



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 8/11/2023 Meeting Date: 8/17/2023

Name: Katrina Evans Department: Library

1. Nature and purpose of agenda item:

To make needed updates and revisions to the Library's Fines and Fees Resolution to accommodate the upcoming, Board approved, elimination of overdue fines beginning on October 1, 2023.

2. Recommended Motion/Action:

Recommend motion to approve revisions to the Library's Fines and Fees Resolution.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: August 11, 2023

TO: David Kraus, County Manager

FR: Katrina Evans, Library Director

RE: Fines and Fees Resolution revision

Attached is a revision of the Library's Fines and Fees Resolution. The policy needed to be updated following the Board of County Commissioners' approval of the elimination of overdue fines at their April 6, 2023 meeting. The elimination of overdue fines will take effect on October 1, 2023, and we would like to have the new resolution in place before that happens. The current resolution was adopted by the Board of County Commissioners on September 4, 2014. The revisions have been reviewed and approved by County Attorney Joel Foreman. Both a redline version and a clean copy of the revised policy is attached.

Please let me know if you need further information or explanation. Thank you for your consideration.

RESOLUTION NO. ~~2014R-24~~

WHEREAS, the Columbia County Public Library provides an important service to the citizens of Columbia County, Florida in the form of information on all subjects in a variety of formats which may be borrowed by the public for a designated period of time for their enjoyment and education; and

WHEREAS the Columbia County Public Library has requested that its fine and fee schedule be revised;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA that members of the public may borrow items available for such purposes from the Columbia County Public Library only upon the following terms and conditions, which said terms and conditions shall be the terms of the contract formed by such borrower with Columbia County, Florida, for the use and benefit of said library, in requesting the loan of and accepting such items:

1. An item or items may be borrowed, free of charge, only for the period specified by the Columbia County Public Library at the time the item or items are borrowed. If the item or items are not returned to the library on or before the expiration of such designated loan period, the item or items shall then become "overdue."

2. ~~The total fine for a given item shall not exceed the replacement cost of that item, although an additional~~ A replacement fee may be levied to cover costs of replacing items not returned within ~~90-30~~ days. The following fine rate schedule shall be applied for overdue items:

Material Type	Fine per day	Replacement Fee	<u>Processing Fee</u>
Books	\$ --10	Cost of item	\$4.00
Board Books	\$ --10	Cost of item	\$2.00
Periodicals	\$ --10	Cost of item	\$2.00
Audio Titles (eassette or CD)	\$ --10	Cost of item	\$10.00
Video Titles (VHS or DVD)	\$ --50	Cost of item	\$4.00
Other Media	\$ --10	Cost of item	\$4.00
Information File	\$ --10	Cost of item	\$2.00
Literacy Materials	\$ --10	Cost of item	\$4.00
Puppets	\$ --10	Cost of item	\$42.00
On the Go Bags	\$ --10	Cost of item	\$10.00
AV Equipment	\$5.00	Cost of item	\$10.00
Computer Hardware	\$5.00	Cost of item	\$10.00-
Interlibrary Loan	\$ --50	Determined by Lending Library	

3. Certain services which do not constitute basic library services will be assessed fees:

- 1) Borrower card for Non-resident — \$25.00 per person per year.
- 2) Equipment rental charge for items removed from the Library, unless used in a program sponsored by the Library or for official business of another Department of Columbia County government. There is no charge for equipment used in the Library building.

Rental Charge
\$5.00 per 24 hr. period

Item
~~Film projector (16mm)~~
~~Typewriter, portable~~
Overhead projector
Screens, Large or Small
~~Cameorder~~
~~Filmstrip projector~~
~~Screens, small~~
Slide projector
~~Cassette recorder~~

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- 3) Checks returned for insufficient funds - \$15.00
4) Replacement borrower card - \$1.00
~~5) Deposit fee for check out of deposit books — cost of the book (refundable)~~
6) Printing from a library laser/ink jet printer - \$.10 per page
~~7) Printing from a library tractor feed printer — \$.05 per page~~
8) Refreshment charge for meeting room users - \$10.00 (effective 01/01/99)

4. In the event the borrower is unable to return any item because it has been lost, misplaced, stolen or destroyed, the penalties hereby required may be satisfied by the borrower paying to the library the replacement cost of such item and all appropriate fees. A refund of the amount paid, less any applicable fines and fees, may be granted for items which are returned to the library in good condition within one year of the date payment was made.

