



Sacramento Public Library Authority

May 26, 2011

Agenda Item 6.0: Review: Use of Library Facilities by Non-Library Groups and Individuals Policy

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

**RE: Review: Use of Library Facilities by Non-Library Groups and
Individuals Policy**

RECOMMENDED ACTION: None – Information only

INFORMATION

Eighteen of Sacramento Public Library Authority's twenty-eight branches offer Community Meeting Rooms for use to the public. The policy governing the use of these rooms was adopted by the Authority Board in March 2006. The policy states, among other items, that "facilities are open to groups and individuals engaged in community, educational, cultural, intellectual or charitable activities." It also states that "all meetings and functions in Library spaces shall be open to all members of the public, and no admission charge may be imposed." A Procedures document was drafted by Library staff in order to implement this policy. The procedures help to define non-commercial use and how to equitably distribute available times among all requests. The Community Meeting Rooms have proven to be very popular, with almost 3,000 uses through March of this fiscal year, up 8% from the previous year. Rooms in the Tsakopoulos Library Galleria are not included in these statistics.

POLICY ON THE FREE USE OF ROOMS

Library staff have discussed the idea of establishing fees for the use of these rooms in order to recover the operating costs associated with each use. Labor and utility cost calculations show that those costs average \$49.86 for a typical two-hour meeting. This amount includes the custodial cleaning costs for the room and adjacent support spaces such as restrooms and kitchens, and also includes the energy costs for two hours, based on an annual average per square foot.

A survey of seven other large library systems showed a wide range of meeting room policies and charging structures:

- Three of the seven systems surveyed charge for the use of meeting rooms. None of those three charge Library partner organizations such as Friends groups or joint-use school districts.
- Of those three systems, one stated that the costs of administering and collecting the room fees are not offset by the comparatively small amount of revenue generated. The other two had no stated opinion.



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- All three of these systems allow use by for-profit organizations. None of the other four library systems allow for-profit groups.
- The rates advertised for meeting rooms at those three systems range from \$25 to \$800, depending on the type of group and the size of the room.
- None of the library systems surveyed included room set up services as part of the offering.

An advisory group of Sacramento Public Library Authority employees met several times last year and came to a consensus recommendation that the branch community meeting rooms remain free to users. There was also general acknowledgement that this should be reconsidered in the future, especially in the light of ongoing budget challenges for the Library. Another idea discussed by staff was that of closing the meeting rooms entirely to save operating costs and the related staff support and scheduling duties. There is precedent for this approach, with most meeting rooms closed in the early 1990s as a budget saving measure at that time.

Library staff is requesting direction from the Sacramento Public Library Authority Board regarding the use of Library facilities by non-library groups and individuals.

FUTURE BOARD ACTIONS

Depending on Board direction to staff, staff will return with any requested changes to the current policy, implementation procedures and/or the Fine and Fee Structure. The Board may also choose to take action on the policy at the current meeting.

FISCAL IMPACT

Depending on Board direction regarding policy, implementation procedures and/or the Fine and Fee Structure, staff will return with any potential fiscal impacts.

ATTACHMENTS

Attachment A: Use of Library Facilities by Non-Library Groups and Individuals Policy, adopted March 2006



Sacramento Public Library Authority

USE OF LIBRARY FACILITIES BY NON-LIBRARY GROUPS AND INDIVIDUALS POLICY

In keeping with its mission to provide open access to diverse resources and ideas that inspire learning, promote reading, and enhance community life, the Sacramento Public Library Authority permits members of the public to use library facilities, in accordance with federal and state laws and this policy, when those facilities are not in use for library purposes, library-sponsored activities, Sacramento Public Library Foundation activities, and Friends of the Sacramento Public Library activities.

The Sacramento Public Library Authority makes library facilities available on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use. Permission to use SPLA facilities is not endorsement or sponsorship of any group, individual, organization or event.

This policy applies to the use of any library facilities including, but not limited to, meeting rooms, bulletin boards, display cases or racks, and outdoor areas.

The following guidelines shall apply:

1. Library facilities are open to groups and individuals engaged in **community** educational, cultural, intellectual or charitable activities. Library facilities and spaces may be used for non-commercial purposes only.
2. All meetings and functions in library spaces shall be open to all members of the public, and no admission charge may be imposed.
3. The Library Director shall establish:
 - a. A list of facilities appropriate for public use and the times that each facility shall be available.
 - b. Procedures for facility use that shall impose reasonable time, place and manner limits. The procedures shall be designed to encourage use of facilities by multiple diverse users and shall not discriminate on the basis of the identity of the user or the content of the user's speech.
 - c. Rules of use that shall apply equally to all users to ensure protection of public safety and Library property.

A separate policy governs use of the Tsakopoulos Library Galleria. **Additional or different policies may apply at joint use facilities.**