

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

PUBLIC SERVICES COMMITTEE

AGENDA

Members: Jose Jimenez, Chair
Pamela Pung
Cynthia Trent
Peggy Winters

Thursday, July 8, 2004
3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(405) 631-4468

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I. Call to Order and Establishment of Quorum – Jose Jimenez, Chair
- II. Report and Recommendation from Administration:
 - Revision to Metropolitan Library System Policy & Procedures Manual
Section II ~ Description of Services
Item A: Public Space Reservations and Use, Attachments A ~ D

Cc: Metropolitan Library Commission
MLS Administrative Team
MLS Managers and Supervisors
President, MLS Staff Association

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

REVISION TO METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL

SECTION II ~ DESCRIPTION OF SERVICES

ITEM A – ~~MEETING ROOM~~ PUBLIC SPACE RESERVATIONS AND USE

ATTACHMENTS A ~ D

At the Commission's request, an Administrative Team committee evaluated facilities use possibilities. This Committee reviewed other libraries' policies as well as the Oklahoma City Museum of Art's policy on facilities use.

The Committee's conclusion is that by making a few modifications to the existing meeting room policy, the Library System can have a policy that will both help cultivate community partnerships and more fully utilize the unique Downtown Library spaces.

(Attached is the draft policy, changes are highlighted in **color** with deletions being marked with a ~~striketrough~~ and additions underlined)

ADMINISTRATIVE RECOMMENDATION FOR COMMITTEE ACTION:

That the Committee approve the recommendations from Administration on the Metropolitan Library System Policy & Procedure Manual revisions to: Section II ~ Description of Services, Item A – Public Space Reservations and Use; and recommend Commission approval of the revisions.

Section II ~ Description of Services
Item A: ~~Meeting Room~~ Public Space Reservations and Use
Revised: 1/93, 5/04
DRAFT to Public Services Committee 07/08/04

Policy Statement

~~The Library System uses its library meeting room to extend and promote library service and events. The rooms may also be used for educational, civic and professional events offered by other groups or individuals. The Metropolitan Library System uses the Libraries' facilities to provide services that inform the public, facilitate interaction with others, and participate in public discourse about community issues. To support community partnerships and help achieve its goals and objectives, the Library System is pleased to make its facilities available for rent.~~

Regulations

Definitions and Examples:

- 1) ~~Meeting rooms may be reserved~~ The Library's public spaces are available for a variety of events. An event may be a class, conference, discussion, exhibit, meeting, program, seminar, staff function, ~~or~~ workshop or, with Commission approval, a dinner or reception.
- 2) Events fall into one of three categories for purposes of prioritizing use and determining when to apply the fee schedule.
 - A) **Library:** Events *initiated*, authorized, planned, scheduled, promoted and produced by the Library System. The Library is the sponsoring group. These events are assigned first priority in ~~the scheduling of the Library's meeting rooms~~ reserving public space and incur no fee.
 1. *Examples of Library sponsored events:* staff meeting, Library Commission meeting, read-and-discuss group, film series, art exhibit, and children or adult programs.
 - B) **Library-related:** Events planned, scheduled, promoted and produced *in cooperation* with other community groups or agencies to help fulfill the Library's educational, informational and cultural goals. The Library is a co-sponsoring group. These events require, at least, minimal participation by Library staff in planning or production. Events in this category are assigned second priority in ~~the scheduling of the Library's meeting rooms~~ reserving public space and incur no fee.
 1. *Examples of Library-related events:* Friends of the Library, Mental Health Association, film-lecture-discussion series, or off-campus college courses.
 - C) **Non Library-related:** Events sponsored by a profit or non-profit organization or group. The Library is not a sponsoring or co-sponsoring group. Events in this category have last priority in ~~the scheduling of the Library's meeting rooms~~ reserving public space and incur fees according to the fee schedule (see Attachment A).
 1. *Examples of Non Library-related events:* profit organization meeting/event, soccer club, or study group.

Reservations Policies and Fees

- 1) The program and meeting needs of the Library take precedence over ~~meeting room~~ use requests made by other community groups.

