santa clara county library district

Milpitas Library, 160 North Main Street, Milpitas, CA 95035-4323 | www.sccl.org | 408-262-1171

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Donation Spending Plan

In September 2015, The Consulate General of the Republic of Korea (in San Francisco), donated an additional $2,500 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 Korean language books.

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.

Korean Language - Classics	$750
Korean Language – Popular Titles	$1,750
Grand total	$2,500

Stephen Fitzgerald
Community Librarian

September 21, 2015

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.