

**Attachment B – 05/14/20**

**TO: Rolling Meadows Library Board**  
**FROM: David Ruff, Director**  
**RE: Termination Of Overdue Fines**

**Question:** Shall the Library discontinue the practice of collecting overdue fines?

**Background:** Revenues from overdue fines have been dropping steadily. In 2016, they accounted for \$20,314. In 2019, the number had dropped to \$14,539.

**Staff Recommendation:** Discontinue collection of overdue fines.

**Analysis:** This was a recommendation staff began researching in late 2019 and advised the Board that it would likely recommend in 2020. The staff recommendation is based on the following:

1. The cost in staff time of collecting, counting, and depositing all the dimes and quarters further reduces the net income from this item by \$4,000 to \$6,000 per year. Therefore, the actual net income for this activity is \$10,000 or less.
2. Some patrons do not carry change or cash; however, we learned during our “Post Office in the Library Research” that the associated costs to the Library of paying for a pay-by-credit card system is advisable only for charges of at least \$5 to \$10. The vast majority of our overdue fines are under \$2. Patrons with significant overdue fines will risk suspension of their library card; therefore, there will still be an incentive to return materials.
3. Overdue fines sometimes discourage patrons from using the library – even when they have relatively small fines. In this new COVID-19 world, we recommend removal of all barriers to library materials that are not absolutely necessary. To this end, we suspended overdue fines in March so patrons would not be barred from access to e-materials because of even small overdue fines. Patrons will likely appreciate this move very much when they need it most.
4. Other nearby libraries have discontinued overdue fines. While this is not a good justification for adopting a policy, it does indicate that this should not be considered an extraordinary decision.
5. Again, in terms of COVID-19, no longer handling cash is a good move.