OVERVIEW

The Library Department levies fines for overdue, lost and damaged materials, and collects fees for various services such as community room rentals and providing materials through other library systems. Fines generate 99% of the Department's revenue.

Overdue fines are set at a level to encourage borrowers to return materials by the due date. The amount of the fine bears no direct relationship to the value of the materials recovered or the cost for recovering the materials. The City Council has directed that three of the five fee categories (Fines, Library Consulting - San José Way, and Library Specialized Collections) may be set at more than or less than full cost recovery (Category II). The remaining two categories (Community Room Rental and Filming on City Premises) are set at a full cost recovery level (Category I).

Library fine revenue is expected to decrease by $300,000 in 2011-2012 as a result of the proposed reduction in branch library operations from four and a half days per week to

three days per week. Total Library Department revenues for 2011-2012, including both fines and fees, are projected to be $1,110,500 with costs of $1,044,894 for a cost recovery rate of 106.3%.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

A Category I fee (Held Materials Fee) established in 2010-2011 was recategorized as a Category II fee (Held Materials Fine), which may be less than or more than cost recovery, to align with other Library fines.

NOTIFICATION

The Proposed Fees and Charges Report was released on May 6, 2011, 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 17, 2011 at 7:00 p.m. and Monday, June 13, 2011 at 7:00 p.m. in the Council Chambers.

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % 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	$35 per use up to 4 hours; $70 per use over 4 hours		No Change					
Sub-total Community Room Rental		100.0%		15,000	15,000	15,000	100.0%	100.0%
2. Filming on City Premises (Branch Libraries)								
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 Filming on City Premises (Branch Libraries)	The City Librarian is authorized to charge persons who desire to film on City's branch library premises and who require staff assistance		No Change					
9 Non-Commercial Filming	$30 per 8 hours		No Change					
10 Staff assistance (requested or required)	Actual staff cost		No Change					

Sub-total Filming on City Premises (Branch Libraries)

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
LIBRARY FEES - CATEGORY I								
SUB-TOTAL LIBRARY FEES - CATEGORY I		100.0%		15,000	15,000	15,000	100.0%	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					
Sub-total Library Consulting - San José Way		170.0%		3,000	5,000	5,000	166.7%	166.7%
2. Library Specialized Collections								
1 Copying and Reproducing Photographs	$10 per image scanned and copied		No Change					
Sub-total Library Specialized Collections								
SUB-TOTAL LIBRARY FEES - CATEGORY II		170.0%		3,000	5,000	5,000	166.7%	166.7%
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 $20 handling fee for materials costing more than the minimum database price (minimum database price adjusted as publication price increases occur)		No Change					

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
LIBRARY FINES - CATEGORY II								
1. Fines								
3 Held Materials Fine Note: Re-categorized from a Category I fee.	$3 fee for failure to pick up held materials within 7 days		No Change					
4 Inter-Library Loan Service - Patron Requests	Late fine is $1 per day with no maximum		No Change					
5 Lost Material	Price of material plus $20 handling fee for materials costing more than the minimum database price (minimum database price adjusted as publication price increases occur)		No Change					
6 Overdue Materials	$0.50 per day; $20 maximum per item		No Change					
7 Pay-for-Print Fee	$0.15 per black and white print; $1 per color print		No Change					
8 Replacement Cards	$1 per card		No Change					
Sub-total Fines		140.4%		1,026,894	1,090,500	1,090,500	106.2%	106.2%
SUB-TOTAL LIBRARY FINES - CATEGORY II		140.4%		1,026,894	1,090,500	1,090,500	106.2%	106.2%
TOTAL DEPARTMENT - GENERAL FUND				1,044,894	1,110,500	1,110,500	106.3%	106.3%
TOTAL DEPARTMENT - Category I				15,000	15,000	15,000	100.0%	100.0%
TOTAL DEPARTMENT - Category II				1,029,894	1,095,500	1,095,500	106.4%	106.4%
TOTAL DEPARTMENT				1,044,894	1,110,500	1,110,500	106.3%	106.3%