



AGENDA ITEM #3.4.B

REPORT TO CITY COUNCIL

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Date: July 2, 2019

Subject: Library – Overdue Books Policy

Report: The Pequot Lakes Community Library would like to formally adopt the attached Overdue Books Policy as recommended by the Library Board. At present, there are overdue fines dating back to 2013 with 249 patrons on the overdue unpaid fines list and \$4,293 in lost materials. The priority is the return of materials; therefore, the Library Board is also recommending a one-time “forgiveness month” in September of 2019 in which patrons who return their overdue materials will have their fines removed.

Council Action Requested: Council motion approving the Overdue Books Policy for the Pequot Lakes Community Library, which includes a one-time forgiveness month in September of 2019.

**PEQUOT LAKES COMMUNITY LIBRARY
OVERDUE BOOKS POLICY**

Adopted: 7-2-19

Week 1 Overdue – Email or call patron.

Week 2 Overdue – Second email or call patron.

Week 3 Overdue – Letter sent to patron plus a \$1 postage fine added to account.

Week 4 Overdue – Patron assessed for lost material, invoice sent plus a \$2 postage fine added to account.

A one-time “forgiveness month” will occur in September of 2019 in which patrons who return their overdue materials will have their fines removed.