



CITY COUNCIL ACTION REQUEST

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| Department(s): Library | CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. | Coordination: City Attorney's Office, City Manager's Budget Office, and Public Works Department | Dept. Approval:  Jill Bourne |
| Council District(s): Citywide | | | CMO Approval:  8/1/24 |

SUBJECT: Approval of Free Use for Various San José Public Library Events in the City Hall Rotunda and City Council Chambers

RECOMMENDATION

Adopt a resolution authorizing "Free Use" for one private event and one Saturday event for the Library Department for fiscal year 2024-2025 in the City Hall Rotunda and City Council Chambers.

BASIS FOR RECOMMENDATION

In Fiscal Year 2024-2025 the City of San José's Library Department will host two events in the Rotunda and City Council Chambers. These events occur annually, with 1) one private event and 2) one Saturday event open to the public. [Resolution No. 79138, Section 13.080](#) limits free use of the City's facilities to each City department of up to five events per year and the events must be open to the public and cannot occur on Saturdays. The planned events by the Library Department are outside of the scope for free use of these spaces.

The Library Department requests authorization to hold one private event and one Saturday event as City "Free Use" events in the City Hall Rotunda and City Council Chambers. Approval for these events' free use designation is required because the Youth Commission Recognition Awards is a private event that is free to all Youth Commissioners and family members, Youth Advisory Councilmembers and City Councilmembers, while the 2024 Graphic Novel Making Contest will be held on a Saturday.

These events will honor accomplishments, build community, and promote reflection and goal setting among the participants and include speeches, acknowledgments, and food. Library staff will set the agenda, design invitations, prepare presentations, and select decorations and entertainment. The Library Department's sponsored events during the 2024-2025 Fiscal Year include:

- The Graphic Novel Making Contest Awards Ceremony on September 7, 2024 (Saturday event);
- The Youth Commission Annual Recognition Awards Event on June 9, 2025 (private event).

COMMISSION RECOMMENDATION AND INPUT

No Commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE

The Library Department provides onsite staff to facilitate and oversee the events in partnership with the Public Works Department, Event Services Division, with costs supported by the Library Parcel Tax Fund (418), General Fund (001), and Gift Trust Fund (139).

FOR QUESTIONS CONTACT: Karla Alvarez, Program Manager, Library Department, at (408) 808-2140