

**COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
TUESDAY, OCTOBER 22, 2024**

**MINUTE ORDER NO. 11**

**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 AND RELATED CEQA EXEMPTION (DISTRICTS: ALL)**

**OVERVIEW**

The San Diego County Library (County Library) enhances the quality of life in the San Diego region by providing a physical and virtual hub of education, entertainment, and culture. The County Library operates 33 branches, two electric-powered bookmobiles, two gas-powered 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 (and Fletcher Hills), Encinitas (and 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 system. 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 serve 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 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 the expenditure of the gift if the gift exceeds \$5,000.

During the period of January 1, 2024, to June 30, 2024, donations totaled \$183,927.56. Of the total amount, there were \$37,993.46 in cash donations and \$145,934.10 in non-cash donations. Of the cash donations received, \$10,993.46 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, as well as facilitate cultural celebrations and support County Library programs.

Today's proposed actions are to accept the County Library's Report of Gifts and Donations for the period of January 1, 2024, to June 30, 2024, to ratify the acceptance of those gifts and donations by the County Library totaling \$183,927.56, 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 County of San Diego (County) 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 January 1, 2024, through June 30, 2024.
3. In accordance with Administrative Code Section 66 and Board Policy A-112, ratify the acceptance of gifts from January 1, 2024, through June 30, 2024, for \$183,927.56 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 D.

### **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 to 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 sustainable operational 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 by allowing community members access to the County Library's collection without needing to travel. Gifts and donations provided to the County Library 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 San Diego County Library (County Library) received \$183,927.56 in cash and non-cash donations exceeding \$5,000 in value between January 1, 2024, and June 30, 2024. Of these donations, \$37,993.46 was in cash and \$145,934.10 was in non-cash donations. Of the cash donations, \$10,993.46 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

### **ACTION:**

ON MOTION of Supervisor Montgomery Steppe, seconded by Supervisor Desmond, the Board of Supervisors took action as recommended, on Consent.

AYES: Vargas, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

State of California)  
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER  
Clerk of the Board of Supervisors



**Signed**  
**by** Andrew Potter