

File No. 131074

Committee Item No. _____

Board Item No. 38

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee _____

Date _____

Board of Supervisors Meeting

Date November 5, 2013

Cmte Board

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Award/Donation Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Joy Lamug

Date October 31, 2013

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 20 pages. The complete document is in the file.

1 [Accept Gift - Department of Public Library - 3M Self Check Machines - \$33,592]

2

3 **Resolution retroactively authorizing the Department of Public Library to accept a gift of**
4 **eight 3M Self Check Machines from the Santa Clara County Library with an estimated**
5 **total value, at the time of receipt, of \$33,592.**

6

7 WHEREAS, Santa Clara County Library generously donated eight Self Check
8 Machines to the San Francisco Public Library; and;

9 WHEREAS, The eight donated Self Check Machines adds to the pool of machines
10 available at every branch library and throughout the Main Library; and;

11 WHEREAS, Self Check Machines allow patrons to perform self-directed service to
12 check out library materials, renew library materials and pay fees and fines; and;

13 WHEREAS, The gift does not require an ASO amendment; and;

14 WHEREAS, The Department proposes to maximize use of available gift funds for eight
15 3M Self Check Machines by not including indirect costs; now, therefore be it

16 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs;
17 and be it

18 FURTHER RESOLVED, That the Public Library is authorized to retroactively accept a
19 gift of eight 3M Self Check Machines from the Santa Clara County Library.

20

21 Recommended:

Approved: See File for Signature

22

Mayor

23 See File for Signature

24 Department Head

Approved: See File for Signature

25

Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mary Hudson, City Librarian's Office
DATE: September 26, 2013
SUBJECT: Retroactive Accept and Expend Resolution for Subject Gift

GRANT TITLE: Donation of 3M Self Check Machines

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain): Donation letter from Santa Clara County Library

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Mary Hudson

Phone: 557-4235

Interoffice Mail Address: Public Library, 41

Certified copy required Yes

No

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Retroactive Accept Gift – San Francisco Public Library – 3M Self Check Machines
2. Department: Public Library
3. Contact Person: Mary Hudson Telephone: 557-4235
4. Grant Approval Status (check one): NA
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$33,592 – value at time of acceptance
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: NA
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: Gift of eight 3M Self Check machines from the Santa Clara County Library with an estimated total value at the time of receipt of \$33,592.
9. Grant Project Schedule, as allowed in approval documents, or as proposed: NA
Start-Date: End-Date:
- 10a. Amount budgeted for contractual services: NA
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
- 11a. Does the budget include indirect costs? NA Yes No
b1. If yes, how much? \$
b2. How was the amount calculated?
c1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Martha L. Goddard

(Name)

Access Services Manager

(Title)

Date Reviewed: 9/26/2013

Martha L. Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera

(Name)

City Librarian

(Title)

Date Reviewed: 9/26/13

[Signature]
(Signature Required)

March 28, 2013

Martha Arroyo-Neves
Assistant Chief of Branches
San Francisco Public Library
95 Washburn Street
San Francisco CA 94103

Dear Martha,

This letter is to confirm the donation of the following 3M Self Check units. As you can see from the spreadsheet below it's been five years since their purchase so we would place their current value at zero, given a standard five year depreciation plan. Each year the value was reduced by \$4,198 each.

3M Model # / Software	Serial #	Purchase Price	Acquired Date
7412F / software 3225	7410316	\$ 20,991	2/11/2008
7412F / software 3225	7410317	\$ 20,991	2/11/2008
7412F / software 3225	7410318	\$ 20,991	2/11/2008
7412F / software 3225	7410319	\$ 20,991	2/11/2008
7412F / software 3225	7410320	\$ 20,991	2/1/2008
7412F / software 3225	7410321	\$ 20,991	2/1/2008
7412F / software 3225	7410322	\$ 20,991	2/1/2008
7412F / software 3225	7410323	\$ 20,991	2/1/2008

If you need any further information on the units please let me know. Again we are so happy to have been able to donate these to a local library system that can make good use of them.

Sincerely,

Christi Berger
Procurement Manager

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee.
An ordinance, resolution, motion; or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative

Sponsor(s):

Supervisor Yee

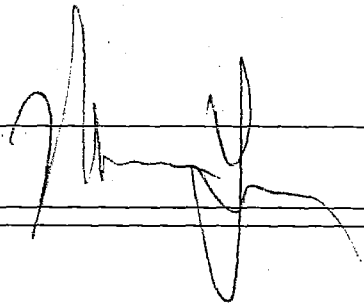
Subject:

Retroactive Accept Gift – San Francisco Public Library – 3M Self Check Machines

The text is listed below or attached:

See Attached

Signature of Sponsoring Supervisor:



For Clerk's Use Only:

131074

