

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 and fees are assessed for various services, such as community room rentals and providing materials through other library systems. Fines generate over 96% 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 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).

There are no changes to Library fines for 2017-2018. In 2016-2017, Library fines were decreased to reduce barriers to access, increase the return rate of overdue materials, and align the City's Fines and Fees closer to surrounding Library systems. The total Library Department fines and fees revenues for 2017-2018 are projected to be \$765,924 with costs of \$812,247 for a cost recovery rate of 94.3%.

SUMMARY AND IMPACT OF FEE REVISIONS

Existing Category II Fees

With the significant restructuring of library fines in 2016-2017 (e.g., reduced the Overdue Materials Fine from \$0.50 per day/\$20 max. per item to \$0.25 per day/\$5 max. per item, eliminated the Held Materials Fine of \$3, and a reduction to the handling fee from \$20 to \$10 for Damaged Materials and Lost Materials and Equipment), and programs to reduce barriers to access such as the Volunteer Away Your Fines, Two Step Fine Reduction, and other fine forgiveness programs, fines revenue has dropped significantly and is projected to fall below the budgeted estimate. To offset this General Fund impact, personal services and non-personal/equipment funding shifts from the General Fund to the Library Parcel Tax Fund and non-personal/equipment funding shifts totaling \$260,000 are recommended. Library will continue to assess the ongoing impact of programs to reduce barriers to access. Fines are projected at 94.0% cost recovery with an estimated \$728,973 in Fine revenue.

NOTIFICATION

The Proposed Fees and Charges Report was released on May 5, 2017, 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 16, 2017 at 1:30 p.m. and Monday, June 12, 2017 at 7:00 p.m. in the Council Chambers.

DEPARTMENTAL FEES AND CHARGES

LIBRARY

Service	2016-2017 Adopted Fee	2016-2017 % Cost Recovery	2017-2018 Proposed Fee	2017-2018 Estimated Cost	2017-2018 Estimated Revenue		2017-2018 % 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		No Change					
Sub-total Community Room Rental		99.2%		36,951	36,951	36,951	100.0%	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		99.2%		36,951	36,951	36,951	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						
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						

DEPARTMENTAL FEES AND CHARGES

LIBRARY

Service	2016-2017 Adopted Fee	2016-2017 % Cost Recovery	2017-2018 Proposed Fee	2017-2018 Estimated Cost	2017-2018 Estimated Revenue		2017-2018 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

LIBRARY FEES - CATEGORY II

3. Library Specialized Collections

3 Copying and Reproducing Photographs (Non-Profit Exhibits) Note: Formerly titled "Copying and Reproducing Photographs"	\$10 per image scanned and copied		No Change					
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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		No Change					

DEPARTMENTAL FEES AND CHARGES

LIBRARY

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					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
LIBRARY FINES - CATEGORY II									
1. Fines									
6 Replacement Cards	\$1 per card		No Change						
Sub-total Fines		92.3%		775,296	728,973	728,973	94.0%	94.0%	
SUB-TOTAL LIBRARY FINES - CATEGORY II		92.3%		775,296	728,973	728,973	94.0%	94.0%	
TOTAL DEPARTMENT - GENERAL FUND				812,247	765,924	765,924	94.3%	94.3%	
TOTAL DEPARTMENT - Category I				36,951	36,951	36,951	100.0%	100.0%	
TOTAL DEPARTMENT - Category II				775,296	728,973	728,973	94.0%	94.0%	
TOTAL DEPARTMENT				812,247	765,924	765,924	94.3%	94.3%	