



THE CITY OF SAN DIEGO  
**REPORT TO THE CITY COUNCIL**

DATE ISSUED: April 10, 2009 REPORT NO: 09-048

ATTENTION: Council President and City Council

SUBJECT: Library Fee Schedule

**REQUESTED ACTION:**

Adopt the resolution ratifying the Library Department's revised Fee Schedule.

**STAFF RECOMMENDATION:**

Approve the revised Library Department's Fee Schedule.

**SUMMARY:**

Administrative Regulation 95.25 provides that the Library Director shall have the authority to establish fees for the use of library facilities and services, subject to the approval of the City Manager. The Library Department has reviewed its fines and fees and is proposing one change. The last revision to Library fines and fees was in 2005, but not all fines and fees were changed.

Total adopted FY 2009 General Fund budget for the Library Department is \$37,013,557. Total budgeted General Fund revenue is \$1,745,548. Total revenue generated for FY 2008 was \$1,629,349, of this \$1,159,171 was from 39 fines and fees. The Library Department Business Process Reengineering Study (BPR) was approved by City Council in FY 2009.

A 5-cent increase is proposed for the Adult Library Fine. The proposed change is based on several factors including: philosophy and goal of library service, length of time since the fine was increased, deterrent value of library fines, and comparisons with other agencies.

**Cost Recovery Discussion**

Library fines traditionally are not seen as cost recoverable; fines are meant to encourage the prompt return of library materials for enhancing availability and circulation. To be effective, library fines need to be meaningful as a deterrent, but not so costly that the fine quickly equals the cost of a book or discourages future library use. Typically libraries consult neighboring jurisdictions regarding fine levels, so fines tend to be similar in a region. In San Diego County most jurisdictions charge \$0.25 per day for an adult overdue item; Coronado charges \$0.20 and Chula Vista charges \$0.30 per day. The City of San Diego raised the adult overdue fine in 1993 to \$0.25 with a maximum of \$10.00; in 2005 the maximum was increased to \$20.00. Overdue fines

make up two-thirds of department fines and fees revenue. The majority of Library fines and fees are less than \$2.00.

Fees charged by the Library which are considered cost recoverable include the Meeting Room Fee and Lost Item Processing Fee. Total cost recovery for the use of Library meeting rooms has been difficult to determine. The majority of Library meeting room use is by Library-sponsored groups: Friends of the Library, Town Councils, etc. Library-sponsored groups do not pay a fee for the use of Library meeting rooms. Meeting rooms are available in 23 of the 35 branch libraries. Branch staff varies between branches in both number and classification. There is typically no single person or classification assigned to tasks related to reservation, set-up and management of the meeting rooms. In most branches the tasks fall to the Library Clerk or Library Assistant. In estimating cost recovery an average of these two classifications was used for determining personnel expense. Total cost recovery for Library meeting rooms was calculated as \$171,689 annually. This is a 186% increase over the current meeting room revenue budget of \$60,000. If current meeting room fees were raised at this rate the current \$50 per hour charge for private and religious groups will increase to \$93 per hour. For the same groups in the large capacity meeting rooms the rate will increase from \$100 per hour to \$186. For commercial groups the rates will increase from \$100 to \$186, and \$200 to \$372 for the large capacity rooms. Staff does not recommend increasing meeting room fees. When the last meeting room fee increase was passed in 2004, meeting room revenues decreased and have not met the \$60,000 budget since that increase.

The processing fee for lost items is based on the total cost of cataloging and processing a new or replacement item for the collection. In FY07 total costs including Personnel and Non-Personnel expense for processing were \$1,437,250 and total number of items processed were 147,846 for a per item cost of \$9.72. Fiscal Year 2008 processing costs were \$1,148,763 and items processed were 115,994 for a per item cost of \$9.90. Based on this, staff recommends no change to the current Lost Item Processing fee of \$10.00 as it is at a cost recovery level already.

#### FISCAL CONSIDERATIONS:

For FY 2009 the Adult Fine revenue budget is \$685,000 but actual revenue of \$565,000 is projected. Lower revenues are likely the result of a newly instituted email system to alert borrowers that their library materials are due and also notifying borrowers of overdue materials. Together with the economic downturn, the result may be that materials are being returned more promptly and lower fines are collected. It is anticipated that the increase to the adult overdue fine could result in collecting the current budgeted amount of \$685,000 for adult fines revenue.

#### PREVIOUS COUNCIL and/or COMMITTEE ACTION:

The Budget and Finance Committee discussed a General Fund User Fee Policy at its February 25, 2009 meeting. At the April 1, 2009 meeting, the Budget and Finance Committee voted to move forward to the City Council the proposed Library Fee Schedule.

#### COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

In addition to the public noticing for City Council meetings on fines and fees revisions, the Library has notified the public of revised fees through the Library's web site, and posted information at each library location. In addition, borrowing rules listed on the library card application will include a notification, and special methods such as bookmarks will be used to notify the public of proposed changes.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Library fines serve as a deterrent and are meant to encourage the prompt return of library materials and this may, especially in difficult economic times, result in fewer items borrowed or lowered revenue as borrowers are more careful about returning books on time. As a result of the Library Business Process Reengineering (BPR), borrowers can be notified by email three days prior to the item due date or renew an item online or by phone – these service enhancements may have the impact of reducing fine revenues. Patrons can minimize fines by returning library materials on time. In recognition of the difficult financial times and the concern that parents would limit children's borrowing of books it is not proposed to increase the fine for juvenile materials at this time. The fine for Juvenile materials was increased from \$0.05 per day to \$0.10 per day and the maximum increased from \$1.00 to \$5.00 in 2004.

If Library meeting room fees were increased to be cost recoverable, it is anticipated that meeting room revenue and use by fee-paying users would decrease significantly. This was seen after the last meeting room fee increase in 2004.

At their March 23, 2009 meeting, the Library Board of Commissioners voted unanimously to support the increase for Adult overdue materials from \$.25 per day to \$.30 per day. They also voted to note how important community rooms are and how much branch libraries serve as the hub of their community, and that fees not be raised for community room use. The fees for community room use were doubled four years ago and to raise the fees again could present a hardship for a lot of organizations.

Respectfully submitted,



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Library Director



Jay Goldstone  
Chief Operating Officer

Barrow:MS

**Library Department Fines & Fees Schedule**  
Proposed Fees for July 1, 2009

Fee Title	Fee Purpose	Current Fee	Proposed Fee
Library Copying fees	For making copies from (microfiche reader/printer, computer printing, photocopier - per copy)	\$0.15 per copy	\$0.15 per copy
Color copier	Fee per copy for using color photocopier in the library.	\$1.00 per copy	\$1.00 per copy
Adult Library Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$0.25 per day - \$20 maximum	<b>\$0.30 per day - \$20 maximum</b>
Juvenile Library Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$0.10 per day - \$5 maximum	\$0.10 per day - \$5 maximum
Library Audio/Visual Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$2.00 per day	\$2.00 per day
Damaged	To encourage the proper treatment and safekeeping of library materials.	\$0.50 per page	\$0.50 per page
Damaged binding	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Adult lost: cost of item +\$10 processing fee	To replace unusable item with same or similar item.	\$10.00	\$10.00
Juvenile lost: cost of item +\$5 processing fee	To replace unusable item with same or similar item.	\$5.00	\$5.00
Book jacket	To encourage the proper treatment and safekeeping of library materials.	\$0.25	\$0.25
Music	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Pamphlet	To encourage the proper treatment and safekeeping of library materials.	\$0.25	\$0.25
Pamphlet envelope	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Pictures - Mounted	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Pictures - Unmounted/envelopes	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Cassette case/record cover	To encourage the proper treatment and safekeeping of library materials.	\$0.75	\$0.75
Carry bag/envelope	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Videocassette / DVD case	To encourage the proper treatment and safekeeping of library materials.	\$2.00	\$2.00
Per page (staff) - plus \$5.00 per requested item.	For photocopies made by staff for library patron.	\$0.20	\$0.20
Mail/Fax Fee	For mailing or faxing materials photocopied by staff to patron.	\$3.00	\$3.00
Library Card replacement - adult	To encourage safekeeping of library Cards.	\$2.00	\$2.00
Library Card replacement-juvenile	To encourage safekeeping of library Cards.	\$1.00	\$1.00
Barcode labels	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Non-resident Card (annual)	This fee is based on the per capita cost of providing library service for residents of San Diego County.	\$30.00	\$30.00
Interlibrary Loan	Based on the standard rate charged by libraries for this service.	\$5.00	\$5.00
Messenger Collection Fee	Applied if Delivery is required outside of normal Delivery methods.	\$2.00	\$2.00
Test/Monitoring (per Test)	For staff to required to monitor and provide certification of examination results.	\$20.00	\$20.00
Re-stocking fee (if item is not picked up)	To discourage ordering reserves and not picking them up.	\$1.00	\$1.00
Open Hours Use	This fee is charged for the use of general meeting rooms.	Library Sponsors : \$0	Library Sponsors : \$0
Open Hours Use	This fee is charged for the use of general meeting rooms.	Commercial : \$100 per hour	Commercial : \$100 per hour

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Proposed Fees for July 1, 2009

Fee Title	Fee Purpose	Current Fee	Proposed Fee
Open Hours Use	This fee is charged for the use of general meeting rooms.	Other: \$50 per hour	Other: \$50 per hour
Open Hours Use	This fee is charged for the use of general meeting rooms.	All are subjected to additional 10% of net receipts if applicable	All are subjected to additional 10% of net receipts if applicable
Open Hours Use	This fee is charged for the use of general meeting rooms.	Group Fee is double for rooms w/ 100 capacity	Group Fee is double for rooms w/ 100 capacity
Closed Hours Use	This fee is charged for the use of general meeting rooms.	Open Hour Rate + \$50 per hour or part thereof (non-Library sponsored group)	Open Hour Rate + \$50 per hour or part thereof (non-Library sponsored group)
Refundable Cleaning Deposit	Required when food or beverages will be served. Refundable unless extraordinary cleaning or maintenance required after use.	General room: \$100 deposit 100 capacity room: \$200	General room: \$100 deposit 100 capacity room: \$200
Overtime Charge	Staff are required to open and close meeting rooms for groups. This is to cover staff time and encourage groups to complete activities and vacate meeting rooms on-time.	double the room rate (min \$50 per hour)	double the room rate (min \$50 per hour)