



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: July 22, 2021
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
RE: Proposed Revisions to Fines and Fees Policy

Meeting Room Fees

Staff recommend that the Library continue to charge for use of the meeting rooms for the following reasons:

- Key partner organizations (Genealogy Society, Memorabilia Club, book clubs, Learning in Retirement) have the fee waived because their meetings are free and open to the public, and they are recognized as affiliate organizations that support the Library's mission. In addition, as affiliate organizations, they often provide or support public programming. For example, The Oshkosh Area Writers Club occasionally hosts open mics and writing programs in the library.
- Libraries in the area that do not charge a fee require that the parties booking the rooms be responsible for setting up the room, tearing it down, and cleaning up (wiping tables, vacuuming, etc.) after the meeting concludes. Failure to do so commonly results in a fee (in the neighborhood of \$50) and loss of future use of the meeting room.
- Some libraries also limit how often a group can book a room (in Menasha, it's restricted to once per calendar month).
- OPL's meeting room fee includes use of library equipment, such as hearing loop, large projection screen and microphones. Library staff currently ready these items for use as part of the set-up process.

"A Library in Every Life"

Copying / Printing Fees

Staff recommend that the Library continue to charge for computer print-outs and photocopies for the following reasons:

- These fees help defray the cost for the lease/purchase and maintenance of printing equipment. We are in the process of upgrading to equipment that has more capabilities, such as the ability to print double-sided and to scan/email a document. As the equipment is able to do more, its cost has increased.
- Without a fee, we are concerned patrons will take advantage of the service to an extreme degree. For example, a student would not be deterred from printing an entire e-textbook.
- OPL fees are nominal and the lowest in the area. Office Max charges \$0.21 per black and white copy and \$0.72 per color copy; the UPS Store charges \$0.15 per black and white; color copying costs vary, and there is a flat \$3 fee (plus per page charge) for multi-page documents.
- The Library already offers scanning and scan-to-email services at no charge.

Used Book Store Charges

Staff recommends that the Library continue to charge a nominal fee for purchase of used books from it's "always open" bookstore for the following reasons:

- The Library gives away hundreds – perhaps thousands -- of items each year to the county jail and state prison, to the support of Little Free Libraries, to teachers in special circumstances, to attendees at some library events and to partner agencies such as the Oshkosh Seniors Center in response to special request.
- People are motivated to choose OPL as recipient for their used books because they want the Library and the community to benefit by the books, whether they are added to the collection or generate revenue. Similarly, many of the used book buyers enjoy getting a bargain on a desired book, and it makes them happy to support the Library with their purchases. The store sales build community among the "book people" of Oshkosh and its surrounding area.

For these reasons, we urge the Library Board to approve the revised Fines and Fees Policy as proposed.