



# Board of Library Trustees Staff Report

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**DATE:** April 14, 2021  
**TO:** Board of Library Trustees  
**FROM:** Library Director

**SUBJECT:** RESOLUTION LB 2021-03 A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, PROVIDING THE CITY OF PALMDALE A PATRON OVERDUE FINES AND ADMINISTRATIVE FEES RECOMMENDATION.

## **ISSUE**

Should the Board of Library Trustees approve and adopt the recommendation to the City of Palmdale that 1.) past accrued overdue fines charged to library patrons accounts be deleted and waived; 2.) fees charged to library patron accounts for lost/damaged materials, processing fees for lost/damaged materials and fees for collection agency referrals that have been accrued in the last five years remain on patron accounts in an effort for the library to receive compensation for those lost/damaged materials; 3.) fees charged to library patron accounts for lost/damaged materials, processing fees for lost/damaged materials and fees for collection agency referrals that were accrued prior to five years ago be deleted from those patron accounts – and that this become the practice and policy of the library and City of Palmdale moving forward (to delete accrued fees that are older than five years from library patron accounts).

## **RECOMMENDATION**

Staff recommends that the Board approve and adopt the recommendation to the City of Palmdale to 1.) delete all preciously accrued overdue fines on library materials; 2.) retain fees charged to patron accounts in the last five years for lost/damaged library materials; 3.) delete all fees charged to patron accounts for lost/damaged materials that were accrued prior to five years ago – and that this become the practice moving forward (to delete accrued fees that are older than five years from library patron accounts).

## **BACKGROUND**

After considerable discussion and study of the various aspects associated with charging fines and fees to library patron accounts, the Library Board of Trustees recently voted

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unanimously to recommend to the City of Palmdale that the policy and practice of charging fines for overdue materials be eliminated for multiple reasons.

Subsequently the Library Board of Trustees has discussed the current practice of leaving accrued fines and fees on patron accounts indefinitely and recommends that the City adopt these revised practices and policies to encourage library usage, rather than dissuade community members because of an inability to pay potential late fines; while at the same time retaining the practice and policy of charging for lost/damaged materials for up to five years; but to begin the practice and policy of not retaining these accrued fees on patron accounts beyond a five year period.

### **DISCUSSION**

The components of this resolution contain the will and intent of the Board of Library Trustees based upon previous discussions during library trustee meetings; and specifically what was discussed during the Board of Library Trustees meeting on March 10, 2021.

### **FISCAL IMPACT**

No fiscal impact.