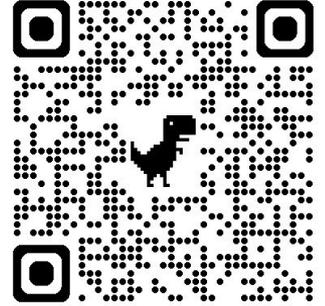


# Library Board Meeting (9/23/25)



# Upcoming Events



- [Events Calendar](#)
- Diwali Celebration
  - Wednesday, October 15 (5 - 7:30 pm)
  - All Ages
- Music of the Night Masquerade Ball
  - Friday, October 24 (7:30 - 10 pm)
  - \$10 per person
  - Adults (18+)



# Upcoming Closures

- Monday, October 13
  - Staff Development Day
    - Board are invited to attend
      - 8:45 am - 5 pm
      - Lunch: 12 - 1 pm
- Halloween: Library Closes at 5 pm



## Policy Change: Refunds for Lost Items

E. If lost items are returned in good condition, ~~regardless of when the item was originally due before a three month time frame from when they were originally due~~, the City Library will refund or credit the full retail price of the item to the patron. ~~If the fee was paid within the last 3 months, the patron may choose to receive the refund as a credit to their library account, or as a refund to the original credit or debit card used to pay the fines or fees or in the form of a check. Cash refunds are not available. If the fee was paid more than 3 months ago, then the amount will be applied as a credit to the patron's account.~~ If the patron chooses to receive the refund in the form of a check, a \$2 processing fee will be deducted from the full amount of the refund. No processing fee will be charged if the patron chooses to receive the refund as a credit to their library account or back to the credit or debit card to which the fines were originally charged. No refund will be issued for overdue fines accrued on the lost items that were returned.



# New Policy: Writing Off Aged Fines

K. Writing Off Aged Fines: To encourage former patrons to return to library usage while maintaining responsible borrowing practices, the Library will routinely review delinquent accounts and waive fines in accordance with the following provisions:

- a. Eligibility for Fine Removal
  - i. Overdue, lost, and damaged fines or fees that are **older than five (5) years** from the date of accrual will be written off.
- b. Account Status After Fine Removal
  - i. Accounts that have fines or fees in excess of \$10 that are waived under this provision will be moved to a special status called **Returning Resident**.
  - ii. Patrons in the Returning Resident status will have the same borrowing limits and loan periods as a **New Resident** account until they demonstrate consistent, responsible borrowing.
- c. Restoration to Full Borrowing Privileges
  - i. After a period of 6 months of maintaining their account in good standing (meaning no fines or fees in excess of \$10 or other account restrictions), patrons in the Returning Resident category may request to have their account converted back to **Resident** status.
- d. Recordkeeping
  - i. A record of waived fines will be maintained by the Library.
  - ii. Staff will document the date, amount, and reason for the waiver in the patron's account notes.
- e. Implementation and Review
  - i. The Library Director or designee will ensure that fine removal and status adjustments are performed annually.

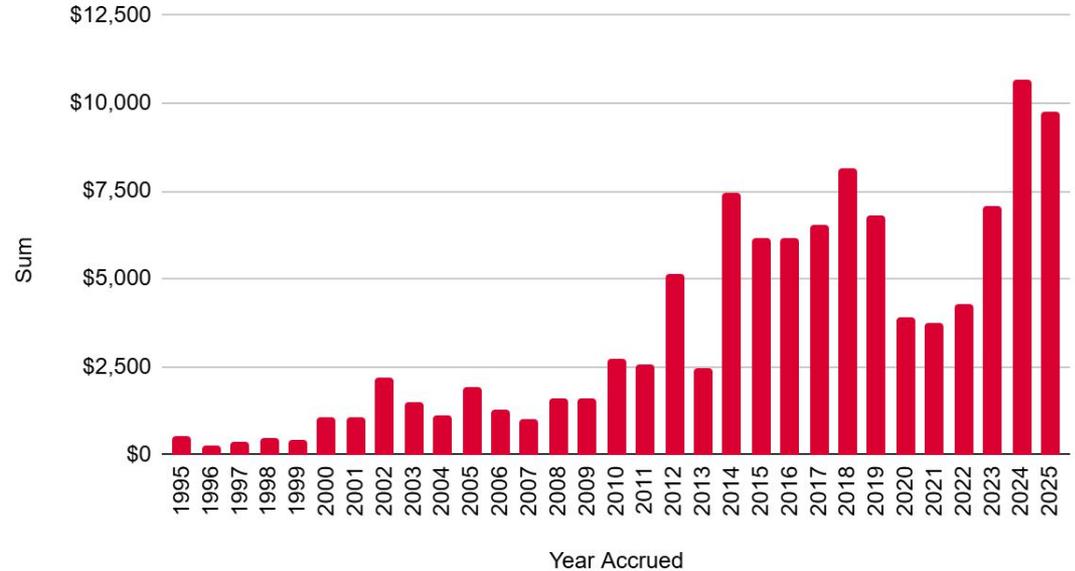


# New Policy: Writing Off Aged Fines

Projected Impact:

