COUNTY OF MENDOCINO FEE SCHEDULE **FEE JUSTIFICATION CHART**

Department/Fee Description	Budget Unit	Anticipated Annual Units of Service	Current Fee	Proposed Fee	Percent Change	Total Annual Increase / Decrease	Government Code Justification (if applicable)	Approved by Auditor (Yes) (No)
Department Name:		Museum						
Division:	Budget Office							
Fee Section (Yellow highlighted in Master Fee Sch	edule):	County Wide	Internal Fees					
Additional Description:	Other Department(s) may charge fees in addition to this for the service provided							
1 Fee 1	7110	20	\$0.00	\$20.00	100%	\$400.00	New service	
2 Fee 2	7110	10	\$0.00	\$25.00	100%	\$250.00	New service	
3 Fee 3	7110	25	\$0.00	\$10.00	100%	\$250.00	New service	
4 Fee 4	7110	20	\$0.00	\$5.00	100%	\$100.00	New service	
5 Fee 5	7110	20	\$0.00	\$20.00	100%	\$400.00	New service	
6 Fee 6	7110	10	\$0.00	\$50.00	100%	\$500.00	New service	
7 Fee 7	7110	30	\$0.00	\$25.00	100%	\$750.00	New service	
8 Fee 8	7110	15	\$0.00	\$15.00	100%	\$225.00	New service	
9 Fee 9	7110	15	\$0.00	\$10.00	100%	\$150.00	New service	
10 Fee 10	7110	0	\$0.00	\$0.00	100%	\$0.00		
Total						\$3,025.00		

Additional Explanation of Fee request modification (If needed):

Museums normally charge fees for research beyond the usual request of up to one hour of research. New to the County Museum are requests for digital copies of images and audio-visual.

Standard fees for these processes will help to set up an easy way for the public to place their requests and for staff to fulfill them. Use fees charged to commercial organizations help to support the Museum's collections. Varying use fees are also charged for the Veteran's Hall.

Contact the Audtior's Office for Current Salary F	igures if Needed
	Budget

Salary & Benefit Calculation for Employees	Budget Unit	Hourly Rate	Annual Salary	Fringe Benefits	Services & Supplies*	A-87 Indirect Costs	Total Weighted Rate	Weighted Hourly Rate @ 1,800/yr
Museum Technician	7110	\$23.63	\$49,150.40	\$32,130.61	\$32,905.34	\$37,452.99	\$151,639.33	\$84.24
Librarian II	7110	\$28.62	\$59,529.60	\$38,915.70	\$39,854.03	\$45,362.02	\$183,661.35	\$102.03
Museum Curator	7110	\$31.55	\$65,624.00	\$42,899.73	\$43,934.13	\$50,006.00	\$202,463.86	\$112.48
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Employee Name	Service Description	HRS	COST	
Museum Technician	Orders supplies, receives supplies, processes incoming materials, answers phones, provides forms, takes messages, ships materials	0.00	\$0.00	
Librarian II	Takes requests for information, assists with forms, searches Museum archives which may include digital materials and microfilm, or microfiche or other archival items, makes copies	0.00	\$0.00	
Museum Curator	Takes requests for information, assists with forms, searches Museum archives which may include digital materials and microfilm, or microfiche, or other archival items, makes copies	0.00	\$0.00	
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COUNTY OF MENDOCINO FEE SCHEDULE FEE JUSTIFICATION CHART

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AUDITOR'S COMMENTS:								
RECOMMENDED FOR APPROVAL:								
Auditor	Date							
EXECUTIVE OFFICE COMMENTS:								
RECOMMENDED FOR APPROVAL:								
Chief Executive Officer, or Designee	Date							

F E E #	Fee Name	Proposed Fee Rate	Position of People Working on the Fee	Number of Hours Spent	Weighted Rate	Total Cost	Number of Units per Year	Museum Technicia n	Librarian II	Museum Curator	0
1	Fee 1	\$20.00	Museum Technician	-	84.24	\$0.00	20	0.00			
			Librarian II	0.10	102.03	\$10.20	20		2.00		
			Museum Curator	0.10	112.48	\$11.25	20			2.00	
	Describe Fee		0			\$0.00	20				0.00
	Reproduction Fee for		0			\$0.00	20				
	Digital Image - high		0		-	\$0.00	20				
	Resolution of up to		0	-	-	\$0.00	20				
	600 dpi maximum		0	-	-	\$0.00	20				
			0	-	-	\$0.00	20				
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			0	-	-	\$0.00	20				·
			0	-	-	\$0.00	20				
					Total Cost>	\$21.45					

