



City of San Leandro

Meeting Date: March 1, 2021

Staff Report

File Number: 21-077 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY:

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to approve a one-time amnesty program that waives all outstanding uncollectable overdue fines as of January 4, 2021, and to remove Overdue Fines and the Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule

SUMMARY AND RECOMMENDATIONS

- A. Staff recommends that the City Council approve a resolution to remove Overdue Fines and remove the Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule.
- B. Staff also recommends that the City Council approve a resolution to authorize the San Leandro Public Library to implement a one-time amnesty and removal of all outstanding uncollectable overdue fines as of January 4, 2021.

BACKGROUND

The Library Department is an important and vital part of the City of San Leandro's services. The San Leandro Public Library reviews policies and procedures regularly, evaluating how to better serve the San Leandro community.

The American Library Association (ALA), the largest library-related professional organization in the world, seeks to promote and preserve public libraries as unique institutions where all people enjoy free and equal access to information. The ALA has officially recommended that all libraries eliminate overdue fines. In January of 2020, Library Administration and the Circulation Supervisor presented a proposal to the City of San Leandro Library-Historical Commission recommending the removal of Library overdue fines to provide better customer service and make the Library more equitable.

Section 18743 of the California Education Code encourages “equal access by allowing libraries to participate in universal borrowing, allowing anyone to check out items from their library regardless of residence, and requiring all member libraries of a Cooperative Library System to provide equal access to all residents of the system, not just those in the library’s immediate area”. The Library Department’s policy of charging non-residents for library cards, and therefore access, is not consistent with this standard. In November of 2020, Library Administration and the Circulation Supervisor presented a proposal to the Library-Historical Commission recommending eliminating the Fee Card policies to adhere to this standard.

The Library-Historical Commission unanimously recommended that Library staff take both proposals to the City Council for their approval, which Library staff did on January 4, 2021. The City Council unanimously endorsed the two proposals.

Analysis

Library overdue fines are daily overdue, or late fines, which are charged on items when they are returned after their due date. These fines range from .25 cents per day on a children’s book to \$1 per day on a DVD. If a patron accrues more than \$10.00 in fines, then they are unable to checkout additional items from the library.

Studies have found that overdue fines are not effective incentives for returning library materials on time, in part, because there is no sense of urgency since the fines are so nominal.

Overdue fines pose an economic barrier for patrons to access library resources. These fines can quickly surpass the \$10 threshold thereby blocking a patron’s access to additional library materials. This presents an economic barrier to all patrons falling hardest on those who may lack the ability to pay and who need access to the library’s free resources the most.

The Library currently offers free library accounts only to residents of incorporated San Leandro as well as City employees. Non-residents are charged either \$60 per year for a household fee card, or \$30 per year for a non-resident worker card to have access to San Leandro’s library resources and daily computer use.

The purpose of all libraries is to provide equitable access to the entire community. Equitable access means free, fair, and impartial use of library resources and services. All San Leandro residents can obtain a free library card from all Bay Area public libraries; however, residents of those communities cannot get a free library card from San Leandro Public Library.

Approval of these two proposals will mean that the San Leandro Public Library will no longer collect overdue fines, and, will no longer collect library card fees from non-San Leandro residents. All Californians will qualify for a free San Leandro library card.

Previous Actions

- None

Board/Commission Review and Actions

- The Library-Historical Commission unanimously approved the elimination of overdue fines at the January 21, 2020 meeting.
- The Library-Historical Commission unanimously approved the elimination of the fee cards at the November 17, 2020 meeting.

Legal Analysis

- None

Fiscal Impacts

The impact of these resolutions will reduce the Library Department's estimated General Fund revenue. Eliminating overdue fines will reduce estimated revenue approximately \$65,000 per fiscal year. Eliminating the Fee Card policy will reduce estimated revenue approximately \$23,000 per fiscal year.

The authorization of a one-time amnesty on outstanding overdue fines will remove approximately \$227,000 in fines that the Library Department has determined to be uncollectable due to the Library Department not pursuing the collection of overdue fines and not employing a collection agency.

