

Policy Name: Main Library Second Floor Partner License Policy

Adoption Date: 07/17/2024

Supersedes: NA

BACKGROUND

Tacoma Public Library's Main Library Second Floor is designed to house multiple community partners, grass roots, or not-for-profit organizations whose strategic priorities align with the Library's in an "incubator"-like space. When units (individual workspaces that will house not-for-profit partners, otherwise known as "partner spaces") are available, the Library will collaborate with the City of Tacoma to find suitable partners (users) to fill the space at a discounted rate. Partners should aid in the completion of TPL strategic priorities.

POLICY

Tacoma Public Library may seek out users for its facilities when units are available. The Library will publish a Request for Proposal in conjunction with the City of Tacoma's Procurement and Payables Division and follow City of Tacoma (CoT) procurement practices when seeking users for its facilities.

The Library shall partner with community organizations who demonstrate the following:

- Experience providing programs, classes, or other public-facing education sessions.
- Capacity to provide a minimum of 40 hours of free, on-site public programming per year (events, classes, drop-in hours, etc.).
- Experience establishing capacity building partnerships with community organizations and at least two examples of these collaborations.

Acceptable partner organizations include organizations formed to benefit the public good and whose missions, values, and strategic priorities align with the Library's. For example, organizations providing community services, educational services, social and humanitarian services, youth services, fostering civic engagement, and providing cultural promotion or preservation. Profit-driven organizations whose primary interest is to earn revenue do not align with the spirit of the policy and will not be considered as possible users of the Second-Floor community spaces.

The Director will appoint a Selection Advisory Committee to review and evaluate submittals. Membership may be comprised of individuals representing Library staff, CoT staff, and/or other facility users. The Selection Advisory Committee will review applications and may interview respondents. The Committee will make a recommendation to the Director. The Director will make the final decision. Contract negotiations may occur without conducting interviews.

The Library will support local organizations by providing units at a discounted rate. Selected users will pay the Library a rate relating to the operating costs associated with their assigned unit.

The rate will be updated annually and used to calculate the total monthly license fee amount based on the unit square footage. The Library will strive to operate these units to be cost neutral. In exchange for receiving a discounted license fee, facility users will provide significant benefit to the Library through public programming and engagement, increased patron access to community organizations and services, and through additional partnership opportunities and collaborations.

Following the RFP process, the Director will develop and sign a contract with the selected partner(s). Each contract will be for a defined period, typically one or two years, with the option to renew the contract for additional terms at TPL's discretion. The TPL Director reserves the right to cancel or renew the contract for any reason by written notice.

All disputes and protests regarding the RFP and selection process must follow the City of Tacoma's protest policy and procedures.

STRATEGIC PLAN ALIGNMENT

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| x | Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma's diverse communities, especially the most vulnerable and underserved. | x | Cultivate and Engage Community We will be the center for connecting people, ideas, and places. |
| x | Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation. | | Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma. |
| | Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds. | | |

RELATED DOCUMENTS & LINKS

POLICY HISTORY

| Action | Date | Notes |
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