Sacramento Public Library Authority

January 27, 2011 **Agenda Item 9.0: Fine and Fee Schedule Update: Tsakopoulos Library Galleria Rental Fees Correction**

TO: **Sacramento Public Library Authority Board Members**

FROM: **Don Tucker, Director of Facilities**

RE: **Fine and Fee Schedule Update: Tsakopoulos Library Galleria Rental Fees Correction**

RECOMMENDED ACTIONS:

Adopt Resolution 11-03, A Resolution: 1) Approving the Correction of the Rental Fees for the Tsakopoulos Library Galleria Listed in the Sacramento Public Library Authority Fine and Fee Schedule for FY 2010-11; and 2) directing the Library Director to develop administrative procedures to implement the fees.

BACKGROUND AND REASON FOR RECOMMENDATION

On September 23, 2010, the Sacramento Public Library Authority Board adopted the Fine and Fee Schedule for Fiscal Year 2010-2011, which included a list of fees charged for meeting rooms at the Tsakopoulos Library Galleria complex. The Galleria rental fees listed were incorrect, reflecting the fee structure adopted on May 27, 2004, but subsequently revised on February 23, 2006, per Resolution #06-07 (see Attachment A). This Board action returns the Galleria fees to the 2006 level.

This list of fees continues the practice of offering the Galleria meeting rooms at a reduced rate for Community Use meetings. The criterion for this rate remains the same and requires that neighborhood groups and public forums called by elected officials reserve space no more than four weeks in advance, and that the events be free and open to the public.

ATTACHMENTS

Attachment A: Resolution #06-07, Adopted by the Governing Board of the Sacramento Public Library Authority on February 23, 2006

Attachment B: Exhibit C to Resolution #06-07 – FY 05-06 Fine and Fee Schedule

Resolution 11-03, A Resolution: 1) Approving the Correction of the Rental Fees for the Tsakopoulos Library Galleria Listed in the Sacramento Public Library Authority Fine and Fee Schedule for FY 2010-11; and 2) directing the Library Director to develop administrative procedures to implement the fees.

Exhibit A: Sacramento Public Library Authority Fine and Fee Schedule, Revised Jan 2011

RESOLUTION NO. 06-07

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

February 23, 2006

A RESOLUTION AMENDING THE FINAL BUDGET FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY FOR FISCAL YEAR 2005-06

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. Resolution 06-06 requests the Sacramento County Board of Supervisors to appropriate an additional $790,154 to Fund 11 based on increased revenue projections and to transfer such funds to the Sacramento Public Library Authority County Library Fund.

2. Upon the action of the Sacramento County Board of Supervisors to appropriate an additional $790,154 to Fund 11 revenues and to transfer such funds to the Sacramento Public Library Authority County Library Fund, the Sacramento Public Library Authority Board amends the Final Budget for the Sacramento Public Library Authority for the fiscal year 2005-06 as stated in Exhibit A.

3. Approves the FY 2005/06 Midyear Final Budget, as stated in Exhibit A.

4. Approves the Position Control, dated February 23, 2006, as stated in Exhibit B.

5. Approves the Fine and Fee Schedule, dated February 23, 2006, as stated in Exhibit C.

6. Authorizes the Library Director to take the necessary actions to implement said budget changes based on the timing of the decision by the Sacramento County Board of Supervisors.

Raymond L. Tretheway, III, Chair

ATTEST:

Anne Marie Gold, Secretary

By: Tina M. Cain
Tina Cain, Assistant Secretary

Exhibit A: FY 2005/06 Midyear Final Budget
Exhibit B: Position Control, dated February 23, 2006
Exhibit C: Fine and Fee Schedule, dated February 23, 2006

