

REPORT

Oakville Public Library Board

Meeting Date: June 20, 2024

FROM: Oakville Public Library

DATE: June 11, 2024

SUBJECT: Rates and Fees Policy – June 20, 2024

RECOMMENDATION:

That the Rates and Fees Policy be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The OPL Rates and Fees Policy (Appendix A) has been updated from the previous version approved on May 2021 (Appendix B).
- All rates and fees are reviewed on a yearly basis by OPL during the annual operating budget process and updated rates are posted to OPL.ca and Oakville.ca once approved.
- OPL recommends removing a list of specific rates and fees from the Policy as this will ensure that the policy continues to provide clarity on the ways in which fees are charged without becoming outdated if changes are made to specific item rates and fees during the budget process.

BACKGROUND:

The Oakville Public Library (OPL) has an ongoing review process to evaluate all policies and procedures, to ensure that all decisions and practices continue to align with OPL's mission, vision, values, and legal obligations.

The Rates and Fees Policy ensures that OPL charges fees in accordance with the Public Libraries Act and provides justification for how and when fees are charged. It was previously updated and approved on May 28, 2021 and is due for review in 2024.

As of January 1 2021, OPL no longer charges overdue fines on most items. This initiative was implemented to support barrier-free access to literacy for all. Customers are notified of overdue materials via phone or email. Customers are

asked to return materials in a timely fashion. Overdue items may result in restrictions placed on customer accounts.

COMMENT/OPTIONS:

The OPL Rates and Fees Policy (Appendix A) has been updated from the previous version approved on May 2021 (Appendix B).

OPL recommends removing a list of specific rates and fees from the Policy as this will ensure that the policy continues to provide clarity on the ways in which fees are charged without becoming outdated if changes are made to specific rates and fees during the annual operating budget approval process. Track changes as been applied to Appendix A for clarity around the recommended changes.

APPENDICES:

Appendix A – OP-007 Rates and Fees Policy (2024)

Appendix B – OP-007 Rates and Fees Policy (2021)

Prepared by:

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Submitted by:

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