

MANAGEMENT REPORT



Date: March 19, 2015
Author: Nicola McLaren – Business Manager

Meeting date: March 26, 2015
To: Library Board
From: Jacqueline van Dyk – Director, Library Services

Subject: **RENTAL OF BOARDROOM**

SUMMARY

To inform the Board of an upcoming rental of the Lynn Valley Boardroom space.

PURPOSE

This report is for information.

POLICY

Policy 3.13.8 outlines the fees for rental of various library rooms, but does not include the Lynn Valley Boardroom.

STRATEGIC IMPLICATIONS

This is supported by the following Strategic Framework items:

- We believe in...Building community and relationships
- Strategic Framework #5: Nurture an engaged, adaptive organization

BACKGROUND

While we have several meeting room spaces in our libraries available for rent, in the past the Boardroom has been reserved for the exclusive use of the Library. This seems to be a poor use of our physical space resources, and risks the perception of exclusivity and lack of welcoming community groups into our spaces.

DISCUSSION

Canyon Dental Office, which is right across from the Library offices on the 3rd floor of the Lynn Valley building, approached the Library asking to rent the boardroom for a staff workshop on March 27 & 28.

We agreed to rent the boardroom to this “neighbour” for \$300 for the two days. This rate was determined based on reference to the established rates for library rooms that are rented on a regular basis. Canyon Dental also requested to rent the Library’s projector for this room, which we agreed to do for \$75 for the two days, based on a review of usual rental rates for technical equipment and support.

The boardroom is frequently used for meetings by Library staff and other DNV partner agencies (such as the Arts Council, Friends of the Library etc.) at no charge. This is the first time we’ve addressed a request to rent the boardroom from an outside organization or business.

FINANCIAL IMPLICATIONS

The library will earn \$375 from rental of the boardroom and projector for these two days. This will go into operating income.

FINAL REMARKS

The meeting room rental rates are reviewed annually by the Board as part of the Fines and Charges review. We will add the boardroom to this list of available rooms included in Policy 3.13 in the next Board review of this policy, which is scheduled for November 2015.