

RESOLUTION NUMBER R- 311762

DATE OF FINAL PASSAGE MAY 30 2018

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO CREATING THE LIBRARY DONATIONS MATCHING FUND AND RESPECTIVE COUNCIL POLICY TO CONSOLIDATE AND REPLACE COUNCIL POLICY 100-07 – LIBRARY MATCHING MATERIALS FUND, COUNCIL POLICY 100-08 – LIBRARY MATCHING EQUIPMENT FUND, RESOLUTION NO. 301122 – LIBRARY MATCHING PROGRAMS FUND, AND RESOLUTION NO. 292453 – ELECTRONIC RESOURCES MATCHING FUND.

WHEREAS, upon evaluation from the City Auditor stating that “the City matching fund policies intended to encourage contributions, in fact, contribute to disparities in resource allocation,” the Library Department’s existing matching fund policies require revisions to ensure consistency and equitable distribution of resources throughout the library system; and

WHEREAS, the Library Department worked with the Independent Budget Analyst to recommend revisions to the current matching fund policies in order to address the recommendations of the City Auditor resulting in a proposal to consolidate the Matching Materials Fund, Matching Equipment Fund, Matching Programs Fund, and Electronic Resources Matching Fund, and to allow all matching funds to have a uniform allocation for the City’s 100% matching contribution into one Library Donations Matching Fund; and

WHEREAS, the Library Donations Matching Fund will be one fund with one Council Policy for all donations realized by the Library Department from non-City sources, simplifying distribution of the funds and allowing the City’s matching contribution to be more equitably distributed throughout the City’s library system; and

WHEREAS, the Library Donations Matching Fund Council Policy will consolidate Council Policy 100-07 – Library Matching Materials Fund, Council Policy 100-08 – Library

Matching Equipment Fund, Resolution No. 301122 – Library Matching Programs Fund, and Resolution No. 292453 – Electronic Resources Matching Fund; and allow all funds realized by the Library Department from non-City sources to have a uniform allocation for the City’s 100% matching contribution; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the Library Donations Matching Fund is hereby created in conjunction with Council Policy 100-~~10~~ **12**, attached hereto as EXHIBIT A, to consolidate and replace Council Policy 100-07 – Library Matching Materials Fund, Council Policy 100-08 – Library Matching Equipment Fund, Resolution No. 301122 – Library Matching Programs Fund, and Resolution No. 292453 – Electronic Resources Matching Fund; and

BE IT FUTHER RESOLVED, that an account or accounts be established for the Library Donations Matching Fund for funds to be managed in accordance with Council Policy 100-~~10~~ **12**; and

BE IT FURTHER RESOLVED, that the City will provide a 100% matching contribution for all donations realized by the Library Department from non-City sources up to a maximum annual match amount set each fiscal year in accordance with Council Policy 100-~~10~~ **12**, which is also to be deposited into such account(s); and

BE IT FURTHER RESOLVED, that the distribution for the City’s matching contribution be: 50% to the branch, section, or purpose for which the original donation was provided, and the other 50% placed in a “pool” to be distributed throughout the entire library system; and

BE IT FURTHER RESOLVED, that the distribution of the portion of the City’s matching contribution set aside for the “pool” be determined by a distribution model developed by the City

Librarian identifying the greatest need across the entire library system in accordance with Council Policy 100-~~7~~ **12** and

BE IT FURTHER RESOLVED, that Council Policy 100-07 – Library Matching Materials Fund, Council Policy 100-08 – Library Matching Equipment Fund, Resolution No. 301122 – Library Matching Programs Fund, and Resolution No. 292453 – Electronic Resources Matching Fund are repealed, and all accounts established solely with regard to Council Policy 100-07 – Library Matching Materials Fund, Council Policy 100-08 – Library Matching Equipment Fund, Resolution No. 301122 – Library Matching Programs Fund, and Resolution No. 292453 – Electronic Resources Matching Fund be closed; and

BE IT FURTHER RESOLVED, that all funds remaining from those closed accounts be deposited in the account(s) established for the Library Donations Matching Fund, and be earmarked and restricted for distribution to the library location where, and purpose for which, those funds were originally directed or received.

APPROVED: MARA W. ELLIOTT, City Attorney

By



Jon D. Dwyer
Deputy City Attorney

JDD:nja
02/22/18
Attachment: Exhibit A
Or.Dept: Library
Doc. No.: 1695176

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of MAY 21 2018.

ELIZABETH S. MALAND
City Clerk

By 
Deputy City Clerk

Approved: 5/30/18
(date)


KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

EXHIBIT A

- Cover Sheet -

COUNCIL POLICY 100-12

SUBJECT: LIBRARY DONATIONS MATCHING FUND
POLICY NO.: 100-~~12~~
EFFECTIVE DATE: July 01, 2018

BACKGROUND:

This Council Policy consolidates and replaces the following City matching policies for donations to the San Diego Public Library system (Library), which includes all branches and sections of the San Diego Public Library: 1) Council Policy 100-07 – Library Matching Materials Fund; 2) Council Policy 100-08 – Library Matching Equipment Fund; 3) Resolution No. 292453 – Electronic Resources Matching Fund; and 4) Resolution No. 301122 – Library Matching Programs Fund.

