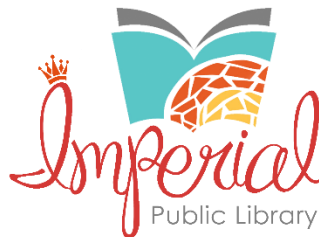


Imperial City Library Board of Trustees
Richard Montenegro Brown – President
Magdalena Altamirano – Trustee
Rachel Alexis Blackwood – Trustee
Valentina Estes – Trustee
Mia Hernandez - Trustee



STAFF REPORT

Agenda Item No. D-2

To: Imperial Public Library Board of Trustees

From: Community Services Department

Date: October 7, 2022

Subject: Library Fine Billing

Summary/Background:

Section IX paragraph E in the Library Procedures handbook states, "The fines for overdue materials are listed above in section C. A courtesy call will be made after the material is due. If the material is not returned after one week, a first notice will be sent. If the material is still not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged."

During the COVID-19 pandemic the library ceased its billing to accommodate patrons who were uncomfortable leaving their homes to drop off their library books and waived any fines incurred during this time. On September 2nd, 2021 staff put out signage stating that book fines will resume and since then all fines incurred were asked to be paid when a patron came to check out books. We now have a list of patrons who have not paid their fines.

Recommendation:

Staff recommends reinstating the mailing out of overdue notices to patrons after completing the steps as described in the Library Procedures.