



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** JANUARY 7, 2025

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** JUDY BOOTH, LIBRARY DIRECTOR

**PREPARED BY:** ALEC MACLENNAN, ADMINISTRATIVE ANALYST

**SUBJECT:** REQUEST TO DONATE NON-CAPITALIZED HUNT  
LIBRARY FURNITURE TO RIVERSIDE ARTS MUSEUM

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### **SUMMARY**

The Library requests authorization to donate miscellaneous non-capitalized Hunt Library furniture to The Cheech Marin Center for Chicano Art & Culture, a part of the Riverside Art Museum.

### **PROPOSED MOTION**

Approve non-capitalized furniture donation to Riverside Art Museum.

### **ALTERNATIVE OPTIONS**

- Approve the Proposed Motion
- Other options brought by City Council.

### **STAFF RECOMMENDATION**

Staff recommends the Proposed Motion.

### **CITY MANAGER REMARKS**

City Manager concurs with the staff recommendation.

### **PRIORITY POLICY STATEMENT**

This item matches the following Priority Policy Statement:

- Infrastructure and City Assets.

### **FISCAL IMPACT**

The miscellaneous non-capitalized furniture donation does not have a fiscal impact.

## BACKGROUND AND DISCUSSION

The Library evaluated options for unused furniture stored in the Osborne Auditorium as part of upcoming renovations, funded through the Building Forward #2 grant for the Main Library. Staff relocated this furniture, originally used at the Hunt Branch Library before closure in 2013, to the Main Library during the Hunt Branch revitalization. The reopened Hunt Library now offers other programming and neither the Hunt nor Main Library need this furniture.

The Cheech Marin Center for Chicano Art & Culture, a part of the Riverside Art Museum, has expressed interest some of these pieces. The Library would donate eight chairs, one credenza and one desk to the Cheech and possibly several display boards and round tables. The Library would make the donation in accordance with the City Surplus Property Policy 4.1.6, which governs surplus items transfer to eligible non-profit organizations.

City Administrative Policy No. 4.1.6 – Disposal of Surplus Property, or “Surplus Policy”, authorizes the Purchasing Manager to dispose of unneeded or unwanted City-owned surplus equipment / property. The Surplus Policy defines “surplus equipment / property” as capitalized property exceeding \$5,000.00 in value at time of acquisition. This includes “trading-in” equipment (trade-in for credit towards another purchase), auctioning off for proceeds, discarding or disposing if deemed holding no value and/or donating equipment to another governmental or non-profit agency. Donating to another government or non-profit agency requires City Council approval.

cc: City Manager Eric J. Levitt