

**MEETING DATE:** APRIL 24, 2025

**TO:** Library Board of Trustees

**FROM:** Alec MacLennan, Administrative Analyst

**SUBJECT:** 2025-26 FEES SCHEDULE REVISED

## SUMMARY

Staff recommend fee changes based on new services and changes in services. The Board-approved Fee Schedule will be made part of the budget approval item before the Council at their June 3<sup>rd</sup> meeting.

In response to the trustees' questions regarding the "vacancy rate" of the Main Library's two meeting rooms the attached chart shows the use of the two rooms in the 2024 calendar year.

## RECOMMENDATION

Select a proposed Fee Schedule for 2025-26 Option A or B.

## FISCAL IMPACT

Unknown.

## DISCUSSION

The Board of Trustees provided feedback on the proposed Fee Schedule for 2025-2026. The proposed edits have been included in a revised version for the review of the board. These changes include:

- Room reservation rate for the Conference Center and Osborne Auditorium Group 1 changed from per hour to per day.
- The Board asked staff to consider changing the 1 hour minimum for room bookings, but staff has opted to keep that as the minimum.

Review of Red-lined Edits to the Library Fee Schedule:

- Fines DVD, Scanning to USB Drive, New DVD Rental, Hold Expired (not picked up) and Extended Use Fee all removed from Fee Schedule. All were priced at \$0, removed to clean up Fee Schedule.
- Lost/Damaged Chromebook removed from fee schedule as Chromebooks are currently not being offered for loan.
- Removed Board Room from list of rentable meeting rooms.

- Changed prices for Osborne Auditorium and Conference Center Room to better align with market rates.
- Formatted Fees and Charges associated with room rentals to better reflect what charges are mandatory and what is optional.
- Changed Group descriptions to make it easier to identify type of room rentals.

The Board will choose between this revised version and the version that was proposed in March to be approved for the 2025-2026 Fiscal Year.

Attachments:

- Reg Bus Item No 2 – Attachment 1 - 2025-26 Fee Schedule Revised Version
- Reg Bus Item No 2 – Attachment 2 - Option A - 2025-26 Fee Schedule
- Reg Bus Item No 2 – Attachment 3 - Option B - 2025-26 Fee Schedule
- Reg Bus Item No. 2 – Attachment 4 – 2024 Library Conference Room and Osborne Room Statistics