



American Library Association

MEMORANDUM

7.1.4

Approved minus chapters

To: Robert Wedgeworth
From: Meldon Kirk
Re: Charges for Conference Facilities

Date: May 7, 1977

At the 1976 annual conference a report was submitted by the Ad Hoc Committee on Scheduling Conference Facilities. This report included recommendations on the allocation of meeting time, use of conference facilities and a suggested method of determining charges for those facilities when used by ALA affiliates, chapters, and nonaffiliated individuals or groups. A copy of this report is attached as Exhibit A.

Complying with your assignment made on December 13, 1976, Mary Cilluffo, Chris Hoy and I have analyzed the actual costs of providing conference services. A summary of the results of our cost study is attached as Exhibit B.

Based on the rationale of recovering full average costs for all our expenses and services, it would be justifiable to charge rates for a two-hour meeting ranging from \$52.00 to \$102.00 (see Exhibit B attached). It has been suggested by members of COPEs and others, however, that to revise our policy from no charge to recovery of full costs might prove counterproductive in our relations with affiliates and other groups.

Therefore we are recommending the following schedule of fees for conference services, intended to recover only our cost of direct staff service, inclusion in printed program and average room rent:

- (1) Small groups, meeting on an ad hoc basis, with arrangements made too late for inclusion in the official program -- a charge of \$15 per two-hour meeting.
- (2) Other scheduled meetings at the annual conference or midwinter meeting to be charged at the following rates:

<u>Type of Organization</u>	<u>Two-Hour Meeting at Midwinter Meeting</u>	<u>Two-Hour Meeting at Annual Conference</u>
ALA Chapters & Affiliates	\$25	35
Other Nonprofit Groups	30	40
Commercial Organizations	40	50

omitted

continued ...

Robert Wedgeworth

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Note that these rates are based on a meeting of less than 25 people and for a two-hour period or less. Larger, longer or more meetings would be charged at multiples of the above rates. Also, the actual cost of special equipment rental and meals or refreshments would be borne by the meeting unit.

We further recommend that payment be tendered at the time the meeting arrangement is requested in order to minimize billing, record keeping and collection problems.

There is no basis for anticipating the amount of attrition we might expect in the number of meetings should we establish the proposed fee schedule. If we have approximately the same number of meetings as during 1976, we would project revenues of about \$1,500 for the midwinter meeting and about \$2,500 for the annual conference. A more detailed estimate of revenues is attached as Exhibit C.

MCK:cb

Enclosures

cc: Chris Hoy (w/encs)

Mary Cilluffo (w/encs)

Projected Revenues for Fee Charges for Conference Facilities

I. Projected Revenues for Charges in Connection with Midwinter Meeting

<u>Assumed Number of Meetings</u>	<u>Approximate Revenue</u>
15 small ad hoc	\$ 225
40 ALA chapters or affiliates	1,000
8 other nonprofit	240
<u>2 commercial</u>	<u>80</u>
<u>65</u> Total	<u>\$1,545</u>

II. Projected Revenues for Charges in Connection with Annual Conference

<u>Assumed Number of Meetings</u>	<u>Approximate Revenue</u>
20 small ad hoc	\$ 300
50 ALA chapters or affiliates	1,750
6 other nonprofit	240
<u>4 commercial</u>	<u>200</u>
<u>80</u> Total	<u>\$2,490</u>