



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/8/2016

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Danis Kreimeier - Director
Library
REPORT BY: Anthony Halstead, Assistant Director of Library Services & Community - 253-4061
SUBJECT: Waiver for Overdue Materials

RECOMMENDATION

Director of Library Services and Community Outreach requests authorization to waive fines for overdue library materials.

EXECUTIVE SUMMARY

Public libraries find it worthwhile to periodically offer amnesty for overdue materials. The last large scale amnesty period was in 2009. The requested action would provide for an amnesty period occurring simultaneously with the launch of the new Polaris Integrated Library System (ILS) through March 12.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	There will be a decrease in fine revenue for the year. However, if missing materials are returned that otherwise would have to be repurchased for the Library, it could generate a small level of positive return.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The setting and charging of overdue fines is at the discretion of the local jurisdiction. The waiver of fines will encourage overdue books to be returned to the Library, encourage patrons to actively use the Library again and create

good public relations.

Is the general fund affected? No

Future fiscal impact: None.

Consequences if not approved: Fines would be carried over into the new ILS system. Overdue books may not be returned to the Library, patrons may not actively use the Library due to inability to pay the fines and an opportunity to create good public relations may be lost.

Additional Information:

ENVIRONMENTAL IMPACT

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Public libraries find it worthwhile to periodically offer amnesty for overdue materials for a number of reasons: (1) the Library gets back long-missing items. Often these items are out of print and thus irreplaceable. (2) Library customers have the ability to clear their record, in some cases making their Library card active again and restoring full library privileges. (3) It creates good public relations.

The Napa County Library's last large scale amnesty period was in 2009 and the Library has an ongoing program during the summer to waive up to \$10 in fines when patrons participate in our Summer Reading Program. The Napa County Library launches its new Integrated Library System (ILS), Polaris, on March 9. The Director of Library Services and Community Outreach proposes a one time waiver of all overdue fines owed prior to March 12, 2016. Charges for lost or damaged materials would not be waived.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins