



**CITY OF MONROVIA  
LIBRARY BOARD  
AGENDA REPORT**



**DEPARTMENT:** Public Services  
Library Division

**MEETING DATE:** May 28, 2015

**PREPARED BY:** Carol Kampe,  
Librarian II

**AGENDA LOCATION:** AR-2

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**TITLE:** Fee Increase Request

**OBJECTIVE:** To provide the Library Board with a proposal for increasing certain fees for Library operations.

**BACKGROUND:** The City of Monrovia is conducting a review of fees for each department. The Library was tasked with determining which fees might be out of alignment with other libraries in the area, and could be increased. The last fee survey was conducted in 2005, though the Board has been approached for fee increases for Interlibrary Loan and test proctoring services since then. In reviewing fees and surveying area libraries, there are four fees selected for increase, and one fee staff would like to implement for the first time. If the Board agrees to the proposed changes, the recommendations are then presented to City Council by the Finance Department for approval in June as part of the annual City fee resolution. All new fees must go through the fee resolution process to be implemented and/or amended.

Libraries are not expected to operate on a cost recovery basis if they are to fulfill their mission to provide unfettered access to information. However, some fee structure is considered necessary to add an incentive to return materials on time or help defray the cost of replacing or repairing lost or damaged materials. Other fees, such as a computer guest pass, allow access to services for those who cannot get a library card or allow library cardholders extended access to computers.

**ANALYSIS:**

**Fines for overdue materials**

Currently, the Library charges 15¢ per day for late print materials and music CDs. In our survey of area libraries, the low for overdue material is 10¢ and the high is 35¢. Staff is suggesting an increase to 20¢ per day.

In conjunction with the increase in the daily fine, staff is suggesting an increase in the cap amount from \$5 per item to \$10 per item. While the \$5 cap would remain to stop privileges until fines or fees are paid (per current policy), the accrual of fines won't stop until the \$10 cap. The hope is that patrons will be less blasé about returning their books very late if there is a possibility for increased charges. The low cap at area libraries is \$5, and the high cap is the cost of the item.

**Library card replacement**

Lost card replacements cost either \$2 or \$2.25, depending on whether the patron enjoys computer privileges. Staff proposes a flat \$3 card replacement fee. Some area libraries have graduated fees for

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serial card losers, escalating the amount after multiple losses. Monrovia Library staff feels that system creates complicated and cumbersome bookkeeping, so recommends a flat fee for any loss. Surveyed libraries range from a low of \$1 to a high of \$11.

**Lost/damaged print materials**

Currently the cost of replacing lost or damaged items is the *cost of the item* + \$6. The cost of the processing portion of the fee has gone up in the last 10 years, both in labor and material costs. Our survey of area libraries showed a low of *COI* + \$4 and a high of *COI* + \$25. Staff is proposing *cost of item* + \$10.

**Computer guest cards**

Our current policy restricts use of our public access computers to Monrovia Public Library cardholders; they are allowed two sessions per day. We serve out-of-state or short-term visitors by allowing one session of 30 minutes per day for 30 days. While our cardholders use their library barcode numbers and PINs to directly sign on to computers, visitors must register with a librarian at the adult reference desk. The librarian then signs them on to a computer with a designated visitor card, keeps track of each visit, and monitors the time if the patron requires a seat rather than using the short-term (30 minute) stations. Staff proposes that guest cards be sold at the rate of \$1.00 per hour. This would achieve two purposes. The first is allowing visitors who do not qualify for library cards to use our computers for a length of time that enables them to complete a task. The second is allowing our own cardholders to add to their two free sessions with the purchase of a guest card. Guest cards are valid for one day only.

The table below gives a sampling of near-by area libraries and their fees:

Library	Overdue Fees	Overdue Cap	Replace Card	Lost/Damaged	Computer Fee
Arcadia	.25	10.00	4.00	COI + 10.00	2.00 / 2 hours
Sierra Madre	.25	10.00	11.00	COI + 15.00	.50 per hour
Pasadena	.25	5.00	2.50	COI + 7.40	4.00 / 1 hour
Crowell	.25	5.00	3.00	COI + 15.00	No fee
LAPL	.35	Cost of item	3.00	COI + 10.00	No fee
Covina	.15	Cost of item	1.00	COI + 4.00	No fee

**ENVIRONMENTAL IMPACT:** There is no environmental impact associated with this report.

**FISCAL IMPACT:** Revenue would increase by only a modest amount with the small changes in fees for overdue, lost/ damaged materials, or replacement cards. Again, the expectation is neither to break even nor make a profit, but to offset costs by a fraction. The addition to revenue from the sale of guest cards is speculative. In six months to one year we will have a better sense of revenue projections and can report to the Board at that time. The roll-out for guest cards is dependent upon the implementation of the system to handle the self-service purchase of guest cards.

**STAFF COMMENTS:** Staff has found that making incremental changes to fees is more palatable in our community. The City as a whole prefers that fees fall somewhere in mid-range. These small changes to overdue fees, replacement library cards, and lost/damaged items are not hefty or onerous. Guest cards have been entertained by Staff for several years and we finally have the technology to accomplish this with less Staff involvement through the use of a self-service module. Please note the overview of the current and recommended fees.

<b>Fee Description</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
Fines for overdue materials	15¢	20¢
Library card replacement	\$2.00 or \$2.25	\$3.00 flat rate
Lost/damaged print materials	Cost of damaged item + \$6.00	Cost of damaged item + \$10.00
Computer guest cards	No fee	\$1.00 per hour

**RECOMMENDATIONS:** Staff recommends approval for the four fee increases outlined in the report and the addition of fee-based computer guest cards.

**OPTIONS:** The Library Board has the following options to consider:

1. Approve the request to increase the fees as previously noted.
2. Accept some of the fee increases and maintain other fees at the current level.
3. Do not approve Staff recommendations for increase in fees and the institution of a fee-based computer guest card and direct Staff to explore other options.

**RECOMMENDATION:** Staff recommends the Library Board move to accept and recommend to City Council *Option 1* as outlined in this report.

**LIBRARY BOARD ACTION REQUIRED:** If the Library Board concurs, the appropriate action would be a motion to: *Accept and recommend to City Council Option 1 as outlined in AR-2, Fee Increase Request report.*