

UNAPPROVED MINUTES

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS PUBLIC LIBRARY, CONFERENCE ROOM, 160 N. MAIN ST.

September 4, 2012

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Chou, Estioko, Mateo, Montano, Pham ,Stephens ,Phan (arrived at 7.15) and Wang
Absent: Aoalin
City Council Liaison Present: None
County Staff Present: Linda Arbaugh and Derek Wolfgram
City Staff Present: Sheldon Ah Sing

- II. Seating of Alternates** Alternates seated: Marie Pham and Hellie Mateo

- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.

- IV. Approval of Minutes** **Motion** to approve the minutes of May 21, 2012 with one correction.
M/S: Wang, Chou
Ayes: 6
Abstain: 1

- V. Announcements and Correspondence** Commissioner Chou announced the CALTAC award nominations are due by September 20, 2012. The persons or organizations chosen to receive recognition will be honored at the CALTAC luncheon, Saturday, November 3, 2012, Noon to 1:30 pm held during the annual conference of the California Library Association, this year in San Jose, CA.

Chair Estioko introduced new alternative Commissioner Hellie Mateo.

Chair Estioko thanked Commissioners Ha and Chou for their contributions to the TV 26 Commissions program to be replayed on September 9.

- VI. Public Forum** None

- VII. Adoption of Agenda** **Motion** to approve agenda as submitted.
M/S: Montano, Stephens
Ayes: 7

- VIII. Unfinished Business**

 - 1. Education Subcommittee Report (2012 Library Week Essay Writing Contest)**

The commissioners discussed the appearance and contents of the flyer for the event, noting that the registration starts at noon. The rules of the event will be posted on the backside of the flyer. Three essay prompts were discussed and generally accepted as good.

The commission agreed after discussion that awards would be given proportionately to the participation levels.

Judges: Marilyn Hay, Paul Hay, Mandy Llamas, Nonie MacDonald, Denis Marks, Hellie Mateo, Carmen Montano, Steve Munzel, Marie Pham, Althea Polanski, Lito Roland, Margie Stevens, and Becky Strauss.

The commission discussed the judging criteria, which will be decided by the head of each of the three groups with the rubric being distributed to the judges before the contest.

Distribution of information: Commissioners discussed the dissemination of the flyers and promotion of the event. It was agreed that posters with an image of the Kindle will be created. Flyers would be distributed to schools, and a press release has been developed.

Staff, Sheldon Ah Sing, mentioned that the Kindles are purchased and that the refreshment and decorations budget is \$374.

Refreshments: Commissioner Chou and Community Librarian Arbaugh to obtain.

Photographer: Commissioner Chou suggested a volunteer.

IX. New Business

Donation to Milpitas Public Library: Community Librarian Linda Arbaugh received a second donation for \$2,000 from Sumit Minocha. She proposed the following spending plan.

In accordance with the guidelines, the Milpitas Public Library is hereby submitting the following proposed spending plan to the Milpitas Library Advisory Commission for consideration for recommendation to the Milpitas City Council.

Console games:	\$1,000
DVD best seller collection	\$1,000
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	Total: \$2,000

Motion: To recommend the Donation Spending Plan as presented by Linda Arbaugh to the City Council.

M/S: Chou, Wang

AYES: 7

NOES: 0

Donation Spending Plan

In June 2012, Sumit Minocha donated an additional \$2,000 to the Milpitas Public Library under the auspices of the **Financial Donations Policy & Procedures for the Milpitas Public Library** which was adopted by the Milpitas City Council on September 16, 2008. The financial donation form designated that the gift be used for books and materials.

In accordance with the guidelines, the Milpitas Public Library is hereby submitting the following proposed spending plan to the Milpitas Library Advisory Commission for consideration for recommendation to the Milpitas City Council.

Console games	\$1,000
DVD best seller collection	<u>\$1,000</u>
Grand total	\$2,000

Linda E. Arbaugh
Community Librarian

August 28, 2012

City of Milpitas

Financial Donations Policy & Procedures for the Milpitas Public Library

Adopted by the Milpitas City Council: September 16, 2008

The Milpitas Public Library welcomes financial contributions. Community support of this kind is essential to the library's future development, growth and strength. Financial contributions may be made to the City of Milpitas, a non-profit municipal corporation.

This policy is established in order to make certain that the decisions on acceptance of a financial gift are made in a timely and consistent manner, and are appropriate in terms of both the nature of the facilities and purposes of the library.

The Milpitas Public Library structure is owned by the City of Milpitas. The Milpitas City Council governs the facility's overall uses and its infrastructure needs. The Santa Clara County Library, Joint Powers Authority (County Library JPA) operates the library. The County Library JPA's Donations of Funds and Materials for the Collection is a separate policy administered by the County Librarian.

All financial donations to the Milpitas Public Library shall be in compliance with both the County Library JPA's Donations of Funds and Materials for the Collection policy and the City of Milpitas Financial Donations Policy & Procedures for the Milpitas Public Library. This policy does not include programs and activities operated and maintained by Friends of the Milpitas Library.

The Milpitas City Council reserves the right to accept or decline acceptance of any financial donation. Once a donation is accepted, it becomes the sole property of the Milpitas Public Library. The Milpitas City Council reserves the right to decide upon the disposition of all financial donations received, however suggestions for designations of donated funds shall be considered.

The City of Milpitas Library Advisory Commission (LAC) shall actively seek financial donations and promote this financial donations policy. Per its marketing and outreach plan, the LAC shall manage and implement the Library Donations Recognition Program. In addition, the LAC shall determine that all financial donations comply with both County Library JPA and City of Milpitas donations policies. All solicitations of donations by elected officials shall comply with the Open Government Ordinance, Chapter 310-3.190 of the Milpitas Municipal Code.

Financial Donations

Monetary donations to the Milpitas Public Library are appreciated and welcomed. Donors may earmark monies for the purchase of specific materials, supplies, equipment, furnishings, and other items according to the library's needs. Donors may also request that the Milpitas City Council select the appropriate use of a monetary donation.

All financial donations shall be used towards purchases and events or other applications directly supporting the Milpitas Public Library.

Suggested ways that individuals, businesses, civic groups or foundations may contribute funds to benefit the Milpitas Public Library:

- **Memorial Donations:** This type of donation allows for individuals to contribute funds in memory, for example, of a family member who has passed away. Memorial donations do not include pets. In addition, individuals may name the City of Milpitas, Milpitas Public Library Fund as a beneficiary in their wills. The will might stipulate that the funds (or interest from part of an estate) be used to purchase particular items or materials in certain subject areas. In all cases, materials purchased with donated funds shall be selected in accordance with the library's collection development policy.
- **Specified Use:** An individual or organization may request donations be used for the purchase of materials or items for use in certain subject areas, provide support for a special event or the display of community art in the library, or for furnishings and equipment subject to the needs of the library.

Recognition Program

The City of Milpitas desires to formally thank and memorialize substantial gifts that help sustain library services. A tiered recognition program is established to publicly acknowledge donors:

Bronze: A monetary gift of \$1,000 to \$2,499.

Silver: A monetary gift of \$2,500 to \$4,999.

Gold: A monetary gift of \$5,000 to \$9,999.

Platinum: A monetary gift of \$10,000 or greater.

Donations less than \$1,000 shall be directed to the County Library JPA and are subject to the requirements of its Donations of Funds and Materials for the Collection policy.

Donors, or for memorial gifts the named individual, shall be acknowledged within this precious-metal color system on a plaque or by other means provided by the City of Milpitas. This tiered recognition program includes display of named donor within the Milpitas Public Library.

All financial donations made to the Milpitas Public Library shall be acknowledged by a letter of thanks. Receipts for cash contributions shall be provided upon request.

Procedures & Guidelines

All inquiries about monetary donations shall be directed to the Library Advisory Commission (LAC) for review and recommendation to the Milpitas City Council. The LAC shall provide a copy of the Milpitas Public Library Financial Donation Form to potential donors. Upon receipt of this form by the staff liaison, the donor information shall be placed on the next LAC agenda.

The LAC shall review all Milpitas Public Library Donation Forms and provide a recommendation for either accepting or declining the donation to the Milpitas City Council. Each recommendation shall include a description of how the donation would benefit library patrons. Such benefits may include increasing literary awareness, expanding a collection, promoting cultural and historical interests of the Milpitas community, raising awareness of the arts, or increasing access to equipment and other materials.

Final review and action to accept or decline a donation on behalf of the City of Milpitas is determined by the Milpitas City Council. Donations accepted by the Milpitas City Council shall be tracked in a separate account. The Finance Department shall provide reporting of expenditures and fund balance upon request of the LAC.

Additional guidelines for consideration to accept a specific type of financial donation shall be as follows:

- **Memorial Donation:** Donations in memory of an individual shall be appropriate and relevant to the Milpitas community (i.e. past resident, business person or other person having contributed to the good of the community).
- **Specified Use:** Donations with a specified use for the library shall be as defined above. Such materials, support of special events and other items shall be in accordance with subject areas within the library, cultural and historical interests of the Milpitas community, and / or ongoing furnishings and equipment needs of the library.
- **Undesignated Gifts:** Contributions not earmarked for a specific purpose shall be considered based upon the contributor's expressed desire to support the Milpitas Public Library in a manner deemed appropriate by the Milpitas City Council. Undesignated gifts shall be allocated for library-related purchases on an as needed basis. For use of these funds, the LAC shall prepare a report detailing the intended use of a portion or all of the funds for consideration by the Milpitas City Council.
- **Anonymous Gifts:** Donations with the request to remain anonymous shall be considered and honored in the same manner as undesignated gifts. The contributor shall be advised that anonymous gifts shall not be acknowledged in the donor listings.