- 2) Upon adequate notice, the Library reserves the right to withdraw permission for the use of any meeting-room space.
- 3) The Library assumes no responsibility for any materials or equipment not owned by the Library.
- 4) The Library reserves the right to change room space assignments in order to facilitate coordination of usage.
- 5) Advance Reservations (For Downtown Library reservations see Item A, Attachment B)
 - A) No more than one year in advance for Library and Library-related events and groups.
 - B) No more than six months in advance for Non Library-related events and groups.
- 6) Frequency of Reservations
 - A) A group may use the meeting-rooms spaces as often or as many times as they wish. However, the Library reserves the right to limit usage if a group does not follow Library policies.
- 7) Restricted Reservations
 - A) The library's meeting-rooms public spaces are not available when that library is closed. Exception: Downtown Library, see Item A: Attachment B.
 - B) Groups must vacate the rooms spaces 15 minutes before the regular closing time of the host library.
- 8) Fees
 - A) Both profit and non-profit organizations are subject to the usage fee.
 - B) Fees are per hour, per room space. (For Downtown Library Fee Schedule Item A: Attachment A)
 1. The fee is for all or ANY portion of an hour.
 - (1) Example: If a group sets up at 9:45 a.m. for a 10:00 a.m. event and leaves at 11:00 a.m., the group owes \$20.00 for 2 hours. Or, if the group leaves a room at 7:30 p.m. when the room space was booked from 5:00-7:00 p.m., that group owes \$30.00, because it used the room space for part of a third hour.
 2. Some Library meeting-rooms spaces have partitions to create separate rooms or sections. The fee schedule applies to each designated meeting-room space.
 - (1) Example: An organization wishing to use more than one section at the same time, either with or without partitions dividing them, will be charged, according to the fee structure, for each of the rooms or sections.
 - C) Exemption from use fees
 1. Organizations or events may apply for exemption from fees if all of the following criteria are supported:
 - (1) Basic services of the Library System.
 - (2) Library System long-range goals and objectives.
 - (3) Known and demonstrated needs of an individual library's service area.
 2. Types of exemptions:
 - (1) Exempt Organization -- the Library Administration determines that the organization's mission meets the criteria outlined above.

Procedures:

- (a) Library Manager sends a written request for exemption to the Deputy Director of MLS/Public Services for approval.
 - (b) Administration approves the organization for exempt status, which classifies their event as a Library-related event (except the Metropolitan Library Commission, which is a Library event).
- (2) Exempt Event – The Library Administration determines that an organization's event meets the criteria outlined above and agrees that the Library will *co-sponsor* the event.

Procedures:

- (a) Library staff participates, at least, minimally in the planning and production of the event.
 - (b) By definition, the event is then a library-related event.
- (3) Study rooms incur no fees.
- 9) Non Library-related groups may not use the ~~meeting-rooms~~ public spaces for the following purposes:
- A) Selling any items or services, including sales or marketing presentations/promotions to prospective clients.
 - B) Fund raising.
- 10) Non Library-related groups must not charge admission fees. A group may charge a non-profit fee, with Administrative approval, to cover the cost of light refreshments, expenses for a speaker, film rentals, etc.
- 11) Non Library-related groups may not use ~~rooms~~ public spaces for purely social functions, such as parties, showers, etc.
- 12) Groups using the Library's ~~meeting-rooms~~ public spaces must not disturb regular Library functions.
- 13) Groups may cater food into the ~~meeting-rooms~~ public spaces but must not cook. Groups may use available kitchen facilities to prepare light refreshments or luncheons, such as sandwiches, salads, etc., which require no cooking.
- 14) ~~Alcoholic beverages, illegal substances and drugs are not permitted in the libraries or meeting rooms~~ Groups must not bring alcoholic beverages into the libraries, but wine or beer may be served in exceptional cases, with prior Commission approval and all necessary permits.
- 15) The sponsoring group is responsible for supervision and security. All groups using the ~~room~~ space must be under adequate adult supervision, with an adult in attendance at all times.
- 16) Groups must obey occupancy limits.
- 17) By applying for use of the ~~meeting-room~~ library's public space, the sponsoring group acknowledges that the Metropolitan Library System does not sponsor the activity. Additionally, the group will explicitly identify itself as the sponsor and will not identify the Metropolitan Library System as associated with the group's activities in their literature or publicity.
- 18) Groups must return the ~~rooms~~ space to its original condition after use.
- 19) Groups will not tip Library personnel.

Reservations Procedures

When a representative of any group requests use of the Library's meeting public space, the employee will do the following.

