



## CITY OF MARTINEZ

## CITY COUNCIL AGENDA

May 4, 2011

**TO:** Mayor and City Council

**FROM:** Mitch Austin, Recreation Manager

**SUBJECT:** Adopt resolution authorizing staff to receive cash donations from Friends of the Library to hire and pay for an attendant to supervise use of the renovated downstairs library for two years, in an amount not to exceed \$15,000 per year.

**DATE:** April 27, 2011

### **RECOMMENDATION:**

Approve resolution to receive cash donations from Friends of the Library to hire and pay for an attendant to supervise use of the downstairs of the library for two years, not to exceed \$15,000 per year.

### **BACKGROUND:**

During the design and community input phase of the library renovation questions arose regarding additional access to the downstairs library. The Parks, Recreation and Marina Cultural Arts Commission (PRMCC) expressed concern that the recently renovated meeting room located in the downstairs section of the Library would be underutilized. There was a strong interest on the part of the Commission to allow access of the downstairs to library patrons during the time the library was open and organized programs were not being held.

Due to supervision concerns expressed by the City's Municipal Pooling Authority surrounding liability, any access allowed to the public has to be supervised. To that end, staff and the PRMCC have been exploring ways of providing supervised access to the downstairs without negatively impacting the City's budget. In collaboration with staff, the PRMCC and the Friends of the Library (FOL) were asked to fund a temporary position for up to two years to supervise activities in the downstairs library.

City staff has met several times with the FOL to discuss supporting the need to open the downstairs to the public with supervision. While there was some interest and support for doing this with volunteers, there was greater enthusiasm to fund a City staff person to perform this function. The FOL agreed to support two years of costs at \$15,000 per year to fund a temporary part-time recreation leader to supervise the down stairs for approximately 20 hours a week. The FOL will pass through the funding to the City who will hire a part-time temporary employee to oversee the added service level.

Many key issues between the City and the Friends of the Library have already been vetted. The key understandings are shown in **Attachment A**. In this attachment it spells out when the City receives the money, what happens if there is a savings, stipulates the City hiring and supervising the position, and that there is no guarantee the position will continue after two years if no additional funding is available.

If the funding proposal is approved and authorized by Council, a schedule will be worked out with the librarians to identify the peak times of use when the downstairs would not be utilized by programs to schedule an attendant. City staff is already developing a job description in collaboration with the library staff so hiring efforts can begin in early May.

Staff is still vetting the use of library savings it has with the County to determine that in future years would the County reimburse the City for this position.

**FISCAL IMPACT:**

While the FOL will fund a temporary hire for up to two years staff will absorb the indirect costs to recruit and monitor the position.

**ACTION:**

Motion to adopt a resolution to receive cash donations from Friends of the Library for a two year period in an amount not to exceed \$15,000 per year and to use those funds to hire and pay for an attendant to supervise use of the downstairs library.

Attachments:

Resolution

Attachment A – Key Understandings



**APPROVED BY:** City Manager

RESOLUTION NO. -11

RESOLUTION TO RECEIVE CASH DONATIONS FROM FRIENDS OF THE LIBRARY  
AND FOR THE CITY TO HIRE AND PAY FOR AN ATTENDANT TO  
SUPERVISE USE OF THE DOWNSTAIRS OF THE LIBRARY FOR TWO YEARS  
IN AN AMOUNT NOT TO EXCEED \$15,000 PER YEAR

**WHEREAS**, at the City of Martinez is nearing the completion of library improvements using Measure H funds; and

**WHEREAS**, a newly renovated and assessable downstairs public space will be created as part of the library improvements; and

**WHEREAS**, there is a desire on the part of the City to allow access to this space when organized programs are not utilizing the space; and

**WHEREAS**, the Friends of the Library agrees to fund a part-time recreation leader position for two years; and

**WHEREAS**, the City recruit, hire and pay for the attendant position using only the donations provided by the Friends of the Library; and

**WHEREAS**, the City agrees to purchase the furniture as called out during the design phase of the library that enhances public use of the improvements; and

**WHEREAS**, the arrangement by the City and Friends of the library enhances the use of the library and experience of the library user; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council adopts a resolution to accept donations from the Friends of the Library to fund the part-time recreation leader position for two years, in an amount not to exceed \$15,000 per year.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 4<sup>th</sup> day of May, 2011 by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

## Attachment A

### Key Understandings Between the City and the Friends of the Library

1. The FOL will provide the City of Martinez with a check for \$15,000 by May 30, 2011 another installment of \$15,000 will be due April 30, 2012. These funds are only to be used to pay the cost associated with the attendant position.
2. Service level may be discontinued during the two year period if attendance levels are significantly and consistently low. Attendance will be reviewed by PRMCC and recommendations made to Council regarding this matter.
3. If services are discontinued all remaining funds after final payment to the staff member will be returned to the FOL.
4. The PRMCC will periodically review the utilization levels of the casual use of the downstairs. FOL will be invited to the meeting for discussion of the use.
5. The City will hire an attendant as a temporary part-time staff person with no benefits. Recruitment, hiring and supervision of this position will be consistent with all other City practices and policies.
6. At the end of the two year period this agreement will be reviewed with the FOL for consideration of another two year period in the event that the City does not fund the position.
7. In no way shall FOL direct the activities of the Recreation Leader hired by the City.
8. The Recreation Leader position will be scheduled for 20 hours a week or as much as funds or staff availability allow.
9. Should any future Federal or State laws prohibit the funding of this position by the FOL, the City can choose to end the contract and refund any remaining funds after expenses.
10. All funds deposited to the City by FOL are gifted to the City for the purposes stated in the MOU and are only refundable per the terms in this agreement.
11. The City agrees to provide furniture consistent as mentioned in the Library Planners layout for the library and tables and chairs sufficient for the occupancy maximum of the downstairs room.