



DATE: June 18, 2024

TO: Mayor and City Council

FROM: Director of Library Services, Jayanti Addleman

SUBJECT: Authorize the City Manager to Accept and Appropriate up to \$250,000 in Donations Per Fiscal Year from Nonprofit, Not-for-Profit, and Other Support Groups to Support Library Services and Programs Through the End of FY 2026

RECOMMENDATION

That Council Adopts a Resolution (Attachment II) Authorizing the City Manager to Accept and Appropriate Donations from Nonprofit, Not-for-Profit, and Other Groups up to \$250,000 Per Fiscal Year to Support Library Services and Programs for the Remainder of FY 2024, and Through the End of FY 2026.

SUMMARY

The Library regularly receives donations from nonprofits and other support groups, such as the Friends of the Hayward Public Library and the Hayward Literacy Plus Council. Currently, each of these donations requires separate council approval to be processed. A streamlined donation acceptance process would enable the Library to ensure funds are deposited and appropriated in a reasonable timeframe to seize time-sensitive purchase opportunities.

Staff requests Council approve and appropriate up to \$250,000 in total donations per Fiscal Year to support Library services and programs for the remainder of Fiscal Year 2024, and through the end of Fiscal Year 2026.

BACKGROUND AND DISCUSSION

The average annual amount of nonprofit, not-for-profit, and other support group donations to the Library has been over \$100,000 for the last two (2) fiscal years. Donations making up these annual amounts have included funds from the Friends of Hayward Public Library and the Literacy Plus Council that were used to support various programs and community events.

Now that Library services are returning to pre-pandemic status, staff anticipate an increase in donations and an expansion of services that can be supported by these donations.

Since the fiscal cycle for these support groups are currently based on Calendar Year cycles (January 1-December 31), and the City is based on the Fiscal Year cycle (July 1-June30), staff recommends approving the acceptance and appropriation of double the annual average to allow for any overlapping timeframes of funding.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and relates to the Council's Strategic Initiative to Strengthen Organizational Health (strengthen fiscal sustainability).

FISCAL IMPACT

Donations supplement the City's General Fund and supports the funding for Library programming that may not be available without the support of donations. There is no negative impact to the General Fund from accepting and appropriating these donations.

Prepared by: Melissa Burkley, Management Analyst I

Recommended by: Jayanti Addleman, Director of Library Services

Approved by:



Dustin Claussen, Interim City Manager