



## **CITY OF MARTINEZ**

**TO:** Parks, Recreation, Marina, Cultural Commission  
**FROM:** Mitch Austin, Community Services Contract Manager  
**SUBJECT:** Library Subcommittee  
**DATE:** October 18, 2011

### **RECOMMENDATION:**

Discuss and review the proposed recommendations the development of a use policy for the downstairs area of the Martinez Library.

Discuss preference regarding the purchase and use of room dividers

### **BACKGROUND**

At the January 2011 PRMCC meeting the Commission elected to allow for six months of operation of the facility before entertaining use by community groups. This would allow time for:

- Youth programs and other library use to be determined
- Determine appropriate activities and uses of the downstairs
- Use rules and protocols to be established
- Consideration and development of a use policy for the downstairs area

The Library Subcommittee met to discuss a use policy for the downstairs area. Subcommittee noted the need the community has for meeting space. It was discussed perhaps once the six months time period is over booking non-profit groups to utilize the room after library hours could be considered. The downstairs can be accessed without giving access to the rest of the library and staff areas can be secured. Allowing use by non-profit groups after hours will enhance the level the facility is being utilized. However should there be children's programs or activities by the County or City that occurs after hours the Subcommittee is recommending they get priority of use. Priority of use would be as follows:

1. Library Children's Programs
2. Library Adult Programs
3. City Programs
4. Martinez Community Non-Profit (501c3) – 51% Martinez residents
5. Non-Resident Community Non Profit (4501c3)

It is recommended that group 4 pay a deposit for use, but not use fee and that group 5 pay a deposit and use fee based on direct costs. Direct costs include estimated costs for electrical use, toiletries, water etc. If the Commission is in favor of crafting a policy for the above users after library hours Staff will

return to the Commission with a draft policy for further review and discussion. Ideally the policy would be in place January 2012 so groups could begin booking for March 2012.

Also discussed at the Subcommittee meeting was the need for more dividers to subdivide the downstairs. Suggestions included possibly purchasing 3 more portable dividers or discussing dividers with the architect to get a recommendation of what to use or just waiting to see if demand warrants the need to subdivide the room.