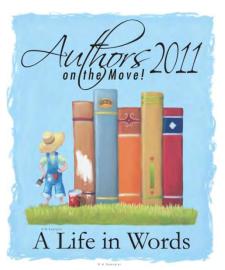
SACRAMENTO PUBLIC LIBRARY



Authors on the Move Revenues & Expenditures

	2006-2007		20	07-2008	20	008-2009	20	009-2010	1	10-2011 Budget
Total Income	\$	103,112	\$	98,694	\$	119,859	\$	136,525	\$	136,525
Total Expenses	\$	35,483	\$	33,898	\$	40,908	\$	50,684	\$	43,684
Net Income/ Surplus	\$	67,629	\$	64,796	\$	78,951	\$	85,841	\$	92,841
Breakdown of Net Income/Surplus										
Sub Total Net Operating Income	\$	65,329	\$	62,296	\$	64,051	\$	57,291	\$	64,291
Sub Total for Library Programming	\$	2,300	\$	2,500	\$	14,900	\$	28,550	\$	28,550

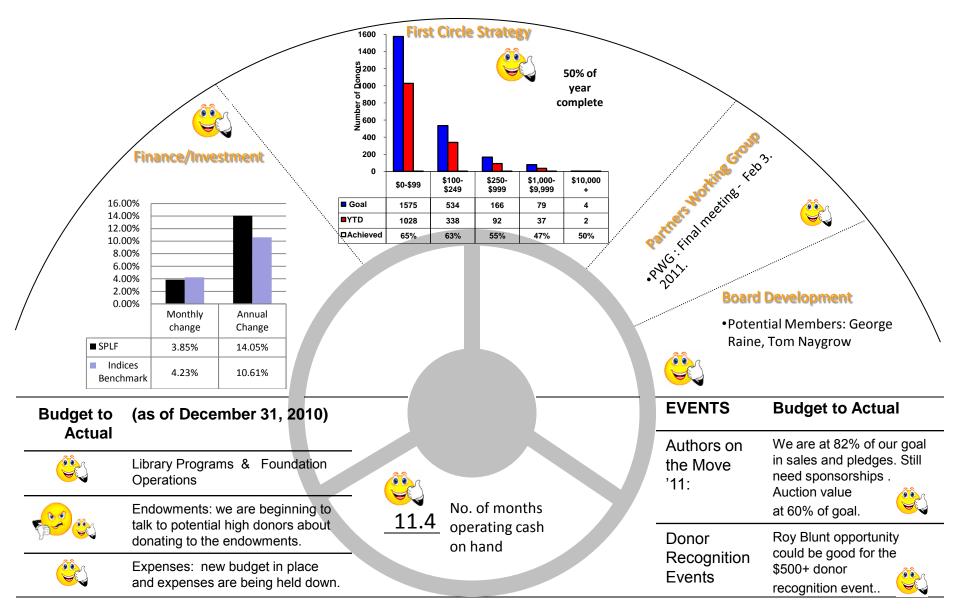
March 5th, 2011 Doors open at 5 p.m.



