



Tulare County Library
COUNTY OF TULARE
AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
 District One
 PETE VANDER POEL
 District Two
 AMY SHUKLIAN
 District Three
 J. STEVEN WORTHLEY
 District Four
 MIKE ENNIS
 District Five

AGENDA DATE: April 24, 2018

Public Hearing Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Published Notice Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Darla Wegener PHONE: 559 713-2721

SUBJECT: Public Hearing for Adoption of the Library Department Fees.

REQUEST(S):

That the Board of Supervisors:

1. Conduct a public hearing for the adoption of fee adjustments for the Tulare County Library Department for Fiscal Year 2018/19;
2. Adopt the fees recommended for the Tulare County Library Department;
3. Authorize the Tulare County Library to implement the fees beginning July 1, 2018.

SUMMARY:

The Library Department regularly reviews its fee schedule and calculates suggested fees based on the cost of providing service. The Library may request and adjustment of its fee schedule based on this review. At this time, the Library identified the need to adjust fees, including the elimination of fees that are no longer necessary or applicable. The Library's recommended adjusted fees do not exceed the reasonable costs. Proposed fee changes are as follows:

Extended Use Fee

The Library recommends the consolidation of the extended use fee for overdue materials. This fee is collected to encourage the return of materials and to help fund the purchase of high demand and new materials. This change allows the flexibility of charging the fee for any materials the Library may acquire no matter the physical format. Currently the fees are as follows:

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\$.25 Per Day: Books, Magazines, Pamphlets (Maximum - \$7.50)

\$1.00 Per Day: Video, DVD (Maximum \$10.00)

\$.25 Per Day: Talking Books (Maximum \$20.00)

The Library proposes to eliminate those and replace with a standard extended use fee:

\$.25 Per Day: All Library Materials (Maximum of \$10.00)

Processing Fees – Lost Materials

The Library recommends the consolidation of the processing fees for lost materials, not returned or damaged beyond repair. The cost of the item and processing fee covers the cost of staff time and supplies to replace the item with same or newer material. This allows the flexibility of charging the fee for any materials the Library may acquire no matter the physical format. Currently the fees are as follows:

Hardcover Books	\$9.00 plus cost of item
Videos, CD's, DVDs	\$9.00 plus cost of item
Paperback Books	\$2.50 plus cost of item
Magazines	\$2.50 plus cost of item
Vertical File Each Item	\$2.50 plus cost of item

The Library proposed to eliminate those and replace with a standard processing fee for all lost materials:

All Library Materials	\$7.50 plus cost of item
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In addition, the Library recommends the elimination of the lost library card replacement fee of \$2.00. Library cards are essential to access our collections and online services. Charging a fee to replace creates a barrier to services, especially to our most vulnerable populations, children, teens, senior citizens, and low income community members. As with other things we purchase for everyday transactions, this would be now considered part of the Library Department's cost of doing business. The Library currently collects about \$1,500 per year for replacement cards.

Fees for Damage to items

The Library recommends the simplification of the fees for damaged to items. This change assists staff to quickly assess damage to physical materials and then charge accordingly. Using an average per occurrence fee, allows the Library to better recover costs of damage and addresses the ever changing physical formats the library purchases. Currently the fees are as follows:

Read-a-Long Bag	\$2.00
Spine Label	\$1.00
Barcode	\$3.00
Plastic Book Jacket	\$2.00
Video Covers	\$2.50

The Library proposes eliminate these and replace with a standard damage per

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occurrence for all materials:

Damage per occurrence-All materials \$3.00

Bindery Costs:

The Library recommends the elimination of the bindery costs fees as we no longer use this service.

Other Fees:

The Library charges a number of other fees for services and consumption. Interlibrary Loan fee provides some funding to provide patrons with materials on loan from institutions outside the San Joaquin Library System and California Public Libraries. Printing fee allows the Library to provide patrons copies from computers and photocopiers. Flash drives are made available for purchase to allow patrons to save information created or downloaded, including resumes and school assignments.

