



DOWNTOWN • 610 Quincy St. Rapid City, SD 57701 • (605) 394-6139 or (605) 394-4171  
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Date: December 12, 2016  
 To: RCPL Board of Trustees  
 From: Maryanne Rohrer, Policy Committee  
 Re: Loan Periods, Fines and Fees Policy

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 To: Maryanne Rohrer, Policy Committee  
 From: Jim McShane, Library Director  
 Re: Loan Periods, Fines and Fees Policy

**Motion:** Move to approve changes to the Loan Periods, Fines and Fees policy updating the hourly cost for using meeting & study rooms for private interest & for-profit groups.

**Background:**

Updates to the Loan Periods, Fines and Fees policy were made to bring library rates for meeting rooms more closely in line with what is charged by other entities in the area. The cost per hour was determined to range from \$.026/ft<sup>2</sup> to \$0.095/ft<sup>2</sup>. The library's average cost per hour after these changes are made is \$.03/ft<sup>2</sup>. While on the low end of the spectrum compared to other organizations, the library also has more restrictive hours, parking, and room sizes.

**Policy Text:**

Item	Definition	Cost	Policy
Meeting room	<p>Fee applies for <a href="#">private interest and</a> for-profit organizations and <del>all groups that charge for the instruction of a course.</del></p> <p>After Library Hours: Individual or group (both non-profit and for-profit) must pay at the time of reservation for the use of a meeting room to be used after hours.</p>	<p><a href="#">Meeting Room A: \$10/hr.</a>  <a href="#">Hoyt room: \$20/hr.</a>  <a href="#">Meeting Room B: \$35/hr.</a>  <a href="#">\$15.00 per hour</a></p> <p>\$15.00 per meeting</p>	<p><a href="#">Meeting Room policy</a></p>