

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: LIBRARY DONATIONS MATCHING FUND
POLICY NO.: 100-12
EFFECTIVE DATE: July 1, 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.

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- 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.

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- 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 – 07/01/2018