- 1) Obtain, from the group representative, the necessary information to make a decision as to the eligibility of the group to use the meeting-room space, fee required, and etc.
- 2) Use the *MLS Room Manager and Program Statistics* and enter the necessary information to reserve the room space(s) for the customer and accept a fee, when applicable.
- 3) Review the "Public Space Regulations for Use" with the customer (Item A: Attachment C).
- 4) When no fee is involved, the reservation is also the confirmation.
- 5) When a fee is involved:
 - A) Explain the fee schedule and provide the group a copy of "Public Space Regulations Regarding for Use" (Item A: Attachment C).
 - B) Inform the customer that s/he has five working days to pay the fee or the Library may cancel the reservation.
 - C) When accepting payment by check, write the customer's library card number or driver's license number on the check.
 - D) Accept and enter the fee payment into the *MLS Room Manager and Program Statistics*. Staff may print a receipt at that time.
 - E) When a state institution/college is the booking agency, accept a Purchase Order (P.O.) for payment.
 1. Inform the agency to mail or bring a copy of the P.O. to the hosting library within five working days of initial contact.
 2. When the employee receives the P.O., s/he will note acceptance of the P.O. in the *MLS Room Manager and Program Statistics* and send the P.O. to the Business Office.
 3. The Business Office will invoice the state agency/college, and request payment to the Business Office.
- 6) To receive a refund, Non Library-related groups must cancel their reservations at least 48 hours in advance of the scheduled event. *Exceptions* include unexpected hazardous weather or other emergencies.

Procedures:

- A) If the employee determines that there are sufficient monies in the cash drawer, s/he may refund the group's money from the cash drawer. Use the *MLS Room Manager and Program Statistics* for the refund transaction and provide the customer with the receipt.
 - B) If the employee determines that there are not sufficient monies to provide the refund from the cash drawer, inform the group's contact person that s/he will receive the refund in the mail. The employee must fill out a Request for Purchase form and send it to the Business Office for processing.
- 7) Groups must cancel their Library-related events as soon as it is clear that cancellation is necessary; the agency or employee responsible for scheduling the event is required to notify the affected library immediately.

Section II ~ Description of Services

Item A: Attachment A - Meeting Room Public Space Fee Schedule

Adopted: 5/04

DRAFT to Public Services Committee 07/08/04

1. Meeting-room Fee for all rooms public space except when otherwise stated is:

- \$10.00 per hour per room. The fee is for all or ANY portion of an hour.

2. Fees for Downtown Library except when otherwise contracted*:

(all rates are per hour unless otherwise specified)

First Floor Rooms

- 1101 – Atrium/Lobby (after Library hours only) \$500.00 flat fee
- 1147 - Route 66 Computer Room (computer lab) \$15.00

Second Floor Rooms

- 2102 - Jim Thorpe Conference Room (W conference room) \$10.00
- 2111 - Woody Guthrie Study Room (Group study room A) \$ 0.00
- 2112 - Shannon Lucid Study Room (Group study room B) \$ 0.00
- 2113 - Gordon Cooper Study Room (Group study room C) \$ 0.00
- 2114 - Ralph Ellison Study Room (Group study room D) \$ 0.00
- 2115 - Angie Debo Study Room (Group study room E) \$ 0.00

Fourth Floor Rooms

- 4107 - 46th Star Room (Auditorium/Forum) ~~\$50.00~~ \$100.00
- 4130 - Friends of the Library Reception Room (Pre-function space) ~~\$35.00~~ \$50.00
- 4119 - Wiley Post Room (Conference room) \$10.00
- 4120 - Indian Nations (Classroom A) \$10.00
- 4121 - Choctaw Nation (Classroom B) \$10.00
- 4122 - Chickasaw Nation (Classroom C) \$10.00
- 4123 - Cherokee Nation (Classroom D) \$10.00
- 4125 - Creek Nation (Classroom E) \$10.00
- 4126 - Seminole Nation (Classroom F) \$10.00

Equipment and Furniture

- Kitchen facilities - cash deposit for cleaning costs \$10.00
- TV/VCR – per day \$10.00 per day

Other Services

- Custom room set up \$10.00
- Technical Assistant – per hour \$25.00 per ½ day per hour

***Fees may vary for non-profit educational institutions that contract with the Metropolitan Library System for classroom space.**

Section II ~ Description of Services

Item A: Attachment B - Downtown Library ~~Meeting Room~~ Regulations for Public Space Use

Adopted: 5/04

DRAFT to Public Services Committee 07/08/04

General usage of the ~~meeting rooms and public~~ spaces of the Downtown Library are subject to the Metropolitan Library System ~~Meeting Room~~ Public Space Reservations and Use policies. This library has facilities and services not available at most of the other libraries.

