

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.40  
(ID # 4924)

**MEETING DATE:**

Tuesday, August 29, 2017

**FROM :** ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): County Free Library Proposed Rates and Fees for FY 2017/2018, County-wide, [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities and Section 15061 (b)(3);
2. Approve the proposed rates and fees for the County Free Library per Exhibit A;

**ACTION:** Policy

Robert Field, Assistant County Executive Officer/EDA

8/1/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Perez and Ashley  
Nays: None  
Absent: Tavaglione  
Date: August 29, 2017  
xc: EDA

Kedia Harper-Ihem  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> County Free Library			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	17/18

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Riverside County Library System (RCLS) fines and fees were last adjusted by the Board of Supervisors in 2009. The attached schedule recommends changes to the Rates and Fees FY 2017-18 for the following: 1) interlibrary loans; 2) a new rate for scanning documents; and 3) a new rate for meeting room rentals beyond the 2 free hour period. These changes are requested to allow for cost-recovery on additional and specialized services.

Revenue from fines and fees in Fiscal Year 2016-17 totaled \$337,000, which represents 1.4% of the library revenue. Interlibrary loan fees have increased to cover the increased costs involved in locating and shipping the requested items to an outside branch. This service offers convenience and travel savings to the patrons of RCLS. Increased printing and scanning fees is for cost recovery of ink and paper. Currently the meeting room is booked for the entire day. By charging a per hour fee on the meeting room, library branches are now able to accommodate multiple patrons on the same day.

**Impact on Residents and Businesses**

These fines and fees are intended to assure the return of materials and the recovery of additional costs with minimal impact to patrons.

**ATTACHMENTS:**

- Exhibit A

RF:JWW:SH:MW MT4924

*Maria Pendleton*  
Maria Pendleton, Internal Audits Principal Accountant

8/8/2017

*Rohini Dasika*  
Rohini Dasika, Principal Management Analyst

8/21/2017

Exhibit "A"  
Economic Development Agency - County Free Library  
2017-2018 Rates Charged for Interim Events

**Division: County Free Library**

Interlibrary Loan	FY 2009-2010	FY 2017-2018
Interlibrary Loan <i>(plus charge imposed by the lending library, if any)</i>	\$1.00	\$5.00
<b>Copying Machines/Network Printers</b>		
Photocopy copies, per page - Hard copy-black & white	\$0.15	\$0.15
Photocopy copies, per page - Hard Copy-Color	\$0.75	\$0.75
Scanning documents		\$0.05
<b>Meeting Room Use</b>		
Rental for Non-Profit or Governmental Entities		Free-2hrs \$25.00 per additional hour
Rental for Private Use	\$100 per day	\$25.00 per hour
Cleaning costs	\$25.00	\$25.00
Piano tuning	\$140.00	\$140.00
<b>Borrower's Cards</b>		
Visitor's Card Fee (per 12 months)	\$10.00	\$10.00
Replacement for lost or damaged card	\$1.00	\$1.00
<b>Overdue Fines (daily fine after loan period)</b>		
Books, Hardback - Adult <small>(loan period 14 days - maximum fine \$5.00)</small>	\$0.25	\$0.25
Books, Hardback - Juvenile <small>(loan period 14 days - maximum fine \$3.00)</small>	\$0.10	\$0.10
Books, Paperback - Adult <small>(loan period 14 days - maximum fine \$5.00)</small>	\$0.25	\$0.25
Books, Paperback - Juvenile <small>(loan period 14 days - maximum fine \$3.00)</small>	\$0.10	\$0.10
Periodicals - Adult <small>(loan period 14 days - maximum fine \$3.00)</small>	\$0.25	\$0.25
Periodicals - Juvenile <small>(loan period 14 days - maximum fine \$3.00)</small>	\$0.10	\$0.10
Non-Circulating materials <small>(if special loan allowed; loan period varies - maximum fine \$25.00)</small>	\$5.00	\$5.00
Audio Cassettes, Compact Discs & Playaways - Adult <small>(loan period 14 days-\$5.00 maximum)</small>	\$0.25	\$0.25
Audio Cassettes, Compact Discs & Playaways - Juvenile <small>(loan period 14 days-\$3.00 maximum)</small>	\$0.10	\$0.10
Video Cassettes & DVDs - Adult <small>(loan period 14 days - maximum fine \$5.00)</small>	\$0.25	\$0.25
Video Cassettes & DVDs - Juvenile <small>(loan period 14 days - maximum fine \$5.00)</small>	\$0.25	\$0.25
<b>Lost or Damaged Materials</b>		
Cataloged Materials (Books, Cassettes, Compact Discs, Videocassettes, & DVDs, Taped Books, Books on CD) Replacement	Cost of Item or Entire Set + \$10.00 (non-refundable) Processing Fee	Cost of Item or Entire Set + \$10.00 (non-refundable) Processing Fee
One audio tape or one CD of a Taped Book or Book on CD set replacement (if available)	\$8.00	\$8.00
One audio tape or one CD of a Taped Book or Book on CD set replacement (if NOT available)	Cost of Item or Entire Set (if unavailable)	Cost of Item or Entire Set (if unavailable)
Repair Fee - In-house	\$5.00	\$5.00
Damaged CD Jewel case	\$1.00	\$1.00
Damaged CD double jewel case	\$2.00	\$2.00
Damaged Audio cassette case	\$1.00	\$1.00
Damaged DVD case	\$1.00	\$1.00
Damaged Videocassette case (shell)	\$2.00	\$2.00
Damaged Videocassette case (outside)	\$1.00	\$1.00
Damaged Audio Book and Books on CD albums - 1-2 capacity	\$3.50	\$3.50
Damaged Audio Book and Books on CD albums - 3 capacity	\$4.00	\$4.00
Damaged Audio Book and Books on CD albums - 4-5 capacity	\$5.50	\$5.50
Damaged Audio Book and Books on CD albums - 6-10 capacity	\$6.00	\$6.00
Damaged Audio Book and Books on CD albums - 12-16 capacity	\$7.00	\$7.00
Damaged or lost Barcode	\$0.50	\$0.50
RFID tags	\$1.00	\$1.00
<b>Lost and Paid Refund</b>		
Cost of Item (less the processing fee) unless the lost material charges are due to a library error and then the customer should receive a total refund.		