

#12

Library Community Room Benchmarking Visits and Calls

Benchmark	Grantham	Lebanon (Kilton)	Hartland, VT
Hours Open	M,W 9a - 7:30p Th 9a - 5p F 9a -Noon Sa 9a - 2p	M-Th 10a - 6p F-Sa 10a - 5p	Tu 10a - 6- W-Th 11a - 7p F 10a - 4p Sa 9a - 2p
Librarian	Dawn, Librarian	Sean, Librarian	Staff on duty
Benchmarking Info Note Taker	Stephanie/Laura	Laura/Christ/Stephanie	Christ/Stephanie
Name of Room	Children's Room	Fabrishis (donor) Seats 100 [Conference Room Seats:12-15]	50 person capacity
Activities/Programs	Library programs. No regular meeting; occasional community meetings, e.g., MD presentation on health. Larger meetings or library programs for more than 35 must be held off site.	Movies, book club. Non-library: Train enthusiasts, UV spinning, Friday night cooking, book club, rotary, elections, rec department, city functions eg downtown revival festival	Energy committee, girl scouts, garden club, UV solid waste district, art exhibits, co-sponsored events with aging committee, (Aging in Hartland), coding club, homework club, regular evening programming, book sale story time, rec center rainy day movies, kids movies
Designated Space or Within Library	Within library; also two tables that sit 8 each; patio with table and chair; have tent 20x20	Yes, but able block off if used after hours; bathrooms remain accessible	Blocked off after hours
Security for After Hours Use	N/A	Custodian present if used after hours.	Key policy and meeting room policy

Hours when room can be reserved	When library is open: now 37 hours per week	When the library is open. 7 am - 9:30 pm M-TH, 10-5 Sat.	Any time until 10PM
Reservation System	Call the librarian	Software (\$1,000 year). Recommended as saves staff time. Hosted on website.	Forms are online, (google form), then google calendar
Non-Residents	Yes, if an organization with a town member. No policy currently	Can reserve and can attend. Non-profits (soft): no charge Charge \$40 hour for others	Only nonprofits only, no fee for non-residents. Library programs take precedence
Budget of Room/% of Total Budget		1/15 = \$2,000. Actually less because of energy-saving technology that cuts back when not in use.	Never considered it because it's just one room with programmable thermostats. Would never think of it costing much at all. "This is what sells the library, this community room." This is despite having the rec center and Damon hall
Kitchen	Microwave, fridge in staff room. Allow potlucks	Yes.	
Additional Insurance	n/a		