



Sacramento Public Library Authority

September 22, 2016

Agenda Item 15.0: FY 2016-17 Final Budget, Position Control and Fine and Fee Structure

TO: Sacramento Public Library Authority Board

FROM: Denise M. Davis, Deputy Library Director

RE: FY 2016-17 Final Budget, Position Control and Fine and Fee Structure

RECOMMENDED ACTION:

Adopt Resolution 16-33, approving the FY 2016-17 Sacramento Public Library Authority Final Budget, Position Control Listing, and Fine and Fee Structure

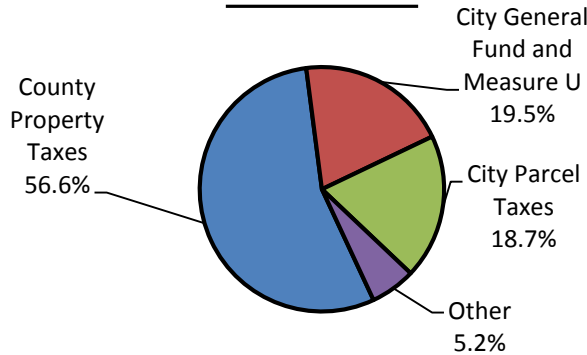
FY 2016-17 FINAL BUDGET

This budget document highlights budget changes identified since the Proposed Budget for FY 2016-17 was adopted May 26, 2016.

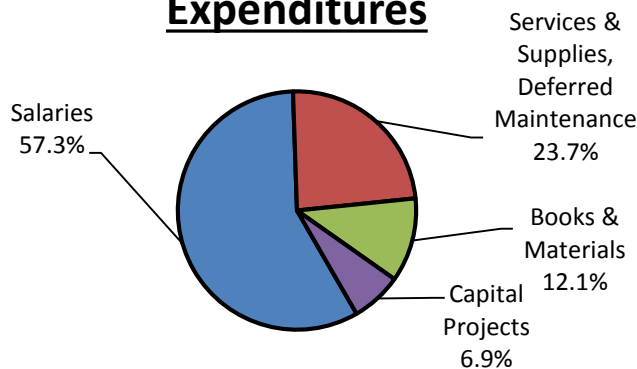
Sacramento Public Library Budget Summary – FY 2016-17

The Authority’s proposed final budget for FY 2016-17 for all services, support and operations is \$41,657,000. The following charts provide an illustration of the FY 2016-17 proposed final budget.

Revenues



Expenditures



Attached to this report are Summary Schedules (Exhibits A-1 through A-5), which provide an overview of the Authority's Final Budget for FY 2016-17, including detailed summaries that outline anticipated revenues and expenditures for FY 2016-17 (Exhibits A-3 and A-4) in the County/Cities Fund, and the City of Sacramento General and Parcel Tax Funds.

The County/Cities Unit is robust, with a projected fund balance of approximately \$24.2 million at June 30, 2017. Therefore, staff is recommending using fund balance in the amount of \$1,307,000 principally for one-time improvements to the Arcade and North Highlands-Antelope Libraries, as well as an increase for the Sacramento Bee Archive. On the other hand, the City of Sacramento Unit, with a combined projected fund balance of approximately \$7.1 million, faces uncertainty, with an inability to meet the 10% revenue reserve requirement in the City General Fund. Staff is maintaining services in FY 2016-17, while increasing use of fund balance \$540,000 from the May approved budget, reflecting an increase for the Sacramento Bee Archive, as well as one-time improvements to the Central Library and Galleria and increased shared costs for an Automated Materials Handling System (AMHS) for system-wide sorting and distribution support. Total revenues in all funds are \$39,148,600, reflecting no change from the prior May approved budget. Total expenditures in all funds are \$41,657,000, reflecting an increase of \$1,175,000 from the May budget. Using \$2,508,400 in overall fund balance allows the Library to make necessary capital improvements that were postponed during the Great Recession.

