

Library Board Agenda Memo

From: Ashia Gustafson, Library Director

Library Board Meeting: May 16, 2024

Subject: Library Fees 2025

Summary:

The Out-of-County fees are being proposed to be \$40 for individual cards and \$50 for family cards. The meeting room fee is proposed to be \$25.

Background:

Each year during the budget cycle departments are asked to evaluate their fines and fees to ensure fees reflect the service level, staff effort, etc. There are two fees to consider for the 2025 budget.

As of the 2024 approved budget the City of Brookings supports the Library at \$41 dollars per county capita, based on total expenditures and back out other revenue sources (e.g. County contribution, grants, etc.) 174 Out-of-County Library cards were paid for in 2023 totaling \$4,227.

Historically we have charged for-profit businesses \$10 to use the meeting rooms, while other usage, such as personal parties, non-profits, etc., has been free. It's been difficult for staff to consistently catch business use and collect the fee, and we've had an increase in challenges with other groups abusing the flexibility of room use (ex: one group using the room twice a week, every week, or groups not cleaning up after themselves and staff being unable to collect a cleaning fee after the fact). The Library had approximately 320 non-Library programs held in the meeting rooms in 2024.

Discussion:

To match what the City of Brookings is supporting county-wide library services, I propose that the Library Board raise the Out-of-County fee to \$40 per individual card and \$50 for family cards. Given the number of Out-of-County cardholders this could bring in as much as nearly \$3,000 more per year.

To accommodate changing and increasing community use, I propose that the Library Board add a \$25 meeting room use for the Cooper Rooms for community use. Roughly 320 non-library programs were held in the meeting rooms. Assuming the bookings stay consistent, this would bring in about \$8,000 a year.

Recommendation:

Staff recommends increasing the Out-of-County library card rates to \$40 and \$50 respectively, and meeting room space usage fee to \$25.