



LIBRARY COMMISSION AGENDA REPORT

October 5, 2023
Item 5

SUBJECT: RECOMMEND CITY COUNCIL APPROVE UPDATES TO SECTION D. PLEASANTON PUBLIC LIBRARY FINE AND FEE SCHEDULE OF THE CITY'S MASTER FEE SCHEDULE

SUMMARY

Section D of the City's Master Fee Schedule needs to be updated to reflect current pricing and practices in the Library. The proposed changes aim to improve the clarity and accuracy for the public, reach more library users, and ultimately increase customer satisfaction.

RECOMMENDATION

Recommend City Council approve updates to Section D. Pleasanton Public Library Fine and Fee Schedule of the City's Master Fee Schedule.

FINANCIAL STATEMENT

There is no direct financial impact.

BACKGROUND

In 2019, the Library took a significant step by eliminating daily fines for overdue items. Additionally, the Library introduced two multifunction printers offering free printing, faxing and copying services. Consequently, the Library phased out the previous copy machine, which charged a fee of \$0.15 per copy. This move towards free copying services removes the financial barrier associated with making photocopies, enabling the Library to better serve the community, especially lower-income residents.

Since the last Library Fine and Fee Schedule update, the Library has expanded its collection of items for circulation, including induction cooktops, hot spot devices, turntables, Kill A Watt Electricity Monitors and laptops. These items vary in cost, with some being more expensive than others. To simplify the fee structure for the public, we will now include all these "library of things" items in the "Fees for Lost or Damaged Materials – in addition to item cost" category.

Due to the Library's policy of no longer charging overdue fines, it's essential to clarify that the overdue fine of \$1 per day, with a maximum of \$15 per item, and the \$115 fee for Lost/Damaged items (per item) specifically applies to "LINK+ Items Only." This addition of the phrase "LINK+ Items Only" above the LINK+ item charges aim to eliminate any potential confusion for library users. LINK+ allows customers to borrow books from other libraries and requires these fees be in place for us to participate in the book lending program.

DISCUSSION

Current Library Fine and Fee Schedule

D. Pleasanton Public Library Fine and Fee Schedule

Processing Fee for Lost or Damaged Materials- in addition to item cost	\$5
Borrowing privileges suspended	\$20
Collection Agency fee	\$10
Photocopies (per page)	\$0.15
Lost/ Damaged Laptop	\$1,550
Overdue item (per day) Max \$15 per item	\$1
Lost / Damaged item (Per item)	\$115

Library Fine and Fee Schedule with proposed changes:

D. Pleasanton Public Library Fine and Fee Schedule

Processing Fee for Lost or Damaged Materials- in addition to item cost	\$5
Borrowing privileges suspended	\$20
Collection Agency fee	\$10
Photocopies (per page)	\$0.15
Lost/ Damaged Laptop	\$1,550
LINK+ Items Only:	
Overdue item (per day) Max \$15 per item	\$1
Lost / Damaged item (Per item)	\$115

Explanation of the recommended changes:

1. Remove the “Borrowing privileges suspended” line, as it is not a charge but rather a threshold related to circulation operation.
2. Remove the “Photocopies” line, as photocopying is a free library service.
3. Exclude the “Lost /Damaged Laptop” line, as it should be categorized under the “Process Fee for Lost or Damaged Materials – in addition to item cost”.
4. Add the phrase “LINK+ Items Only” above the “Overdue Item (per day) Max \$15 per item” to eliminate any potential confusion concerning LINK+ charges for library users.

The proposed revisions to the Library Fine and Fee Schedule aim to streamline the fee structure, enhance clarity regarding LINK+ fines and fees, and eliminate the cost associated with photocopying services to enhance free access to information.

Pending approval by the Library Commission, the revised Section D. Library Fine and Fee Schedule of the City’s Master Fee Schedule, will be recommended for City Council approval at the November 7 City Council meeting.

Submitted by:



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Attachment 1: Section D. City Master Fee Schedule