



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**DATE:** November 10, 2020

**TO:** Mayor and City Council

**FROM:** Director of Library Services

### **SUBJECT**

Adopt a Resolution Approving the Cessation of Late Fees at Hayward Public Library

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the cessation of late (overdue) fines. All existing fines and fee balances on library accounts would also be removed and account holds that limit use of library cards would be lifted effective January 1, 2021.

### **SUMMARY**

Currently, the late fee at Hayward Public Library for all library materials is \$0.25 per day per item and over 37,000 Hayward residents have library accounts with outstanding fines and fees balances. About half of these accounts have charges at-or-above \$20, the limit where the patron is no longer able to check out or renew materials until a payment is made. These account-holds disproportionately affect individuals with limited resources, children, and those without consistent access to transportation. Historically, when late fines are forgiven, patrons actually return books they have been holding on to, which in turn reduces the need to buy replacements. Fine forgiveness has also led to reductions in late returns and increases in circulation and library use. As an added benefit for Hayward, removing late fees would streamline the return processes and save staff time. Staff time savings will be used toward the operation of the new bookmobile.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	GARE Libraries Report