

## STAFF REPORT

**DATE:** October 26, 2010

**TO:** City Council

**FROM:** Elvia García-Ayala, Community Services Director  
Laura Ivans, Child Care Services Manager

**SUBJECT:** Memorandum of Understanding with County of Yolo for Establishment of a Toy Lending Library

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### **Recommendation**

Approve the attached resolution authorizing the City Manager to enter into a Memorandum of Understanding with the County of Yolo, Arthur F. Turner Community Library to collaborate on a Toy Lending Library.

### **Fiscal Impact**

Funds to set up and maintain the Toy Lending Library will be paid for with Child Care Services grant funding from the State Department of Education. This funding was part of the 2010-2011 City budget. No matching funds are required and there will be no negative fiscal impact on the City budget.

### **Council Goals**

The proposed action supports the Council Goal of Fiscal Stability: Use of State Grant to maximize community services.

### **Background and Analysis**

The Arthur F. Turner Library, a Yolo County Library located in West Sacramento has identified an unmet community need and for a Toy Lending Library and requested that Child Care Services collaborate with them to establish a Toy Lending Library similar to the Davis library which is operated by the City of Davis Child Care Services Program. The State Department of Education provides funding to Child Care Services to offer parent and child care provider services such as book and toy lending libraries throughout the County. Child Care Services welcomes this opportunity to collaborate with the County to provide a quality toy lending library to families in the West Sacramento area. The proposed memorandum of understanding defines the services to be provided by Child Care Services and the County.

Some of the key responsibilities Yolo County Library will undertake under the MOU include:

- Provide volunteer and staff support to promote the Toy Lending Library and to manage day to day operations at the Arthur F. Turner Community Library in conjunction with age appropriate programs and services.
- Collect library membership fees associated with Toy Lending Library operations and transmittal of said receipts to CCS on a quarterly basis.
- Recruit, train and supervise Toy Lending Library volunteers;

- Meet semi-annually with Child Care Services staff to determine collaborative priorities and evaluate services.
- Inform CCS staff of damaged or broken toys or toy needs to build inventory.
- Maintain and clean toys within the Toy Lending Library inventory at Arthur F. Turner Community Library.
- Promote Toy Lending Library services to the community through various outreach electronic and print formats.
- Maintain accurate records including registration forms for all Toy Lending Library users.

Some of the key responsibilities the City of Davis Child Care Services will undertake under the MOU include:

- Provide new or slightly used toys for the Toy Lending Library.
- Provide Toy Lending Library Registration Cards and participant informational handouts.
- Collect all toy donations, determine those that are safe and suitable for the Toy Lending Library and arrange for all other toys to be donated to charities.
- Assist with development and distribution of print and electronic materials to inform the community about the Toy Lending Library.
- Include information about the Toy Lending Library in existing Child Care Services publications (i.e. SmallTalk), and on the Child Care Services website.
- Establish and maintain current a database of all toys in the Toy Lending Library.
- Meet semi-annually with Child Care Services staff to determine collaborative priorities and evaluate services.

**Attachment**

- Resolution Authorizing the City Manager to Enter Into a Memorandum of Understanding with the County Of Yolo to Collaborate on a Toy Lending Library.

**RESOLUTION NO. 10-XXX, SERIES 2010**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF YOLO TO  
COLLABORATE ON A TOY LENDING LIBRARY**

WHEREAS, child care services are a critical need identified by the City of Davis; and

WHEREAS, providing educational services to child care providers improves the quality of child care; and

WHEREAS, the City of Davis and the County of Yolo Arthur F. Turner Community Library have a mutual interest in collaborating to provide Toy Lending Library services to Yolo County residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Davis that:

1. The City Manager of the city of Davis or his designee is hereby authorized to enter into a Memorandum of Understanding, by and between the City of Davis, a municipal corporation and the County of Yolo, to collaborate on a Toy Lending Library and perform all scope of services detailed in the Memorandum and submit all reporting requirements and necessary amendments.
2. The City Manager of the city of Davis or his designee is hereby authorized to approve minor modifications to the Memorandum of Understanding after consultation and approval of the City Attorney.

BE IT FURTHER RESOLVED that all of the terms, covenants and conditions of said agreement are hereby approved, ratified and confirmed.

PASSED AND ADOPTED by the City Council of the City of Davis this 26th day of October, 2010 by the following vote:

AYES:

NOES:

Don Saylor  
Mayor

ATTEST:

Zoe Mirabile, CMC  
City Clerk