2	Fee 2	\$25.00	Museum Technician	1	84.24	\$0.00
			Librarian II	0.13	102.03	\$13.26
			Museum Curator	0.13	112.48	\$14.62
	Describe Fee		0		1	\$0.00
	Copy of Digitized		0		-	\$0.00
	Video/Audio File		0		ı	\$0.00
	(up to 60 minutes each)		0		ı	\$0.00
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				Total Cost>	\$27.89			
Fee 3	\$10.00	Museum Technician	0.02	84.24	\$1.68	25	0.50	
		Librarian II	0.05	102.03	\$5.10	25		1.25
		Museum Curator	0.05	112.48	\$5.62	25		
Describe Fee		0		-	\$0.00	25		
Flash Drive		0		-	\$0.00	25		
or sharing data		0		-	\$0.00	25		
		0		-	\$0.00	25		
		0		-	\$0.00	25		
high quality flash		0		-	\$0.00	25		
rive)		0		-	\$0.00	25		
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4 Fee 4		\$5.00	Museum Technician	0.00	84.24	\$0.00
			Librarian II	0.04	102.03	\$4.08
			Museum Curator	0.04	112.48	\$4.50
Describe Fee			0		ı	\$0.00
Microfilm/Micro	fiche		0		ı	\$0.00
Access for each s	self-		0		ı	\$0.00
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5	Fee 5	\$20.00	Museum Technician	-	84.24	\$0.00
			Librarian II	-	102.03	\$0.00
			Museum Curator	-	112.48	\$0.00
	Describe Fee		0		1	\$0.00
	Image - One-time Use		0		-	\$0.00
	Use Fee for publication		0		-	\$0.00
	of one image.		0		-	\$0.00
			0		-	\$0.00
			0		1	\$0.00
	(No charge to		0		-	\$0.00
	non-profit)		0		-	\$0.00
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6 **Fee 6** \$50.00 Museum Technician - 84.24 \$0.00

	Librarian II	-	102.03	\$0.00	10	0.00		
	Museum Curator	-	112.48	\$0.00	10	0.00	0.00	
Describe Fee	0		-	\$0.00	10		0.00	0.0
Audio/Visual - One-time	0		-	\$0.00	10			
permission Use Fee	0		-	\$0.00	10			
or publication of	0		-	\$0.00	10			
up to 60 minutes	0		-	\$0.00	10			
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			Total Cost>	\$0.00				
Fee 7	\$25.00 Museum Technician		84.24	\$0.00	30 0	.00		
ee 7	\$25.00 Museum Technician Librarian II	0.25			30 0 30	.00 7.50		
Fee 7		0.25	84.24	\$0.00			7.50	
	Librarian II		84.24 102.03	\$0.00 \$25.51	30		7.50	0.0
Describe Fee	Librarian II Museum Curator		84.24 102.03 112.48	\$0.00 \$25.51 \$28.12	30 30		7.50	0.0
Describe Fee Research Fee for each	Librarian II Museum Curator 0		84.24 102.03 112.48	\$0.00 \$25.51 \$28.12 \$0.00	30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in	Librarian II Museum Curator 0		84.24 102.03 112.48	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00	30 30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in excess of 1 hour.	Librarian II Museum Curator 0 0		84.24 102.03 112.48 - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00	30 30 30 30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 3 hour maximum per	Librarian II Museum Curator 0 0 0		84.24 102.03 112.48 - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 3 hour maximum per project.	Librarian II Museum Curator 0 0 0 0		84.24 102.03 112.48 - - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 3 hour maximum per	Librarian II Museum Curator 0 0 0 0 0		84.24 102.03 112.48 - - - - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30 30 30 30		7.50	0.0
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Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 8 hour maximum per	Librarian II Museum Curator 0 0 0 0 0 0 0 0 0 0 0 0		84.24 102.03 112.48 - - - - - - - - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30 30 30 30 30 30 30		7.50	0.0
Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 3 hour maximum per	Librarian II Museum Curator 0 0 0 0 0 0 0 0 0 0 0 0 0		84.24 102.03 112.48 - - - - - - - - - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30 30 30 30 30 30 30 30		7.50	0.0
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Describe Fee Research Fee for each 30 minutes research in excess of 1 hour. 3 hour maximum per	Librarian II Museum Curator 0 0 0 0 0 0 0 0 0 0 0 0 0		84.24 102.03 112.48 - - - - - - - - - - - - - -	\$0.00 \$25.51 \$28.12 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 30 30 30 30 30 30 30 30 30		7.50	0.0

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8 **Fee 8**

\$15.00 Museum Technician

Museum Curator

Librarian II

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Describe Fee	0		-	\$0.00	15				0.0
Microfilm/Microfiche	0		-	\$0.00	15				
Staff Research Fee	0		-	\$0.00	15				
for each article	0		-	\$0.00	15				
	0		-	\$0.00	15				
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		•	Total Cost>	\$21.45				'	
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Fee 9	\$10.00 Museum Technician	0.20	84.24	\$16.85	15	3.00			
	Librarian II	-	102.03	\$0.00	15		0.00		
	Museum Curator	-	112.48	\$0.00	15			0.00	
Describe Fee	0		-	\$0.00	15				0.
Handling Fee	0		-	\$0.00	15				
In addition to actual			-	\$0.00					
cost of shipping	0				15				
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			Total Cost>	\$16.85					
Fee 10	Museum Technician		84.24	\$0.00	0	0.00			
	Librarian II		102.03	\$0.00			0.00		
	Museum Curator		112.48	\$0.00				0.00	
	o di deci			\$0.00				0.00	

Describe Fee

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Total Hours>	3.50	14.35	14.35	0.00

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DEPARTMENT: Department/Office Enter Information in green colored cells.