Revenues

The vast majority of Library funding comes from three primary sources:

- Property Tax revenues in the County/Cities 56.6%
- General Fund and Measure U contributions, City of Sacramento 19.5%
- Parcel Taxes on parcels in the City of Sacramento 18.7%

The remaining 5.2% of funding comes from fines and fees, investment earnings, the Galleria and donations. Exhibit A-3 provides FY 2016-17 revenue details by fund source. There are no changes from the FY 2016-17 May budget.

Other revenues include grants and miscellaneous funds received by the Library Authority. The Authority's practice is to recognize the grants and donations as they are received during the year, since they are not predictable from a budgetary perspective. Staff will present gifts, donations and grants to the Authority Board for inclusion in the FY 2016-17 Budget as they are received/awarded.

County/Cities Budget Unit

The County/Cities budget unit utilizes property taxes collected in the unincorporated areas of the County and within the cities of Citrus Heights, Elk Grove, Galt, Isleton and Rancho Cordova. These funds finance the operation of 16 branch libraries. Additional revenue is realized from fines and fees, interest income and the Sylvan Cell Tower.

Expenditures in the County/Cities fund reflect an overall net increase of \$630,000, or 2.7%, from the May Approved Budget, with increases in services and supplies, books and materials, and shared cost allocation expenditures. Staff was very frugal during the past seven years, preserving as much fund balance as possible and enabling staff to responsibly use \$1,307,000 (Exhibit A-2) in fund balance in the County/Cities budget in FY 2016-17.

No Supplemental Funds are available for distribution to member jurisdictions in FY 2016-17. Continued restoration of services and the possibility of Supplemental Funds distribution in FY 2017-18 will be evaluated based on actual funding.

City of Sacramento Budget Unit

The City of Sacramento budget unit utilizes revenue from two sources: the City General Fund, supplemented with Measure U funding, and funding received from taxes levied on parcels within the City limits. These revenues support the operation of 11 library branches located in the City of Sacramento, plus the Central Library. Additional revenue is realized from fines and fees, interest income, and the Library Galleria.

Despite opening three new libraries since 2010, City General Fund monies supplemented with Measure U funding remain at 2003 levels. For the first time, staff is recommending that the Board waive the 10% revenue reserve requirement for the General Fund and approve the use of \$21,646 from the \$827,060 Economic Uncertainty Reserve balance to cover the structural deficit, as this fund no longer has the capacity to meet this requirement. This will leave an Economic Uncertainty Reserve balance of \$805,414 for FY 2016-17 in the City General Fund.

Expenditures in the City of Sacramento Fund reflect an overall net increase of \$540,000, or 3.3%, from the May Approved Budget. Of that amount, \$246,000 is the shared-cost component of the Automated Materials Handling System (AMHS) and \$145,000 is for the Sacramento Bee Archive. \$100,000 of Galleria revenue is being used to fund one-time enhancements to Central Library at approximately \$50,000, and \$50,000 for deferred maintenance in the Galleria and adjacent meeting rooms.

Shared Cost Budget Unit

The Shared Cost Fund functions as an internal service fund, and is determined through a comprehensive cost allocation plan that is updated annually. The fund collects the common costs for operating and administering the Library organization that are then distributed to the operating funds through the cost allocation plan. The FY 2016-17 expenditures, minus miscellaneous revenue within the fund, are \$15,556,000, an increase of \$702,000, or 4.7%, from the May approved budget. As shown in Exhibit A-4, the total Shared Cost budget is allocated as follows:

- County/Cities Fund \$9,178,000, or 59%
- Sacramento City General Fund, Measure U \$3,733,000, or 24%
- Sac. City Parcel Tax Fund (X) \$1,556,000, or 10%
- Sac. City Parcel Tax Fund (B) \$1,089,000, or 7%

Revenues of \$211,000 are directly attributed to the fund from cost recovery in the amount of \$131,000 for IT support to partner libraries using SPL's Sierra catalog; and, \$80,000 for passport services.