PURPOSE:

Establish one comprehensive matching fund policy for all Library donations; designate broader use of City matching funds; distribute City matching funds more equitably throughout the Library; and formalize procedures for establishing a maximum annual amount of City matching funds.

DEFINITIONS:

Unless otherwise expressly provided herein, the following definitions apply for this Council Policy:

- A. “Donation(s)” – Cash, or cash equivalent, provided to the City from non-City persons or entities to support the Library. Donations include, but are not limited to: solicited and unsolicited contributions from individuals or organizations; proceeds of sales of books or other items by organizations such as Friends of the Library; and contributions received by way of subsidy, discount, or the like, from non-City persons or entities.
- B. “Library Donations Matching Fund” – Account where all funds arising from Donations to the Library shall be deposited.
- C. “Library Equipment” – Items purchased to assist staff in providing service to the public, and associated expenses, including, but not limited to: book trucks, tables, chairs, shelving, file cabinets, display racks, electronic equipment, computers, specialty printers, educational products, early learning equipment, circulation equipment, recording equipment, and other Library related equipment.
- D. “Library Materials” – Items purchases for circulation by the Library for the public or used for reference in the Library, and associated expenses, including, but not limited to: hardcover or paperback books, works in various formats, patents, journals, microforms,

government documents, records, audio-visual materials, electronic resources, internet-based services, databases, laptops, tablets, and other Library related materials.

- E. "Match" – Monetary contribution from the City to augment Donations.
- F. "Maximum Match" – The maximum amount of City funds available for Match in a single fiscal year.
- G. "Pool Distribution Model" – Formula developed by the City Librarian to distribute half the Match throughout the Library in accordance with this Council Policy.
- H. "Program Support" – Money or cash equivalent provided to City to support library programs, and associated expenses. Types of programs include, but are not limited to: community programs hosted in community rooms, programs hosted in performance arts centers located at libraries, workshops, educational programs, or cultural programs for youth and adults of all ages.

POLICY:

- A. Library Donations Matching Fund – It is the policy of the City Council that there be a single Library Donations Matching Fund used for depositing Donations and the City's Match; and that the Mayor, or designee, spend funds from the Library Donations Matching Fund in accordance with this policy for Library Equipment, Library Materials, Program Support, or other purposes beneficial to the Library.
- B. Maximum Match – The City Council shall set the Maximum Match during annual budget sessions taking into consideration Donations from previous years, and increases in the costs of Library Materials, Library Equipment, and Program Support.
- C. Receipt of Donations must comply with Council Policy 100-02.
- D. Funds in the Library Donations Matching Fund shall be distributed as follows:
 - i. All Donations made to the Library shall be deposited in the Library Donations Matching Fund and earmarked for the branch, section, or purpose for which the Donation was provided.
 - ii. The Match will be 100% of the cash, or cash equivalent, amount of a Donation until the Maximum Match for that fiscal year has been reached, and shall be deposited in the Library Donations Matching Fund.
 - iii. The Match shall be distributed throughout the Library as follows:
 - 50% of the Match shall be distributed to the branch, section, or purpose for which the Donation was provided.

- The remaining 50% of the Match will be placed in a “pool” to be distributed by the City Librarian throughout the Library within the first quarter of the subsequent fiscal year, according to the Pool Distribution Model, or at the discretion of the City Librarian.
 - Distribution of the “pool” can be reassessed as conditions change, or at the discretion of the City Librarian.
- iv. The City Librarian will provide an annual report to Council on the disbursement and use of the “pool.”

GUIDELINES FOR THE POOL DISTRIBUTION MODEL:

- A. The Pool Distribution Model will identify funding needs throughout the Library, and should be based on multiple factors including analysis of data for individual Library branch priorities and branch service areas. Based on results of the analysis, the City Librarian will determine the Library branches with the greatest funding needs.
- B. To maintain and further develop the Pool Distribution Model, the Library Department will update current and historical information for all Library service areas used in the Pool Distribution Model, and may consider information from:
- i. United States Census Bureau
 - ii. San Diego Association of Governments (SANDAG)
 - iii. GALE - Analytics on Demand
 - iv. Other resources deemed relevant by the City Librarian

HISTORY:

Adopted by Resolution R- 311762 on MAY 30 2018.

MAY 21 2018

Passed by the Council of The City of San Diego on _____, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage **MAY 30 2018**

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

(Seal)

KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By *[Signature]*, Deputy

<p>Office of the City Clerk, San Diego, California</p> <p>311762</p> <p>Resolution Number R-_____</p>
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