



**Agenda Item No: 4.h**  
**Meeting Date: July 15, 2024**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Library & Recreation**

**Prepared by: Catherine Quffa,**  
**Library & Recreation Director**

**City Manager Approval:** \_\_\_\_\_ 

**TOPIC: SAN RAFAEL PUBLIC LIBRARY FOUNDATION DONATION FOR CONSTRUCTING A NEW LIBRARY**

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING A SAN RAFAEL PUBLIC LIBRARY FOUNDATION DONATION ACCOUNT**

**RECOMMENDATION:**  
Adopt a resolution establishing a San Rafael Public Library Foundation Donation account.

**BACKGROUND:**  
Founded in 2003, the San Rafael Public Library Foundation (the Library Foundation) is a 501(c)(3) charitable organization. The Library Foundation’s mission is to build a San Rafael Public Library for the 21st century, to furnish and maintain it, and to secure its future for generations to come. Since 2003, the Library Foundation has worked to raise funds and engage supporters in pursuit of its mission. The Foundation has also supported the City in its efforts to evaluate different options for improving and expanding library facilities.

**ANALYSIS:**  
On June 25<sup>th</sup>, 2024, the City of San Rafael received a donation from the Library Foundation of \$370,000. The donation was made to the City upon three conditions: (1) it may only be used for the purpose of constructing a new library in the City and for no other purpose; (2) it must be placed into an account restricted solely to use for those purposes; and (3) all of the funds donated must be placed in an interest-bearing account. Those conditions can be found in Attachment 2, which provides the letter from the Library Foundation accompanying the donation.

The San Rafael Public Library’s downtown library was built in 1906, and the last major renovation that expanded library space at the facility was in 1976. The City has identified that the current library facilities do not meet the needs of the community and is generally supportive of the goal of building modern, larger library facilities. The City is grateful for this donation, which can support any future City efforts to build a new San Rafael Public Library.

**COMMUNITY OUTREACH:**

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**FOR CITY CLERK ONLY**

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

The Library Foundation has conducted various community outreach campaigns in the course of their business to generate support and funding for their efforts. Additionally, community engagement will be a critical component of any future construction of new library facilities.

**FISCAL IMPACT:**

By adopting this resolution, the City is accepting \$370,000 from the San Rafael Public Library Foundation to be used for the construction of a new library. This resolution will create an account within the City's Library Fiduciary Fund, to be managed per the conditions set forth by the Library Foundation.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt a resolution establishing a San Rafael Public Library Foundation Donation account.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

Adopt a resolution establishing a San Rafael Public Library Foundation Donation account.

**ATTACHMENTS:**

1. Resolution
2. Donation Letter from the San Rafael Public Library

**RESOLUTION NO.**

**RESOLUTION OF THE CITY OF SAN RAFAEL CITY COUNCIL ESTABLISHING A  
SAN RAFAEL PUBLIC LIBRARY FOUNDATION DONATION ACCOUNT**

**WHEREAS**, in June, 2024 the City of San Rafael received a generous donation of \$370,000 from the San Rafael Public Library Foundation; and

**WHEREAS**, the San Rafael Public Library Foundation was established in 2003, with a mission of building a San Rafael Public library for the 21st century, furnishing and maintaining it, and securing its future for generations to come; and

**WHEREAS**, the San Rafael Public Library Foundation made it's donation upon the conditions that (1) it may only be used for the purpose of constructing a new library in the City and for no other purpose; (2) it must be placed into an account restricted solely to use for the purposes stated herein; and (3) all of the funds donated must be placed in an interest-bearing account.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council hereby gratefully acknowledges receipt of the San Rafael Public Library Foundation's donation and resolves that the \$370,000 San Rafael Public Library Foundation donation be recorded in the Library Fiduciary Fund, where it shall reside until which time the funds are expended per the conditions established by the Foundation.

**I, LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 15<sup>th</sup> day of July 2024, by the following vote, to wit:

**AYES:            COUNCILMEMBERS:**  
**NOES:            COUNCILMEMBERS:**  
**ABSENT:        COUNCILMEMBERS:**

\_\_\_\_\_  
**Lindsay Lara, City Clerk**



SAN RAFAEL PUBLIC LIBRARY  
FOUNDATION

**Board of Directors**

Al Boro  
Pam Dixon  
Barbara Heller  
Cheryl A. Lentini  
Charlie Litchfield  
Joe O'Hehir  
Suzie Pollak  
Gary T. Ragghianti  
Chuck Stuckey

June 25, 2024  
Via Hand Delivery

Catherine Quffa  
Library & Recreation Director  
City of San Rafael  
618 B Street  
San Rafael, CA 94901

Dear Catherine:

The San Rafael Library Foundation is a non-profit California Public Benefit Corporation, founded in 2003.

The primary objectives and purposes of this non-profit corporation are to raise money to build and furnish a modern new public library for the City of San Rafael and to create an endowment to ensure the library's continued excellence.

The Foundation has worked in liaison with the City in connection with its mission since its establishment and has raised funds since it was founded for use in carrying out its stated purpose.

I am writing to advise you that the Board of the San Rafael Library Foundation has determined to make a charitable donation to the city in the amount of \$370,000. A check made payable to the City in this amount is included with this letter.

The sum transmitted to the City represents a charitable donation to further the Foundation's charitable purpose. This donation is made with three express conditions, (1) it may only be used for the purpose of constructing a new library in the City and for no other purpose; (2) it must be placed into an account restricted solely to use for the purposes stated herein, i.e., for use only toward construction of a new library in the City, and (3) all of the funds donated must be placed in an interest bearing account, with all interest accruing thereon added to the account into which the restricted funds are deposited.

**San Rafael Public  
Library Foundation**

Established 2004

P.O. Box 151541  
San Rafael, CA 94915

[www.srplf.org](http://www.srplf.org)

A 501(c)3 non-profit  
tax ID 75-3118171

*Building a Better  
Library for San Rafael*




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Suzie Pollak  
Gary T. Raghianti  
Chuck Stuckey

I would appreciate your written acknowledgement of this donation and your agreement to comply with the three conditions attached to it.

Thank You,

  
GTR

CC:  
Asst City Manager John Stepanski via email  
Joe O'hehir-via email  
Charles Litchfield-via email  
Sean Welch -via email

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