

LIBRARY DEPARTMENT

Impact Analysis Report

OVERVIEW

The Library Department assesses fines and a limited number of fees associated with library services. Fines are levied for overdue, lost, and damaged materials. Fees are assessed for various services, such as community room rentals. Fines generate over 90% of the Department's total departmental charges (excluding revenue collected from the Library's Parcel Tax). Fines are set at a level to encourage borrowers to return materials by the due date and are not intended to prevent or restrict any individual's ability to access library resources and services. As such, the amount of the fine bears no direct relationship to the value of the materials recovered.

The City Council has directed that Library Fines and Lost & Damaged Materials may be set at less than full cost recovery (Category II). The remaining categories, Community Room Rental and Filming on City Premises, are set at a full cost recovery level (Category I).

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

As directed in the Mayor's June Budget Message for Fiscal Year 2018-2019 and approved by the City Council, the 2018-2019 budget eliminated late fines on youth materials. The 2019-2020 Proposed Budget recommends continuing the fee elimination for an additional year (through June 30, 2020). As a result of the fee elimination, the library late fines revenue is anticipated to decrease from \$518,000 to \$250,000. The Community Room Rental fee is recommended to increase from \$37 to \$40 per use up to four hours and from \$70 to \$80 per use over four hours in order to remain 100% cost recovery.

With ongoing programs to reduce barriers to access, fine revenues have dropped significantly since 2016-2017 when fines were revised and Volunteer Away Your Fines (VAYF) and Read Away Your Fines (RAYF) programs were implemented. The department will continue to assess the ongoing impact of programs to reduce barriers to access. The total Library Department fees and charges revenue for 2019-2020 is projected to be \$303,000 with costs of \$384,000 for a cost recovery rate of 79.0%.

NOTIFICATION

The Proposed Fees and Charges Report was released on May 3, 2019, allowing for a minimum of 10 days for public review. Public input on fee proposals will be heard by the City Council at public hearings held on Tuesday, May 14, 2019 at 1:30 p.m. and Monday, June 10, 2019 at 6:00 p.m. in the Council Chambers.

DEPARTMENTAL FEES AND CHARGES

LIBRARY

Service	2018-2019 Adopted Fee	2018-2019 % Cost Recovery	2019-2020 Proposed Fee	2019-2020 Estimated Cost	2019-2020 Estimated Revenue		2019-2020 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
LIBRARY FEES - CATEGORY I								
1. Community Room Rental								
1 Cancellation Fee (within 72 hours of event)	\$35 per cancellation		No Change					
2 Community Room Rental Fee	\$37 per use up to 4 hours; \$70 per use over 4 hours		\$40 per use up to 4 hours; \$80 per use over 4 hours					
Sub-total Community Room Rental		98.8%		39,000	38,000	39,000	97.4%	100.0%
2. Filming on City Premises (Branch Libraries)								
Note: The City Librarian is authorized to charge persons who desire to film on City's branch library premises and require staff assistance								
1 1-3 vehicles at site	\$100 per 8 hours		No Change					
2 4-5 vehicles at site	\$150 per 8 hours		No Change					
3 6 vehicles at site	\$200 per 8 hours		No Change					
4 Additional 4 hour period	\$250 per period		No Change					
5 Additional vehicles	\$30 each vehicle		No Change					
6 Commercial Filming (8 hours minimum)	\$500 per 8 hours		No Change					
7 Commercial Photography	\$560 per 8 hours		No Change					
8 Non-Commercial Filming	\$30 per 8 hours		No Change					
9 Staff assistance (requested or required)	Actual staff cost		No Change					
Sub-total Filming on City Premises (Branch Libraries)								

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					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
LIBRARY FEES - CATEGORY I									
SUB-TOTAL LIBRARY FEES - CATEGORY I		98.8%		39,000	38,000	39,000	97.4%	100.0%	
LIBRARY FEES - CATEGORY II									
1. Library Consulting - San José Way									
1 Full-Day (at Client's Site); Includes Presentation, Tour(s), and Consultation	\$4,000 plus travel expenses		No Change						
2 Full-Day (in San José); Includes Presentation, Tour(s), and Consultation	\$2,500		No Change						
3 Half-Day (in San José); Includes Presentation, Q & A Session, and Consultation	\$1,500		No Change						
4 Related Printed Documents	\$30 per document		No Change						
Sub-total Library Consulting - San José Way									
2. Library Printing Fees									
1 Pay-for-Print Fee	\$0.15 per black and white print; \$0.65 per color print		No Change						
Sub-total Library Printing Fees									
3. Library Specialized Collections									
1 Copying and Reproducing Photographs (Commercial Advertisement use)	\$150 per image scanned & copied; plus \$10 if burned to a CD and mailed		No Change						
2 Copying and Reproducing Photographs (For Profit Exhibits)	\$75 per image scanned & copied; plus \$10 if burned to a CD and mailed		No Change						
3 Copying and Reproducing Photographs (Non-Profit Exhibits)	\$10 per image scanned and copied		No Change						

DEPARTMENTAL FEES AND CHARGES

LIBRARY

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					Current Fee	Proposed Fee	Current Fee	Proposed Fee

LIBRARY FEES - CATEGORY II

3. Library Specialized Collections Sub-total Library Specialized Collections

SUB-TOTAL LIBRARY FEES - CATEGORY II

LIBRARY FINES - CATEGORY II

1. Fines

1 Collection Fee	\$10 per referral upon recovery of materials		No Change					
2 Damaged Materials	Price of material plus \$10 handling fee for materials costing more than the minimum database price (minimum database price adjusted as publication price increases occur)		No Change					
3 Inter-Library Loan Service - Patron Requests	Late fine is \$1 per day with no maximum		No Change					
4 Lost Materials and Equipment	Price of material plus \$10 handling fee for materials costing more than the minimum database price (minimum database price adjusted as publication price increases occur)		No Change					
5 Overdue Materials	\$0.25 per day; \$5 maximum per item (late fine waived for Children's and Young Adult materials)		No Change					
6 Replacement Cards	\$1 per card		No Change					
Sub-total Fines		98.2%		344,785	532,200	264,200	154.4%	76.6%
SUB-TOTAL LIBRARY FINES - CATEGORY II		98.2%		344,785	532,200	264,200	154.4%	76.6%

DEPARTMENTAL FEES AND CHARGES

LIBRARY

Service	2018-2019 Adopted Fee	2018-2019 % Cost Recovery	2019-2020 Proposed Fee	2019-2020 Estimated Cost	2019-2020 Estimated Revenue		2019-2020 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

LIBRARY FINES - CATEGORY II

TOTAL DEPARTMENT - GENERAL FUND				383,785	570,200	303,200	148.6%	79.0%
TOTAL DEPARTMENT - NON-GENERAL FUND								
TOTAL DEPARTMENT - Category I				39,000	38,000	39,000	97.4%	100.0%
TOTAL DEPARTMENT - Category II				344,785	532,200	264,200	154.4%	76.6%
TOTAL DEPARTMENT				383,785	570,200	303,200	148.6%	79.0%

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