

FINE ELIMINATION ANALYSIS

OBJECTIVE: This is a (draft) proposal to eliminate all library patron overdue fines. This will support the Alameda Free Library's Strategic Plan to increase library usage and better support the community by inviting back patrons who have been barred from borrowing materials due to late fines.

	FINE OCCURRENCES (PAID)	ALL FINE INQUIRIES (NOT PAID)	TOTAL HOURS USED (x5 MIN)	TOTAL HOURS BALANCING REGISTER (#REG x 15MIN x #WORKING DAYS)	TOTAL HOURS RESEARCHING OUT OF BALANCE CASH BAGS	TOTAL HOURS DEBT COLLECTION RESEARCH
TIME STUDY - JAN 2019						
MAIN	392	145	44.8	21.75	1.5	2
WEB	119	21	11.7	10.5	0	0
BFI	122	21	11.9	10.5	0	0
TOTALS	633	187	68.3	42.75	1.5	2

LEGEND

- HOW MUCH TIME SPENT DEALING WITH FINES
- HOW MUCH (STAFF) TIME SPENT RESEARCHING OUT OF BALANCE CONDITION
- HOW MUCH TIME SPENT BALANCING CASH REGISTERS
- HOW MUCH TIME TO DISCUSS DEBT COLLECTION

- 5min/patron
- 30min/bag
- 1hr 45min/day (7 registers X 15min)
- 10min/patron

QUESTIONS FROM MEETING:

HOW MUCH FINES ARE OUTSTANDING? HOW MANY PATRONS ARE BLOCKED?

ANSWERS:

	OUTSTANDING FINES	# OF PATRONS
1 Year Period (2/18 - 1/19)	\$6222*	334
5 Year Period (1/14 - 1/19)	\$33,298*	1718

*Fines are based on **blocked accounts** with balances over \$10.

HOW FAR BACK DO WE CLEAR FINES?

Clear ALL overdue fines

CAN WE DO AUTOMATIC RENEWALS, AND HOW MANY BEFORE THEY BOUGHT THE ITEM?

1 checkout + 3 renewals = 12 weeks (recommended)

WHAT IF THE ITEM IS ON HOLD FOR ANOTHER PATRON?

Notices will be sent for each renewal (each with stronger language). Staff will personally telephone patrons who have books checked out on the hold list during this learning period.

LIBRARY FEES THAT WILL STILL REMAIN ACTIVE.

Cost of Lost Material, \$5 Processing Fee, Card Replacement Fee, UMS Debt Collection (\$10), Damage to Material Fee, and Print Charges (as needed).