SPLF Budget

	Year to Date	Year to Date	Year to Date	2010-2011	Percent of Budget
	Rudget	Actual	Variance	Rudant	58%
PERMANENTLY RESTRICTED REVENUE	Budget	Actual	variance	Budget	56%
Endowments	f 1.600	e 160	r (1.460)	2 000	00/
Books and Materials Sacramento Room	* ** **	\$ 160 \$ 1,500	\$ (1,460) \$ (2,383)	\$ 2,000 \$ 100,000	8% 2%
Sacramento Public Library Foundation		\$ -	\$ -	\$ -	2,0
Sub total Endowment Revenue	\$ 5,503	\$ 1,660	\$ (3,843)	\$ 102,000	2%
TEMPORARILY RESTRICTED REVENUE					
Program Revenue					
Schwab Rosenhouse Naygrow Learning Center	\$ - \$ 12,000	\$ - \$ 10,000	\$ - \$ (2,000)	\$ - \$ 12,000	83%
Authors on the Move (Fund - an - Item)	\$ 12,000 \$ -	\$ 10,000	\$ (2,000)	\$ 22,550	0%
Sacramento Room General - not endowment	\$ 622	\$ 2,150	\$ 1,528	\$ 4,222	51%
Books and Materials	\$ 1,203	\$ 2,035	\$ 832	\$ 9,988	20%
Branches	\$ 34,519	\$ 44,464	\$ 9,945	\$ 47,945	93%
Summer Reading Program	\$ 10,000	\$ 14,487	\$ 4,487	\$ 10,000	145%
Other Library Projects Literacy	\$ - \$ -	\$ - \$ 100	\$ - \$ 100	\$ 33,000 \$ 345	0% 29%
Persian Language Advisory	\$ 9,260	\$ -	\$ (9,260)	\$ 9,260	0%
Sub total Program Revenue		\$ 73,236	\$ 5,633	\$ 149,310	49%
	\$ -	\$ -	,,,,,,		,.
UNRESTRICTED REVENUE	\$ -	\$ -			
	\$ 6,958	6958		\$ 11,927	58%
Sub Total Direct Mail	\$ 94,251	\$ 103,288	\$ 9,037	\$ 147,468	70%
	\$ 21,925 \$ 2,300	\$ 17,575 \$ 9,400	\$ (4,350) \$ 7,100	\$ 104,675 \$ 10,000	17% 94%
	\$ 2,300	\$ 9,400	\$ 7,100	\$ 10,000	94 /0
•	\$ -	\$ -	\$ -	\$ -	
Unsolicited Giving	\$ 4,254	\$ 3,097	\$ (1,157)	\$ 6,163	50%
Interest Income from Non and Temp Restricted Asset					
Account	\$ 4,838	\$ 1,717	\$ (3,120)	\$ 7,380	23%
Income from Operations Endowment Other	\$ - \$ <u>206</u>	\$ - \$ 1,908	\$ - \$ 1,702	\$ 22,079 \$ 538	355%
Total Unrestricted Revenue		\$ 143,943	\$ 9,209		46%
	\$ 134,734			,	
TOTAL REVENUE	\$ 207,840	\$ 218,839	\$ 10,999	\$ 561,539	39%
	\$ -	\$ -			
Book & Materials Endowment Distribution	• •	\$ - \$ -	\$ -	\$ 35,000	0%
Sacramento Room Endowment Distribution	\$ -	\$ -	\$ -	\$ 14,500	0%
Schwab- Rosenhouse	\$ -	\$ -	\$ -	\$ -	
Naygrow Learning Center	\$ -	\$ -	\$ -	\$ 12,000	0%
Sacramento Room General	\$ -	\$ -	\$ -	\$ 6,700	0%
	\$ 20,728	\$ 9,467	\$ (11,261)	e cc 704	00/
Branches Collections and Development	\$ 38,781 \$ -	\$ - \$ 1,450	\$ (38,781) \$ 1,450	\$ 66,781 \$ 6,700	0% 22%
Belle Cooledge Project	\$ -	\$ 1,000	\$ 1,000	Ψ 0,700	22 /0
AOM Early Childhood Development	\$ -	\$ 28,550	\$ 28,550	\$ 22,500	127%
Persian Language Advisory	\$ 1,528	\$ 16,314	\$ 14,786	\$ -	
Total Program Expenditures		\$ 56,781	\$ (4,256)	\$ 164,181	35%
Total Administrative Expense	\$ 159,907	\$ 153,849	\$ (6,058)	\$ 262,942	59%
Total Fund Development Expenses	<u>\$ 24,500</u>	\$ 25,119	\$ 619	\$ 93,693	27%
TOTAL EXPENSES	\$ 245,444	\$ 235,749	\$ (9,694)	\$ 520,816	45%
Net Income Before Investments	\$ (37,604)	\$ (16,911)	\$ 20,693	\$ 40,724	
INVESTMENT INCOME AND EXPENSE					
Dividend Income	\$ -	\$ 15,484	\$ 15,484	\$ -	
Interest & Mutual Fund Income	\$ -	\$ 23,041	\$ 23,041	\$ -	
Realiized Gains and Losses		\$ 271,034	\$ 271,034	\$ -	
Unrealized Gains and Losses		\$ 167,452	\$ 167,452	\$ -	
Less Investment fees (Restricted & Unrestricted) Total Investment Income & Expense		\$ (17,610) \$ 459.401	\$ (17,610) \$ 459,401	<u>s -</u>	
i otal investment income & Expense	-	\$ 459,401	\$ 459,401	<u> </u>	
NET SURPLUS (DEFICIT)	s -	\$ 442,490	\$ 442,490		
(DEI 1011)		Ψ	¥ 17 2,730		

