

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Library *10*

BOARD AGENDA # \*B-4

Urgent

Routine

AGENDA DATE February 6, 2007

CEO Concurs with Recommendation YES  NO   
(Information Attached) *ant*

4/5 Vote Required YES  NO

SUBJECT:

Approval of Revisions to Regulations for Use of Stanislaus County Library Special Purpose Rooms

STAFF RECOMMENDATIONS:

Approve the revisions to the regulations for the use of the Stanislaus County Library Special Purpose Rooms

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2007-90

On motion of Supervisor Grover, Seconded by Supervisor Mayfield

and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended This Item was removed from consent for discussion and consideration.
- 4)  Other:

MOTION: Amended the last sentence of Section E of the Revisions to the Regulations for use of Stanislaus County Library Special Purpose Rooms to read as follows: "Exceptions to reservation policies may be allowed by the County Librarian for Library-related functions. Meetings of government bodies or government related legislative bodies are exempted from these regulations"; and, the Board approved these Revisions as amended

ATTEST: *Christine Ferraro*  
CHRISTINE FERRARO TALLMAN, Clerk

File No.

#### DISCUSSION:

Since the Modesto Library opened in 1971, there have been rules for the use of the auditorium and conference rooms. Over time, these rules have also been applied to the use of special purpose rooms available at other library branches located throughout Stanislaus County. These rules, last revised in June 2003, stipulate who may use the rooms, acceptable uses of the rooms, and how reservations are to be made.

In Fiscal Year 2005-2006, the Library's meeting rooms were used 253 times by organizations other than the Library and governmental departments. This was an increase of 28% over the previous fiscal year. Examples of organizations which have recently used Library special purpose rooms include Cultural Homestay International, American Family Legal Center, Music Teachers Association of California, Girl Scouts MTC Troop 402, and the American Business Women's Association.

The changes in this revision will better serve the increasing usage, address the growing demand for use of the meeting rooms outside of library hours by including a provision for the use of security personnel, provide more flexibility for usage by governmental departments and agencies, and secure liability insurance coverage by special purpose room users [Attachment A].

Specifically, the proposed revisions include:

- Requiring proof of liability insurance from special purpose room users;
- Provisions for hiring security staff to allow for after-hour functions;
- Payment of fees or completion of a Fee Waiver Form, if eligible, 14 days prior to event;
- Allowance for exceptions to reservation policies by the County Librarian; and
- Clarification that the County does not allow organizations to have access to keys and codes to County buildings.

Under this revision, the use of library rooms will continue to be reserved for cultural, educational, artistic and government organizations or groups, while insuring for liability and providing more flexibility of usage.

#### POLICY ISSUES:

The Board of Supervisors should determine if the recommended action is consistent with its priorities of striving for effective partnerships and the efficient delivery of public services.

#### STAFFING IMPACT:

There is no staffing impact associated with this item.

DRAFT  
STANISLAUS COUNTY LIBRARY  
REGULATIONS GOVERNING SPECIAL PURPOSE ROOMS

APPROVED BY THE BOARD OF SUPERVISORS  
FEBRUARY \_\_\_\_, 2007

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- A. The Stanislaus County Library regulations governing special purpose rooms shall apply to use of the library facilities listed in Appendix "A" which is incorporated into these regulations and may be amended by the County Librarian from time to time.

Persons wishing to reserve a special purpose room must pay the following non-refundable fees in advance:

- \$10 to reserve the Modesto Library Conference Room
- \$30 to reserve the McHenry Room (the Modesto Library Auditorium)
- \$30 to reserve any other Library conference room
- No charge to reserve the Patterson Library conference room

- B. The Library Administration Office shall schedule the use of all special purpose rooms. The following must be completed and submitted by specific deadlines:

- Payment of fees or Fee Waiver Form, if eligible (14 days prior to event);
- Proof of insurance acceptable to County (10 days prior to event);
- Request for Security Staff if necessary, such as when event is held outside of Library's service hours (10 days prior to event).

