



February 14, 2024

Dear Lewes Public Library Community:

In order to keep pace with the rising costs of operations, maintenance, and repairs of our public library facility, as well as meet community needs for library programming, it is necessary for the library to implement changes in our meeting room policies and procedures that will go into effect on May 1, 2024. These changes are noted on the reverse side of this page.

As an independent nonprofit agency, the Lewes Public Library relies on fundraising efforts and meeting room income to sustain 50% of our annual operating budget. We recognize many of the organizations utilizing our meeting rooms are also not immune to the effects of rising operating costs, and, accordingly, we have worked to keep our new rates as low as possible.

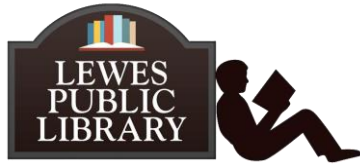
We pride ourself on providing a wide variety of free programming for all ages, demographics, and lifestyles. Promoting lifelong learning, creativity, and curiosity are core aspects of our library mission, and we do this by providing a well-rounded collection of materials as well as free access to engaging library programming. In keeping with our mission, we must limit library meeting room reservations to a maximum of 90-days in advance in order to retain meeting room space for library programming. We realize this new policy may impact your organization's scheduling, however we must give priority to continued and consistent library programming.

Thank you for your understanding. It is your support and partnership that make the Lewes Public Library the heart of our Lewes community.

Sincerely,

Chanta Howard Wilkinson

Chanta Howard Wilkinson, Esq.
President, Board of Commissioners
Lewes Public Library



Effective May 1, 2024:

Bookings:

Bookings may be requested no more than 90 days in advance.

Donations:

The Lewes Public Library will no longer offer the option of unlimited bookings in exchange for a \$1,000 yearly donation. Donations previously made under this agreement and still in effect as of May 1, 2024 will be used to cover actual reservation fees for future bookings.

Fees:

The base price for the first four hours of each room is listed below. Each additional hour will vary by room:

- Large Meeting Room - \$175 for first four hours, \$45 each additional hour
- Large Meeting Room (East or West) - \$90 for first four hours, \$25 each additional hour
- Medium Meeting Room - \$75 for first four hours, \$20 each additional hour
- Small Meeting Room - \$35 for first four hours, \$10 each additional hour
- Available By Special Request:
 - Delaware Room - \$45 for first four hours, \$15 each additional hour
 - Computer Training Room - \$45 for first four hours, \$15 each additional hour

Fees for Nonprofit Organizations:

- Large Meeting Room - \$35 for first four hours, \$45 each additional hour
- Large Meeting Room (East or West) - \$35 for first four hours, \$25 each additional hour
- Medium Meeting Room - \$35 for first four hours, \$20 each additional hour
- Small Meeting Room - \$35 for first four hours, \$10 each additional hour
- Available By Special Request:
 - Delaware Room - \$35 for first four hours, \$15 each additional hour
 - Computer Training Room - \$35 for first four hours, \$15 each additional hour