An increase in capital expenditures, services and supplies, and parking at the Central Library results in a net increase in expenditures of \$702,000 from the May approved budget. Downtown Sacramento parking is used primarily for staff in-service training and volunteers.

Capital Projects and Deferred Maintenance

The library began evaluating branch refresh needs, including paint, carpet, furnishings and workroom improvements, in FY 2014-15. In FY 2015-16, major refresh projects were completed at the Arden-Dimick and Southgate Libraries. Planned improvements to the Martin Luther King Jr. Library were postponed

indefinitely, due to the City's declining fund balance. Estimated capital improvement costs for FY 2016-17 for improvements to Arcade, North Highlands-Antelope, and Central libraries, along with scheduled deferred maintenance costs, total \$1,492,000, with \$100,000 being paid from Galleria revenue.

Budgeted Positions/Position Control

There is no net change to position control from the May approved budget.

Fine and Fee Schedule

Staff is recommending no changes to the Fine and Fee schedule at this time.

Future Challenges

The major challenge facing the Authority is City of Sacramento funding. General Fund and Measure U contributions (\$7,129,600 and \$506,000 respectively) remain at maintenance of effort levels, and use of fund balance for core services exceeds new revenue by approximately \$1 million. As a result, fund balance will be depleted at the end of FY 17-18 and substantial additional contributions will be required from the City General Fund next fiscal year and ongoing to maintain operations.

Staff will present recommended Mid-Year Budget adjustments for FY 2016-17 in early 2017. This Mid-Year Budget will include updates on funding from the County and the City of Sacramento, as well as refinements to expenditure amounts.

ATTACHMENT(S):

Resolution 16-33, approving the FY 2016-17 Sacramento Public Library Authority Final Budget, Position Control Listing, and Fine and Fee Structure



Sacramento Public Library Authority

RESOLUTION NO. 16-33

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

September 22, 2016

APPROVING THE FY 2016-17 FINAL BUDGET, POSITION CONTROL LISTING, AND FINE AND FEE SCHEDULE FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The Sacramento Public Library Authority’s FY 2016-17 Final Budget, totaling \$41,657,000, as presented in Exhibits A-1 through A-5, is approved. This includes use of Economic Uncertainty Reserve in the Sacramento City fund.
2. The Sacramento Public Library Authority’s FY 2016-17 Position Control Listing, as presented in Exhibit B, is approved.
3. The Sacramento Public Library Authority’s FY 2016-17 Fine and Fee Structure, as presented in Exhibit C, is approved.
4. All increases or decreases to operating appropriations in excess of \$50,000 shall be approved by the Library Authority Board.
5. Authority Reserves are appropriated as follows:

	County/Cities Fund	Sac City Fund	Sac City Parcel Tax X Fund	Sac City Parcel Tax B Fund	Total
Reserves for Economic Uncertainty	\$2,276,100	\$805,414	\$545,600	\$202,600	\$3,829,714

This designated reserve will be maintained at the level of 10% of budgeted revenues (except for the Sac City Fund, as explained in the staff report) for the purpose of absorbing unforeseen contingencies and allowing continuation of approved budget program levels.

Rick Jennings II, Chair
Don Nottoli, Vice Chair



Sacramento Public Library Authority

ATTEST:

Rivkah K. Sass, Secretary

By: _____

Linda J. Beymer, Assistant Secretary

ATTACHMENT(S):

- Exhibit A-1: Budget Summary by Fund FY 2016-17
- Exhibit A-2: Final Budget Summary FY 2016-17
- Exhibit A-3: Revenue Details by Fund Source FY 2016-17
- Exhibit A-4: Expense Details by Fund Source FY 2016-17
- Exhibit A-5: Books and Materials Fund FY 2016-17
- Exhibit B: Sacramento Public Library Authority Position Control Listing for FY 2016-17
- Exhibit C: Fine and Fee Structure for FY 2016-17



