City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 8 **Ordinance/Resolution#** 12-211

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of June 18, 2012 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING A FEE SCHEDULE FOR THE CITY OF LAS CRUCES BRANIGAN LIBRARY.

PURPOSE(S) OF ACTION:

To establish a fee schedule for the City of Las Cruces Branigan Library.

COUNCIL DISTRICT: ALL		
Drafter/Staff Contact: Lynette Schurdevin, Library Administrator	**Department/Section:** Community & Cultural Services/Library	**Phone:** 528-4009
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces Branigan Library consists of the Main Library and Munson Senior Center branch.

Branigan Library and Munson branch offer books, audio-books, entertainment videos and DVD's, public computers, printing and public copiers. In accordance with City of Las Cruces policies, fees and replacement fees are charged for these services. The fee structure is designed to offer cost-effective services to the general public; encourage participation in Library services and programs; strive for a degree of cost recovery on lost or damaged items; and printing fees to lessen the financial burden on the City of Las Cruces and the General Fund. The fees are based on the current recovery costs for lost or damaged items, and printing/copier supplies. The proposed fee schedule does not include increases and will remain in place until such time as library staff completes a cost analysis of library fees and reviews recovery costs on lost or damaged items.

Meeting space may be reserved for use at no charge by educational, civic, cultural, and governmental groups. No-charge events must be free and open to the public, and are subject to the rules and regulations set forth by the Branigan Library Room Use Agreement.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Proposed Fee Schedule, with previous year comparison.
3. Library Patron's Owner's Manual (for reference).

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☒	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?			
	Yes	☒	Funds will be deposited into this fund: 1000-10200010-531001 $5,352 and 1000-10200010-546004 $17,000, a total amount of $22,352 for FY12-13.
	No	☐	There is no new revenue generated by this action.

BUDGET NARRATIVE

Proposed revenue for the City of Las Cruces Branigan Library is $22,352 and is accounted for in the FY12-13 budget.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will authorize the Branigan Library to use the new fee schedule.
2. Vote "No"; no fees will be collected for Branigan Library replacement fees.
3. Vote to "Amend"; the Branigan Library will act on direction provided.
4. Vote to "Table"; this will result in delays to implementation of a new fee structure.

REFERENCE INFORMATION:

1. N/A

(Continue on additional sheets as required)

RESOLUTION NO. 12-211

A RESOLUTION AUTHORIZING A FEE SCHEDULE FOR THE CITY OF LAS CRUCES BRANIGAN LIBRARY.

The City Council is informed that:

WHEREAS, the City of Las Cruces Branigan Library consists of the Main Library and Munson Senior Center branch; and

WHEREAS, all library facilities offer books, media, public computers, printing/copying services and public meeting space; and

WHEREAS, fees are charged for lost or damaged items, and printing; and

WHEREAS, meeting space may be reserved for use at no charge by educational, civic, cultural, and governmental groups; and

WHEREAS, use of the library meeting space is at no-charge contingent upon the event being free and open to the public, and is subject to rules and regulations set forth in the Branigan Library Meeting Use Agreement.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT City Council authorizes a Resolution supporting the proposed fee schedule designated as Exhibit "A," attached hereto, and made a part of this Resolution for the City of Las Cruces Branigan Library.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this_____ day of _____ 2012.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

VOTE:
Mayor Miyagishima: ____
Councillor Silva: ____
Councillor Smith: ____
Councillor Pedroza: ____
Councillor Small: ____
Councillor Sorg: ____
Councillor Thomas: ____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

_____
City Attorney

BRANIGAN LIBRARY		CURRENT FEES FY 11-12	PROPOSED FEES
Circulation			
Fines			
Main Library and Munson Branch	late fines	$.10 per day per book;	$.10 per day per book
		maximum of $10.00 per book	maximum of $10.00 per book
**San Andres	late fines	none (under LCPS ILS system)	none (under LCPS ILS system)
Replacement fee	lost libray card	$5.00 per card	$5.00 per card
	barcode replacement	$3.00 per barcode	$3.00 per barcode
Item replacement fee	current cost of item	current cost of item	current cost of item
Processing fee	lost or damaged item(s)	$10.00 per item	$10.00 per item
Media			
Fines			
Main Library and Munson Branch	late fines	$.50 per day per media item	$.50 per day per media item
Replacement fee	lost or damaged media case	$3.00 per item	$3.00 per item
	replace talking book tape	$8.00 per tape	$8.00 per tape
	replace talking book CD	$9.00 per CD	$9.00 per CD
Other			
Main Library			
Public computers	printing fees	$ .10 per page / 1st 5 pages free	$ .10 per page / 1st 5 pages free
Public copiers	printing fees	$ .10 per page	$ .10 per page
Public meeting rooms	room use fees	no charge	no charge
Public Fax	fax cards	$3.00 per fax card	$3.00 per fax card

Exhibit "A"

Media

Checking Out Media

The library has a great—and growing—collection of audio-visual materials (media). Please observe the following policies when making use of these items.