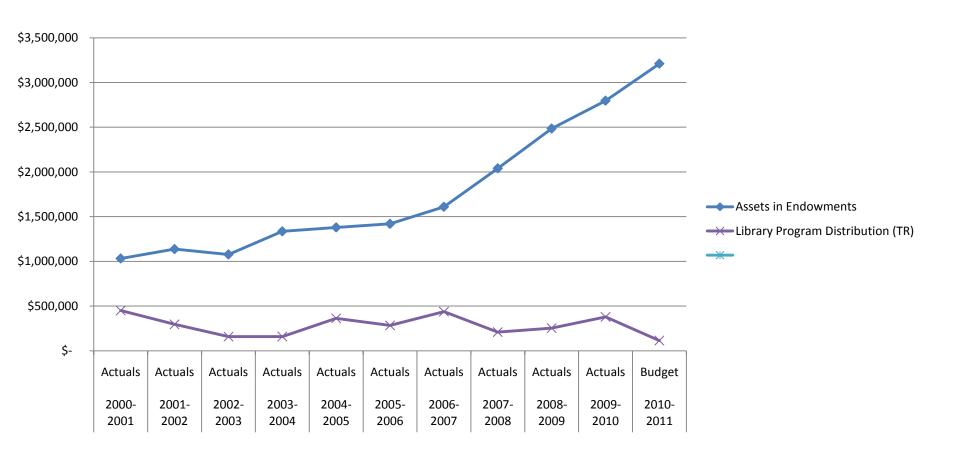
Sacramento Public Library Foundation Dashboard



Sacramento Public Library Found Historical Summary Revenues &																								
	2	2000-2001 Actual	2	001-2002 Actual	2	2002-2003 Actual	2	2003-2004 Actual		2004-2005 Actual		2005-2006 Actual		2006-2007 Actual		2007-2008 Actual		2008-2009 Actual		2009-2010 Actual		2010-2011 Budget		10-Year Actual
Endowment Revenues (PR) Library Program Revenues (TR) Unrestricted Revenues (UN)	\$ \$ \$	35,368 328,456 <u>876,538</u> 1,240,362	\$ \$ \$		\$ \$ \$				\$	4,004 336,268 318,438 658,710	\$		\$	103,086 192,575 1,111,041 1,406,702	\$		\$	333,352	\$ \$ \$	158,010 263,356	\$ \$ \$	102,000 149,300 310,151 561,451	\$ \$ \$	1,449,290 2,624,380 5,393,130 9,466,812
Endowment Distribution (PR) Library Program Distribution (TR) Foundation Expenses (UN)	\$ \$ \$	8,750 450,722 491,952 951,424		617,911		8,181 158,687 605,227 772,095	\$	159,291 391,612 550,903	\$	368,313		283,368 306,339 589,707	\$	69,718 438,078 <u>278,645</u> 786,441	\$	12,000 208,112 368,607 588,719	\$	36,084 253,629 401,820 691,533		14,569 378,393 391,658 784,620	\$	49,500 114,681 356,635 520,816	\$ \$ \$	159,568 2,988,948 4,222,084 7,370,600
Net Income before Investments & In-Kind	\$	288,938	\$	(111,095)	\$	257,211	\$	551,714	\$	(72,709)	\$	(68,807)	\$	620,261	\$	341,279	\$	647,072	\$	(357,652)	\$	40,635	\$	2,096,211
Assets in Endowments	\$	1,031,487	\$	1,136,799	\$	1,077,000	\$	1,335,367	\$	1,378,939	\$	1,419,261	\$	1,609,833	\$	2,039,595	\$	2,484,405	\$	2,796,207	\$	3,209,960		
Market Conditions															Ma	arket Crash	Cra	arket ashes ther	to	arket begins recover by d of year	;			
Take Aways																								
Number of Donors & Endowment A	ssets	s have incre	ased	d in last thr	ее у	ears despit	e th	e difficult tin	nes															
The Foundation has used its treasury to fund the endowments.																								

Sustainability means unrestricted revenues pay for unrestricted expenses.

