



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** November 4, 2019

**TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** Nan Buckardt  
Director of Education

**RECOMMENDATION:** Recommend Approval of an Ordinance Amending the Annual Fee Ordinance for FY 2020 to update Fees for Research Services in the Lake County History Archives at the Bess Bower Dunn Museum of Lake County.

**STRATEGIC DIRECTIONS SUPPORTED:** Public Access and Connections; Organizational Sustainability

**FINANCIAL DATA:** The recommended amendments to fees for research services in the Lake County History Archives eliminate unused and outdated fees while establishing a minimum research fee to provide staff with the flexibility they need to answer quick research requests. These fees align with the Fee Guidelines Subsidy and Cost Recovery approved on April 3, 2014 by the Finance and Administrative Committee.

**BACKGROUND:** Since the Bess Bower Dunn Museum of Lake County (Dunn Museum) opened in March 2018, staff has maintained regular hours in the Teich Family Reading Room for the public to conduct research. During this time, staff has gained a better understanding of how the public uses the historic materials in the Lake County History Archives. The current fees established for research services date back to 2016, when most public research was being done using materials from the Curt Teich Postcard Archives.

The recommended amendments eliminate outdated and unused fees while establishing a minimum research fee to provide staff with the flexibility they need to answer quick research requests.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF LAKE        )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR NOVEMBER MEETING  
NOVEMBER 12, 2019**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “an Ordinance Amending the Annual Fee Ordinance for Fiscal Year 2020 regarding Research Services at the Bess Bower Dunn Museum of Lake County” and request its approval.

**OPERATIONS COMMITTEE:**

Date: 11/4/19    Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
                                   Voice Vote Majority Ayes; Nays: 0

**FINANCE COMMITTEE:**

Date: \_\_\_\_\_    Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
                                   Voice Vote Majority Ayes; Nays: \_\_\_\_\_

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE ANNUAL FEE ORDINANCE FOR FISCAL YEAR  
2020 REGARDING RESEARCH SERVICES AT THE BESS BOWER DUNN MUSEUM  
OF LAKE COUNTY**

**WHEREAS**, on July 10, 2019, the Lake County Forest Preserve District (the “District”) adopted its annual fee ordinance (the “Annual Fee Ordinance”) assessing fees and charges to the users of District programs, services, facilities, and special use areas that provide benefits to a limited and identifiable group of users, which are in addition to those enjoyed by the general public; and

**WHEREAS**, it is in the District’s best interests to amend the Annual Fee Ordinance to change the fees for certain research services in the Lake County History Archives at the Bess Bower Dunn Museum of Lake County;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

**Section 1. Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2. Amendment of Annual Fee Ordinance.** The Annual Fee Ordinance is hereby amended by deleting part (8) under “PROGRAMS/EDUCATION” in the Annual Fee Ordinance and replacing it with the new part (8) set forth in Exhibit A attached hereto.

**Section 3. Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

**(8) Lake County History Archives Services**

**Museum Photographic Reproduction Services.**

Executive Director or designate authorized to negotiate fees for For-Profit Advertising and Editorial reproduction, based on project size and budget, upward from the following minimum prices that are based on industry standards.

**(A) Publication Use - One-time, one-use, single publication rights.**

Editorial use – print or digital format

For-Profit

Range per run under 2,500	\$ 45.00
Range per run under 5,000	\$ <del>90</del> 85.00
Range per run under 5,001- 50,000	\$150.00
Range per run over 50,000	\$200.00

Non-Profit, all formats \$ 20.00

Advertising use

For-Profit

<del>Book</del> <u>Print</u> Cover	\$300.00
Print	\$200.00
Internet	\$200.00
Television	\$300.00
<del>Sales Catalog - Interior</del>	<del>\$150.00</del>
<del>Sales Catalog - Cover</del>	<del>\$300.00</del>

Non-Profit, all formats \$ 50.00

Postcard reproduction

Per image, per 5,000 run

For-Profit	\$ 85.00
Non-Profit	\$ 20.00

Television, Film, Video, DVD

Local/Non-Profit/Educational	\$ 50.00
North American Distribution	\$150.00
Worldwide Distribution	\$200.00

**(B) Internet/WWW**

Website (Non-Profit/Educational)	\$ 50.00
Website (For-Profit)	\$150.00
Mobile App	\$150.00

**(C) Exhibition Use - Digital scans for public display or exhibition only. Does not include publication rights.**

Digital scans

For-profit	(300 dpi)	\$ 85.00
	(600 dpi)	\$ 90.00
Non-profit	(300 dpi)	\$ 20.00
	(600 dpi)	\$ 25.00

~~Color laser copies~~

~~Letter size \$ 5.00~~

~~Ledger size~~ ~~\$ 7.50~~

**(8) Lake County History Archives Services (cont.)**

- (D) Presentation Use  
Images for presentation use only.  
Does not include publication rights  
or permission for other uses.  
For-profit \$ 20.00  
Non-profit \$ 7.50
- (E) Professional Filming  
Per image.  
For-profit \$ 85.00  
Non-profit \$ 20.00  
After first hour, usage fee plus  
\$20.00/hour staff assistance fee.
- (F) Special Set-up Fee for Photographs \$ 30.00  
or Professional Filming Per three-  
dimensional, framed or over-sized artifact.
- (G) Re-use Fees  
All requests for re-use or change in use must be applied for in writing  
to the Museum.  
Same use 50 % of current fees  
Different use 90 % of current fees
- (H) Fee Reductions  
Lake County residents and businesses receive 10 percent off all usage fees.
- (I) Resending Images  
A \$5.00 fee will be charged for requests to resend a lost or expired link to an image  
within six months of purchase. After six months, standard re-use fees may apply.
- (J) Archival Research Services  
Per hour - For-profit \$ 40.00  
Non-profit \$ 20.00  
Photocopies, each \$ 0.25  
~~Color laser copies~~  
~~Letter size, each \$ 3.00~~  
~~Ledger size, each \$ 4.50~~  
PDF perusal scans at 200DPI, each \$ 3.00
- (K) Minimum research fees \$10.00  
(with staff assistance)