

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Jennifer Mellon, Senior Management Analyst

**DATE:** February 3, 2010 (Meeting of March 3, 2010) 

**SUBJECT:** Consider Adopting a Revised Library Fine and Fee Schedule Resolution and Rescinding Resolution No. 2008-2673

**SUMMARY**

The City Council is being asked to consider and adopt a revised Moorpark City Library fine and fee resolution to become effective on April 5, 2010.

**DISCUSSION**

On January 16, 2008, Council approved and adopted a revised library fine and fee schedule resolution. At present, staff has determined that revisions to the library fine and fee schedule should be considered and the proposed amendments are shown in legislative format as Exhibit A. Staff recommends changes to the fine/fee schedule that include decreases in maximum fines for magazines and audio/video items as well as a decrease in the daily fine of audio books to 20 cents per day which makes that the standard daily fine for all items except inter library loan materials.

With the decrease in cost of magazines and audio/video materials, especially DVDs, staff concludes that lowering the maximum fine is appropriate. This will increase the return rate on those items which is the ultimate goal. Staff has verified these changes against those of other local libraries and believes they are consistent. Thousand Oaks, Oxnard, and Ventura all charge 20 cents per day for most items; Thousand Oaks DVDs are \$1.00 with new releases renting for \$3.00 for 2 days. Thousand Oaks maximum fine is \$10.00 for most items and \$30.00 for DVDs; Oxnard maximum fines are \$10.00 for adult material, \$5.00 for juvenile material; and Ventura County maximum fine is \$6.00 for most items.

Staff is also proposing an increase to black and white print charges. Currently, the library charges 10 cents per black and white 8 ½ x 11 print page and staff proposed increasing this by to 15 cents per page to recover incurred actual costs. Surrounding libraries charge the following for black and white prints per page: Thousand Oaks 15 cents on debit card, 20 cents cash; Ventura County Libraries and Oxnard 10 cents;

Camarillo 10 cents but patron must purchase a 50 cent print card and load it with 50 cents to use the card so they have an initial investment of \$1.00 and can then reload the card.

The fee to place media materials in the book drop has been removed due to some media not fitting into the media book drop. Upon checkout staff advises patrons to bring oversized media materials in when they return them to avoid being charged if items are damaged.

### **FISCAL IMPACT**

Staff foresees no fiscal impact regarding the changes to the fine charges. There could be a slight decrease in library revenue due to decreased fine amounts; however, there could be an increase in fines received due to the decrease in maximum fines charged which could motivate patrons to return their very delinquent material. Staff anticipates an additional \$1,000 annually in revenue from the printing fee increase with an upfront cost of \$165.00 in contractual services to modify the public computers print settings.

### **STAFF RECOMMENDATIONS** (Roll Call Vote)

Adopt Resolution No. 2010-\_\_\_\_\_.

Exhibit A: Revised Moorpark City Library Fine and Fee Schedule in legislative format

Attachment A: Resolution

**EXHIBIT A**

<b>Moorpark City Library Fine and Fee Schedule</b>				
<b>FINES</b>				
<b>Item/Material</b>	<b>Loan Period</b>	<b>Borrowing Limit</b>	<b>Fine</b>	<b>Maximum Fine</b>
Maximum items per card	Varies	30 items maximum	Varies	Varies by item
Fiction	3 weeks	30 titles maximum	20¢/day	\$6.00 per item
Non-Fiction	3 weeks	3 per subject	20¢/day	\$6.00 per item
Magazines (excluding most current issue)	3 weeks	10	20¢/day	\$63.00 per item
Best Seller New Adult Books	1 week	5 titles	20¢/day	\$6.00 per item
Holiday Books	3 weeks	2 titles	20¢/day	\$6.00 per item
Assignment Books (subject specific, vary throughout the year)	3 weeks	2 titles per subject/topic	20¢/day	\$6.00 per item
Science Fair / Project Books	3 weeks	2 titles	20¢/day	\$6.00 per item
Inter Library Loan Material	Varies	5 titles	\$1.00/day	\$30.00 per item
Audio Books	3 weeks	5 titles	4020¢/day	\$126.00 per item
Compact Discs	1 week	5 titles	20¢/day	\$126.00 per item
Videos / DVD's	1 week	5 titles	20¢/day	\$126.00 per item
<b>FEES</b>				
<b>Description</b>	<b>Fee</b>			
Replacement Library Card	\$1.00 each			
Non California Resident Library Card	\$25.00 annually			
Copies - Black & White (8 ½" x 11")	10¢/ per page			
Prints - Black & White (8 ½" x 11")	4015¢/ per page			
Prints – Color (8 ½" x 11")	50¢/ per page			
CD-RW (compact disk-rewritable)*	\$1.00 each			
USB (universal serial bus) Flash Drive 1G (gigabyte)*	\$15.00 each			
Placement of Media Materials in Book drop	\$2.00 per item			
Processing Fee for Lost/Damaged Material	\$6.00 per item			
Replacement Audio-Book (Book on CD) Cases	\$10.00 each			
Replacement Jewel Cases or DVD Cases	\$1.00 each			
Missing Barcodes	\$1.00 each			
Inter Library Loan Fee	Varies based on lending library fee			
Returned Checks	\$25.00 each occurrence			

\*Availability Not Guaranteed

Revised 4/16/08 3/10

RESOLUTION NO. 2010-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ADOPTING REVISED MOORPARK CITY LIBRARY FINE AND FEE SCHEDULE AND RESCINDING RESOLUTION NO. 2008-2673

WHEREAS, it is appropriate for the City to establish a fine and fee schedule for the Moorpark City Library; and

WHEREAS, the City Council has determined that Resolution No. 2008-2673 should be rescinded and a revised Moorpark City Library Fine and Fee resolution should be adopted to incorporate amendments as described in the agenda report for the March 3, 2010 regular City Council meeting; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Moorpark City Library Fine and Fee Schedule shall be reviewed annually by the Administrative Services Director to ensure that such fees and charges are current and are related to actual cost.

SECTION 2. The City Council hereby approves the Moorpark City Library Fine and Fee Schedule attached as Exhibit A with an effective date of April 5, 2010.

SECTION 3. Resolution No. 2008-2673 is rescinded upon enactment of the revised resolution.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 3rd day of March, 2010.

\_\_\_\_\_  
Janice S. Parvin  
Mayor

ATTEST:

\_\_\_\_\_  
Maureen Benson  
Assistant City Clerk

ATTACHMENT: EXHIBIT A – Moorpark City Library Fine and Fee Schedule

**EXHIBIT A**

**Moorpark City Library Fine and Fee Schedule**

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