ATTACHMENT(S)

Attachment(s) to Staff Report

- Library-Historical Commission Minutes, January 21, 2020
- Library-Historical Commission Minutes, November 17, 2020

PREPARED BY:

- Bill Sherwood, Acting Library Director, San Leandro Public Library
- Loryn Aman, Senior Librarian, San Leandro Public Library

**CITY OF SAN LEANDRO
LIBRARY-HISTORICAL COMMISSION
TUESDAY, JANUARY 21, 2020 – 7:00 P.M.
REGULAR MEETING
SAN LEANDRO PUBLIC LIBRARY
CONFERENCE ROOM B**

PRESENT: Chair Viveros-Walton,, J. Heystek, A. Lum, I. Polvorosa, Library Director T. Mallon, Library Services Manager B. Sherwood and Recorder Y. Carrasco

ABSENT: D. Prola, H. Straughter

GUESTS: Maria Magallon, Precious Allen

APPROVAL OF AGENDA: It was MSC (Polvorosa/Lum) to approve the January 21, 2020 agenda.

APPROVAL OF MINUTES. It was MSC (Lum/Heystek) to approve the minutes of the November 19 , 2019.

PUBLIC COMMENTS: Maria Magallon, a member of the San Leandro Architectural Preservation Committee, which is an Ad Hoc Committee of the San Leandro Historical Society introduced herself. She is serving as a liaison to the Committee and will be attending Library-Historical Committee meetings to increase communication with City government.

Precious Allen, a student at San Leandro High School, introduced herself. She is interested in applying for the Youth Representative to the Library-Historical Commission.

CORRESPONDENCE: None

UNFINISHED BUSINESS: T. Mallon will cover under Report of the Secretary.

NEW BUSINESS:

- A. T. Mallon introduced Senior Librarian Loryn Aman who provided an overview of the proposed fine free policy.

It was a MSC (Heystek/Lum) for staff to move forward with proposed fine free plan as presented at January 21, 2020 meeting.

REPORT OF THE SECRETARY:

T. Mallon informed the Commission that M. Barloga and H. Straughter have resigned from the Library-Historical Commission and there is currently a vacancy in District 2 and District 5.

T. Mallon provided the Commission with a proposed schedule for future meeting dates and topics for 2020. Per Commissioner Lum's request streaming video update will be added to July agenda schedule. Per Commissioner Heystek's request an update on Little Free Library will be added to the September agenda.

REPORT OF CHAIR: Chair Viveros-Walton attended the City of San Leandro Martin Luther King event and was very impressed and inspired by all the activities. She let the Commissioners know if they are interested in judging a future oratory event to let staff know.

COMMITTEE REPORTS: None

COMMISSIONER COMMENTS:

Commissioner Polvorosa shared the window at the Alta Mira was successfully removed and the project should be completed by April. She thanked the City of San Leandro for donating \$20,000 and the San Leandro Art Commission for donating \$3,000. Alta Mira will be having a shrimp fundraiser on February 1, 2020. The cost is \$45.00.

Commissioner Lum asked for clarification of an article she read in the San Leandro Times regarding funding the Mulford-Marina Library. The project has been moved a few times. It was part of the Shoreline Development and some of the fees have been funded under the project. It was later moved to a City funded project, which is where it currently is. T. Mallon will include any updates at future commission meeting.

ADJOURNMENT:

It was MSC (Heystek/Lum) to adjourn the meeting at 8:02 p.m.

Respectfully submitted,

Theresa Mallon
Library Director

Yolanda Carrasco
Recorder

**CITY OF SAN LEANDRO
LIBRARY-HISTORICAL COMMISSION
TUESDAY, NOVEMBER 17, 2020 – 7:00 P.M.
REGULAR MEETING**

PRESENT: Chair Viveros-Walton, Commissioners J. Heystek, A. Lum, D. Prola, Library Services Director T. Mallon, Library Services Manager B. Sherwood and Recorder Y. Carrasco

ABSENT: I. Polvorosa

GUESTS: None

APPROVAL OF AGENDA: It was MSC (Lum/Heystek) to approve the November 17, 2020 agenda.

