



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

NORA VARGAS
First District

JOEL ANDERSON
Second District

TERRA LAWSON-REMER
Third District

MONICA MONTGOMERY STEPPE
Fourth District

JIM DESMOND
Fifth District

DATE: April 30, 2024

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TO: Board of Supervisors

SUBJECT

SEMI-ANNUAL REPORT OF GIFTS AND DONATIONS AND RATIFICATION OF ACCEPTANCE OF GIFTS AND DONATIONS EXCEEDING \$5,000 TO THE SAN DIEGO COUNTY LIBRARY (DISTRICTS: ALL)

OVERVIEW

The San Diego County Library (County Library) operates 33 branches, two bookmobiles, and five 24/7 Library-To-Go kiosks. The County Library serves over one million residents across all unincorporated communities and the cities of Del Mar, El Cajon (& Fletcher Hills), Encinitas (& Cardiff-by-the-Sea), Imperial Beach, La Mesa, Lemon Grove, Poway, Solana Beach, San Marcos, Santee, and Vista. From time to time, individuals, service groups, and businesses offer gifts and donations to our County Library. Gifts and donations help expand important services and programs provided to the public, as well as the opportunity to purchase additional library materials and supplies to accommodate our region's diverse population.

Board of Supervisors (Board) Policy A-112, *Acceptance, and Use of Gifts and Donations* permits the acceptance of donations by the administrative head of each department of the County of San Diego (County). County Administrative Code Section 66, *Acceptance of Gifts*, requires Board ratification of the acceptance of such gifts and approval prior to expenditure if the gift exceeds \$5,000.

During the period of July 1, 2023, to December 31, 2023, donations totaled \$500,420.59. Of the total amount, there were \$351,304.66 in cash donations and \$149,115.93 in non-cash donations. Of the cash donations received, \$94,210.67 were matched by the Library Fund budget through the Dollar-for-Dollar Donation Matching Program. The matching fund program was created by the Board to give donors a sense of pride for taking part in the growth of their local County Library. Donations received during this reporting period were used to purchase library materials such as books and eBooks, music, and equipment for library branches. Additional uses of this program include allocating funds for community engagement functions such as cultural celebrations and general support to San Diego County Library programs.

Today's proposed actions are to accept the County Library's Report of Gifts and Donations for the period of July 1, 2023, to December 31, 2023, to ratify the acceptance of those gifts and donations

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by the County Library totaling \$500,420.59, and to authorize the Chairwoman of the Board of Supervisors to sign a letter of appreciation to the donors whose donations exceed \$5,000.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

1. Find that the proposed action is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15060(c)(3) because it is not a project as defined in Section 15378(b)(5) of the CEQA Guidelines because it involves organizational or administrative governmental activities that will not result in direct or indirect physical changes in the environment.
2. In accordance with Administrative Code Section 66, *Acceptance of Gifts*, and Board of Supervisors (Board) Policy A-112, *Acceptance and Use of Gifts and Donations*, accept the San Diego County Library Report of Gifts and Donations for the period of July 1, 2023, through December 31, 2023.
3. In accordance with Administrative Code Section 66 and Board Policy A-112, ratify the acceptance of gifts from July 1, 2023, through December 31, 2023, for \$500,420.59 that exceeded \$5,000.
4. Authorize the Chairwoman of the Board of Supervisors to sign letters of appreciation on behalf of the County of San Diego to donors listed in Attachment B.

EQUITY IMPACT STATEMENT

The acceptance of donations will allow for the purchase of library materials, such as books and eBooks, equipment for library branches, and bookmobiles to support programs that encourage participants of all ages to engage in reading and participate in activities that bring the community together. Donations and grants allow the San Diego County Library (County Library) to provide additional supplies and services to youth, families, and communities that encourage the sharing of experiences, cultural traditions, and resources to strengthen a sense of belonging. Gifts and donations received are monitored and publicly disclosed in accordance with all County policies. Expenditures are internally tracked by the County Library to ensure transparency and accountability of donations and gifts received and to provide for the equitable distribution of resources.