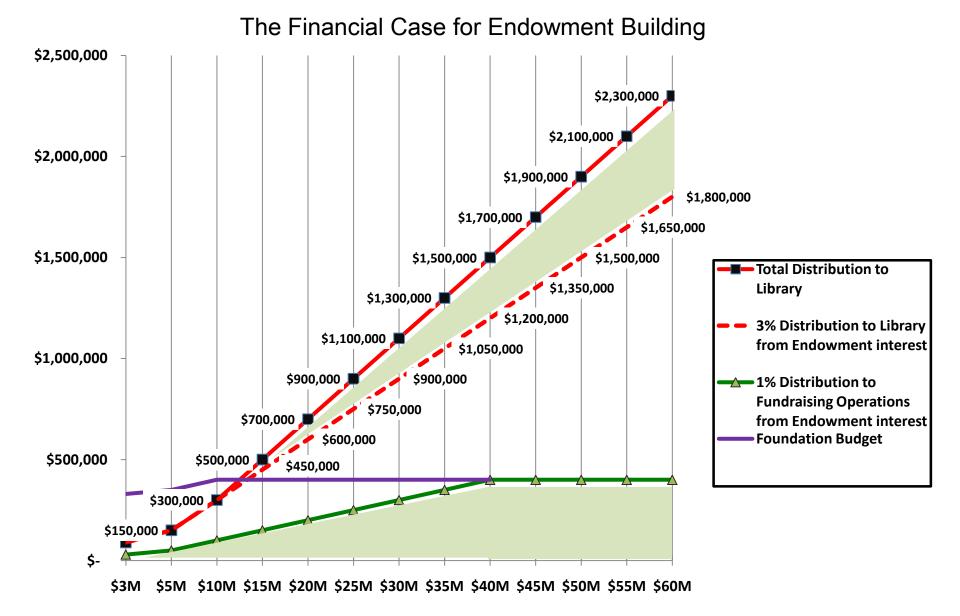
Support for the Library



Why Build Endowments?

SACRAMENTO PUBLIC LIBRARY

- In perpetuity support
- The market downturn has helped people realize the value of longer term thinking.
- The time is right! Libraries are having a renaissance.
- Foundations build resources for the future with endowments.



Endowment Principal in Millions

What are the steps we took?

SACRAMENTO PUBLIC LIBRARY

Constructed a Vision

Provide our community with access to the largest, most engaging collection of books, materials and resources in the state.

- Established Sustainability
- Created Financial Transparency and Capacity

FIRST AMENDED MEMORANDUM OF UNDERSTANDING BETWEEN SACRAMENTO PUBLIC LIBRARY AUTHORITY AND SACRAMENTO PUBLIC LIBRARY FOUNDATION July 1, 2004

Background

This Memorandum of Understanding (MOU) is intended to establish the terms and conditions of a mutually beneficial fund development relationship between the Sacramento Public Library Authority (hereinafter "SPLA") and the Sacramento Public Library Foundation (hereinafter "Foundation"). Both SPLA and the Foundation are committed to working collaboratively to secure major funds and to fund major innovative projects, beyond the capacity of public funding, that enhance library services to the citizens of Sacramento. To the extent possible, SPLA and the Foundation agree to operate a unified fund development program. In the fundraising and program activities, the Foundation and SPLA will cooperate to minimize duplication of effort and to avoid confusion among potential contributors.

Foundation Commitments to the Library

The Foundation agrees to provide the following services:

- 1. Make the necessary revisions to its by-laws in order to carry out the terms of this MOU.
- 2. Conduct fundraising programs for projects that have been approved by the Foundation Board and the Library Director.
- 3. Maintain and manage a secure database of the donors to the Foundation and the Library.
- 4. Provide fund development services to attract and receive contributions to the Foundation. These services shall include the cultivation, solicitation, and stewardship of the donors in the database.
- 5. Provide advice and support on fund development.
- 6. Conduct recognition programs for contributors to the Foundation and the SPLA, at the Foundation's expense.
- 7. For any Foundation fundraising that involves naming rights to facilities or projects, such naming rights shall be subject to applicable rules and approvals of SPLA, County of Sacramento, City of Sacramento or other agencies as needed.
- 8. Provide annual financial support for multi-year and new projects subject to annual fundraising abilities and Foundation operating expenses.

- 9. Provide prudent investment and management of funds that have been donated to the Foundation.
- 10. Subject to all applicable legal guidelines, the Foundation may engage in and/or financially support advocacy efforts.
- 11. Provide full access to all financial accounting information.
- 12. Provide additional services as mutually agreed to by the Foundation and SPLA.
- 13. Provide evidence of worker's compensation coverage for its employees. Also provide evidence of coverage for general liability, errors and omission, board official's liability, scheduled employee position bond. The Foundation should consider its own business interruption insurance for potential loss of working space if the Library building were damaged and property insurance for its own assets.