SACRAMENTO PUBLIC LIBRARY
FINE AND FEE SCHEDULE
February 23, 2006

Categories	Current	Proposed Changes
FINES		
Adult Print materials	$0.25/day to $5.00 maximum	No Change
Adult Audio Media (cassette and CD)	$0.25/day to $5.00 maximum	No Change
Adult Software (CD-ROM)	$0.25/day to $5.00 maximum	No Change
Engravers	$0.25/day to $5.00 maximum	No Change
Juvenile Print	$0.05/day to $1.00 maximum	No Change
Juvenile Audio Media (cassette and CD)	$0.05/day to $1.00 maximum	No Change
Juvenile Software (CD-ROM)	$0.05/day to $1.00 maximum	No Change
Young Adult (YA) Print	$0.05/day to $1.00 maximum	No Change
Young Adult (YA) Audio Media (cassette and CD)	$0.05/day to $1.00 maximum	No Change
Young Adult (YA) Software (CD-ROM)	$0.05/day to $1.00 maximum	No Change
Visual Media (VHS, DVD)	$2.00/day to $10.00 maximum	No Change
Inter-Library Loan (ILL) Materials	$2.00/day to the cost of the material	No Change
Periodicals	$0.05/day to $1.00 maximum	No Change
Uncataloged Paperbacks	$0.05/day to $1.00 maximum	No Change
FEES		
Material Processing Fee	**No fee in place prior to FY 05/06**	**$5.00 per cataloged item (The processing fee covers some of the labor costs to replace item.)**
Collection Agency Processing Fee	$10.00	No Change
Returned Check Service Fee	**$10.00**	**$20.00**
Damaged Material (unusable)	**Cost of the item**	**Unit cost of item + Material Processing Fee**
Damaged Material (repairable)	$5.00 - Adult Materials $2.50 - Juvenile Materials	No Change
Damaged media boxes and cases	**$2.50 for juvenile materials.**	**$5.00 – for all materials, not different for adult and juvenile. All media box formats are the same price.**
Lost Library Card	$2.00	No Change
ILL Request (SPL customers)	$5.00	No Change
ILL fee to send a book to out-of-state library	**$10.00**	**$20.00**
Self-service photocopying	$0.15/page	No Change
Printouts (Computer, Coin-operated Microform, Fax)	$0.10/page	No Change

SACRAMENTO PUBLIC LIBRARY
FINE AND FEE SCHEDULE
February 23, 2006

Categories	Current	Proposed Changes
LOST LIBRARY MATERIALS		
Lost Adult item (cataloged)	**Unit cost of item or default cost - $30.00**	**Unit cost of item or default plus Material Processing Fee**
Lost Juvenile item (cataloged)	**Unit cost of item or default cost ($15.00)**	**Fee Unit cost of item or default plus Material Processing Fee**
Lost Young Adult (YA) item (cataloged)	**Unit cost of item or default cost ($15.00)**	**Unit cost of item or default plus Material Processing Fee**
Lost item (cataloged paperback)	**$5.00 minimum to cost of item (in $5.00 increments)**	**Unit cost of item or default cost plus Material Processing Fee**
Lost item (uncataloged paperback)	**$5.00**	**$8.00**
Lost periodical	$5.00	No Change
Lost item (ILL) fee charged to SPL customer	$60.00 minimum to cost of item (fine goes to owning library, not SPL)	No Change
MEETING ROOMS		
After-hours fee (when staff or security must open or secure a meeting room when the library is not open).	**$25.00**	**$50.00**
PUBLIC RECORDS DISCLOSURE		
Duplication of Authority Board Meeting VCR tapes (with tape provided) Without VCR tape from requestor	$25.00 per request $5.00 add per tape	No Change
Certification of Documents	$5.00 per document	No Change
Photo Copies	First ten (10) pages free; $0.25 per page thereafter	No Change
Authority Board Agenda Packets (Copy and Send by Mail)	$20.00 per packet	No Change
Authority Board Agenda Packets (Copy and Send by Federal Express)	$30.00 per packet	No Change
Copies of Campaign Statements and Conflict of Interest Statements (FPPC)	$0.10 per page	No Change
FPPC Document Retrieval Fee (Statements five or more years older)	$5.00 per request	No Change