1. Proof of Insurance:

a. Persons or groups using the library facilities must maintain insurance which shall insure Stanislaus County against any liability arising from use of a room. Individuals or groups must have \$1 million General Liability Insurance naming the County as an additional insured. Applicants must submit proof of insurance to Library administration.

b. If the applicant cannot submit a separate policy, a certified copy of the organization's general liability insurance policy and a separate signed letter from the insurance carrier indemnifying Stanislaus County must be submitted. Applicants who do not have insurance may

purchase a one-day insurance policy from Municipality Insurance Services (800-420-0555). Government agencies may submit proof of self-insurance.

c. All groups serving food or beverages must have insurance at the \$1 million amount. For caterers working on site, caterers must submit evidence of insurance at the same amount.

## 2. Request for Security Staff:

If a government-related event takes place during hours Library personnel are not on duty, the Library must hire a security officer for the protection of County property. Time before or after Library service hours is considered overtime for the security officer. The cost of overtime compensation is a four hour minimum at a rate of \$18.00 per hour per officer, which the user must pay to the County 10 days in advance. Library staff will determine the number of security officers needed based on the size of the event.

- C. Rooms are available to cultural, educational, artistic, and government organizations or groups, or organizations engaged in educational, cultural, intellectual, or charitable activities. County facilities shall not be used for partisan political meetings/programs. All meetings and programs must be open to the general public. Use must be consistent with the general use of the Library and cannot interfere with staff or other customers' use of the Library for its intended purpose. Prohibited use is any behavior that is likely to disturb Library customers, impede Library staff, or endanger the Library building or collection. The Library staff have a right to reject a reservation request of the community room(s) if the anticipated meeting is likely to be *unreasonably disruptive to regular Library functions (e.g. amplified concerts, motorized equipment, loud demonstrations, etc.)*
- D. Rooms are available only when there is no Library-sponsored activity scheduled.
- E. To ensure all organizations or groups an equal opportunity, none may schedule a regular series of meetings, and no meetings may be scheduled more than two months in advance. Only one meeting may be booked at a time. A meeting must be held before another by the same organization or group may be booked. Reservations for use of the meeting rooms must be made at least 14 days in advance. Exceptions to reservation policies may be allowed by the County Librarian for Library-related functions, or regular meetings of government legislative bodies.
- F. *The meeting room agreement must be signed and the fee paid no less than 10 days before the event, or else the reservation will be cancelled. The*

person signing the meeting agreement must be at least 18 years of age and an authorized representative of the organization.

- G. All meetings must be held during Library open hours, unless excepted pursuant to Paragraph "E." above.
- H. Youth groups must have adult chaperones present.
- I. No admission fee may be charged nor may funds be solicited, and there may be no sales or advertisements of a commercial nature.
- J. No smoking or alcoholic beverages are permitted in the Library or meeting rooms.
- K. If the room must be opened early before the meeting or kept open after Library hours for government groups, someone must be there at all times for security purposes. Pursuant to paragraph B.2., above, the County does not allow organizations to have access to keys and codes to County buildings.
- L. The following equipment may be available for use: podium, sound system, piano, and two small tables. All other items must be furnished by the group.
- M. Unlike other Library meeting rooms, the portico of the Modesto Library will be available only for Library-sponsored events.

**McHenry Room (Main Library Auditorium)  
Special Provisions**

- 1. Room set-up will be done by a designated Library aide.
- 2. Due to the storage of equipment, the lighting booth will no longer be accessible to auditorium renters. The guard on duty can change room lighting from the lighting booth, if desired.
- 3. Assistive listening devices and a microphone are available and should be requested when the auditorium is reserved.
- 4. The green room, off the stage, will be kept locked at all times, as it is used for children's department storage

## APPENDIX "A"

### LIBRARY FACILITIES LIST AND INFORMATION

1. Modesto Library McHenry Room: (209) 558-7801  
(aka Auditorium)  
1500 "I" Street, Modesto, CA 95354
2. Modesto Library Conference Room: (209) 558-7801  
1500 "I" Street, Modesto, CA 95354
3. Empire Library: (209) 524-5505  
18 South Abbie Street, Empire, CA 95319
4. Newman Library: (209) 862-2010  
Kern Street, Newman, CA 95360
5. Oakdale Library: (209) 847-4204  
151 South First Avenue, Oakdale, CA 95361
6. Patterson Library: (209) 895-8015 (City of Patterson)  
46 North Salado, Patterson, CA 95363
7. Riverbank Library: (209) 869-7008  
3442 Santa Fe Avenue, Riverbank, CA 95367
8. Salida Library: (209) 543-7315  
4835 Sisk Road, Salida, CA 95368