APPROVAL OF MINUTES: It was MSC (Prola/Lum) to approve the minutes of the September 15, 2020.

PUBLIC COMMENTS: None

CORRESPONDENCE: None

UNFINISHED BUSINESS: Commissioner Heystek asked if Commissioner information had been updated on City's webpage regarding vacancies. T. Mallon reported when she last spoke to City Clerk someone had applied but she hasn't received any updated information. T. Mallon will reach out to City Clerk for update.

Chair Viveros-Walton asked if a message to Commission could be sent confirming the agenda's and minutes are up to date on the City's website.

NEW BUSINESS:

- A. Discussion regarding eliminating the fee card structure for nonresidents.
Senior Librarian L Aman provided overview on the library's fee card structure and proposal to remove the card fee for nonresidents.

Commissioner Prola asked what the revenue loss would be if fee card eliminated. L. Aman informed the amount would be under \$15,000 per year. Commissioner Prola asked if there was a plan on how the loss will be made up? T. Mallon provided possible ways including the ability to apply for grants that the library is currently unable to apply for due to the current fee card policy.

Chair Viveros-Walton asked if the grant funds are appropriated . T. Mallon advised they go the general fund.

Commissioner Lum asked if the change in pricing structure would need to go to the City Council for approval. T. Mallon informed the Commission the change would be presented to the Council along with the Commissions feedback. The plan is to present to the Council in early December.

Commissioner Lum asked what the plan is to let public know about the change. T. Mallon advised a press release would be issued.

It was MSC (Prola/Heystek) for staff to move forward with the proposed elimination of the card fee for nonresidents presented at November 17, 2020 meeting

REPORT OF THE SECRETARY: T. Mallon followed up on her email to the Commission regarding her upcoming retirement. As the Commission typically does not meet in December, this would be her last meeting.

Chair Viveros-Walton, Commissioners Lum and Heystek thanked T. Mallon for her years of service.

REPORT OF CHAIR: Chair Viveros-Walton is still working on her video and she will follow up with staff when it is done.

COMMITTEE REPORTS: None

COMMISSIONER COMMENTS:

Commissioner Heystek reported that all issues addressed at last meeting regarding curbside pickup have been resolved.

Commissioner Heystek asked what the timeline for District 5 Commissioner appointment as she is aware someone has applied. T. Mallon was not aware of an application for District 5 and will follow up with City Clerk.

Chair Viveros-Walton confirmed the Commission will not meet in December.

ADJOURNMENT:

It was MSC (Heystek/Prola) to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

Bill Sherwood
Interim Library Director

Yolanda Carrasco
Recorder



City of San Leandro

Meeting Date: March 1, 2021

Resolution - Council

File Number: 21-079

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY:

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council Approving a One-time Amnesty Program that Waives the Collection of All Outstanding Uncollectable Overdue Fines, and Approving the Removal of the San Leandro Public Library's Overdue Fines and the Charges for Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule.

WHEREAS, the San Leandro Public Library presented to the City Council on January 4, 2021 proposals to remove Overdue Fines and remove the Non-Resident San Leandro Worker and Non-Resident Family Fee Card; and

WHEREAS, the San Leandro Public Library recommended a one-time amnesty and removal of all outstanding uncollectable overdue fines as of January 4, 2021; and

WHEREAS, the City Council expressed unanimous support for the proposals; and

WHEREAS, the City Manager recommends approval of said proposals.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That the removal of the San Leandro Public Library's Overdue Fines and the charges for the Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule are approved; and

That this action will reduce revenues in account 010-3780 by \$23,000 in the current fiscal year for Library Card Fees; and

That this action will reduce revenues in account 010-3782 by \$67,000 in the current fiscal year for Overdue Fines; and

That the one-time amnesty and waiver of all outstanding uncollectable overdue fines will remove approximately \$227,000 in fine revenues as of January 4, 2021 is approved .