

LIBRARY DIRECTOR'S REPORT

Circulation Policy

Enclosed in the Board package is a proposed new Circulation Policy. The main visible difference between this Policy and the former Policy is the size of the document – all staff procedures have been removed from the document and it now represents more succinctly those items that are truly a matter of Policy.

Most of the Policy's provisions remain but there are a few key exceptions:

- Block level has been increased to \$10. When a patron owes \$10 or more, the patron is blocked from taking out more materials. The previous level of \$5 is too low given the increased fine rates set a couple of years ago.
- Privacy of information on children's and youth's cards has been clarified based on legal opinion. The age when a child transitions to a youth and a youth to an adult has not changed and access to information in those records has not changed but the legal opinion helped add to the Policy a clearer explanation of the differences.
- Loan limits have been increased. In the existing Policy, patrons cannot borrow more than 40 items. This is an impediment to some patrons and there is no significant risk to allowing more items to be borrowed by avid Library users. Further, the limit set in the current Policy is not enforceable by the Library's computer system and always requires human checking. The new limits encourage use and are structured in a way that the computer system can monitor.
- Fines and Fees references have been removed. The existing Fines & Fees Policy already sets these charges and duplication is likely to lead to errors over the long term.
- Hold limits have been removed. The number of items a patron can request is now unlimited. The number of people who meet or come close to the current limit is a very small proportion of library users. Patron limits will be more appropriately set through the number of items they can take out of the Library (*Loan Limit*, noted above).

It is further proposed that the new Circulation Policy come into effect on September 1, 2008.

Fines & Fees Policy Revision

The Fines & Fees Policy is included in the Board package for approval. The Policy is, substantially, that passed by the Board in 2005 but the new Circulation Policy and the new Express Collection program have required minor amendments to the Fines & Fees Policy.

- The new Fines & Fees Policy includes a charge of \$10 to a patron's record in the event of an overdue account being turned over to a collection agency. The existing Policy calls for a \$5 charge but was set to prevent patrons from borrowing until the Library could recover a modest fee to offset the costs of passing the account to a collection agency. The proposed new Circulation Policy sets the block rate at \$10 so the handling fee for accounts sent to collection agency should change to preserve the Library's ability to offset these costs. This Policy change is proposed to be effective on September 1, 2008.
- The new Express Collections call for the addition of a new overdue charge rate. The Express Collections are intended to be high turnover, short loan items and setting a fine rate higher than usual will encourage their prompt return for the next patron. The new fine rate is proposed to be \$2 per day to a maximum of \$14. This provision is proposed to be effective when the Express Collections open in RPL locations.

RFS 2020 Executive Summary

Included in the Board package is the Executive Summary to the City of Regina's Recreation Facility Strategy 2020 report. I can provide a copy of the full report to any Board member who would like one. The Library has been waiting for this report to determine whether or not there may be a significant impact on Branch development plans. While the Report's recommendations do not appear to conflict with Library plans, it is a draft report of the consulting firm hired by the City of Regina. Any action the City may take on the Report has yet to be determined. I am meeting with the City in about ten days to review the report.

Book Sale Report

Nineteen months ago, the Board approved a relaxing of the Policy on de-accessioning and sale of withdrawn Library materials so that the Collections & Technical Services Unit could explore options. The Unit Manager, Crystal Hampson, has completed her review and her report is included in the Board package as information. No Policy changes were suggested and the recommendations from the report will be handled within the context of operations.

Library Directors' Retreat

As mentioned at the last Board meeting, the Province's Public Library Directors gathered to review the provincial Strategic Plan set at the Library Board Chairs and Directors meeting in April. The priority areas for the next 18 months were accepted by all systems and a summary of the main initiatives is included in the Board package. Regina is taking the lead on the infrastructure issue.