



AGENDA MEMO

10/15/2019 Agenda

TO: Honorable Mayor and City Council

FROM: Sharon Perry, Library Director

SUBJECT: Proposed Changes to the Meeting Room Policies and Procedures and Library Fees Schedule

BACKGROUND:

Changes are proposed to the Library's Meeting Room Policy to allow the Study Rooms to be rented out during non-peak study hours. Currently, these rooms are used for students only. The proposed changes allow them to be rented during the day when they typically are not in use by students. The proposed rental fee for these rooms is \$30 per hour. A copy of the Meeting Room Policies and Procedures with the proposed language highlighted is attached.

Also proposed is a dual fee schedule for nonprofit and for-profit groups renting the Local History/Conference Room. The fee for nonprofit groups is proposed at the current \$30 for the first two hours and \$15 for each additional two hours, and the fee for for-profit groups is \$50 for the first two hours and \$25 for each additional two hours.

The proposed fees for the Study Rooms and fee changes to the Local History / Conference Room were recommended after staff conducted market research into area libraries and commercial "pop-up" office rental space.

RECOMMENDATION:

The Library Advisory Committee has reviewed and recommends the changes. Staff respectfully recommends that the changes be accepted.