

Kathi

Bancroft Memorial Library
50 Hopedale Street
Hopedale, MA 01747
Library Board of Trustees
April 15, 2021
4:00pm

- Call the Meeting to order
- Review Minutes
- Director's Report
 - Roof update
 - Fine free policy
 - Library service updates/Survey status
 - Budget concerns/FinCom updates
- Other topics not reasonably anticipated by Chair 48 hours before meeting.
- Public Forum

Zoom info:

Topic: Trustee Meeting

Time: Apr 15, 2021 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89845771947?pwd=TUF1MDFodFd2alp4U3dPMUhkZHgvQT09>

Meeting ID: 898 4577 1947

Passcode: 803824

One tap mobile

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Bancroft Memorial Library
50 Hopedale Street
Hopedale, MA 01747
Director's Report to Trustees
April 15, 2021
4:00pm

- Call the Meeting to order
- Review Minutes
- Director's Report
 - Roof update
 - Staging will be set up Thursday or Friday this week
 - Work will begin on Thursday or Friday next week due to funeral foreman's family
 - Have posted notice of potential disruption to the website
 - Fine free policy
 - Eliminating fines is in the CWMARS Strategic Plan so by 2025 overdue fines will likely be removed from the system
 - Many libraries in CWMARS have already eliminated fines for most overdue material, except items like hotspots and museum passes
 - Would like us to consider removing overdue fines on books since we have not been collecting fines for over a year
 - Need to partner with the Friends of the Hopedale Library to find alternate revenue sources
 - Library service updates/Survey status
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Bancroft Memorial Library Budget Update

Week 42

Line Item Type	FY2021 budget	4/15/2021	Balance	% spent (81% of year)	
Salaries	\$178,439.00	\$139,932.36	\$38,506.64	78.4%	
Salaries-Elected Officials	\$0.00	\$0.00	\$0.00		
Salaries total	\$178,439.00	\$139,932.36	\$38,506.64	78.4%	
Energy	\$13,720.00	\$8,327.60	\$5,392.40	60.7%	
Water & Sewer	\$770.00	\$648.30	\$121.70	84.2%	
Repairs and Maintenance	\$16,000.00	\$17,402.41	-\$1,402.41	108.8%	
Professional & Technical	\$11,654.00	\$12,385.09	-\$731.09	106.3%	
Telephone	\$300.00	\$32.53	\$267.47	10.8%	
Postage	\$74.00	\$3.76	\$70.24	5.1%	
Educational (Books, DVD's, etc.)	\$52,749.00	\$27,921.53	\$24,827.47	52.9%	
Other Supplies	\$3,520.00	\$4,368.05	-\$848.05	124.1%	includes Covid reimbursements
Travel/ Dues/ Seminars	\$0.00	\$0.00	\$0.00		
Equipment	\$400.00	\$324.97	\$75.03	81.2%	
Totals	\$99,187.00	\$71,414.24	\$27,772.76	72.0%	

7/15/2020 Special Accounts

Other Accounts		Prior balance	Received	Expenses	Funds as of 7/15/2020
Marjorie Hattersley Memorial		\$1,833.16	\$ 400.00		\$2,233.16
Tiffany Memorial					\$ 2,537.38
Library Donations		\$20,598.14	\$ 1,700.91		\$22,299.05
Book & Materials donations (lost/damaged)		\$2,836.55	\$ 165.03		\$3,001.58
AG Class Action Suit					\$20.86
Library Trust spend as of 3/16/2020		\$5,426.49	\$1,166.11		\$6,592.60
Library Trust (principal)					\$ 56,270.92
State Aid fund	<i>(need \$15,188 for matching grant)</i>	\$32,187.37	9,859.48	5,658.16	\$36,388.69
Program Room		\$387.74		387.74	\$ -
Library Building Repairs (Capital Funds)					\$ 8,223.50
Planning & Design Grant	<i>(Matching Grant)</i>				\$ 30,532.00
Total for other funds					\$168,099.74

Library Fines & Copies Revolving account	3/16/2020	485.29			\$485.29
	YTD Receipts	\$ 1,260.90			