SACRAMENTO PUBLIC LIBRARY
FY 2016–17 FINAL BUDGET

SEPTEMBER 2016

Sacramento Public Library Authority
Budget Summary by Fund
Fiscal Year 2016-17

Fund	Beginning Fund Balance 06/30/15	Estimated Activity FY 2015-16		Estimated Fund Balance 06/30/16	Proposed Budget FY 2016-17		Economic Uncertainty Reserve	Unreserved Fund Balance 06/30/17
		Revenues	Expenses		Revenues	Expenses		
County/Cities	\$ 24,914,470	\$ 21,527,000	\$ 20,890,000	\$ 25,551,470	\$ 22,761,000	\$ 24,068,000	\$ 2,276,100	\$ 21,968,370
Sacramento City	2,327,714	8,300,600	9,007,000	1,621,314	8,270,600	9,086,500	827,060	(21,646)
Sac City Parcel Tax X	5,376,276	5,294,000	4,132,000	6,538,276	5,456,000	5,882,000	545,600	5,566,676
Sac City Parcel Tax B	190,000	1,961,000	1,954,900	196,100	2,026,000	2,019,500	202,600	-
Tech/Equip Replace	1,502,245	657,000	313,500	1,845,745	350,000	325,000	-	1,870,745
Other	500,831	1,446,000	200,000	1,746,831	74,000	65,000	-	1,755,831
Shared Cost *	-	199,000	199,000	-	211,000	211,000	-	-
Total	\$ 34,811,536	\$ 39,384,600	\$ 36,696,400	\$ 37,499,736	\$ 39,148,600	\$ 41,657,000	\$ 3,851,360	\$ 31,139,976

Note: * Direct revenues and expenses

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
BUDGET SUMMARY
FISCAL YEAR 2016-17**

	FY 15-16 APPROVED BUDGET (MAY)	FY 15-16 AMENDED BUDGET	FY 16-17 APPROVED BUDGET (MAY)	FY 16-17 FINAL BUDGET	CHANGE Increase/(Decrease)	
Total Sources of Funds	\$ 37,335,600	\$ 37,537,600	\$ 39,148,600	\$ 39,148,600	\$ -	0.0%
Salaries and Benefits	23,112,000	23,182,000	23,856,000	23,866,000	10,000	0.04%
Services and Supplies	8,608,135	9,129,082	9,619,000	9,730,000	111,000	1.15%
Materials/Books	4,700,000	4,700,000	4,700,000	5,054,000	354,000	7.53%
Equipment/Capital Projects	975,500	1,790,125	2,255,000	2,855,000	600,000	26.61%
Deferred Maintenance	93,000	214,000	52,000	152,000	100,000	192.31%
Total Expenses	\$ 37,488,635	\$ 39,015,207	\$ 40,482,000	\$ 41,657,000	\$ 1,175,000	2.9%
Surplus/(Deficit)						
County/Cities Fund	(840,020)	(1,019,277)	(677,000)	(1,307,000)	(630,000)	93.1%
Sac City Fund	(624,270)	(1,455,350)	(541,900)	(815,900)	(274,000)	50.6%
Sac City Parcel Tax Measure X	1,113,655	997,231	(160,000)	(426,000)	(266,000)	166.3%
Sac City Parcel Tax Measure B	6,100	6,100	6,500	6,500	-	0.0%
400s Fund	191,500	(8,500)	25,000	25,000	-	0.0%
Hurst Fund	-	-	14,000	9,000	(5,000)	-35.7%
600s Fund	-	2,189	-	-	-	0.0%
Net Surplus/(Deficit)	\$ (153,035)	\$ (1,477,607)	\$ (1,333,400)	\$ (2,508,400)	\$ (1,175,000)	88.1%

Note: FY 16-17 Final Budget includes use of \$2,508,400 from Fund Balance reserves, primarily for one-time expenditures.

