

User Fee Study Summary Sheet

City of Newport Beach  
 Library Services (4002 - 4060)  
 2015-2016

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit		Current Recovery %	Annual			Per Unit		Annual			
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy	
1	Cancellation Chg: Ctrl Libr Friends Mtg Room	Fixed Fee	-	\$ 31.00	\$ 59.46	52%	\$ -	\$ -	\$ -	100%	\$ 59.00	\$ -	\$ -	\$ -	
2	Refund Charge: All Other Program or Facility Use	Fixed Fee	-	\$ 31.00	\$ -	0%	\$ -	\$ -	\$ -	-- remove from Schedule of Rents, Fines and Fees (SRFF) --					
3	Materials Use: Video/Book Rental	Per Day/Wk	18,354	\$ 1.00	\$ 5.46	18%	\$ 100,269	\$ 18,354	\$ 81,915	18%	\$ 1.00	\$ 18,354	\$ -	\$ 81,915	
4	Inter Library Loan	Fixed Fee	460	\$ 5.00	\$ 60.65	8%	\$ 27,899	\$ 2,300	\$ 25,599	8%	\$ 5.00	\$ 2,300	\$ -	\$ 25,599	
5	Deposit: Ctrl Libr Friends Mtg Room (use of PA sys)	Refundable	-	\$ 100.00	\$ -	0%	\$ -	\$ -	\$ -	-- deposit fee, not a cost-of-service fee --					
6	Deposit: Refundable Cleaning Deposit	Refundable	-	\$ 105.00	\$ -	0%	\$ -	\$ -	\$ -	-- deposit fee, not a cost-of-service fee --					
7	Setup & Cleanup: Ctrl Libr Friends Mtg Room	Fixed Fee	1	\$ 75.00	\$ 114.54	65%	\$ 115	\$ 75	\$ 40	100%	\$ 114.00	\$ 114	\$ 39	\$ 1	
8	Setup & Cleanup: Use of Kitchen	Fixed Fee	-	\$ 80.00	\$ -	0%	\$ -	\$ -	\$ -	-- remove from Schedule of Rents, Fines and Fees (SRFF) --					
9	Energy Surcharge	Director Auth	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-- remove from Schedule of Rents, Fines and Fees (SRFF) --					
10	Ctrl Libr Friends Mtg Room - Facility Use Fees	Total Progr	1	\$ 380	\$ 53,510	1%	\$ 53,510	\$ 380	\$ 53,130	1%	\$ 380.00	\$ 380	\$ -	\$ 53,130	
11	Passport Service	US Dept of State	653	\$ 25.00	\$ 61.90	40%	\$ 40,419	\$ 16,325	\$ 24,094	40%	\$ 25.00	\$ 16,325	\$ -	\$ 24,094	
12	Passport Photo	Fixed Fee	485	\$ 10.00	\$ 28.96	35%	\$ 14,045	\$ 4,850	\$ 9,195	35%	\$ 10.00	\$ 4,850	\$ -	\$ 9,195	
Total User Fees							\$236,256	\$42,284	\$193,972			\$42,323	\$39	\$193,933	
% of Full Cost										18%	82%		18%	0%	82%
Total Other Services							\$7,799,528	\$0	\$7,799,528			\$0	\$0	\$7,799,528	
% of Full Cost										0%					
Department Totals							\$8,035,784	\$42,284	\$7,993,500			\$42,323	\$39	\$7,993,461	
% of Full Cost										1%	18904%		1%	0%	99%

Footnotes

- 2 Refund Charge: All Other Program or Facility Use This is essentially a duplicate of the Cancellation Charge. Department management and staff recommend that this be removed from the Schedule of Rents, Fines and Fees (SRFF).
- 3 Materials Use: Video/Book Rental Department management and staff recommend keeping this fee unchanged at \$1; MC 3.36.030 should therefore be updated to reflect that the fee should remain at \$1, rather than show a 20% sub.
- 4 Inter Library Loan Department management and staff recommend keeping this fee unchanged at \$5; MC 3.36.030 should therefore be updated to reflect that the fee should remain at \$5, rather than show a 10% sub.
- 5 & 6 Deposits Fees (refundable and non-refundable) All deposit fees are taken at the time of room scheduling. Department management and staff recommend that the Refundable Cleaning Deposit be set at \$96.
- 8 Setup & Cleanup: Use of Kitchen Department and staff recommend removing this fee from the Schedule of Rents, Fines and Fees (SRFF). Most routine cleanup costs are recovered through overhead allocations and extraordinary cleanup expense would be recovered via the Cleaning Deposit taken at the time of the rental.
- 9 Energy Surcharge Department management and staff do not want to pass this cost onto the user and recommend this fee be removed from the Schedule of Rents, Fines and Fees (SRFF).
- 10 Ctrl Libr Friends Mtg Room - Facility Use Fees This service defines the costs associated with all meeting room facility use fees. Facility use fees may be set based on market Rents and need not be tied to cost of service.
- 11 Passport Service This fee is set by the State and cannot be changed.
- 12 Passport Photo Department management and staff recommend that this fee remain unchanged at \$10.00; MC 3.36.030 should therefore be updated to account for this subsidization.