- Audio books check out for 3 weeks, limit of 4.
- CD's, videos, and DVDs check out for 1 week, limit of 4.
- Software and kits check out for 3 weeks, limit of 2.
- Late fees for media are $.50 per day per item.
- Lost case/barcode fees $3.00 per item.
- CD/tape replacement $9; or value of item

All items may be renewed once unless another patron is waiting

Library Hours:

Winter Hours (September—May)
Monday—Thursday 9—8
Friday & Saturday 10—6
Sunday 1—5

Summer Hours (June—August)
Monday—Thursday 8—8
Friday 8—6
Saturday 10—6
Sunday Closed

Live outside the city? Check into Books By Mail on our web site to sign up for this service.

Looking for something to do? The Library has activities for children, teens and adults. We have Story times, crafts, poetry readings, book clubs, films and author visits. Check our calendar of events on the web page.

http://library.las-cruces.org

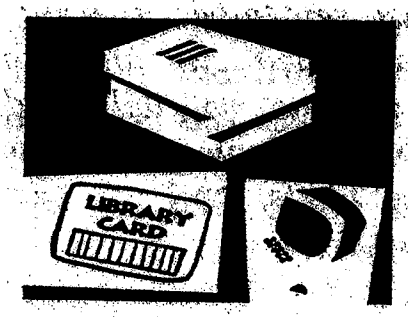
Book & Media Drops Available 24 Hours a Day for Your Convenience

Thomas Branigan Memorial Library

Your Library Card—An Owner's Manual

City of Las Cruces
PEOPLE HELPING PEOPLE

Tel: 575-528-4000
Fax: 575-528-4030
TTY: 575-528-4008



200 E Picacho Ave
Las Cruces NM 88001

http://library.las-cruces.org

Your Library Card @ Branigan Library

How to Get a Library Card!

Any resident of Dona Ana County is eligible for a free card from the Thomas Branigan Memorial Library. **Adults must present a photo ID** in order to get a Library card. Children must be able to print their name to receive a card. **Those under 18 must have a parent sign their application.** Individuals who live outside of Dona Ana County, but have a valid card from their New Mexico public library, are also eligible and may apply for a free card from the Thomas Branigan Memorial Library.

Please remember to bring your Library card with you each time you visit us. You will need your card to check out materials, place holds, and use the computers!

http://library.las-cruces.org

Using Your Library Card at the Circulation Desk

As you use your new library card, please observe the following policies:

- Please have your Library card ready to check out materials.
- All books (except Reference) check out for three weeks, and may be renewed one time prior to the due date, unless another patron has requested the item.
- Reference books may not be checked out.
- Art Prints check out for 3 weeks. Limit 4
- There is a limit of 30 books per card .
- Renewals may be made in person, on the web page, or by phone. No renewals by voicemail, please.
- Fines are $.10 per day per book, with a maximum of $10.00 per book.
- $5.00 charge to replace a lost card, or to check out items if you forget your card.
- If fines exceed $5.00, borrowing privileges will be suspended.
- Computer printing .10 cents per page
- Patrons are responsible for any library materials borrowed on their library card with or without their consent.
- $10 processing fee per lost or damaged item(s)

Policy On Public Use of the Internet

To fulfill its mission of providing public access to information of all types in a wide range of formats, Thomas Branigan Memorial Library provides unfiltered access to Internet resources. The Library does not condone the use of the library equipment to access material that is obscene, child pornography or harmful to minors. Parents and guardians, not the employees of Branigan Library, have the ultimate responsibility for monitoring their children's Internet activity. Some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. It is up to the individual, parent, or guardian to decide what content is appropriate. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information.

Regarding users' activities: the Library will not release information on the use of specific Internet resources by members of the public except when required by law or necessary for the proper operation of the Library.

***Users are allowed one hour session per day.**

***Users must be 18 years of age; or have written consent from parent or legal guardian.**

User's shall not:
Use the network to make unauthorized entry into other network systems
Visit sites that contain sexually oriented material harmful to minors or child pornography
Distribute unsolicited advertising
Invade the privacy of others
Download programs or information from the Internet to the computer hard drive.
Make any attempt to damage or alter computer equipment or software
Engage in any activity that is harassing or defamatory
Use the Internet for any illegal activity

All patrons must comply with the Library Rules of Behavior and Computer Use Procedures. Violations will result in loss of access. Unlawful activities will be dealt with in an appropriate manner. Appeals to the Public Services Administrator must be made in writing.

http://library.las-cruces.org