

## **ITEM 10.B.**

### **MOORPARK CITY COUNCIL AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Jennifer Mellon, Administrative Services Manager 

**DATE:** May 23, 2014 (Meeting of 6/4/14)

**SUBJECT:** Consider Resolution Adopting Revised Library Fine and Fee Schedule

#### **BACKGROUND AND DISCUSSION**

Currently, the Moorpark City Library has two black and white vending copy machines which were acquired from the County when the Library was established in January, 2007. Staff budgeted for a replacement vending copy machine in the Fiscal Year 2013-14 Operating Budget and is ready to proceed with the purchase. The one replacement copier being purchased is a color copy machine which will give patrons at the library the added option of choosing to make a color copy. The second black and white unit will remain as is.

Most of the volume of patron use will continue to be printing from the public computers; however, there are times when a patron (often students or children) wants to make a color copy from a book or other material and previously this was not an option. The proposed cost of a color copy at 25¢ per page will cover all associated costs for making the copy. The current vending system attached to the copy machine will be upgraded to accommodate the second fee selection for color copies. Staff has taken into consideration that the 25¢ charge is less than what a member of the public would pay if they had their copies made at a retail store; however, since the copy machines are vending units no staff time will be needed for a patron to make a copy. Staff time is required for printing material at the library due to the printer location behind the circulation desk. Staff is recommending 25¢ per page not only for monetary reasons but for ease of use when paying for copies. A patron will be able to copy 10 black and white pages or 4 color pages for \$1.00.

The proposed modification to the Library Fine and Fee Schedule Resolution (Attached) is to add a copy fee for a color 8 ½" x 11" page at 25¢ per page.

#### **FISCAL IMPACT**

There is no fiscal impact.

#### **STAFF RECOMMENDATION**

**(ROLL CALL VOTE)**

Adopt Resolution No. 2014-\_\_\_\_ adopting revised Library fine and fee schedule and rescinding Resolution No. 2013-3248.

Attachment: Resolution No. 2014-\_\_\_\_ Library Fine and Fee Schedule

RESOLUTION NO. 2014-

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. 2013-3248

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. 2013-3248 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 June 4, 2014 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 Manager 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 June 5, 2014.

SECTION 3. Resolution No. 2013-3248 is rescinded upon the effective date of June 5, 2014.

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 4th day of June, 2014.

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

ATTEST:

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

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

## 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	\$3.00 per item
Best Seller New Books	1 week	None	20¢/day	\$6.00 per item
Holiday Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Assignment Books (subject specific, vary throughout the year)	3 weeks	5 titles	20¢/day	\$6.00 per item
Science Fair / Project Books	3 weeks	5 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	20¢/day	\$6.00 per item
Compact Discs	1 week	5 titles	20¢/day	\$6.00 per item
Digital Video (DVDs, etc.)	1 week	5 titles	20¢/day	\$6.00 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		
Copies – Color (8 ½" x 11")		25¢/ per page		
Prints – Black & White (8 ½" x 11")		15¢/ per page		
Prints – Color (8 ½" x 11")		50¢/ per page		
USB (universal serial bus) Flash Drive 1G (gigabyte)**		\$5.00 each		
Processing Fee for Lost/Damaged Material		\$10.00 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		
Lost Item – Borrower to pay full cost of item.		Varies based on replacement cost.		
Returned Checks		\$25.00 each occurrence		
Delinquent Account Referred to Collection Agency		\$10.00 each occurrence.		

\* Item is defined as any catalogued material in the collection that is checked out.

\*\*Availability Not Guaranteed

Effective 6/05/1449