week handling late fines. Cost break-down is as follows:

Work Assignment	Hourly Wage	Hours/Week	Hours/Year	Cost/Year
Counter Staff	\$ 15.50	27	1350	\$ 20,925.00
Deposit Staff	\$ 20.25	2	100	\$ 2,025.00
Fine Disputes	\$ 20.25	2	100	\$ 2,025.00

Total Cost to Collect \$ 24,975.00

Total Fines Collected
 FY 2018-2019 \$ 19,586.45
 Budgeted FY 2019-2020 \$ 10,000.00

Fiscal Impact

The Library projected \$10,000 in revenue from late fines and penalties in the current fiscal year budget. Approximately \$2,000 of that revenue was projected from Replacement fees, and \$8,000 from Late fines. Though a portion of the projected revenue will be lost with the implementation of the new Fine-Free Library policy, we are projected to collect higher than anticipated revenue from passport processing fees, which will offset the loss. Revenue projections for this fiscal year are described below:

Account	Budget 19/20	Actuals as of 12/30	Projected Jan-Jun	Total
Penalty/Late Fine	\$ 10,000.00	\$ 6,348.35	\$ 1,000.00	\$ 7,348.35
Copy/Printing Fees	\$ 15,000.00	\$ 8,763.57	\$ 8,000.00	\$ 16,763.57
Passport Services	\$ 50,000.00	\$ 30,739.20	\$ 30,000.00	\$ 60,739.20
Totals	\$ 75,000.00	\$ 45,851.12	\$ 39,000.00	\$ 84,851.12