



# COUNTY OF HUMBOLDT

For the meeting of: 5/7/2024

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File #: 24-81

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** Majority

SUBJECT:

Assignment of Garberville Campus Complex Conference Room located at 715 Cedar Street, Garberville and Approve Rental Agreement and Rental Rates for Library Conference Room Space at 715 Cedar Street, Garberville and Large Meeting Room at the Eureka Main Library, 1313 Third Street, Eureka

RECOMMENDATION(S):

That the Board of Supervisors:

1. Assign the Garberville Campus Complex Conference Room located at 715 Cedar Street, Garberville to the Humboldt County Garberville Branch Library;
2. Approve the attached rental agreements and rental rates for future use of the Garberville Branch Library Conference Room at 715 Cedar Street, Garberville Library and the Large Meeting Room of the Humboldt County Main Library at 1313 Third Street, Eureka; and
3. Approve reduction in room rental rates for the Garberville Campus Complex Conference Room located at 715 Cedar Street, Garberville.

SOURCE OF FUNDING:

Library Fund (1500-621)

DISCUSSION:

On Oct. 13, 2021, the Garberville Campus Complex opened at 715 Cedar Street in Garberville. The Garberville Campus Complex includes the Garberville Sheriff Substation, the Garberville Branch Library, and a multipurpose conference room. The multipurpose conference room is 343 square feet and is currently managed by the County Administrative Office.

On March 22, 2022, the Board approved a Rental Agreement document for the intended rental use of the Garberville Campus Complex Conference Room by non-county organizations, and authorized the Public Works Director to execute said rental agreements and stated the use of the room will be scheduled by the County Administrative Office.

The Humboldt County Library wishes to manage the conference room space and the County

Administrative Office supports allocating the Garberville Conference Room to the Humboldt County Library, for this purpose. This Board action will authorize the Humboldt County Library to execute these rental agreements rather than the Public Works Director. The Humboldt County Library agrees to continue to make this room available for use by county departments at no cost and to non-county organizations for a nominal fee.

Should your Board approve the allocation of the Garberville Campus Complex conference room to the Humboldt County Library the use of the room will now be scheduled by the Garberville Branch Library.

The Humboldt County Library request your Board’s approval to revise the Humboldt County Library Main Branch conference room agreement (Attachment 2) and the Garberville conference room rental agreement (Attachment 1) creating ease of use and consistency for Library conference room rental reservations. In addition, staff recommends adoption of the Library Meeting Room Rules (Attachment 5), and the conference room rental applications (Attachments 3 and 4). To provide greater access and flexibility to the Garberville Campus Complex conference room the Library has decreased the rental rates for this location.

Eureka Main and Garberville Library Rental Rates

	Garberville Library		Eureka Main Library
	First Hour of Use	Two to Eight Hours of Use	Per Day/Up to Eight Hours
Current Rates		\$50	\$50
Proposed Rates	\$10	\$20	\$50

**FINANCIAL IMPACT:**

Expenditures (1500-621)	FY23-24
Budgeted Expenses	\$1000
Total Expenditures	\$1000
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted
General Fund	\$1000
Total Funding Sources	\$1000

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The financial impact is minimal and would be primarily in Library staff time to update the county website and approximately \$1000 to have the card control system switched to the Humboldt County Library’s card control system. Revenue generated from rental rates at the library locations are minimal.

Fees will be administered by the Library and deposited into the Library Fund (1500-621) to be used for maintenance of the Garberville Campus Complex and Eureka Library Large Meeting Room.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

The staffing impact is minimal and would be primarily in staff time to update the county website and administrating the conference room rental.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Foster transparent, accessible, welcoming and user friendly services

Strategic Plan: 4.2 - Create a community where county programs services and facilities are accessible to all with disabilities

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could decline to reassign the Garberville Campus Complex Conference Room space from the County Administrative Office to the Humboldt County Library. However, this alternative is not recommended as the Garberville Branch Library is located onsite with the conference room, which makes rental management more efficient.

Your Board could also choose not to revise the library rental agreements and meeting room rules. However, this alternative is not recommended as the rental agreements need to be updated and would provide consistent meeting room policy for the Humboldt County Library system.

**ATTACHMENTS:**

Attachment No. 1 - Garberville Library Campus Complex Rental Agreement

Attachment No. 2 - Eureka Library Large Meeting Room Rental Agreement

Attachment No. 3 - Garberville Library Application for Use of Conference Room

Attachment No. 4 - Eureka Library Application for Use of Large Meeting Room

Attachment No. 5 - Library Meeting Room Rules

Attachment No. 6 - Garberville Library Floor Plan

Attachment No. 7 - Eureka Library First Floor Plan

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: D-23

Meeting of: 3/22/2022

File No.: 21-1858