SACRAMENTO PUBLIC LIBRARY
FINE AND FEE SCHEDULE
February 23, 2006

GALLERIA MEETING ROOMS				
	Mon-Thurs	**Friday**	**Saturday**	**Sunday**
Main Floor (1/2 day - 5 hrs)	950	1,150	1,950	1,150
Main Floor (Full Day - 9 hrs)	1,175	1,500	2,500	1,500
Additional Hour Main Floor	175	175	175	175
2nd Floor Balcony (5 hrs.)	300	450	500	450
2nd Floor Balcony (9 hrs.)	450	650	800	650
Additional Hour Balcony	50	50	50	50
December Pkg (Main Floor, Balc., Lobby)	See note (1)	2,000	2,600	2,000
Meeting Rooms (5 hrs)	300	300	300	300
Meeting Rooms (9 hrs)	400	400	400	400
Meeting Rooms (Evening 5-11pm)	400	400	400	400
The following Galleria items have not been previously included in a Board approved Schedule				
24-Hour Hold (Meeting Rooms Only)	425	425	425	425
Entrance only (Old Foyer/Library Lobby)	100	100	100	100
F&B (Old Foyer/Library Lobby)	300	300	300	300
Overhead Projector with Cart	35	35	35	35
Slide Projector with Cart	35	35	35	35
TV/VCR	75	75	75	75
6’ Projection Screen	20	20	20	20
10’ Projection Screen	45	45	45	45
LCD Projector	185	185	185	185
Lap Top	95	95	95	95
Additional Wireless Mic with Stand	40	40	40	40
Additional Wired Mic with Stand	20	20	20	20
Additional Lectern	30	30	30	30
White Board with Marking Pens	15	15	15	15
Flip Chart on White Board Easel	15	15	15	15
Designer Drape Backdrop 25ft. – 40ft	120	120	120	120
Designer Drape Backdrop 17ft. – 24ft	100	100	100	100
Designer Drape Backdrop 16’ & Under	60	60	60	60

(1) December rentals for Monday through Thursday are the same as other times of the year. Friday, Saturday and Sunday rentals in December require a package program and price based on demand.

Sacramento Public Library Authority

RESOLUTION NO. 11-03

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

January 27, 2011

A RESOLUTION: 1) APPROVING THE CORRECTION OF THE RENTAL FEES FOR THE TSAKOPOULOS LIBRARY GALLERIA LISTED IN THE SACRAMENTO PUBLIC LIBRARY AUTHORITY FINE AND FEE SCHEDULE FOR FY 2010-11; AND 2) DIRECTING THE LIBRARY DIRECTOR TO DEVELOP ADMINISTRATIVE PROCEDURES TO IMPLEMENT THE FEES

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The Tsakopoulos Library Galleria revised rental fees listed in Exhibit A are approved.

2. The Library Director is directed to develop administrative procedures to implement the fees as listed.

_____
Roberta MacGlashan, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Brenda Haggard, Assistant Secretary

Exhibit A: Sacramento Public Library Authority Fine and Fee Schedule, Revised Jan 2011

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
September 23, 2010
REVISED: January 27, 2011

Categories	Current Fees
FINES	
Periodicals	$0.05/day to $1.00 maximum
All Juvenile and Young Adult (YA) Materials	$0.05/day to $1.00 maximum
All Adult Materials	$0.25/day to $5.00 maximum
Engravers	$0.25/day to $5.00 maximum
All Visual Media (VHS, DVD)	$0.25/day to $5.00 maximum
Link + books	$1.00/day to $15.00 maximum
Inter-Library Loan (ILL) Materials	$2.00/day up to the cost of the material
GENERAL FEES	
Resale of merchandise	New: Cost plus purchasing and handling cost recovery
Self-service black & white photocopying	$0.15/page
OPAC printouts	The first five (5) pages of an individual print job are free to the patron, with subsequent pages costing $0.15 /page
Printouts (Computer, Coin-operated Microform, Fax)	Updated Fee: $0.15/page
Self-service color photocopying	$0.50/page
Sacramento Room – Archival Photocopies	$0.50/page
Sacramento Room – Digital Scans of Materials Prints of Digital Scans CD with images Shipping Charge if mailed	$10/per scan $15/per print $5.00/CD $3.00
Replacement of Library Card	$2.00
Damaged Material (repairable)	$2.50 Juvenile and Young Adult Materials $5.00 Adult Materials
Damaged media boxes and cases	$5.00 for all materials
Material Processing Fee	$5.00 per cataloged item
Collection Agency Processing Fee	$10.00
Returned Check Service Fee	$20.00
Damaged Material (unusable)	Unit cost of item + Material Processing Fee

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
September 23, 2010
REVISED: January 27, 2011

