



Board Agenda Item 57

DATE: June 5, 2018
TO: Board of Supervisors
SUBMITTED BY: Kelley Worman-Landano, County Librarian
SUBJECT: Amendment to Master Schedule of Fees - Library - Second Hearing

RECOMMENDED ACTION(S):

Conduct the second hearing to amend the County of Fresno Master Schedule of Fees, Charges, and Recovered Costs Ordinance by amending Section 1100 - Library, in its entirety, for fees, including overdue fines, for the recovery of costs relating to Library materials and services provided to the public (the Ordinance); waive the reading of the proposed Ordinance in its entirety; and adopt the proposed Ordinance.

Approval of the recommended action will amend rates in Section 1100 of the Master Schedule of Fees, Charges, and Recovered Costs (MSF). This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may direct staff to use current fees or propose alternative fees which may not recover 100% of Library costs.

FISCAL IMPACT:

There is no increase in Net County Cost with the recommended actions. Measure B Sales Tax (Measure B) funds 50% of salaries, benefits and operational costs. It is anticipated that with the establishment of these fees, the Library will ensure 100% cost recovery beyond the Measure B Sales Tax funding.

DISCUSSION:

MSF Section 1100 (Library), sets forth fees for requests for Library services (i.e. replacement library cards, copies, flash drives, lost/damaged library materials, etc.). The current and proposed fee rates are shown in Attachment A. The proposed fee changes have been reviewed by the Auditor-Controller/Treasurer-Tax Collector (ACTTC) and the ACTTC concurs with the recommended action. The last time fees were updated was in FY 2016-17.

Reasons for the recommended changes are outlined below:

Subsection 1103: Fee for Replacement of Library Card

Currently the fee is \$2.20. The Library secured Purchasing Agreement P-16-280-0 with Creative Data Products/Permacard to provide this service, which reduced the cost of materials. A fee of \$2.00 covers the costs associated with replacing a library card.

Subsection 1108: Mailing Copies of Research Materials, Faxing Copies of Research Materials

The Library proposes deleting the current services for mailing and faxing copies of research materials because there is no demand for this service related to research material.

The Library proposes renaming this subsection to “**Subsection 1108: Fax Services a) Local Faxing, b) Long Distance Faxing**”. The Library allows patrons to use the general fax machine in library branches. Separate charges will be used for local faxing and long distance faxing, which are based on discounted staff time, cost of paper, long distance premium, and overhead. The Library proposes charging a local faxing fee of \$1.00 for the first page and \$.30 for each additional page. The Library proposes charging a long-distance faxing fee of \$1.00 for the first page and \$.45 for each additional page. Additional costs related to fax services are covered by Measure B for normal library operations.

Subsection 1109: Overdue Fines

The Library proposes renaming this subsection to “**Subsection 1109: Overdue Fines a) Overdue Item (Library Materials), b) Overdue Laptop/Mobile Device**”

Currently the Library charges \$.25 per day not to exceed the cost of item for overdue items (i.e. books, audiobooks, games, etc.). The Library proposes charging \$.25 per day not to exceed \$4.00. Prior history has shown that items are returned within 16 days on average, which accounts for the maximum cap of \$4.00. Any additional costs above the \$4.00 amount, are covered under Measure B for normal Library operations.

Currently the Library does not charge an overdue fine for laptop/mobile device. The Library proposes adding an overdue fine for laptop/mobile device in the amount of \$.25 per hour overdue. Adding this overdue fine will encourage patrons to return the laptop within the two-hour check-out timeframe so that other patrons can use the laptop/mobile device when needed.

Subsection 1110: Staff Made Copy Fee

The Library proposes renaming this subsection to “**Subsection 1110: Copier Services, Self Service**”. Currently the charge for a staff made copy fee is \$2.50 for the first page, and \$.20 for each additional page. The Library proposes deleting the Staff Made Copy Fee because there is no demand for this service due to self-serve copier machines in libraries that requires minimal assistance. If a patron requires assistance with using the self-serve copier, Library staff may show them how to use the copier, and this is part of normal library operations. The Library proposes a self-service copier fee of \$.10 per page.

Subsection 1112: Computer Accessories

- a) **Flash Drive**
- b) **Headphones**

The Library proposes renaming this subsection to “**Subsection 1112: Computer Accessories a) Flash Drive, b) Headphones, c) Earbuds**”.

The Library proposes to add earbuds due to requests from library patrons. The Library has determined that a fee of \$2.00 per item should be charged to cover the cost of the product. Flash drive and headphone costs will remain unchanged.

Subsection 1115: Staff-Made Micro Form Copy Fee

The Library proposes renaming this subsection to “**Subsection 1115: Micro Form Copy Services a)**

Staff-Made Micro Form Copy Fee, b) Self-Service Micro Form Copy Fee”

Currently the fee for Staff-Made Micro Form Copy is \$1.00 per copy. As one copy may include multiple pages, the proposed fee is \$1.00 per page, due to actual costs of service. The proposed fee includes a self-service kiosk micro form copy fee of \$.10 per page. The fee of \$.10 per page covers costs for paper, toner and maintenance.

Subsection 1117: Scanning Fee

The Library proposes renaming this subsection to **“Subsection 1117: Scanner Services a) Scanning Job Order-Staff, b) Self-Service Kiosk Scan, c) Scanning Material Fee, Send to customer’s personal USB, Send to customer’s personal Email, CD”**

Currently the fee for scanning is \$8.00 per quarter hour when a scanning job order is received and prepared by Library staff. The Library proposes charging \$1.00 per item, up to 10 pages per item. This fee covers discounted staff time and overhead costs after Measure B.

The Library proposes to add a subsection for a Self-Service Kiosk Scan. There is no fee for this item because the patron uses a self-service kiosk machine.

The Library proposes adding a subsection for a Scanning Material Fee and charging \$2.00 per CD to cover the cost of a CD and not charging a fee if patron sends the scanned material to personal USB or email.

Subsection 1120: Lost or Damaged Laptop

Mobile devices are available for check-out for use in branches and may not be taken out of the library. Devices are checked out with all necessary accessories.

The Library proposes renaming this subsection to **“Subsection 1120: Laptop/Mobile Device a) Lost or Damaged Laptop (other than screen)/Mobile Device, b) Cracked Laptop Screen, c) Lost Power Cord, d) Lost Mouse”**

The Library currently charges up to the cost of replacement for a lost or damaged laptop. The Library proposes to identify this fee under subsection “a) Lost or Damaged Laptop (other than screen)/Mobile Device” and keep the fee the same.

The Library proposes to add subsection “b) Cracked Laptop Screen” and charge \$200.00 to cover actual costs of replacement.

The Library proposes to add subsection “c) Lost Power Cord” and charge \$10.00 to cover the cost of a lost power cord.

The Library proposes to add subsection “d) Lost Mouse” and charge \$5.00 to cover the cost of a lost mouse.

The fees reflect the average cost of each individual item and refer to the Library’s laptops, mobile devices, Chromebooks, iPads, and tablets, which patrons can check out upon request. The Library provides wireless access for these devices.

If approved, the proposed fee (rate) changes will take effect 30 days after the second reading of the proposed Ordinance, if adopted by your Board. The fee changes allow the Library to recover costs and provide a variety of services to patrons.

REFERENCE MATERIAL:

BAI #14, May 1, 2018

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A
Ordinance

CAO ANALYST:

Samantha Buck

ATTACHMENT A (Revised Fees Only)

Section 1100 - Library

CURRENT FEE DESCRIPTION	PROPOSED FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	INC/(DEC)	% CHANGE
1103. Fee for Replacement of Library Card	1103. Fee for Replacement of Library Card (per card)	\$2.20	\$2.00 per card	(\$0.20)	-11%
1108. Mailing Copies of Research Materials (Current name) Faxing Copies of Research Materials (Current name)	1108. Fax Services (Proposed name) a) Local Faxing b) Long Distance Faxing	Add \$5.50 first page, plus \$.20 for each additional page \$5.00 first page, plus \$.20 for each additional page Add Subsection Add Subsection	Delete Delete \$1.00 for first page and \$0.30 for each additional page. \$1.00 for first page and \$0.45 for each additional page.	N/A N/A N/A N/A	N/A N/A N/A N/A
1109. Overdue Fines	1109. Overdue Fines a) Overdue Item (Library Materials) b) Overdue Laptop/Mobile Device	\$0.25 per day not to exceed the cost of the item. Add Subsection	\$0.25 per day not to exceed \$4.00 \$0.25 per hour overdue	N/A N/A N/A	N/A N/A N/A
1110. Staff Made Copy Fee (Current name)	1110. Copier Services (Proposed name) Self Service	\$2.50 first page, plus \$.20 for each additional page Add	Delete \$0.10 per page	N/A N/A	N/A N/A
1112. Computer Accessories a) Flash Drive b) Headphones	1112. Computer Accessories a) Flash Drive b) Headphones c) Earbuds	\$5.00 each \$5.00 each Add Subsection	\$5.00 each \$5.00 each \$2.00 each	\$0.00 \$0.00 N/A	0% 0% N/A
1115. Staff-Made Micro Form Copy Fee (Current name)	1115. Micro Form Copy Services (Proposed name) a) Staff-Made Micro Form Copy Fee b) Self-Service Micro Form Copy Fee	\$1.00 per copy Add Subsection	\$1.00 per page \$0.10 per page	N/A N/A	N/A N/A
1117. Scanning Fee (Current name)	1117. Scanner Services (Proposed name) a) Scanning Job Order-Staff b) Self-Service Kiosk Scan c) Scanning Material Fee Send to customer's personal USB Send to customer's personal Email CD	\$8.00 per quarter hour Add Subsection Add Subsection Add Subsection Add Subsection	\$1.00 per item up to 10 pages \$0.00 \$0.00 \$0.00 \$2.00	N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A
1120. Lost or Damaged Laptop (Current name)	1120. Laptop/Mobile Device (Proposed name) a) Lost or Damaged Laptop (other than screen)/Mobile Device b) Cracked Laptop Screen c) Lost Power Cord d) Lost Mouse	Actual Cost of Replacement or repair of Laptop Add Subsection Add Subsection Add Subsection	Actual Cost of Replacement or repair of Laptop \$200.00 \$10.00 \$5.00	N/A N/A N/A N/A	N/A N/A N/A N/A

1 **BEFORE THE BOARD OF SUPERVISORS**
2 **OF THE COUNTY OF FRESNO**
3 **STATE OF CALIFORNIA**

4 **ORDINANCE NO.**_____

5 **AN ORDINANCE AMENDING THE MASTER SCHEDULE OF FEES, CHARGES AND**
6 **RECOVERED COSTS FOR THE COUNTY OF FRESNO, WHICH AMENDS SECTION 1100-**
7 **LIBRARY.**

8 The Board of Supervisors of the County of Fresno ordains as follows:

9 SECTION 1: The Master Schedule of Fees, Charges and Recovered Costs for
10 the County of Fresno, Section 1100 – Library, for fees, including overdue fines, for the recovery
11 of costs relating to Library materials and services provided to the public, is hereby amended in
12 its entirety, with the various subsections therein now reading as set forth in Exhibit “A” attached
13 hereto and incorporated herein by reference.

14 SECTION 2: This Ordinance shall take effect thirty (30) days from and after its
15 passage.

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1 THE FOREGOING was passed and adopted by the following vote of the Board of
2 Supervisors of the County of Fresno this ____ day of _____, 2018, to wit:

3 AYES:

4 NOES:

5 ABSENT:

6 ABSTAINED:

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8 Sal Quintero, Chairperson of the Board of Supervisors
9 of the County of Fresno

10 **ATTEST:**

11 Bernice E. Seidel
12 Clerk of the Board of Supervisors
13 County of Fresno, State of California

14 BY _____
15 Deputy

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**EXHIBIT A
MASTER SCHEDULE OF FEES, CHARGES, AND RECOVERED COSTS**

SECTION 1100 -- LIBRARY

FEE DESCRIPTION	FEE AMOUNT	FEE SETTING AUTHORITY	YEAR ADOPTED	EFFECTIVE DATE	% OF COST	REFERENCE
1101. Lost/Damaged Library Materials Payment	Cost of item plus \$7.00	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012
1103. Fee for Replacement of Library Card	\$2.00 per card	Board of Supervisors			100%	
1108. Fax Services		Board of Supervisors				
a) Local Faxing	\$1.00 for first page and \$0.30 for each additional page.				100%	
b) Long Distance Faxing	\$1.00 for first page and \$0.45 for each additional page.				100%	
1109. Overdue Fines		Board of Supervisors				
a) Overdue Item (Library Materials)	\$0.25 per day not to exceed \$4.00				100%	
b) Overdue Laptop/Mobile Device	\$0.25 per hour overdue				100%	
1110. Copier Services		Board of Supervisors				
Self Service	\$0.10 per page				100%	
1112. Computer Accessories						
a) Flash Drive	\$5.00 each	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012
b) Headphones	\$5.00 each	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012
c) Earbuds	\$2.00 each	Board of Supervisors			100%	
1113. Computer Print Fee: B&W	\$.10 per page	Board of Supervisors	2008-09	4/24/09	100%	Ord.# 09-011
Computer Print Fee: Color	\$.50 per page	Board of Supervisors	2008-09	4/24/09	100%	Ord.# 09-011
1115. Micro Form Copy Services						
a) Staff-Made Micro Form Copy Fee	\$1.00 per page	Board of Supervisors			100%	
b) Self-Service Micro Form Copy Fee	\$0.10 per page	Board of Supervisors			100%	
1117. Scanner Services		Board of Supervisors				
a) Scanning Job Order-Staff	\$1.00 per item up to 10 pages				100%	
b) Self-Service Kiosk Scan	\$0.00					
c) Scanning Material Fee						
Send to customer's personal USB	\$0.00					
Send to customer's personal Email	\$0.00					
CD	\$2.00				100%	
1118. Send Account to Revenue Reimbursement	\$7.50	Board of Supervisors	2009-10	6/25/10	100%	Ord.# 10-009
1119. 3D Printer Fee	\$2.00/hour	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012
1120. Laptop/Mobile Device		Board of Supervisors				
a) Lost or Damaged Laptop (other than screen)/Mobile Device	Actual Cost of Replacement or repair of Laptop				100%	
b) Cracked Laptop Screen	\$200.00				100%	
c) Lost Power Cord	\$10.00				100%	
d) Lost Mouse	\$5.00				100%	
1121. Interlibrary Loan - Out of Library	\$5.00/item	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012
1122. Meeting Room: Cleaning and Damage Charges	Use of Meeting Room: \$0.00 If Cleaning required after use: \$60.00 per hour for cleaning cost 30 minute minimum charge (\$30.00) Damage Fine: Cost of repair	Board of Supervisors	2016-17	07/20/17	100%	Ord.#17-012