<i>Line Item Type</i>	<i>FY2021</i>	<i>FY2022</i>	<i>variance</i>	<i>Notes</i>
Salaries	\$ 178,439.00	\$ 183,794.00	\$ 5,355.00	*forecasted 3% increase in salary
Salaries - Elected Officials		\$ -	\$ -	
Energy	\$ 13,720.00	\$ 13,000.00	\$ (720.00)	
Water & Sewer	\$ 770.00	\$ 640.00	\$ (130.00)	
Repairs & Maintenance (includes cleaning contract)	\$ 16,000.00	\$ 14,000.00	\$ (2,000.00)	Reflects increase \$750/month cleaning contract
Hope Plaza (includes annual cleaning, tent set up and take down) Estimated costs: \$2600 cleaning & \$ 2400 tent services		\$ 5,000.00		Want to pull Hope expenses out on a separate line in the budget
Professional & Technical	\$ 11,654.00	\$ 10,000.00	\$ (1,654.00)	*Reflects C/WMARS yearly increase of \$237. Toshiba copier contract \$138.91/month
Telephone	\$ 300.00	\$ 300.00	\$ -	
Postage	\$ 74.00	\$ 100.00	\$ 26.00	
Educational (Books, DVDs, CDs, newspapers, e-books, magazines, etc.)	\$ 52,749.00	\$ 54,345.00	\$ 1,596.00	*To meet minimum funding requirements of the MBLC, must spend 19% of budget on educational materials. \$285,733(.19) = \$54,290
Other Supplies (office, cleaning, bathroom, book processing, computer cartridges, etc.)	\$ 3,520.00	\$ 3,750.00	\$ 230.00	
Travel / Dues/ Seminars	\$ -	\$ 360.00	\$ 360.00	
Equipment	\$ 400.00	\$ 450.00	\$ 50.00	
			\$ -	
Total	\$ 277,626.00	\$ 285,739.00	\$ 8,113.00	
Notes:				
Professional & Technical: Contract with Toshiba for \$138.91/month/3-yr. lease.				

Education Line: To meet MBLC State Aid requirements the amount spent on Books and Materials should be 19% of the budget. (\$53, 707.38 would fully fund this requirement)

MAR (Municipal Appropriations Requirement) to meet State Aid requirement is \$285,733.

April 15, 2021

Dear Finance Committee,

The library has provided crucial services for patrons during this prolonged pandemic and it is essential that it remain fully funded for fiscal year 2022. Last year funding to library was level, but was cut additionally by the loss of \$1440 from the trustee stipend line and \$584 from the travel, dues, expenses line. The final amount left us over \$2K below the needed funds to meet the municipal appropriations requirement (MAR), which left us uncertified for state aid unless we were granted a waiver. Fortunately our cuts were not deemed disproportionate and we were granted the waiver. Thankfully services were not lost and we will still receive our state aid award of over \$9,000 this fiscal year.

In each subsequent year, the gap between current funding and the required funding (MAR) grows and will become harder to meet. Each year that the town cuts or levels our funding the deficit grows and the library becomes in danger of being decertified and not granted a waiver. The gap this year is \$8,107. With level funding in the next fiscal year, the gap grows to \$11,590.

During a year when many libraries were shut to the public, your town library was making every effort to be open and meet strict gathering limits and sanitation standards. We invested in air purifiers and other equipment to ensure the safety of all staff and patrons. A library staff known for their in-person services now pivoted to provide online programming and reference as well as a robust make and take program for all ages.

Bancroft Memorial Library
Fine Free Policy
April 15, 2021

In order to provide equitable access to the public library, the Bancroft Memorial Library has decided to waive fees on overdue books, DVDs and audio book CDs. These fees have been a barrier to many of the populations we serve and we want to remove that barrier.

Please note that fees will still be charged for lost items and overdue hotspots and museum passes.

Approved by the Board of Trustees,

Frederick J. Oldfield III, Chair

Nancy K. Verdolino

Katherine Wright

Objective 3: Provide equitable services to member libraries.