**SACRAMENTO PUBLIC LIBRARY
SOURCES OF FUNDS
FISCAL YEAR 2016-17**

SOURCES OF FUNDS	FY 16-17 APPROVED BUDGET (MAY)	FY 16-17 FINAL BUDGET	CHANGE Increase/(Decrease)		
COUNTY/CITIES FUND					
County Contributions	\$ 22,150,000	\$ 22,150,000	\$ -		0.0%
State Appropriations	-	-	-		0.0%
Interest Income	230,000	230,000	-		0.0%
Fines and Fees	350,000	350,000	-		0.0%
Other Revenue	31,000	31,000	-		0.0%
TOTAL	\$ 22,761,000	\$ 22,761,000	\$ -		0.0%
SAC CITY FUND					
City Contributions	\$ 7,635,600	\$ 7,635,600	\$ -		0.0%
State Appropriations	-	-	-		0.0%
Galleria	400,000	400,000	-		0.0%
Interest Income	15,000	15,000	-		0.0%
Fines and Fees	220,000	220,000	-		0.0%
Other Revenue	-	-	-		0.0%
TOTAL	\$ 8,270,600	\$ 8,270,600	\$ -		0.0%
SAC CITY PARCEL TAX X					
Parcel Tax	\$ 5,300,000	\$ 5,300,000	\$ -		0.0%
Interest Income	54,000	54,000	-		0.0%
Fines and Fees	91,000	91,000	-		0.0%
Other Revenue	11,000	11,000	-		0.0%
TOTAL	\$ 5,456,000	\$ 5,456,000	\$ -		0.0%
SAC CITY PARCEL TAX B					
Parcel Tax	\$ 2,025,000	\$ 2,025,000	\$ -		0%
Interest Income	1,000	1,000	-		0%
TOTAL	\$ 2,026,000	\$ 2,026,000	\$ -		0.0%
SHARED FUND					
State Foundation/Grants	\$ -	\$ -	\$ -		0.0%
Other Revenue	211,000	211,000	-		0.0%
TOTAL	\$ 211,000	\$ 211,000	\$ -		0.0%
400s FUND					
E-rate Rebate	\$ 350,000	\$ 350,000	-		0.0%
TOTAL	\$ 350,000	\$ 350,000	\$ -		0.0%
HURST FUND					
Interest Income	\$ 24,000	\$ 24,000	\$ -		0.0%
TOTAL	\$ 24,000	\$ 24,000	\$ -		0.0%
600s FUND					
I Street Press	\$ 50,000	\$ 50,000	\$ -		0.0%
TOTAL	\$ 50,000	\$ 50,000	\$ -		0.0%
GRAND TOTAL	\$ 39,148,600	\$ 39,148,600	\$ -		0.0%