Library Commitments to the Foundation

SPLA agrees to provide the following services:

- 14. SPLA will have the choice of retaining charitable contributions or turning them over to the Foundation. Any such contributions directed to the Foundation shall be granted back in full to SPLA. SPLA will provide a quarterly report of all such donations so that they may be acknowledged appropriately.
- 15. The Library Director and staff shall provide general advice and support.
- 16. Present proposals on an as needed basis for funding consideration that meet the Foundation's funding guidelines and/or strategic plan. All proposals shall be subject to prior approval of the Library Director. For proposals submitted on an annual basis, such proposals shall be submitted by April 1 of each year for funding starting July 1. Special projects may be presented for consideration at any time. In addition, project ideas or proposals may be presented by the Foundation to the Library for consideration.
 - As per Sacramento Public Library Authority Board Resolution 00-17, each funded proposal will have a completed Individual Project Agreement.
- 17. Manage and operate funded projects and provide quarterly program reports. These reports will be in an acceptable format for distribution to current and prospective donors, foundations and corporations.
- 18. Pursue other external funding for projects not accepted for funding. SPLA shall initiate discussions with the Foundation prior to such pursuit.

- 19. Provide in-kind contributions to allow the Foundation staff to operate in library facilities at a staffing level mutually agreed to by the parties. This includes office space, major office furnishings, utilities, telephone and fax lines, janitorial services, computer services, access to photocopiers and fax machines, use of meeting rooms and the Library Galleria. This in-kind contribution will be valued by SPLA and reported on an annual basis, for the fiscal year starting July 1st.
- 20. Provide property insurance coverage for assets owned by SPLA and in use by the Foundation.
- 21. Provide additional services to the Foundation as mutually agreed upon.

Foundation Executive Director

- 22. The Foundation Executive Committee shall recruit and recommend the hiring of a Foundation Executive Director who will manage the fund development programs and staff of the Foundation. The Foundation Board shall hire the Executive Director with the approval and concurrence of the Library Director. If the Library Director does not concur in the Foundation Board's selection, the Library Director shall notify the Foundation Executive Committee in writing with reasons as soon as practicable.
- 23. The Foundation shall provide a professional Executive Director at all times, subject to the normal vacancies associated with hiring and retention of this position.
- 24. The Foundation Executive Director shall serve at the pleasure of the Foundation Board.
- 25. The Executive Director shall hire and supervise all Foundation employees. Foundation employees are not employees of SPLA.

Use of Donor Database by SPLA

- 26. The donor database shall include contributor information maintained by the Foundation received in response to Foundation solicitations. It can include information from contributions to SPLA received through other efforts.
- 27. The Foundation shall provide to the donor database per the Database License Agreement (Attachment A).
- 28. Use by SPLA of the donor database for solicitation of donors generated by the library, or from sources other than the Foundation, shall occur as stated in Database License Agreement (Attachment A). To solicit Foundation donors listed in the donor database, SPLA shall notify the Foundation and agree upon an appropriate plan of action consistent with the Database License Agreement. Contributions to SPLA programs and projects received in response to such

solicitation shall be made to the Foundation, unless the donor has expressed other intentions, with the understanding that the Foundation will grant these contributions back to SPLA.

Term/Termination/Modification

- 29. The initial term for this MOU shall expire on June 30, 2005, but shall be renewed automatically for successive one-year terms unless terminated pursuant to Section 32.
- 30. Any questions of intent or interpretation of this MOU that cannot be resolved in discussions between the Library Director and the Foundation Executive Director shall be referred for resolution to a Resolution Team comprised of two representatives designated by the Foundation Board of Directors, two representatives designated by the Library Director, and one person agreed to by the four other members, preferably a past Board member of the Foundation.
- 31. Terms of this MOU can be amended by mutual written consent. Such modifications will require the approval of the Sacramento Public Library Authority Board and the Sacramento Public Library Foundation Board.
- 32. Either party may terminate this MOU without cause upon sixty (60) days written notice to the other party.
- 33. In the case of termination of this agreement, both parties shall mutually agree upon the dissolution terms affecting funding for ongoing programs and other outstanding funding commitments. If mutual agreement cannot be met, the issues shall be referred to the Resolution Team, as referenced in Paragraph 30, for final decision.
- 34. This MOU represents the sole agreement between SPLA and the Foundation. Other agreements, side-letters, commitments, etc. on behalf of either SPLA or the Foundation are void unless they are incorporated herein or attached hereto. This MOU supersedes all prior agreements between the Foundation and SPLA.
- 35. Neither party may transfer or assign any of its responsibilities or commitments under this MOU without the express written consent of the other party.
- 36. Any notice required or desired to be given hereunder shall be deemed served upon personal delivery or facsimile transmission, or three days after mailing, addressed as follows, or to such other address as may be provided by written notice pursuant to this section:

