



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: ANTHONY HALSTEAD for Danis Kreimeier - Director
Library

REPORT BY: Dawn Boggs, Staff Services Analyst II - 253-4819

SUBJECT: Authorization to accept the \$22,000 donation from the Friends of the Napa Library and the Library donations report for the quarter ended December 31, 2014

RECOMMENDATION

Director of Library Services and Community Outreach requests the following actions:

1. Accept, and the Clerk of the Board to file, the quarterly report of donations in the amount of \$2,000 or less gifted to the Library from October 1, 2014 through December 31, 2014; and
2. Accept and authorize the Chair to sign a letter thanking the Friends of the Napa Library for its \$22,000 donation for Library programs, services and supplies.

EXECUTIVE SUMMARY

Board Resolution No. 99-56, adopted June 1, 1999, provides that the Director of Library Services and Community Outreach is authorized to accept donations and gifts on behalf of the County Library of \$5,000 or less from the Friends of the Library groups and report such donations annually to the Board of Supervisors. However, Board approval is required today for the acceptance of a donation from the Friends of the Napa Library in excess of \$5,000. The total donation amount requiring Board approval today is \$22,000, and is to be used for various programs and services.

The Director of Library Services and Community Outreach is requesting authorization for the Chair to sign a letter thanking the Friends of the Napa Library for their ongoing support of the Library's mission.

Additionally, the Director of Library Services and Community Outreach is reporting the Library received \$18,005.15 during the quarter ended December 31, 2014. The donations were accepted by the Director in accordance with Resolution 99-56 and deposited within the Library fund.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The funds are currently budgeted in the Library's donations line item.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Deposit of donations into the Library's operating budget will facilitate fiscal monitoring and ensure that donation spending will be consistent with the intent of the donors.
Is the general fund affected?	No
Future fiscal impact:	The donations will be used to fund Library programs and special projects.
Consequences if not approved:	If the receipt of the donations is not approved, the donation will not be available to fund Library programs and special projects.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Friends of the Napa Library is a non-profit organization whose main purpose is to raise money to support the Library's needs that are beyond the scope of the Library's budget. Their fundraising is primarily done by collecting and sorting donated books and holding four major book sales each year.

Board Resolution No. 99-56, adopted June 1, 1999, provides that the Director of Library Services and Community Outreach is authorized to accept donations and gifts on behalf of the County Library of \$5,000 or less from the Friends of the Library groups and report such donations annually to the Board of Supervisors. However, Board approval is required today for the acceptance of the donation from the Friends of the Napa Library in excess of \$5,000. The Library is requesting the Board accept a donation in the amount of \$22,000 from the Friends of the Napa Library.

This donation will be deposited into the Library's operating budget.

Additionally, the Director of Library Services and Community Outreach is reporting the Library received \$18,005.15 during the quarter ended December 31, 2014. The donations were accepted by the Director in accordance with Resolution 99-56 and deposited into the Library operational budget.

All donations are used to support ongoing services and programs such as: free wireless internet access, free public internet computers, and purchases for additions to the Library's collection. Depending on the amount of donations received within a given fiscal year, the Library may increase the level of a particular ongoing Library

service or program. Ongoing Library services and programs are not dependent on these donations for overall operations. Unless requested by the donor, the Library does not designate these donations to any specific library location but rather allocates these funds to support ongoing programs and services as needed throughout the fiscal year.

SUPPORTING DOCUMENTS

- A . Thank You Letter to the Friends of the Napa Library
- B . October through December 2014 Library donations

CEO Recommendation: Approve

Reviewed By: Helene Franchi