Additional Downtown Library Rules and Procedures

- I. As stated in the Public Space Reservations and Use policy, the Library's public space are not available when the Library is closed, but the Commission may approve exceptional cases to hold after hours events.
- II. Auditorium and Atrium
The library accepts reservations no more than one (1) year in advance.
- III. First and Second floor Conference Rooms
The library accepts reservations no more than three (3) months in advance.
- IV. Computer Labs
The library accepts reservations no more than three (3) months in advance.
- V. Catering Kitchen
Groups must arrange for us at least forty-eight (48) hours in advance.
Kitchen must be cleaned after use (must be left in the condition it was found prior to use).

Section II ~ Description of Services

Item A: Attachment C - ~~Metropolitan Library System Regulations Regarding Use of Meeting Room Agreement~~ Public Space Regulations & Use Form

Adopted: 5/04

DRAFT to Public Services Committee 07/08/04

- 1) Non Library-related groups may not use the ~~meeting rooms~~ public space for the following purposes:
 - A) To sell any items or services, including sales or marketing presentations, promotions to prospective clients.
 - B) Fund raising.
- 2) Non Library-related groups must not charge admission fees. A group may charge a non-profit fee, with Library approval, to cover the cost of light refreshments, expenses for a speaker, film rentals, etc.
- 3) Non Library-related groups may not use Library ~~rooms~~ space for purely social functions, such as parties, showers, etc.
- 4) Groups using the Library's ~~rooms~~ public space must not disturb regular Library functions.
- 5) All groups accept responsibility for the repair or replacement of damaged facilities or equipment. Groups must not tape or tack display items to walls or moldings.
- 6) Use of electrical or other equipment must conform to normal fire and safety standards.
- 7) ~~Alcoholic beverages, illegal substances and drugs are not permitted in the libraries or meeting rooms~~ Groups must not bring alcoholic beverages into the libraries, but wine or beer may be served in public spaces in exceptional cases, with prior Commission approval and all necessary permits.
- 8) Groups may cater food into the ~~meeting rooms~~ public spaces but must not cook food. Groups may use available kitchen facilities to prepare light refreshments or light luncheons, such as sandwiches, salads, etc., which require no cooking. Groups using the kitchen facilities are required to clean the kitchen equipment used.
- 9) The sponsoring group is responsible for supervision and security. All groups using the ~~room~~ public space must be under adequate adult supervision, with an adult in attendance at all times.
- 10) Groups agree to obey the occupancy limits.
- 11) By applying for use of the ~~meeting room~~ Library's public space, the sponsoring group acknowledges that the Metropolitan Library System does not sponsor the activity. Additionally, the group will explicitly identify itself as the sponsor and will not identify the Metropolitan Library System as associated with the group's activities in any of its literature or publicity.
- 12) Groups will not tip library personnel.
- 13) Groups must return the ~~rooms~~ public space to its original condition after use.
- 14) The sponsoring group must vacate the library premises by 15 minutes before that library's regular closing time.

I have received a copy of this and agree to abide by Metropolitan Library System rules and regulations.

Organization Name

Date

Name and signature of person authorized to sign contract

Title/position

Section II ~ Description of Services

Item A: Attachment D - MLS List of Organizations Exempt from Meeting Room Public Space Fees

Adopted: 5/04

DRAFT to Public Services Committee 07/08/04

The Library Administration has evaluated the following organizations using the criteria established in the Meeting Room Policy and Guidelines Public Space Reservations and Use policy. By definition, current organizational missions of the following organizations qualify for exemption:

- American Library Association
- Friends of the Metropolitan Library System (All)
- The Library Endowment Trust
- Literacy Coalition
- Literacy Council of Oklahoma City
- The Literacy Link
- Metropolitan Library Commission
- Metropolitan Library System Staff Association
- Oklahoma City Reading Council
- Oklahoma Department of Libraries
- Oklahoma Library Association

All exemptions are subject to periodic review by the Public Services Administrative Office.