Attachment A: Database License Agreement	
FOUNDATION	LIBRARY O
By Whampfamaser	By: Donne Pannell
Juliande Campbell, President	Bonnie Pannell, Chair
Sacramento Public Library Foundation Board	Sacramento Public Library Authority Board
Date: 6/10/84	Date:
By: Joan Evans, Executive Director Sacramento Public Library Foundation Date: 6/9/04	By: Wan Nami Sold Anne Marie Gold, Director Sacramento Public Library Date: 6/200
APPROVED AS TOFORM: By: Under Counsel Date:	APPROVED AS TO FORM: Diano Baltar, Authority Counsel

To Foundation:

Facsimile:

Executive Director

828 I Street

Sacramento Public Library Foundation

Sacramento, CA 95814-2589

916-264-2879

To Library:

Facsimile:

Director

828 I Street

Sacramento Public Library

Sacramento, CA 95814-2589

916-264-2755

ATTACHMENT A

FIRST AMENDED DATABASE LICENSE AGREEMENT July 1, 2004

This Database License Agreement is intended to establish the terms and conditions of the Donor Database to be managed and secured for charitable contributions to benefit SPLA.

RECITALS

The Donor Database reflects the cooperative fund development relationship established over many years between the parties through the integration of donation data made directly to SPLA and/or to the Foundation.

- A. As of the date of this agreement, the Foundation is the owner of all rights, title and interest in the Donor Database. Maintenance of the Donor Database shall be the primary responsibility of the Foundation.
- B. The Foundation desires to grant and SPLA desires to have perpetual access to the Donor Database subject to compliance with the terms and conditions contained herein, including but not limited to taking appropriate measures to protect the confidentiality of the information in the database and to respect the desire of certain donors to remain anonymous.
- C. The Foundation will grant access to the Donor Database provided that the Library Director has made a formal request to the Foundation Executive Director including identification of SPLA personnel to access the database.
- D. The Donor Database allows for the recording of a donor's gift-giving history including but not limited to:
 - 1. Gifted organization: SPLA, Foundation
 - 2. Appeal: annual renewal, direct mail, campaign
 - 3. Pledges, payments, one-time cash contributions
 - 4. Gift designation: unrestricted, restricted
 - 5. Specified use of restricted funds: branch library, campaign, program, endowment
 - 6. Other sources of income including but not limited to: gifts of personal and real property, life insurance, annuities, securities, mutual funds, wills bequests, charitable trusts, matching gifts, memorials, in-kind donations, grant funding

NOW, THEREFORE, in consideration of the foregoing and of the mutual agreement of the parties hereto to the terms and conditions hereinafter contained, the parties agree as follows:

1. Incorporation of Recitals. All Recitals set forth above shall be deemed to be operative provisions of the Agreement and are hereby incorporated as though fully set forth in this section.

- 2. Grant of License. The Foundation hereby grants to SPLA a perpetual non-exclusive license to access the Donor Database, subject to the terms and conditions of this Agreement.
- 3. Software. In maintaining the Donor Database, the Foundation agrees to use database computer software that meets with the approval of the Library Director. The Foundation shall bear any and all cost related to the maintenance, upgrade, replacement and insurance of such software.
- 4. Hardware. In consideration of the license granted herein, SPLA shall provide a suitable computer(s) for Foundation use that will be dedicated to running the software used by the Foundation and storing the Donor Database. The computer(s) provided by SPLA shall adequately support the software provided by the Foundation and shall meet with the approval of the Foundation. SPLA shall bear any and all cost related to the maintenance, upgrade and replacement and insurance of such computer(s) and any ancillary equipment such as a printer(s) that may be purchased in conjunction therewith.
- 5. Use of Donor Database. Parties represent and warrant the sole purpose of the Donor Database is for soliciting and developing financial and in-kind support for SPLA.
- 6. Back-Up Protocol. Subject to the terms and conditions of this agreement, SPLA will provide weekly back up of the Donor Database that shall comply with the confidentiality provisions contained herein.