Currently the fees are as follows:

Interlibrary Loan	\$2.50
Printing per page-color	\$1.00
Printing per page-black and white	\$0.15
Flash Drive	\$5.00

The Library proposes to eliminate these and replace with the following:

Interlibrary Loan	\$5.00
Printing per page-color	\$0.50
Printing per page-black and white	\$0.10
Flash Drive	\$7.00

The fee for faxing materials, including receiving faxes will remain the same.

In addition, the Library would like to begin making headphones or earbuds available for purchase to our patrons. In the past we have supplied headphones, but due to constant damage, theft, and sanitary reasons this is no longer feasible. Many patrons already use their own personal devices. The Library proposes a fee for the purchase:

Headphones/earbuds	\$5.00
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The public notice for the fees was posted in the Visalia Time Delta on April 13, 2018 with the second posting on April 18, 2018. Once approved, the adjustment to fees will take place on July 1, 2018.

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FISCAL IMPACT/FINANCING:

The revenue from the proposed fee adjustments will be included in the revenue projections for FY 2018/19 proposed budget. Tulare County Library anticipates no significant impact to the Library Department's revenue. There is no net cost to the County's General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes quality of life of its citizens, organizational performance. The fee proposal specifically addresses the following:

The library continues to evaluate fees to improve delivery of service. By adjusting these fees, the library can remove barriers and provide easy access to information, programs, and services, especially to our most vulnerable populations, children, teens, senior citizens, and low income community members. This increased access will help raise literacy countywide, provide youth-related activities in small communities, and eliminate minority inequities through cultural education that the library provides. The new fee structure provides a better model for the stability of County operations through periods of economic fluctuations and changing priorities and service demands.

ADMINISTRATIVE SIGN-OFF:

Darla Wegener
County Librarian

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) FY 2018/19 Summary of Proposed Fees-Library
Draft of Proposed New Fees FY 2018/19 Library

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF:)
Public Hearing for Adoption of the Library) **Resolution No.** _____
Department Fee Adjustments) **Agreement No.** _____
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)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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1. Conducted a public hearing for the adoption of fee adjustments for the Tulare County Library Department for Fiscal Year 2018/19;
2. Adopted the fees recommended for the Tulare County Library Department;
3. Authorized the Tulare County Library to implement the fees beginning July 1, 2018.

LIBRARY

Draft of proposed fees

1. Extended Use Fees

Library Materials	Per Day: All (Maximum \$10.00)	\$0.25	Board	
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2. Processing Fees

Library Materials	Per item plus cost of materials lost or damaged beyond repair	\$7.50	Board	
Library Card	Per card replacement	Free	Board	

4. Fees for Damaged Items

Repairable damage-Library Materials	Per occurrence	\$3.00	Board	
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5. Other Fees

Interlibrary Loan (Book or Magazine)	Per request plus any lending library fees	\$5.00	Board	
FAX Materials (Send)	Send and Receive	\$1.00 each 5	Board	
Printing for Color Pages	Per Page	\$1.00 per page	Board	
Printing for Black & White Pages	Per Page	\$0.15 per page	Board	
Flash Drive	Per item purchased	\$7.50	Board	
Headphones or earbuds	Per item purchased	\$5.00	Board	

Fee Description (*denotes new fee)	Fee Amount	Fee Setting Authority (i.e., Federal, State or BOS)	Year Adopted	Effective Date	Reference Code and/or Resolution Numbers	Total Cost For Service (Salaries, Administration Services/Supplies)	Current Fee \$ Amount and % of Cost Recovered	Proposed Fee \$ Amount and % of Cost Recovered	Date Last Approved
Extend Use Fees (Overdue)									
Books, Magazines, Pamphlets	Per Day (Maximum \$7.50)	0.25 BOS	1994	07/01/2018	94-0567	\$ 0.25	\$ 0.25 100%	\$ -	1994
Video, DVD	Per Day (Maximum \$10.00)	1.00 BOS	2001	07/01/2018	2001-0149	\$ 0.25	\$ 1.00 400%	\$ -	2001
Talking Books	Per Day (Maximum \$20.00)	0.25 BOS	2001	07/01/2018	2001-0149	\$ 0.25	\$ 0.25 100%	\$ -	2001
Library Materials	Per Day (Maximum \$10.00)	0.25 BOS	NEW	07/01/2018		\$ 0.25		\$ 0.25 100%	
Processing Fee									
Hardcover Books	Plus cost of the item	9.00 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 9.00 120%		1990
Talking Books	Plus cost of the item	9.00 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 9.00 120%		1990
Videos, CDs, DVDs	Plus cost of the item	9.00 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 9.00 120%		1990
Paperback Books	Plus cost of the item	2.50 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 2.50 33%		1990
Magazines	Plus cost of the item	2.50 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 2.50 33%		1990
Vertical File	Plus cost of the item	2.00 BOS	1990	07/01/2018	90-0600	\$ 7.50	\$ 2.50 33%		1990
Library Materials	Plus cost of the item	7.50 BOS	NEW	07/01/2018		\$ 7.50	\$ 7.50 100%	\$ 7.50 100%	1990
Library Card		2.00 BOS	1990	07/01/2018	90-0600	\$ 2.00	\$ 2.00 100%	\$ -	1990
Library Card		- BOS	NEW	07/01/2018		\$ 2.00		\$ - 0%	
Fee for Damage to Items									
Read-a-long Bags		2.00 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 2.00 66%	\$ -	1990
Read-a-long Cassettes		6.00 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 6.00 N/A	\$ -	1990
Spine Label		1.00 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 1.00 33%	\$ -	1990
Barcode		3.00 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 3.00 100%	\$ -	1990
Plastic Book Jacket		2.00 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 2.00 66%	\$ -	1990
Video Covers		2.50 BOS	1990	07/01/2018	90-0060	\$ 3.00	\$ 2.50 83%	\$ -	1990
Repairable damage-Library Materials	Per Occurrence	3.00 BOS	NEW	07/01/2018		\$ 3.00		\$ 3.00 100%	
Bindery Costs									
Hardbound Fiction Adult and Juvenile		7.00 BOS	1990	07/01/2018	90-0060	N/A	\$ 7.00 N/A	\$ -	1990
Hardbound Non-Fiction Adult		8.00 BOS	1990	07/01/2018	90-0060	N/A	\$ 8.00 N/A	\$ -	1990
Hardbound Non-Fiction Juvenile		9.00 BOS	1990	07/01/2018	90-0060	N/A	\$ 9.00 N/A	\$ -	1990
Hardbound Easy and Reference		10.00 BOS	1990	07/01/2018	90-0060	N/A	\$ 10.00 N/A	\$ -	1990
Hardbound Folios		13.00 BOS	1990	07/01/2018	90-0060	N/A	\$ 13.00 N/A	\$ -	1990
Other Fees									
Interlibrary Loan (Book or Magazine)		2.50 BOS	2008	07/01/2018	2008-0242	\$ 23.00	\$ 2.50 13%		2008
PC Printer Charge for Color Pages		1.00 BOS	2007	07/01/2018	2007-0078	\$ 0.50	\$ 1.00 150%		2007
PC Printer Charge for Black & White Pages		0.15 BOS	2007	07/01/2018	2007-0078	\$ 0.10	\$ 0.15 66%		2007
128mb Flash Drive		5.00 BOS	2010	07/01/2018	2010-0313	\$ 7.50	\$ 5.00 66%		2010
Interlibrary Loan		5.00 BOS	NEW	07/01/2018		\$ 23.00		\$ 5.00 25%	