INTER LIBRARY LOAN FEES	
ILL Request (SPL customers)	$5.00
ILL fee to send a book to out-of-state library	$20.00
LOST LIBRARY MATERIALS	
Lost periodical	$5.00
Lost item (uncataloged paperback)	$8.00
Lost item (ILL) fee charged to SPL customer	$60.00 minimum to cost of item (fine goes to owning library, not SPL)
Link+ Lost Materials	$115.00 per item (fine goes to owning Library not SPL)
All Lost Juvenile, Young Adult and Adult item (cataloged)	Unit cost of item or "Default Cost"* plus Material Processing Fee
Lost item (cataloged paperback)	Unit cost of item or "Default Cost"* plus Material Processing Fee
*Default Cost	$5.00 for a magazine $8.00 for a paperback $30.00 for a book
MEETING ROOMS	
After-hours fee (when staff/security must open or secure a meeting room when the library is not open).	$50.00
Excessive clean up costs: Charge for post-event cleaning beyond normal custodial duty assignments	Actual costs including labor, materials and outside services
PUBLIC RECORDS DISCLOSURE	
Duplication of Authority Board Meeting DVD (with DVD provided)	Actual cost, excluding staff time
Photo Copies	First ten (10) pages free; At cost thereafter
Copies of Campaign Statements and Conflict of Interest Statements (FPPC)	$0.10 per page
FPPC Document Retrieval Fee (Statements older than five years)	$5.00 per request
Authority Board Agenda Packets (Copy and Send by Mail)	$20.00 per packet
Authority Board Agenda Packets (Copy/Send by Federal Express)	$30.00 per packet

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
September 23, 2010
REVISED: January 27, 2011

LIBRARY GALLERIA MEETING ROOMS:

	Mon-Thurs	Friday	Saturday	Sunday
Main Floor (5 hrs)	$950	$1,150	$1,950	$1,150
Main Floor (9 hrs)	$1,175	$1,500	$2,500	$1,500
2nd Floor Balcony (5 hrs.)	$300	$450	$500	$450
2nd Floor Balcony (9 hrs.)	$450	$650	$800	$650
Meeting Room (1/2 Day)	$300	$300	$300	$300
Meeting Room (Full Day)	$400	$400	$400	$400
Meeting Room (Evening 6 PM+)	$400	$400	$400	$400

LIBRARY GALLERIA COMMUNITY USE POLICY AND FEES:

Community use policy states that the following groups may qualify for meeting room use at no charge:

- Neighborhood groups from the downtown district and other groups outside the downtown district which have been formed to improve conditions in their respective neighborhoods
- Public forums which have been called by elected city officials
- Interested groups must see Library Galleria staff for room use guidelines and availability

Events may be subject to associated fees as described below.

Community Use Associated Fees				
Type of Service/Fee	**Minimum hours required**	**Staff required**	**Rate per hour**	**Total**
Library Event Duty	2 hrs	1 coordinator	$30	$60
Security Officer	4 hrs	1 officer	$30	$120
Room Set Up				
Up to 10 tables	4 hrs	1 custodial	$20	$80
11+ tables	8 hrs/ea	2 custodial	$20	$320
Strike & clean	8 hrs	1 custodial	$20	$160
Strike & clean	5 hrs/ea	2 custodial	$20	$200

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
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Reception Space and Equipment Fees	
Space Rental	**Per Use**
Old Library Foyer entrance only	$ 100
Foyer Entrance with food and beverage	$ 300
Equipment	
LCD Projector	$ 185
Projection screen, 8' portable	$ 45
Additional wireless microphones	$ 40
Additional wired microphones	$ 20
Additional lectern	$ 30
Whiteboard and pens	$ 15
Flip chart and pens	$ 15
Designer drape backdrop 25 - 40'	$ 120
Designer drape backdrop 17 - 24'	$ 100
Designer drape backdrop 16' or less	$ 60
Security Guard, per hour	$ 30

Wedding and Prom Packages	Friday or Sunday	Saturday
Wedding Reception, Main floor only	$ 1,150	$ 1,950
Wedding, main floor and balcony	$ 1,600	$ 2,450
Wedding and Ceremony, main floor	$ 1,900	$ 2,900
Wedding and Ceremony, main & balc.	$ 2,350	$ 3,400
Prom, main floor and foyer, 5 hours	$ 1,150	$ 1,950
Balcony, 5 hours	$ 450	$ 500
East meeting room and Old Foyer	$ 400	$ 400
Library Lobby as an entrance	$ 100	$ 100

Hourly rates after hours

Galleria	$ 175
Balcony	$ 50