5. The Columbia County Public Library is authorized to stop borrowing privileges of any person who owes an unpaid balance of fines ~~and and~~ or fees of \$10.00 or more, or who has ~~four two~~ or more items overdue until such conditions shall be resolved.

6. Fines and fees may be worked off in service to the Columbia County Public Library at the federal minimum hourly wage in lieu cash payment. Work in lieu of payment may only be performed at a time convenient to the Library and must be arranged in advance of any work to be credited. No refunds will be given for penalties satisfied by time worked.

7. In the event of extenuating circumstances, fines and fees may be waived by the Library Director or the Director's designee. Any waiver of fees must be fully documented.

8. In the event the borrower fails or refuses to return any item and fails or refuses to pay the applicable penalty for such item, then suit may be instituted against such borrower in the County Court of Columbia County, Florida in the name of Columbia County, Florida for the use and benefit of the Columbia County Public Library, and in such action the borrower shall be liable for the replacement cost of the item, court costs and \$25.00 per item as administrative penalty. ~~Additionally, should any borrower return any overdue item to the library, but fail and refuse to pay the applicable penalty as hereinabove imposed and required, an action may be instituted in the aforementioned court in the manner above described and in such action said borrower shall be liable for all penalties imposed to the date of return of the item, together with court costs and a \$25.00 per item administrative penalty.~~

BE IT FURTHER RESOLVED, that all prior Resolutions of this Board establishing such fee

schedule be, and they are hereby, superseded effective ~~September 4, 2014~~October 1, 2023.

BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY-, FLORIDA that a copy of this Resolution be posted at one or more conspicuous places in the Columbia County Public Library, to inform prospective borrowers _____ and members of the public of the terms of this Resolution and the contract of the borrower with the County when borrowing items.

Upon motion duly made and seconded the foregoing Resolution was unanimously adopted by the Board of County Commissioners of Columbia County, Florida in regular session met on ~~September 4, 2014~~ September-August 17, 2023.

BOARD OF COUNTY COMMISSIONERS
OF COLUMBIA COUNTY, FLORIDA

BY: _____
~~Ronald Williams~~Rocky Ford, Chairman

ATTEST:

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RESOLUTION NO.

WHEREAS, the Columbia County Public Library provides an important service to the citizens of Columbia County, Florida in the form of information on all subjects in a variety of formats which may be borrowed by the public for a designated period of time for their enjoyment and education; and

WHEREAS the Columbia County Public Library has requested that its fine and fee schedule be revised;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA that members of the public may borrow items available for such purposes from the Columbia County Public Library only upon the following terms and conditions, which said terms and conditions shall be the terms of the contract formed by such borrower with Columbia County, Florida, for the use and benefit of said library, in requesting the loan of and accepting such items:

1. An item or items may be borrowed, free of charge, only for the period specified by the Columbia County Public Library at the time the item or items are borrowed. If the item or items are not returned to the library on or before the expiration of such designated loan period, the item or items shall then become "overdue."
2. A replacement fee may be levied to cover costs of replacing overdue items not returned within 30 days. The following fine rate schedule shall be applied for such overdue items:

<u>Material Type</u>	<u>Replacement Fee</u>	<u>Processing Fee</u>
Books	Cost of item	\$4.00
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Periodicals	Cost of item	\$2.00
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<u>Rental Charge</u>	<u>Item</u>
\$5.00 per 24 hr. period	Overhead projector
	Screens, Large or Small
	Slide projector

- 3) Checks returned for insufficient funds - \$15.00
- 4) Replacement borrower card - \$1.00
- 6) Printing from a library laser/ink jet printer - \$.10 per page
- 8) Refreshment charge for meeting room users - \$10.00 (effective 01/01/99)

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BE IT FURTHER RESOLVED, that all prior Resolutions of this Board establishing such fee schedule be, and they are hereby, superseded effective October 1, 2023.

BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA that a copy of this Resolution be posted at one or more conspicuous places in the Columbia County Public Library, to inform prospective borrowers and members of the public of the terms of this Resolution and the contract of the borrower with the County when borrowing items.

Upon motion duly made and seconded the foregoing Resolution was unanimously adopted by the Board of County Commissioners of Columbia County, Florida in regular session met on August 17, 2023.

BOARD OF COUNTY COMMISSIONERS
OF COLUMBIA COUNTY, FLORIDA

BY: _____ Rocky Ford, Chairman

ATTEST:
