



LAKE COUNTY FOREST PRESERVES
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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

Agenda Item# 9.5

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DATA: The recommended amendments to fees for research services in the Lake County History Archives eliminate unused and outdated fees while establishing a minimum research fee to provide staff with the flexibility they need to answer quick research requests.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The recommended amendments eliminate outdated and unused fees while establishing a minimum research fee to provide staff with the flexibility they need to answer quick research requests.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: 11-7-2019 Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: 0

**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	\$ 90 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	
Book <u>Print</u> Cover	\$300.00
Print	\$200.00
Internet	\$200.00
Television	\$300.00
Sales Catalog Interior	\$150.00
Sales Catalog Cover	\$300.00
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
or Professional Filming Per three-
dimensional, framed or over-sized artifact. \$ 30.00
- (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)