



Board Agenda Item 39

DATE: February 10, 2026
TO: Board of Supervisors
SUBMITTED BY: Sally Gomez, County Librarian
SUBJECT: Department Celebrations and Recognitions

RECOMMENDED ACTION(S):

- 1. Ratify the County Administrative Officer's approval of the Library's celebration of events described in Attachments A and B, pursuant to Administrative Policy No. 81; and**
- 2. Approve and authorize the Library to recognize and celebrate holidays, themes, events, days, weeks, or months described in Attachments A through N, for five years or until approval is rescinded by the Board, in accordance with Administrative Policy No. 81.**

There is no Net County Cost (NCC) associated with the recommended actions. Administrative Policy No. 81 (AP 81) requires prior approval by a majority of the Board of Supervisors for department celebrations and recognition of holidays, themes, events, days, weeks or months (collectively, Celebrations). The first recommended action requests retroactive Board approval of the celebrations identified in Attachments A and B. These celebrations occurred prior to the Board meeting and were approved by the County Administrative Officer (CAO), subject to Board ratification, in accordance with AP 81. The second recommended action requests Board approval to celebrate and recognize the events submitted by the Library identified in Attachments A through N. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may approve all, or specific celebrations and recognitions described in Attachments A through N. Should your Board not approve of a specific celebration or recognition, the Library will not officially and publicly celebrate or recognize that specific holiday, theme, event, day, week, or month.

FISCAL IMPACT:

There is no NCC associated with the recommended actions. Any event or causes in which the Library intends to incur expenses for sponsorships or contributions will be brought to your Board for approval in accordance with Administrative Policy No. 80.

DISCUSSION:

On June 10, 2025, your Board discussed department sponsorships and County financial contributions to community events. Your Board gave direction to the CAO to create a process for Board approval of contributions of County funds to third-party events. Additionally, your Board directed the CAO to return at a later date to discuss and recommend celebrations that County departments may officially recognize or celebrate.

On August 5, 2025, your Board discussed and provided direction for an approval process for Celebrations

by County departments. On September 9, 2025, your Board approved AP 81 - Department Celebrations and Recognitions, which allows County departments to officially and publicly celebrate or recognize those Celebrations that are approved by a majority of the Board of Supervisors by resolution, proclamation, or through the agenda item process prior to their occurrence.

AP 81 provides that if a Celebration opportunity arises that, in the CAO's judgment, would be approved by the Board, but comes to a Department Head's attention prior the next scheduled Board meeting, and would occur or begin prior to the next scheduled Board meeting, the CAO may approve the Celebration subject to ratification by the Board. The requesting department must then submit an Agenda Item to the Board of Supervisors for the earliest practicable Board date after the CAO's approval.

On December 15, 2025, the Library received CAO approval to celebrate the following events listed below:

1. Braille Day
An international day on January 4th that highlights the importance of accessibility, inclusion, and equitable access to information for individuals who are blind or visually impaired. Recognizing this day allows the Library to raise awareness of Braille literacy, showcase accessible resources and services, and reaffirm the County's commitment to serve residents of all abilities.
2. Pop-Up Prom Donations
These charitable donations support youth and families by providing access to formal attire for students who may otherwise be unable to participate in milestone events such as prom. By serving as a community collection and distribution point, the Library helps reduce financial barriers, promotes equity, and strengthens partnerships with schools, and local organizations.
3. Valentine's Day Celebrations
The Library is participating in the annual celebration of Valentine's Day through themed programming, displays, and outreach that promotes and encourages literacy through reading recommendations, writing activities and intergenerational engagement.

On January 9, 2026, the Library received CAO approval to celebrate the following events listed below:

1. Ramadan
Ramadan is a holy time of fasting, prayer, and reflection in the Muslim culture. Observance-related activities provide informational content that reflect culture practices represented within the community. Ramadan will be used as a theme starting at the beginning of February and throughout March.
2. Groundhog Day
Groundhog Day is a tradition of observing the emergence of a groundhog thought to predict the end/continuation of winter weather. Groundhog Day will be used as a theme starting at the beginning of February.

Attachment C through N includes additional holidays, themes, events, days, weeks, or months the Library requests approval to recognize or celebrate which include the following:

Fantasy Walk
Holi
Pi Day
Saint Patrick's Day
Arab American Heritage Month
National Poetry Month
National Pet Month
Jewish American Heritage Month
International Harry Potter Day

Star Wars Day
Teacher Appreciation Day
Mother's Day

Majority of events listed in Attachments A through N are recognized either through Library displays, booklists, website announcements, social media posts, internal or external newsletters, activities, and informational materials that can be themed around the observance, to raise awareness of Library services and encourage community engagement. Additionally, the themes may be used in programming and displays throughout the year.

The proposed events represent the Library's core services, which include providing relevant and meaningful programs and services that reflect community needs. These programs are a part of the regular and traditional offerings that foster social connections and support cultural and civic engagement and lifelong learning.

REFERENCE MATERIAL:

BAI #7, September 9, 2025
BAI #9, August 5, 2025
BAI #11, June 10, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A - CAO Approval Memo
Attachment B - CAO Approval Memo
Attachment C - Fantasy Walk
Attachment D - Holi
Attachment E - Pi Day
Attachment F - Saint Patrick's Day
Attachment G - Arab American Heritage Month
Attachment H - National Poetry Month
Attachment I - National Pet Month
Attachment J - Jewish American Heritage Month
Attachment K - International Harry Potter Day
Attachment L - Star Wars Day
Attachment M - Teacher Appreciation Day
Attachment N - Mother's Day

CAO ANALYST:

Mary Lu Valencia