



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: June 13, 2022
To: Rapid City Public Library Board
From: Emily Tupa, Policy Committee Chair
Re: Lending and Fees Policy

Date: June 8, 2022
To: Emily Tupa, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Lending and Fees Policy

Motion: Move to approve updates to the Lending and Fees Policy as presented.

Background: The Lending and Fees Policy outlines timeframes for loans and renewals, fees for lost material charges, and other fees such as copying and makerspace fabrications.

The primary changes to the fees in this policy include:

- Updated replacement fees for mass market paperbacks and children's materials based on current costs
- The addition of lending and fees sections for toolkits and Blu-Rays
- Updated fees for printing based on actual costs & supplies; without increasing printing charges from \$.15 to \$.20 per printed side, the library will incur a loss on these consumables
- Updated fees for meeting rooms based on comparative costs in the community
- Updated fees for non-resident cards based on the budget and total number of patrons from \$99/year to \$110/year. Monthly costs increased from \$8.25 to \$9.25 (\$111/year) if a patron chooses to pay for short term access

Meeting room usage was also clarified such that only meetings not open to the public or taking place before the library opens would be charged an hourly fee; the library and its partner organizations would be exempt from this fee. Previously a for-profit or private interest group would be charged even if they were holding a meeting intended to include public participation.

Lastly, the section on refunds was updated to include a 90-day limit for refunds on lost materials and clarification that refunds for library accounts are addressed in the registration policy.

All other changes are to clarify or simplify existing language. If approved, the updated fees would go into effect July 1, 2022.