**SACRAMENTO PUBLIC LIBRARY
EXPENSE DETAILS BY FUND
FISCAL YEAR 2016-17**

EXPENSE	FY 16-17 APPROVED BUDGET (MAY)	FY 16-17 FINAL BUDGET	CHANGE Increase/(Decrease)	
COUNTY/CITIES FUND				
Salaries and Benefits	7,900,000	7,900,000	-	0.0%
Services and Supplies	2,684,000	2,691,000	7,000	0.3%
Materials/Books	2,773,000	2,982,000	209,000	7.5%
Capital Projects	1,265,000	1,265,000	-	0.0%
Deferred Maintenance	52,000	52,000	-	0.0%
Cost Allocation (59%)	8,764,000	9,178,000	414,000	4.7%
TOTAL	\$ 23,438,000	\$ 24,068,000	\$ 630,000	2.7%
SAC CITY FUND				
Salaries and Benefits	4,315,000	4,316,000	1,000	0.02%
Services and Supplies	644,500	649,500	5,000	0.8%
Materials/Books	213,000	213,000	-	0.0%
Capital Projects	75,000	75,000	-	0.0%
Deferred Maintenance	-	100,000	100,000	100.0%
Cost Allocation (24%)	3,565,000	3,733,000	168,000	4.7%
TOTAL	\$ 8,812,500	\$ 9,086,500	\$ 274,000	3.1%
SAC CITY PARCEL TAX X				
Salaries and Benefits	2,142,000	2,142,000	-	0.0%
Services and Supplies	275,000	325,000	50,000	18.2%
Materials/Books	1,714,000	1,859,000	145,000	8.5%
Capital Projects	-	-	-	0.0%
Deferred Maintenance	-	-	-	0.0%
Cost Allocation (10%)	1,485,000	1,556,000	71,000	4.8%
TOTAL	\$ 5,616,000	\$ 5,882,000	\$ 266,000	4.7%
SAC CITY PARCEL TAX B				
Salaries and Benefits	349,000	350,000	1,000	0.3%
Services and Supplies	630,500	580,500	(50,000)	-7.9%
Materials/Books	-	-	-	0%
Cost Allocation (7%)	1,040,000	1,089,000	49,000	4.7%
TOTAL	\$ 2,019,500	\$ 2,019,500	\$ -	0.0%
SHARED FUND				
TOTAL DIRECT EXPENSES	\$ 211,000	\$ 211,000	-	0.0%
400s FUND				
TOTAL EQUIPMENT	\$ 325,000	\$ 325,000	\$ -	0.0%
HURST FUND				
TOTAL	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
600s FUND				
TOTAL SUPPLIES	\$ 50,000	\$ 50,000	\$ -	0.0%
TOTAL	\$ 40,482,000	\$ 41,657,000	\$ 1,175,000	2.9%

**SACRAMENTO PUBLIC LIBRARY
BOOKS AND MATERIALS FUND
FISCAL YEAR 2016-17**

	FY 16-17 APPROVED BUDGET (MAY)	FY 16-17 FINAL BUDGET	CHANGE Increase/(Decrease)	
REVENUES				
Transfers in from:				
County/Cities Fund	2,773,000	2,982,000	209,000	7.5%
Sac City Fund	213,000	213,000	-	0.0%
Sac City Measure X	1,714,000	1,859,000	145,000	8.5%
Sac City Measure B	-	-	-	0.0%
TOTAL	\$ 4,700,000	\$ 5,054,000	\$ 354,000	7.5%
EXPENDITURES				
Books/Materials	4,700,000	5,054,000	354,000	7.5%
TOTAL	\$ 4,700,000	\$ 5,054,000	\$ 354,000	7.5%

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
September 22, 2016

	FY 2016-17 Approved May 26, 2016	FY 2016-17 Final September 22, 2016	Change
Accountant/Budget Analyst	1	1	
Accounting Specialist	2	2	
Administrative Analyst	1	1	
Administrative Assistant	3	3	
Administrative Technician	1	1	
Adult Learning and Literacy Supervisor	1	1	
Assistant Director - Infrastructure	1	1	
Assistant Director - Public Services	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	19	19	
Collection Management Services Manager	1	1	
Communications Assistant	1	1	
Communications and Virtual Services Manager	1	1	
Community Services Manager	1	1	
Creative Project Coordinator	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	11.5	11.5	
Deputy Library Director	1	1	
Early Literacy Specialist	1	1	
Events Coordinator	0.5	0.5	
Facilities Operations Manager	1	1	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Analyst	2	2	
Human Resources Manager	1	1	
Human Resources Technician	1	1	
Information Technology Supervisor	1	1	
Information Technology Technician	2	2	
Intergrated Library Services Supervisor	1	1	
K-12 Specialist	1	1	
Librarian	45.5	45.5	
Library Associate*	4	4	
Library Communications Analyst	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant*	89	87	-2
Library Services Specialist	1	1	
Library Supervisor I	11	11	
Library Supervisor II	9	9	
Library Supervisor III	13	13	
Materials Handler	1	1	
Procurement and Contracts Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	3	3	
Safety/Security Coordinator	1	1	
Senior Accounts Payable Technician	1	1	
Senior Budget/Finance Analyst	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Maintenance Worker	1	1	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Technology Assistant	20.5	22.5	2
Visual Communications Specialist	1	1	
Volunteer Coordinator	1	1	

		FY 2016-17 Approved May 26, 2016	FY 2016-17 Final September 22, 2016	Change
Youth and Literacy Services Manager		1	1	
	Total FTEs	285.5	285.5	0.0

FTEs are full-time equivalent positions, equating part time positions into fraction of a full time position.

*There are three grant funded positions included one FTE Library Associate and two 0.5 FTEs Library Services Assistant - starting July 1, 2015 and ending June 30, 2018.

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
Final: September 22, 2016

Categories	Current Fees
FINES	
Periodicals	\$0.05/day to \$1.00 maximum
All Juvenile and Young Adult (YA) materials	\$0.05/day to \$1.00 maximum
All Adult materials	\$0.25/day to \$5.00 maximum
Engravers	\$0.25/day to \$5.00 maximum
All visual media	\$0.25/day to \$5.00 maximum
Link + books	\$1.00/day to \$15.00 maximum
Interlibrary Loan (ILL) materials	\$2.00/day up to the cost of the material
GENERAL FEES	
Self-service black & white photocopying	\$0.15/page
OPAC printouts	The first five (5) pages of an individual print job are free to the patron, with subsequent pages costing \$0.15 /page
Printouts (Computer, coin-operated microform, fax)	Updated Fee: \$0.15/page
Self-service color photocopying	\$0.50/page
Sacramento Room – archival photocopies	\$0.50/page
Sacramento Room – Digital scans of materials Prints of digital scans CD with images Shipping charge per CD if mailed	\$10/per scan \$15/per print \$5.00/CD \$3.00 each
Replacement of Library Card	\$2.00
Damaged material (repairable)	\$2.50 Juvenile and Young Adult materials \$5.00 Adult materials
Damaged media boxes and cases	\$5.00 for all materials
Material processing Fee	\$5.00 per cataloged item
Collection agency processing fee	\$10.00
Returned check service fee	\$30.00
Damaged material (unusable)	Unit cost of item + material processing fee
Programs, classes, publishing fees	\$5.00 - \$500.00* *Fee to be determined per program/class activity
Passport fees	\$15 - \$35
Reshelving fee	\$1 per item

**SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE**

Final: September 22, 2016

INTERLIBRARY LOAN FEES	
ILL request (SPL customers)	\$5.00
ILL fee to send a book to out-of-state library	\$20.00
LOST LIBRARY MATERIALS	
Lost periodical	\$5.00
Lost item (ILL) Fee charged to SPL customer	\$60.00 minimum to cost of item (fine goes to owning library, not SPL)
Link+ Lost Materials	\$115.00 per item (fine goes to owning Library, not SPL)
All lost Juvenile, Young Adult and Adult items (cataloged)	Unit cost of item or "default cost"* plus material processing fee
Lost item (cataloged paperback)	Unit cost of item or "default cost"* plus material processing fee
*Default cost	\$5.00 for a magazine \$30.00 for a book
MEETING ROOMS	
After-hours fee (when staff/security must open or secure a meeting room when the library is not open)	\$50.00
Excessive cleanup costs: Charge for post-event cleaning beyond normal custodial duty assignments	Actual costs, including labor, materials and outside services
PUBLIC RECORDS DISCLOSURE	
Duplication of Authority Board meeting DVD (with DVD provided)	Actual cost, excluding staff time
Photocopies	First ten (10) pages free; at cost thereafter
Copies of Campaign Statements and Conflict of Interest Statements (FPPC)	\$0.10 per page
FPPC document retrieval fee (statements older than five years)	\$5.00 per request
Authority Board agenda packets (Copy and send by mail)	\$20.00 per packet
Authority Board agenda packets (Copy/send by Federal Express)	\$30.00 per packet