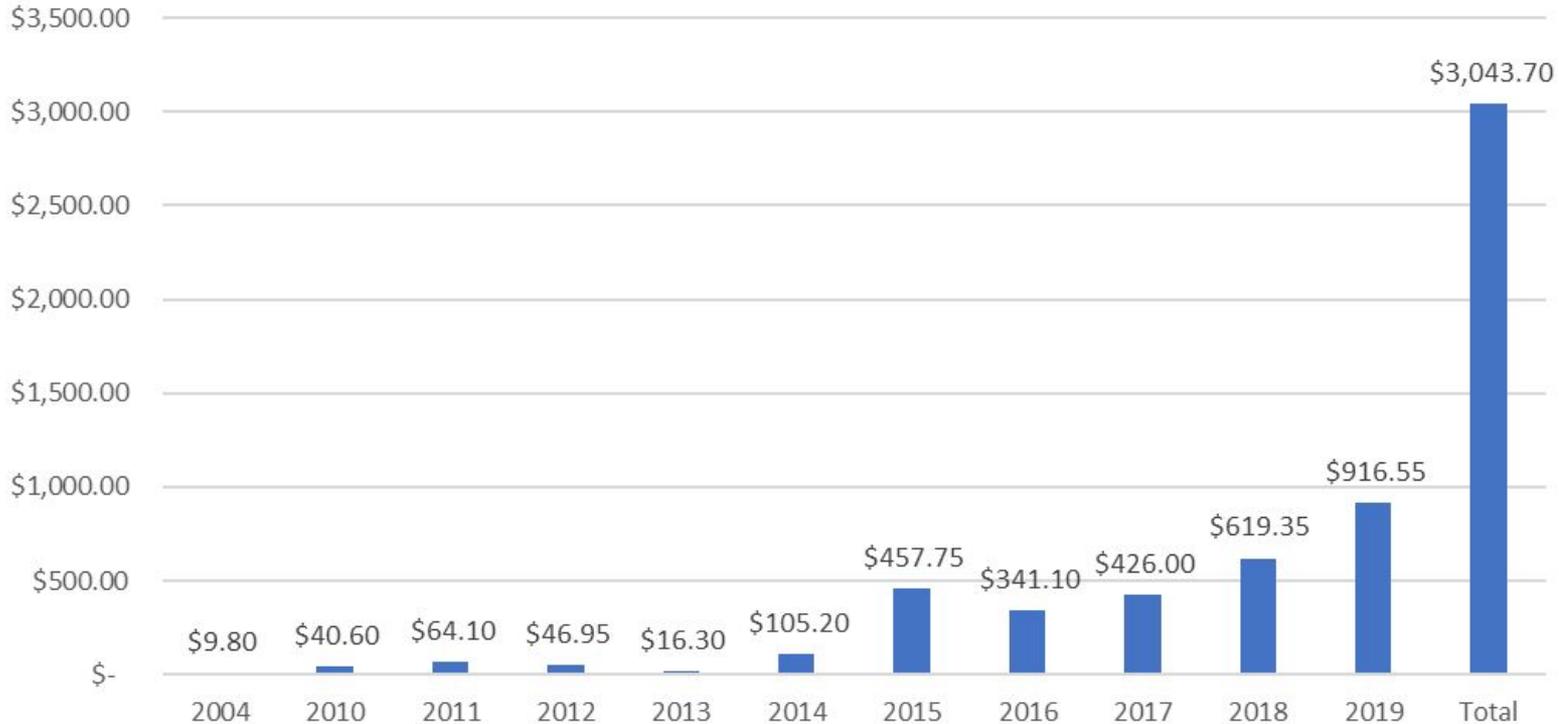
- Over 2,000 accounts
- \$70,523 fines older
  - Total outstanding: \$109,866)

Sum of Outstanding Fines & Fees by Year



# New Policy: Writing Off Aged Fines

Fines paid between 2022-2025 that were accrued before 2020



# New Policy: Deleting Old Accounts

F. Accounts that have been expired for more than 5 years will be deleted.

Projected Impact: About 3,500 accounts that have been expired for more than 5 years