SUSTAINABILITY IMPACT STATEMENT

The San Diego County Library (County Library) is committed to implementing sustainability initiatives through operational sustainable practices, providing space to promote enterprise-wide sustainability programs, and sharing library materials focused on environmental and climate justice. Growing the County Library's digital materials and resources assists in the reduction of greenhouse gas emissions across the region. Gifts and donations provided to the County Library

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support these sustainability goals fiscally, foster civic engagement, and provide supplies and resources to customers throughout the region without the need for additional tax dollars.

FISCAL IMPACT

The County Library received \$500,420.59 in cash and non-cash donations exceeding \$5,000 in value between July 1, 2023, and December 31, 2023. Of these donations, \$351,304.66 was in cash, and \$149,115.93 in non-cash donations. The \$94,210.67 qualified for an equal amount of matching funds from the County Library at the request of the donors, which was completed in Fiscal Year 2023-24 based on the available prior year County Library Fund fund balance.

BUSINESS IMPACT STATEMENT

N/A

ADVISORY BOARD STATEMENT

N/A

BACKGROUND

The San Diego County Library (County Library) operates 33 branches, two bookmobiles, and five 24/7 Library-To-Go kiosks. The County Library serves over one million residents across all unincorporated communities and the cities of Del Mar, El Cajon (& Fletcher Hills), Encinitas (& Cardiff-by-the-Sea), Imperial Beach, La Mesa, Lemon Grove, Poway, Solana Beach, San Marcos, Santee, and Vista. The County Library provides information in print, non-print, and online formats for lifelong learning to promote reading and literacy skills. Programs at County Library branches are also free, well-curated, and offer culturally enriching spaces where everyone feels welcomed. Everyday County libraries provide customers with opportunities to learn new technologies, help people connect to social services such as CalFresh and Medi-Cal, sponsor exhibits for emerging artists, offer Chair Yoga and Tai Chi classes for seniors, provide free meals and after-school snacks to students, and support transition to civilian life for veterans.

From time to time, individuals, service groups, and businesses offer gifts and donations to our County Library. Gifts and donations help maintain and expand important services and programs to the public as well as provide the opportunity to purchase additional library materials and supplies to accommodate the diverse population of the region. Board of Supervisors (Board) Policy A-112, *Acceptance and Use of Gifts and Donations*, permits the acceptance of donations by the administrative head of each County department. County Administrative Code Section 66, *Acceptance of Gifts*, requires Board ratification of the acceptance of such gifts and approval prior to the expenditure of the gift if it exceeds \$5,000.

During the period of July 1, 2023, to December 31, 2023, donations totaled \$500,420.59 in the form of cash and non-cash donations. Donations received during this reporting period were used to purchase library materials such as books and eBooks, equipment for library branches, book giveaways, music, and cultural celebrations. Cultural celebrations included a Hawaiian cultural

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experience, dance performances, concerts, Christmas parade, ceramics classes, teen after-hours programs, and all materials for Fallbrook's Annual 1st Grade at the Library Program.

Today's proposed actions are to accept the County Library's Report of Gifts and Donations for the period of July 1, 2023, to December 31, 2023, to ratify the acceptance of those gifts and donations by the County Library totaling \$500,420.59, and to authorize the Chairwoman of the Board of Supervisors to sign a letter of appreciation to the donors whose donations exceed \$5,000.

LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN

Today's proposed actions to accept gifts and donations support the Sustainability/Equity/Empower/Community/Justice Strategic Initiatives in the County of San Diego's 2024-2029 Strategic Plan. With the acceptance of gifts and donations, the County Library can enhance its available resources and services to enrich the lives of residents and enable them to be engaged within their communities.

Respectfully submitted,



DAHVIA LYNCH
Interim Deputy Chief Administrative Officer

ATTACHMENT(S)

A - July 1, 2023, to December 31, 2023, San Diego County Library Summary Report of Gifts Received.

B - July 1, 2023, to December 31, 2023, San Diego County Library Report of Gifts Received-Cash.

C - July 1, 2023, to December 31, 2023, San Diego County Library Report of Gifts Received-Non-cash.

D - Thank You Letters