



TIME CRITICAL AGENDA MATERIAL

Meeting Date: November 17, 2025

Item Description: Annual Report on Gifts Received

In order to meet the yearly reporting requirements under City Council Resolution No. 65,444-N.S, the Board of Library Trustees must submit its annual report on gifts received before the end of the year. As the November 17 Agenda and Rules Committee meeting is the last of the year, this item is being submitted as a time critical item for the December 2, 2025 meeting.

Time Critical Items. A Time Critical item is defined as a matter that is considered urgent by the sponsor and that has a deadline for action that is prior to the next meeting of the Council and for which a report prepared by the City Manager, Auditor, Mayor or Council Member is received by the City Clerk after established deadlines and is not included on the Agenda Committee's published agenda.

The author of the report shall bring any reports submitted as Time Critical to the meeting of the Agenda Committee. **Per BMC 2.06.060 (D), Time Critical items must be accompanied by complete reports and statements of financial implications.**

If the Agenda Committee finds the matter to meet the definition of Time Critical, the Agenda Committee may place the matter on the Agenda on either the Consent or Action Calendar.



Shoshana O’Keefe
Councilmember, District 5

To: Honorable Mayor and Members of the City Council
From: Councilmember Shoshana O’Keefe
Submitted by: Henry Bankhead, Acting Director of Library Services, Acting as Secretary, Board of Library Trustees
Subject: Annual Report on Gifts Received

RECOMMENDATION

Accept the Library’s annual reporting to the City Council of gifts received in FY 2025 as mandated by CC Resolution No. 65,444-N.S.

SUMMARY

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2024 through June 30, 2025 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: The Friends of the Berkeley Public Library for \$174,999, and the Berkeley Public Library Foundation for \$34,397.53.

Donor	Value	Fund	Notes
Friends of BPL	\$174,999.00	104	Library programs and materials support
BPL Foundation	\$34,397.53	105	Library Grants and Projects

Donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process per the *Library’s Gift / Donation Policy A.R. Number 10.11*.

BACKGROUND

The Council has delegated the responsibility of acceptance and appropriation of Library gift funds to the Board of Library Trustees, such that the Library will be better able to honor the intent and wishes of the grantor/donor and fulfill identified community needs in a timely manner. The Council’s delegation of authority to the Board of Library Trustees ensures that public noticing of gifts occurs on a regular basis and annual reporting ensures that the Council remains well-informed regarding gifts to the Library.

On September 20, 2011 the Council approved Resolution No. 65,444-N.S., “Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda.” Information relevant to the report was prepared by staff for Board of Library Trustee consideration and approved for communication to the City Council. The submitted report will fulfill the ordinance’s obligation covering the period from July 1, 2024 through June 30, 2025.

RATIONALE FOR RECOMMENDATION

The approval of this recommendation will satisfy the intent of the Council Resolution regarding acceptance of gift funds. In addition, the Board of Library Trustees has reviewed and recommends the report for acceptance. This action will have no negative implications and honors the original intent of the donor parties.

FISCAL IMPACTS

None.

CONTACT

Henry Bankhead, Acting Director, Library Services, 981-6195

ATTACHMENTS

1. Resolution

RESOLUTION NO.: ##,### N.S.
ANNUAL REPORT TO COUNCIL FROM THE BOARD OF LIBRARY TRUSTEES ON GIFTS
RECEIVED AS MANDATED BY CC RESOLUTION NO. 65,444-N.S.

WHEREAS, the Berkeley Public Library regularly receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as many individuals and groups; and

WHEREAS, the Open Government Ordinance, pursuant to section 2.06.150, stipulates that, "Contributions to the City or any of its functionaries or Legislative Bodies, for the purpose of carrying out or assisting any City function, shall be disclosed and approved on the Agenda of a regular Meeting of the City Council"; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S., which delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign and included a requirement that the Board of Library Trustees report to Council annually gifts in excess of \$1,000 in aggregate; and

WHEREAS, the submitted covers the period from July 1, 2025 through June 30, 2025, corresponding with the fiscal year calendar; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Friends of the Berkeley Public Library for \$174,999, and the Berkeley Public Library Foundation for \$34,397.53; and

WHEREAS, on November 5, at a regular meeting of the Board, by Resolution 25-046 the board voted to approve the annual gift report to Council as presented.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley hereby accepts the annual report of gifts in excess of \$1,000 in aggregate from the Board of Library Trustees.

BE IT FURTHER RESOLVED that the following gifts to the Library are hereby approved:

1. The Friends of the Berkeley Public Library for \$174,999; and
2. The Berkeley Public Library Foundation for \$34,397.53