



## Agenda Report

18-968

Agenda Date: 8/6/2018

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action on a Donation from the Santa Clara City Library Foundation and Friends and Related Budget Amendment

#### **BACKGROUND**

A public works contract for the Mission Branch Library Remodel Project was awarded in October 2017, with an anticipated library re-opening date in late summer 2018. Furnishings for the newly remodeled library are to be covered by the Santa Clara City Library Foundation and Friends (Foundation).

While fundraising efforts are still ongoing, the City received an offer of an initial donation from the Foundation on June 28, 2018, in the amount of \$50,000. City Policy and Procedure #016 "Gifts to the City" requires review of donations, conditions of acceptance, if any, and whether acceptance would be beneficial or burdensome to the City.

The Library had unallocated funds that were received through state funding and are designated for library-related expenditures. Since timing on receipt of donations from the Foundation did not support the required lead-time for purchase order placement with furniture vendors, the City Council approved an appropriation of \$170,500 from Library unallocated special grant funds to manage the timeline on February 27, 2018 (Attachment 2) with the goal to replenish these funds as Foundation donations are received.

#### **DISCUSSION**

The Foundation's \$50,000 donation does not have conditions attached (Attachment 3). The City does not foresee potential liability to the City, the donor, or the public with acceptance of the donation. Staff has determined that the FPPC Form 801 need not be prepared because the gift does not have a specific end recipient. In accordance with City Policy and Procedure #016, the staff recommends acceptance of the donation.

Staff is recommending that the donation of \$50,000 is accepted and appropriated into the Library donation fund that will support the same Library-related activities that the original funding was allocated for.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

**FISCAL IMPACT**

Acceptance of the donation and approval of its appropriation to the Library donation fund will replenish funds that are providing new furnishings for the renovated Mission Branch Library.

**BUDGET AMENDMENT**

	2018-19 Current	Increase/ (Decrease)	2018-19 Revised
<b><u>Fund 072 - Library Trust - Donations</u></b>			
<b><u>Revenues</u></b>			
Donations (59650-(G)-00430)	\$10,771	\$50,000	\$60,771
<b><u>Expenditures</u></b>			
Program 1221 (Library - Administration)	\$0	\$50,000	\$50,000
Operating Supplies			

**COORDINATION**

This report has been coordinated with the City Attorney's Office and Finance Department.

**PUBLIC CONTACT**

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Recommend to City Council to accept a Santa Clara City Library Foundation and Friends donation in the amount of \$50,000 and approve a related Budget Amendment to appropriate the funds for future Library-related expenditures.

Reviewed by: Hilary Keith, City Librarian

Approved by: Walter C. Rossmann, Chief Operating Officer

**ATTACHMENTS**

1. Reserved
2. Report to City Council for Meeting of February 27, 2018
3. June 28, 2018 Donation Letter