



DATE: January 17, 2023

TO: Mayor and City Council

FROM: Director of Library Services

SUBJECT: Authorize the City Manager to Accept and Appropriate up to \$10,000 in Small Donations (\$999 or less individually) from Library Patrons to Support Library Services and Programs

RECOMMENDATION

That Council adopts a Resolution (Attachment II) authorizing the City Manager to accept and appropriate up to \$10,000 in small donations (\$999 or less individually) in support of Library Services and Programs in FY 2023, and annually for the next two fiscal years (through the end of Fiscal Year 2025)).

SUMMARY

Library patrons routinely present the library with small donations (\$999 or less) to support library programs and services. This funding is typically to support the services and programs in the Library. Each of these small donations currently requires separate Council approval in order to be processed. For smaller donations, this approval process can cost more in staff time than the funds being provided.

Staff requests Council approve and appropriate up to \$10,000 in small donations from Library patrons to support Library services and programs in fiscal year 2023, and annually for the next two fiscal years (through the end of fiscal year 2025).

BACKGROUND AND DISCUSSION

Members of the public routinely present the library with small donations (\$999 or less) to support library programs and services. There are rarely specific conditions for the funding being donated; the funding is meant to support the general services and programs in the Library. Each of these small donations currently requires separate council approval in order to be processed. For smaller donations, this approval process can cost more in staff time than the funds being provided. Library staff would like to simplify the processing of these small payments by approving up to \$10,000 in small donations (\$999 or less individually).

With the Downtown library opened back up after the COVID closure, patron visits picking back up and staff outreach increasing, the number of donations have also begun to increase. Staff requests Council approve and appropriate up to \$10,000 in small donations from Library

patrons to support Library services and programs in FY 2023, and annually for the next two fiscal years (through the end of FY 2025).

STRATEGIC INITIATIVES

This agenda item is a routine operational item and relates to the Council's Strategic Initiative of Fiscal Sustainability.

FISCAL IMPACT

Donations supplement efforts otherwise funded by the City's General Fund and help Library Services programming. There is no negative impact to the General Fund from accepting these small donations as the City is already providing these programs.

Prepared by: Brad Olson, Management Analyst II

Recommended by: Jayanti Addleman, Director of Library Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', with a long horizontal stroke extending to the right.

Kelly McAdoo, City Manager