


CITY COUNCIL ACTION REQUEST			
<b>DEPARTMENT(S)</b> Library	<b>CEQA</b> Not a Project, File No. PP17-011, Temporary Special	<b>COORDINATION</b> City Attorney's Office, City Manager's Budget Office, Public Works Department.	<b>Director Approval</b> /s/ Jill Bourne
<b>COUNCIL DISTRICT(S)</b> Citywide	Events resulting in no changes to physical environment.		<b>CMO Approval</b>  5/7/25
<b>SUBJECT: Approval of "Free Use" of the Janet Gray Hayes Rotunda for the San José Public Library's Partnership Brunch</b>			
<b>RECOMMENDATION</b>			
Adopt a resolution authorizing "Free Use" for the private event, 2025 San José Public Library's Partnership Brunch held at the Janet Gray Hayes Rotunda on June 11, 2025, co-hosted by the San José Public Library Department, in partnership with the San José Public Library Foundation.			
<b>BASIS FOR RECOMMENDATION</b>			
<p>In June 2019, the City adopted the Schedule of Fees <a href="#">Resolution No. 79138</a>, Section 13.080 for free use of City Hall facilities and the plaza. Presently, the resolution allows City Council and City departments to have free use of the facilities for events that 1) qualify as official City business; 2) are free and open to the public; 3) occur on a Sunday through Friday; and 4) are booked 30 days in advance. Resolution No. 79138 does not apply to free use requests for private events that are not free and open to the public and, as such City Council approval is required to authorize free use for the San Jose Public Library (Library) Partnership Brunch event held at the Janet Gray Hayes Rotunda on June 11, 2025.</p> <p>Approval for this event's free use designation is required because this will be a free private event only open to invitees identified by the Library. This event will engage community partners and stakeholders as part of the development of the Library's new Facilities and Customer Experience Plan (Plan). The Plan will be based on extensive engagement with Library staff, supporters, and community members to understand expectations and desires regarding Library facilities and services.</p> <p>The Library provides the diverse communities of San José with free access to knowledge resources – books, magazines, and media in all physical and digital formats – civic spaces for convening and sharing of ideas, updated public technology and tools, and direct support for learning that empowers residents to build skills and personal agency. As buildings age and services continue to adapt to changing needs and formats, the San José Library Foundation, in partnership with the Library, has engaged with consultant Margaret McLeod Sullivan LLC to develop a Plan that will prioritize opportunities for the Library to foster learning, connection, and community engagement. Through a series of focus groups, interviews, special events and public presentations, the consultant will engage with a variety of Library stakeholders to gather critical feedback. As one of the planned special events, the Partnership Brunch will serve as an opportunity for the consultants to meet with key stakeholders to present the Plan's intended outcomes and gather input. The findings from this months-long process will prioritize facilities improvements and guide future Library service, capital, and funding strategies.</p>			
<b>COMMISSION RECOMMENDATION AND INPUT</b>			
No commission recommendation or input is associated with this action.			

## **COST AND FUNDING SOURCE**

The Library Department will provide onsite staff to facilitate and oversee the event in partnership with Public Works Department, Event Services Division. The total cost associated with the event, including but not limited to staffing, security, audio/visual personnel, cleaning fee, pre-planning, and post-event, etc., is \$6,286. After accounting for City Council approval for "Free Use", only \$619 will be necessary for security and the application fee, which will be paid from the Library Department's Non-Personal/Equipment appropriation in the General Fund.

In addition, estimated foregone revenue from the rental of the Rotunda is parking revenue to the General-Purpose Parking Fund for the validation of tickets issued to attendees using the City Hall Parking Garage and Fourth Street Garage is \$2,700 (150 cars x six hours, or a maximum of \$18 per day).

**FOR QUESTIONS CONTACT:** Karla Alvarez, Program Manager at [karla.alvarez@sjlibrary.org](mailto:karla.alvarez@sjlibrary.org) or (408) 808-2140.