Activities:

- Develop services to meet needs of small libraries and academic members.
- Collaborate with larger library members to develop solutions to reduce barriers of service.
- Provide technical support and utilize technology to remove access barriers.
- Evaluate member needs on an annual basis to gauge satisfaction and adjust accordingly.

Objective 4: Increase engagement and participation of members.

Activities:

- Work with the Executive Board to create an engagement plan to offer outreach to member libraries with low levels of participation.
- Review terms of Annual Member Agreement yearly and make improvements as necessary.
- Improve effectiveness of meeting structure and accessibility for member libraries to participate.

Objective 5: Embrace the core values of equity, diversity and inclusion within all libraries.

Activities:

- Encourage all of our libraries to eliminate overdue fines which present an economic barrier to the access of library materials and services.
- Host monthly conversations around race and racial justice.
- Educate and train staff on equity, diversity and inclusion.
- Understand and examine implicit and racial bias.
- Review existing network policies for any bias and encourage member libraries to do the same.
- Review our recruiting, hiring, and retention practices to attract a more diverse workforce.

The Worcester Public Library will be closed Monday, April 19 in observance of Patriot's Day.

All Worcester Public Library locations have reopened for limited services. To find out what services your location is offering and the updated hours of available services [click here](#). To find out about additional library services you can access from home [click here](#).



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Eliminating Late Fines FAQs

Why does the Library want to eliminate overdue fines?

It is our vision at the Worcester Public Library (WPL) that we will be a welcoming destination and the leading provider of resources to inform, enlighten and enrich our diverse community. Our mission states that the Library makes information and services available to all people. With this knowledge, we have come to recognize that charging overdue fines undermines the mission of our Library. Fines are a barrier to access, eliminating overdue fines and increasing access to the Library benefits our entire community.

This is why WPL has decided to eliminate fines for our patrons, and forgive outstanding fines that are currently owed to our Library. Public libraries play a vital role in the development of early literacy skills, bridging the digital divide, and providing access to library materials and services our patrons may not have otherwise. Data clearly shows that late fines are not an effective means of promoting the return of books, and in some cases may actually work against that goal.

The Worcester Public Library belongs to the people of Worcester. It is our job as a public library to ensure that all members of our community can access and enjoy our vast collection. We hope that removing fines will encourage prior users to come back to the Library, while attracting new users to experience our offerings.

What led to this decision?

Our staff felt strongly that eliminating fines for overdue materials was something that would benefit a great deal of our patrons. We have offered short-term fine forgiveness programs in the past and these have always had a very positive reception. Building on this knowledge we read articles, spoke with staff at other libraries that have gone fine free, and analyzed our statistics and financial data.

Here are a few things we learned:

- The American Library Association (ALA) encourages libraries to promote the removal of all barriers to library and informational services, particularly overdue charges.
- Library systems that have eliminated fines report a positive experience for both patrons and staff members.
- The administrative costs associated with collecting fines from patrons can equal or exceed the revenue earned.
- Once the stigma of library fines is gone, some communities have found that the removal and forgiveness of fines also leads to the return of patrons, along with the return of long overdue library books.

Will people return items if there are no late fines?

Libraries that have taken the steps to eliminate fines have reported similar return rates after going fine free, with some reporting increased return rates. The Worcester Public Library will continue to monitor how this change will affect patrons, and will make improvements as we see necessary.

Patrons will still receive reminders when library materials are due. Those items that are not returned will be billed.

Are there any fines/fees that will still be charged to my account?

There will still be overdue fines on Kill-A-Watts, museum passes, telescopes, eReaders, Wi-Fi Hotspots, Launchpads, and similar library devices.

Materials from other libraries may be subject to overdue fines that are determined by the lending library.

If an item is overdue for 28 days it will be considered lost, and fees for the replacement of the item will be billed to your account.

Any accrual of fines or fees totaling more than \$10 will result in your library card being blocked.

What do I have to do to have fines forgiven and removed from my account?

If you have overdue fines from WPL that you accrued before we went fine free, you are no longer required to pay these fines. Staff of WPL are currently in the process of clearing individual patron accounts. If you have a question about your account please call 508-799-1655 ext 2 and ask to speak to a circulation supervisor.

I haven't been to the library in years. Will my card still work?