Budget Unit Number: 7110 Pink cells are formula driven.

FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE

Position Title	Hourly Benefit	Annual Salary	Benefits	Services & Supplies	A-87	Weighted Hourly
Museum Technician	23.63	49,150	32,131	32,905	37,453	84.24
Librarian II	28.62	59,530	38,916	39,854	45,362	102.03
Museum Curator	31.55	65,624	42,900	43,934	50,006	112.48
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FIGURE B - DEPARTMENTAL PERCENTAGE OF TOTAL SALARIES (per original budget)

469,422

Budget Unit Number 7110	Approved Budget Totals from Budget Book	Percentage of Totaled Salaries	Cost Allocation Amount for Budget Unit from Auditor	
			216,302	Obtain this amount from Auditor's Office Cost Allocation Plan
Salaries per line item				(A-87) for this budget unit.
861011-Regular Employees	270,858			
861012-Extra Help	12,000			
861013-Overtime Reg Emp	1,000			
Total Budgeted Salaries	283,858	76.20%	A-87	
			Divides Cost Allocation	by Total Salaries
Benefits per line item				
861021	87,774			
861022	15,475			
861023	3,626			
861024	14,820			
861030	63,066			
861031	212			
861035	591			
Total Budgeted Benefits	185,564	65.37%	Benefits as a percentag	ge of salaries

Divides Total Benefits by Total Salaries

Total Sal & Ben to verify Services and Supplies

Scivices and Supplies		
862060	3,000	
862090	3,299	
862101	33,761	
862150	500	
862170	4,500	
862187	1,000	
862189	86,378	
862230	2,500	
862239	16,000	
862250	2,500	
862253	600	

862260	36,000	
Total Services & Supplies	190,038	66.95%
Total Sal+Ben+S&S	659,460	

		Exhib
County of M	Mendocino Master Fee Sch	edule
Fee Title	Fee Amount	Government Code Justification
Museum		
Photocopies		
Photocopies from published printed works		
8.5"X11"	\$.10 per page	
8.5"X14"	\$.25 per page	
ll"xl7"	\$.50 per page	
Photocopies from material in manuscript (unpublished) collections		
8.5"X11"	\$.25 per page	
8.5"X14"	\$.75 per page	
11"x17"	\$1.00 Per page	
Digital Reproduction Fees		
Image Reproduction file (copy) up to 600 DPI	\$ 20.00	new
Digital Video/Audio file (copy) up to 60 Minutes	\$ 25.00	new
Flash drive for digital files	\$ 10.00	new
Access and Use Fees		
Microfilm/Microfiche Access - Each	\$ 5.00	new
Image Use Fee	\$ 20.00	new
Image Use Fee to Non-Profit	FREE	new
Audio/Visual Use Fee - up to 60 Minutes Each	\$ 50.00	new
Audio/Visual Use Fee - up to 60 Minutes Each to Non-Profit	FREE	new
Research Fees		
Research Fee - 1st Hour Free, Then for Each 30 Minutes up to 8 Hours/Project	\$ 25.00	new
Microfilm/Microfiche - Staff Search for Each Article	\$ 15.00	new
Shipping and Handling Fee		
Shipping and Handling	Shipping Cost + \$10.00 Handling fee	Previosly only for shipping copies
Mail order photocopying (domestie) - postage and handling fees		
1-15 photocopies	\$2.50	Shipping charges and copies handled above
16-30 photocopies	\$1.00	Shipping charges and copies handled above
31-50 photocopies	\$5.00	Shipping charges and copies handled above
Mail order photocopying (Foreign Mail) - postage and handling fees		
1-25 photocopies	\$10.00	Shipping charges and copies handled above
26-50 photocopies	\$15.00	Shipping charges and copies handled above
51-100 photocopies	\$20.00	Shipping charges and copies handled above
Admission		
Adult	\$4.00	
Children and Students	\$1.00	
Family	\$7.00	
ROMP Members	\$3.00	
Mendocino County Library Card Holders	FREE	Sept. 11, 2018, item 4s
Museum Classroom Day Use Fee (During Museum's Public Hours)	\$120.00	Reso. No. 19-170
Museum Classroom Hourly Use Fee (During Museum's Public Hours)	\$30.00	Reso. No. 19-170