SACRAMENTO PUBLIC LIBRARY

FINE/FEE STRUCTURE

Final: September 22, 2016

LIBRARY GALLERIA MEETING ROOMS:

	Mon-Thurs	Friday	Saturday	Sunday
Main Floor (5 hrs.)	\$950	\$1,150	\$1,950	\$1,150
Main Floor (9 hrs.)	\$1,175	\$1,500	\$2,500	\$1,500
2nd Floor Balcony (5 hrs.)	\$300	\$450	\$500	\$450
2nd Floor Balcony (9 hrs.)	\$450	\$650	\$800	\$650
Meeting Room (1/2 Day)	\$300	\$300	\$300	\$300
Meeting Room (Full Day)	\$400	\$400	\$400	\$400
Meeting Room (Evening 6 PM+)	\$400	\$400	\$400	\$400
New Year's Eve (see Sat. rates)				

LIBRARY GALLERIA COMMUNITY USE POLICY AND FEES:

Community use policy states that the following groups may qualify for meeting room use at no charge:

- Neighborhood groups from the downtown district and other groups outside the downtown district that have been formed to improve conditions in their respective neighborhoods
- Public forums that have been called by elected city officials
- Interested groups must see Library Galleria staff for room use guidelines and availability.

Events may be subject to associated fees as described below.

Community Use Associated Fees				
Type of service/fee	Minimum hours required	Staff required	Rate per hour	Total
Library event duty	2 hrs.	1 coordinator	\$30	\$60
Security officer	4 hrs.	1 officer	\$30	\$120
Room Setup				
Up to 10 tables	4 hrs.	1 custodial	\$20	\$80
11+ tables	8 hrs./ea	2 custodial	\$20	\$320
Strike & clean	8 hrs.	1 custodial	\$20	\$160
Strike & clean	5 hrs./ea	2 custodial	\$20	\$200

SACRAMENTO PUBLIC LIBRARY

FINE/FEE STRUCTURE

Final: September 22, 2016

Reception Space and Equipment Fees	
Space Rental	Per Use
Old Library Foyer entrance only	\$ 100
Foyer entrance with food and beverage	\$ 300
Equipment	
LCD Projector	\$ 185
Conference phone	\$ 50
Remote clicker	\$ 25
Mac to VGA converter	\$ 25
Projection screen, 8' portable	\$ 45
Additional wireless microphones	\$ 40
Additional wired microphones	\$ 20
Additional lectern	\$ 30
Whiteboard and pens	\$ 15
Flip chart and pens	\$ 15
Designer drape backdrop 25 - 40'	\$ 120
Designer drape backdrop 17 - 24'	\$ 100
Designer drape backdrop 16' or less	\$ 60
Security guard, per hour	\$ 30
Stage	\$ 100

Wedding and Prom Packages	Sunday-Friday	Saturday
Wedding reception, main floor only	\$ 1,150	\$ 1,950
Wedding, main floor and balcony	\$ 1,600	\$ 2,450
Wedding and ceremony, main floor	\$ 1,900	\$ 2,900
Wedding and ceremony, main & balcony	\$ 2,350	\$ 3,400
Prom, main floor and foyer, 5 hours	\$ 1,150	\$ 1,950
Balcony, 5 hours	\$ 450	\$ 500
East meeting room and Old Foyer	\$ 400	\$ 400
Library Lobby as an entrance	\$ 100	\$ 100
New Year's Eve (see Saturday rates)		
Hourly rates after hours		
Galleria	\$ 175	
Balcony	\$ 50	