



# CITY OF HAYWARD

Hayward City Hall  
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Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** CONS 23-010, **Version:** 1

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**DATE:** January 17, 2023

**TO:** Mayor and City Council

**FROM:** Director of Library Services

### **SUBJECT**

Adopt a Resolution Authorizing 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).

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution