

Agenda Item #7

COMMUNITY MEETING ROOM POLICY
DOUGLAS COUNTY PUBLIC LIBRARY
Revision Presented to Library Board June 26, 2018

The Douglas County Public Library maintains ^ameeting rooms at both the Main Library in Minden and the branch library at Lake Tahoe. Rooms are available free-of-charge to non-profit community organizations and government groups. A Room Fee of \$20 is required for private commercial or personal use (i.e., HOAs, private tutors, religious and political organizations). Fees are collected on or before the date of the event or meeting. Checks should be made payable to "Douglas County Public Library".

Use of the meeting rooms is governed by the following regulations. Applications may be rejected, and accepted applications may be rescinded, for violation of library policies or conduct inconsistent with library rules and regulations. The Library Director has the responsibility for interpretation and enforcement of this policy. Any protests must be made in writing to the Library Board of Trustees whose decision will be final. The library reserves the right to use the meeting rooms for library purposes such as meetings and programs at any time.

1. All reservations are subject to room availability on a first-come, first-serve basis. Room availability may be verified in person or by phone during service hours.
2. A completed and signed application must be submitted at least one week prior to event. Reservations may be made up to six months in advance of event. The application must be signed by an authorized representative of the group. Requests should include anticipated time to set up, conduct meeting, and clean up. Verification of 501(c)3 status may be required.
3. **An application does not guarantee confirmation.**
4. The meeting rooms are only available during library hours. Under special circumstances this provision may be waived at the discretion of the Library Director. Groups must vacate the rooms at least 10 minutes prior to library closing.
5. Groups who meet regularly may use meeting rooms only once per month. New application forms must be completed at the start of each calendar year.
6. The meeting rooms and restrooms must be left in a clean and orderly condition. Those using the rooms are financially responsible for any damage, excessive mess, or breakage that occurs while they are using the rooms.
7. Audiovisual equipment in meeting rooms must be reserved at the time of application.
8. The library may close the meeting rooms for such purposes as cleaning, maintenance, library use, or repair.
9. No commercial use may be made of the meeting rooms except for public service programs approved by the Library Director. No fee may be charged and no goods or services traded or sold. This provision may be waived at the discretion of the Library

Director for special circumstances, such as goods sold by local library groups in library fundraising promotions or events in furtherance of the library's mission.

10. No religious services or ceremonies may take place. Examples include a formalized communal worship, public worship, religious rites or rituals.
11. Private closed meetings cannot be accommodated. Library staff and volunteers have access to the meeting rooms and associated storage areas at all times and may work within the meeting rooms during scheduled meetings.
12. Organizations using the meeting room are responsible for the promotion and advertising of meetings or events. Groups using the rooms must remove all personal property; no storage is available.
13. Groups are responsible for set-up and break-down. The room must be left in the condition in which it was found. Library staff are not available to help with room set up or take down. Groups are required to set up and take down their own equipment and any extra chairs and/or tables.
14. Food and beverages may be served. Kitchen equipment may be available at the Lake Tahoe branch, at the supervisor's discretion. Food left in kitchens will be discarded. All kitchen facilities must be left clean.
15. Smoking and any consumption of alcoholic beverages are prohibited anywhere in the library buildings.
16. Users of the meeting rooms must not interfere with normal library operations by such activities as excessive noise.
17. The library is not responsible for lost, stolen, or damaged property of meeting room users. Groups using the meeting rooms assume full liability and responsibility for injury or damage to persons, equipment and property. Proof of liability insurance in the amount of \$1,000,000, may be required depending on the nature of the event. Such determination will be made by the Library Director.
18. Groups whose meeting attendance involves more than twenty persons are requested to park on the street at the Minden library and in the upper parking area at the Lake. This provision does not apply to persons with disabilities.
19. Groups of minors must have adult chaperones. Children must not be left unsupervised in the library or on the library grounds while their parents attend meetings.
20. Use of the Community Room is subject to Douglas County Library Policy. Failure to comply with policy may result in denial of future use by the organization.
21. No illegal acts may take place while groups are using the meeting rooms.

Library Board of Trustees

Adopted 1990,

Revised 1996, 2000, 2004, 2007, 2008

DOUGLAS COUNTY PUBLIC LIBRARY						
Statistical Report						
FY 2017-2018						
	Year-to-Date			May 2018		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	141,637	8,064	149,701	13,038	769	13,807
eCheckouts	15,130			1,650		
New Cards Issued	1,173	138	1,311	108	12	120
Patrons	27,738	3,281	31,019	27,738	3,281	31,019
Library Visits	85,050	15,654	100,704	7,827	1,616	9,443
Inventory	109,742	25,624	135,366	109,742	25,624	135,366
Interlibrary Loans Requested	464	25	489	60	3	63
Interlibrary Loans Loaned	357	41	398	32	3	35
Homebound Patrons	25	-	25	25	-	25
Homebound Checkouts	1,921	-	1,921	176	-	176
Database Sessions	3,990			229		
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	438	49	487	46	8	54
Meeting Room Attendance	5,256	783	6,039	552	112	664
Pine Nut Room Use	184	-	184	20	-	20
Pine Nut Room Attendance	920	-	920	100	-	100
Kids' Programs	293	100	393	32	14	46
Kids' Program Attendance	5,060	800	5,860	397	121	518
Teen Programs	11	3	14	1	1	2
Teen Program Attendance	163	39	202	3	17	20
Adult Programs	27	15	42	6	-	6
Adult Program Attendance	650	27	677	59	-	59
Total Programs	330	111	441	39	15	54
Total Program Attendance	5,867	866	6,733	459	138	597
Outreach	15	-	15	-	-	-
Public Computer Use	8,209	998	9,207	541	145	686
ADA-pc Use	50	5	55	1	-	1
Wireless Use	23,050			1,417	162	1,579
Volunteers	626	12	638	73	1	74
Volunteer Hours	3,337	68	3,405	505	11	516
				Spring booksale: 5/18-5/20/18:		
				\$5,454.99		

Useful Use May 2018

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	139	Internet & Office	404	Extended use	1
Large Print (LP)	6	Large Print (LP)	49	Restricted LP	0
		15-minute Internet & Office	62		
		Word processing	26		
Total	145	Total	541	Total	1

FAX24 usage report
 Douglas County Public Library
 Fiscal year 2017-2018

	# of Transactions	Credit Card Sales	Commissions
July 2017	20	\$75.88	\$1.29
August 2017	20	\$113.90	\$5.28
September 2017	21	\$98.69	\$2.43
October 2017	16	\$63.96	\$0.70
November 2017	6	\$22.50	\$0.00
December 2017	16	\$64.94	\$0.75
January 2018	12	\$32.98	\$0.00
February 2018	18	\$59.46	\$0.47
March 2018	13	\$85.18	\$1.76
April 2018	17	\$78.63	\$1.43
May 2018	21	\$80.18	\$1.51
June 2018			
Totals	180	\$ 776.30	\$ 15.62

Service started 12/29/11