



Library Revenues, Fines and Fees

Board of Library Trustees

November 6, 2017

Purpose

- ▶ Fines: In order to ensure that library materials are accessible equally to all customers, the Sunnyvale Public Library charges fines for materials that have not been returned by the due date. Fines are not charged to provide revenue but to deter the loss of materials and to ensure that materials are returned in a timely manner.
- ▶ Fees: Recover cataloging, processing, and acquisition costs associated with replacing a lost or damaged item.

Library Fines and Fees

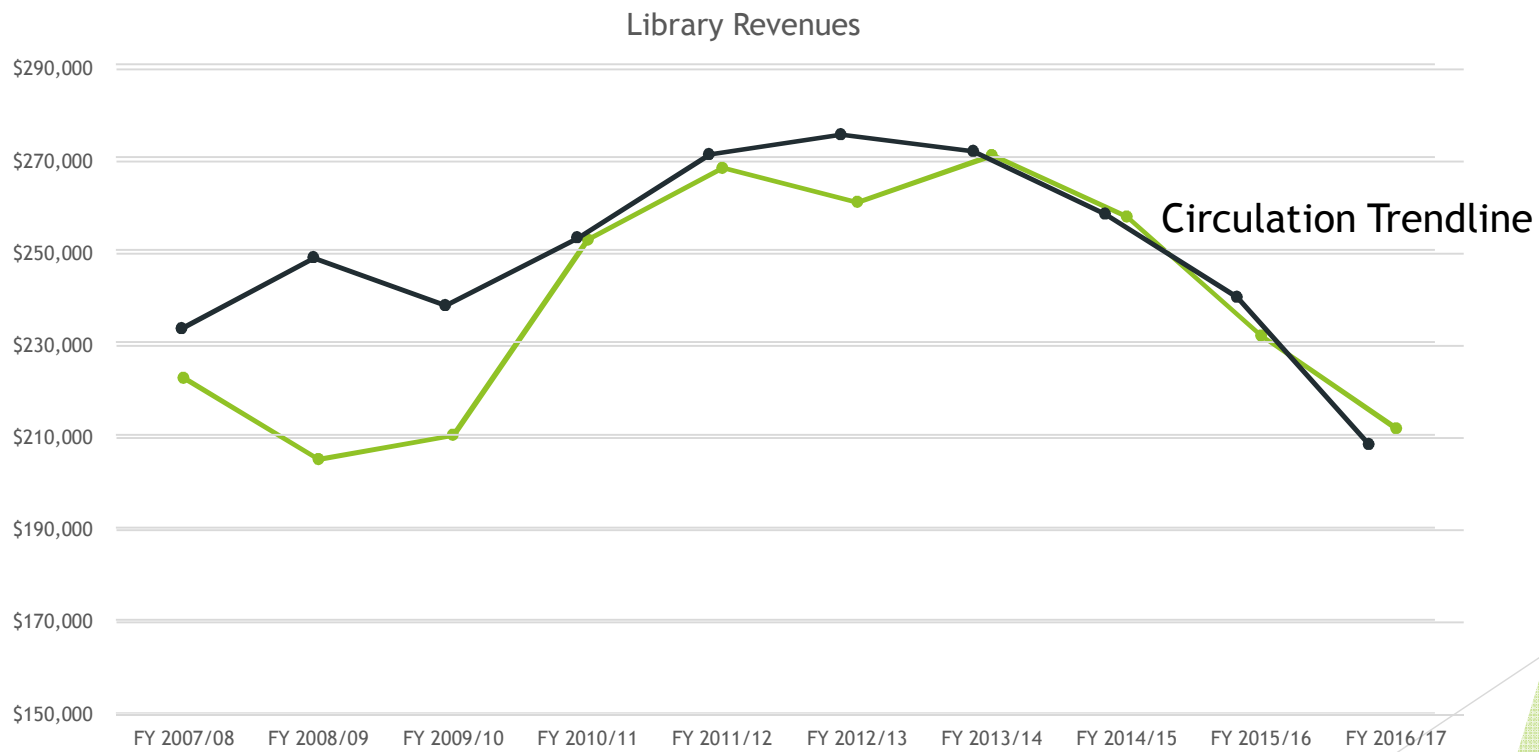
Fines for Overdue Materials	
Per Day Per Item	\$0.30
Not to Exceed Per Item	\$10.00

Fees	
Replacement Cost for Lost/Damaged Item	Cost of Item
Processing Fee for Lost/Damaged Item for Paperbacks, Boardbooks, Magazines, Pamphlets	\$5.00
Processing Fee for Lost/Damaged Item (Except Paperbacks, Boardbooks, Magazines, Pamphlets)	\$12.00

FY 2016/17 Library Revenues

Revenues	FY16/17 Revenue Total	% of Total
Circulation Desk Payments (1502-01)	\$47,698	22.5%
Internet Payments (1502-02)	\$159,023	75%
Lost & Damaged Materials (2102)	\$5,257	2.5%
Total	\$211,979	100%

Library Revenues - History



Processing Fees for Lost/Damaged Materials

FY 2016/17 Fees	Number	Revenue	% of Total
Paid lost/damaged items that were paperbacks, magazines, pamphlets (\$5 fee)	214	\$1,070	17%
Paid lost/damaged that were everything else (\$12 fee)	1,076	\$12,912	83%
Totals	1,290	\$13,982	100%

How Fines/Fees Work in City Budgeting

- ▶ Fines and fees are the two components of Library revenues
- ▶ Library revenues are deposited in the City's general fund
- ▶ Council allocates Library and Community Services operating budget every two years - FY 2018/19 & FY 2019/20 operating budget will be set by Council in June 2018