7. Confidentiality.

- (a) The Library acknowledges that the Donor Database and any information derived therefrom is confidential in nature to the maximum extent allowable by law and agrees that the same shall be distributed and/or made accessible only to those members of SPLA who have a need to access such information for a purpose described in Section 5 above.
- (b) SPLA agrees to take all reasonable measures to assure continuous confidentiality and protection of the Donor Database and any information derived therefrom, including keeping copies to a minimum, and limiting access to the Donor Database to specific Library staff members.
- (c) SPLA shall issue adequate instructions to all affected staff members as necessary to satisfy these confidentiality provisions.
- (d) Any consultants, advisors or other persons wishing to have access to the Donor Database or any information derived therefrom shall, prior to being granted access, be approved by Foundation and agree in writing to adhere to all the provisions of this Agreement, including but not limited to, the confidentiality provisions.
- (e) The Foundation shall have the right to enjoin SPLA and any of its consultants, advisors and other persons granted access pursuant to subparagraph (d) above in any court of competent jurisdiction, in addition to any other remedy at law, for breach of the confidentiality provisions of the Agreement. No notice and opportunity to cure as described in Section 8 shall be required prior to the filing of an action concerning breach of the confidentiality provisions.

8. Default.

- (a) In the event either party breaches any representation, warranty, covenant, stipulation or condition herein contained to be kept and performed by it, the non-breaching party shall give written notice of the breach to the party in breach. The party in breach shall not be deemed in default if it commences to cure the breach within fifteen (15) days after receipt of the written notice and proceeds diligently thereafter to complete the cure. The notice requirement and opportunity to cure provided by this section shall not apply if the breach alleged is a breach of the confidentiality provisions of this Agreement.
- (b) Any party who contends that the other party is in default under this Agreement may seek declaratory and/or injunctive relief in a court of competent jurisdiction.
- (c) By mutual agreement, the parties may submit any dispute concerning a default to binding or non-binding arbitration or mediation.
- 9. Transfer of assets. In the event the Foundation is dissolved or becomes inactive without a transfer of Foundation assets to a successor organization, the Donor Database shall become the property of SPLA.
- 10. Waiver of Breach. The waiver by the Foundation or SPLA of the breach of any representation, warranty, condition, covenant or agreement herein contained to be kept, observed and performed by the other party shall not constitute a continuing waiver or a waiver of any subsequent breach thereof.
- 11. Assignment and Subcontracting. SPLA shall not assign this Agreement, sublicense any right granted hereunder, or permit any other person or entity, including any consultant or advisor, to use the Donor Database for any purpose, without the prior written consent of the Foundation, which consent may be withheld in the sole and absolute discretion of the Foundation, and any attempt to assign or sublicense without prior written consent of the Foundation shall be void.
- 12. Attorneys' Fees. In the event that legal action is instituted to enforce any of the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and other costs incurred from the losing party. Such attorneys' fees and costs may be included as a portion of any judgment granted.
- 13. Modification. This Agreement shall not be varied or modified in any way, except by an instrument in writing, executed by the parties hereto.
- 14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to agreements made and entirely performed therein.
- 15. Partial Invalidity. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of this Agreement

shall remain in full force and effect to the greatest extent permitted by law and shall in no other way be affected, impaired or invalidated.

- 16. Binding Effect. Except as restricted by Paragraph 9, this Agreement shall inure to the benefit of and be binding upon the heirs, successors, transferees and legal representatives of the parties hereto.
- 17. Captions. The captions or heading of the paragraphs of this Agreement are provided for convenience only, and shall not be of any force or effect in construing any provision of this Agreement.
- 18. Superseding Agreement. This Agreement supersedes all prior agreements between the Foundation and SPLA concerning the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have entered into this Database License Agreement as of the day and year first hereinabove set forth.

FOUNDATION	LIBRARY
By: Julianne Campbell, President Sacramento Public Library Foundation Board Date: Locy	By: Donnie Fannell Bonnie Pannell, Chair Sacramento Public Library Authority Board Date: 5-27-04
By: Ma Nuw Joan Evans, Executive Director Sacramento Public Library Foundation Date: 69 64	By: Anne Marie Gold, Director Sacramento Public Library Date: 6/2/04
APPROVED AS TO FORM! By:	APPROVED AS TO FORM: By: Diane Balter, Authority Counsel Date: 3 25 0 4