



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes\_ No X  
 Budget Account No.: Fund\_ Dept\_ Unit\_ Object  
 Reporting Category

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Impact: Based on the experience of the Queens Public Library, less than 5% of children's overdue fines will be removed through a *Read Down Your Fines* program. Currently our records indicate approximately \$119,000 in outstanding children's overdue fines, which would translate into a potential reduction of \$6,000 in fines revenue.

Implementation of a *Read Down Your Fines* program will generate positive publicity for the Library System by restoring children's borrowing privileges and will have a minimal impact on the Department's FY '07 budget.

C. Departmental Fiscal Review: Lavinia D. Gardner  
 (Lavinia Gardner, Chief Financial Officer)

**III. REVIEW COMMENTS:**

**A. OFMB Fiscal and/or Contract Dev. And Control Comments:**

Elizabeth Blaser 3/22/07  
 OFMB 3/22/07 10 3/20  
John J. Jacobus 3/23/07  
 Contract Dev. And Control

**B. Legal Sufficiency:**

Joseph P. D. 3/26/07  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**Background & Justification** (continued from page 1)

This initiative provides children an opportunity to reclaim their library privileges through an effort-based program that will remove overdue fines from their records. The primary benefit is to remove one of the barriers preventing a child from using the library for school assignments and recreational reading. The initiative also focuses attention on Summer Reading Program registration.

Attachment:

1. PPM CLO-106 Overdue Fines

### PALM BEACH COUNTY LIBRARY

**TO:** ALL LIBRARY STAFF  
**FROM:** JOHN J. CALLAHAN III  
LIBRARY DIRECTOR  
**PREPARED BY:** SHARON HILL  
ASSISTANT LIBRARY DIRECTOR  
**SUBJECT:** Overdue Fines  
**PPM #:** CLO - 106

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**ISSUE DATE**  
March 14, 2007

**EFFECTIVE DATE**  
March 14, 2007

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**PURPOSE:** To establish policy governing charging of fines for library materials returned overdue.

**AUTHORITY:** Action by Palm Beach County Board of County Commissioners on January 29, 1991, directing implementation of overdue fines. Further Board direction on March 18, 1997.

**POLICY:** It is the policy of the Palm Beach County Library to encourage the timely return of loaned materials by charging fines for library materials kept overdue. Overdue fines are applied equally to items from the Palm Beach County Library and to items on loan from other institutions.

The amount charged is as follows:

<u>Item Type</u>	<u>Overdue Fine</u>	<u>Maximum</u>	<u>Grace Period</u>
All Adult Cataloged Circulating Books ..... (Including New Books, Leased Books, Large Print Books, etc.)	10¢ per day	\$5.00 per item	3 days
All Cataloged Children's and Young Adult Books .....	10¢ per day	\$5.00 per item	3 days
Videocassettes with material code: Video ..	10¢ per day	\$5.00 per item	7 days
Videocassettes with material code: JV Video	10¢ per day	\$5.00 per item	7 days
Audio Books, Records, Audio Kits .....	10¢ per day	\$5.00 per item	3 days
Compact Discs .....	10¢ per day	\$5.00 per item	3 days
Adult DVDs .....	10¢ per day	\$5.00 per item	7 days
Juvenile DVDs .....	10¢ per day	\$5.00 per item	7 days
16mm Films .....	10¢ per day	\$5.00 per item	3 days

Fines are calculated using calendar days.

Determination of days which are not to be used in calculating overdue fines will be made by the Director.

Patrons who have items which are lost or damaged will be assessed the replacement cost for the item. Patrons who have items which were returned incomplete will be assessed the replacement cost for the item. Should they return the missing portion of the item, patrons will be assessed any overdue fines accrued while the item had not been fully returned.

Patrons will be blocked from checking out additional items when accrued overdue fines reach \$5.00. Blocked patrons must pay overdue fines in order to resume borrowing privileges. Exceptions to this blocking may be made by the Branch Manager, Main Library Circulation Manager, or Bookmobile Supervisor.

The Library recognizes that patrons may have compelling reasons for failing to return items on or before the date due.

#### Removal of Fines from Patron Records

Disputes from patrons whose debt has been referred to a collection agency should be directed to the Business Office Fiscal Specialist II or Fiscal Manager. Those fines are addressed in countywide PPM #CW-F-048 and cannot be waived. Fines which have not been referred to a collection agency may be removed, without payment, from a patron's record under the following circumstances:

1. Fines assessed due to Library error may be removed by circulation staff with job classification of Library Associate II and above. Documentation of circumstances consists of a print-out of the patron's record attached to the Weekly Fine Adjustment and Waive Report, which is submitted to the Business Office Fiscal Specialist II.
2. Fines assessed due to a facility closed at a not regularly scheduled time, at the direction of Library Director, may be removed by authorized staff.
3. Fines accrued due to the following circumstances may be removed at the discretion of the Branch Manager, Main Library Circulation Manager, or Bookmobile Supervisor:

*Out of town emergencies* including illness/hospitalization/accident; death; and military service. Documentation such as an obituary, a legal document (e.g., death certificate), or a letter from a treating physician may be required.

*Medical emergency/hospitalization of patron* including recovery period at home. Documentation such as a legal document (e.g., police accident report), a hospital bill, letter from treating physician, or a newspaper article may be required.

*Crimes/disasters* including thefts and personal disasters that keep patron from entering their home and/or destroy library materials (e.g., fire, flood). Documentation such as a police report or an insurance claim may be required.

The Branch Manager, Main Library Circulation Manager, or Bookmobile Supervisor will submit, with the Weekly Fine Adjustment and Waive Report, a memo (Attachment A) explaining the reason for the removal of a fine, and a print-out of the patron's record, to the Business Office Fiscal Specialist II.

4. Fines accrued as a result of financial hardship of the cardholder may be removed by an Area Supervisor or a Division Head, upon the recommendation of staff, according to the following procedure:

Branch Manager, Main Library Circulation Manager, or Bookmobile Supervisor must submit request in writing to the Area Coordinator or Division Head, detailing

circumstances and recommending removal of fines. If appropriate, documentation should be attached (e.g., welfare document, bankruptcy document, patron's letter). Request must also include research of patron's borrowing record, analysis of implications and reason for recommendation. If approved by the Area Coordinator or Division Head, the request and any accompanying documentation is forwarded to the Business Office Fiscal Specialist II with the Weekly Fine Adjustment and Waive Report.

5. Fines accrued due to extraordinary circumstances not otherwise covered in this PPM may be removed at the discretion of the Division Head, upon the recommendation of staff, per the following procedure:

Branch Manager, Main Library Circulation Manager, Bookmobile Supervisor, or Area Coordinator must submit request in writing to the Division Head, detailing extraordinary circumstances and recommending removal of fines. Request must also include research of patron's borrowing record, analysis of implications and reason for recommendation. If approved by the Division Head, the request is forwarded with any accompanying documentation to the Business Office Fiscal Specialist II, with the Weekly Fine Adjustment and Waive Report.

#### Exemptions

Talking Books Service to the Blind and Physically Handicapped and deposit collections to institutions will not charge or collect overdue fines.

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**CONTACT POSITION:** Circulation Supervisors

**APPROVED BY:** \_\_\_\_\_  
John J. Callahan III, Library Director

#### Supersession History:

PPM #CLO-106	Issued	May 15, 1991
	Revised	October 7, 1992
		June 1, 1994
		August 22, 1994
		September 1, 1997
		June 1, 1998
		January 3, 2000
		August 29, 2001
		July 1, 2002
		January 15, 2003
		March 14, 2007