

Sacramento Public Library Authority

Agenda Item 10.0: Gifts and Donations Report

TO: Sacramento Public Library Authority Board Members

FROM: Denise M. Davis, Deputy Library Director

RE: Gifts and Donations Report

RECOMMENDED ACTION:

Adopt Resolution #11-22, A Resolution Ratifying the Acceptance of the Gifts and Donations for the Period January 1 through February 28, 2011 and Approving Amendments to the FY 2010-11 Sacramento Public Library Authority Budget

BACKGROUND

Donations

The Library benefits from gifts and donations to the Library system on an ongoing basis from individuals, companies and partner organizations, such as the Friends of the Library and the Sacramento Public Library Foundation. The Friends of the Sacramento Public Library donated \$28,474 for use in the branches system-wide for books and materials, programs, supplies, and general donations. The Friends of Southgate Library donated \$9,879, and the Friends of Sylvan Oaks Library donated \$5,000. The Friends of the South Natomas Library donated \$1,680 for books, programs, and supplies. A total of \$11,915 came in varying amounts to other branches from other Friends groups.

The Sacramento Public Library Foundation contributed \$7,500 towards early childhood programming at the Southgate Library to increase pre-literacy skills.

Capital Project Donations

Anne M. Richardson, a longtime friend of the Sacramento Public Library and a frequent volunteer at the Rancho Cordova Library, very generously left her estate to the Library in order to expand and improve the staff area at the branch. The Authority Board accepted the first distribution from the estate in the amount of \$350,000 on October 23, 2008. Planning for the project began in spring 2009 in collaboration with the Friends of the Rancho Cordova Library, City of Rancho Cordova staff and County of Sacramento staff. Construction started on October 26, 2009.

On February 7, 2011 the Library received the final distribution from the estate in the amount of \$58,010 bringing the total distribution received to \$408,010. A Final Trust Report is attached for your reference (see Attachment A).

As indicated in the February 24, 2011, Director's Report regarding the Richardson Estate funds, the Library will use this final distribution from the estate to complete additional improvements to the staff area including a small book check-in and



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sorting machine, a cover for the staff patio area and an awning for the exterior book drop. Library staff has worked with the estate executrix Diane Balter, and has received agreement from the estate that these proposed improvements are appropriate and consistent with the terms of the gift.

Fiscal Impact

Staff is now presenting the donation activity for January and February 2011 in compliance with Authority Board policy. Staff regularly reports on donation activity to formally accept the donations and amend the budget for donations throughout the year.

Staff is recommending a budget amendment in the amount of \$87,549.48 to the FY 2010-11 revenue and expense budget. This budget amendment will allow staff to recognize donations received to date and reflect the appropriate expense. Staff is requesting that the Board ratify acceptance of the gifts and donations received during the January 1, 2011 through February 28, 2011 period as presented in Exhibit A.

ATTACHMENTS

Attachment A: Estate of Anne M. Richardson – Final Trust Distribution Report Resolution #11-22, A Resolution Ratifying the Acceptance of the Gifts and Donations for the Period January 1 through February 28, 2011 and Approving Amendments to the FY 2010-11 Sacramento Public Library Authority Budget Exhibit A: Sacramento Public Library Monetary Donations – January 1

Exhibit A: Sacramento Public Library Monetary Donations - January 1, 2011 through February 28, 2011

ANNE M. RICHARDSON FAMILY TRUST DIANE B. BALTER, TRUSTEE 417 East Ranch Road Sacramento, CA 95825-6428 (916) 952-0891 dianebalter2003@yahoo.com

February 14, 2011

Governing Board Sacramento Public Library Authority 800 I Street, 4th Floor Sacramento, CA 95814

RE: Final Report

Anne M. Richardson Family Trust

Honorable Members in Session:

As Trustee of the Anne M. Richardson Family Trust, I present the Trustee's final report of trust administration.

Anne Richardson was a long-time, dedicated volunteer at the Rancho Cordova Branch of the Sacramento Public Library. While she performed many duties, she was especially devoted to repairing books in need of loving attention. During her lifetime, Ms. Richardson established a revocable family trust and named the Rancho Cordova Branch as her beneficiary:

After my death, the Trustee shall liquidate my entire Trust estate and distribute the proceeds outright to the Rancho Cordova Branch of THE SACRAMENTO PUBLIC LIBRARY, to be used for enlargement of their workroom, or if this has previously been accomplished, to enlarge the library proper.

Mrs. Richardson further provided:

If for any reason, the Library fails to act on the above within eighteen (18) months, this gift shall lapse and the entire Trust estate shall be distributed to THE SACRAMENTO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS, to be used for whatever purpose they deem useful and appropriate.

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Mrs. Richardson died on January 15, 2008. In her Declaration of Trust, Mrs. Richardson designated her brother, David Suffia, as successor Trustee. Mr. Suffia lives out-of-state and declined to serve. Mrs. Richardson had designated her close friend, Brandi Hardin, as the second successor Trustee, but Ms. Hardin also declined to serve. Thus, there was no one to serve as Trustee to liquidate Mrs. Richardson's assets and distribute them according to the terms of the Trust.

Because the Library was to be the sole beneficiary of the Trust, Mrs. Richardson's attorney, Mark Drobny, contacted the Library Director to seek her assistance in identifying an individual to undertake the duties of the Trustee. At the time, I was part-time General Counsel for the Library Authority. When no other appropriate solution was found, I volunteered to serve as Trustee. I have not been compensated by the Library Authority or the Trust for the time devoted to trust administration.

All of the assets were liquidated by the end of 2008. The net proceeds were \$443,437.97. A summary of receipts and expenses is attached as Attachment 1. More detailed financial records are available upon request.

A preliminary distribution of \$350,000.00 was disbursed to the Library Authority on September 18, 2008. A final distribution of \$58,010 was disbursed on February 7, 2011, for a total of \$408,010.

Phase 1 of the Rancho Cordova workroom project has been completed. The staff workroom is larger, ergonomically improved, more efficient, and more pleasant. Staff is now working on Phase 2.

Mrs. Richardson specifically directed that her gift be used for enlargement of the workroom or another part of the library, and the Trustee is responsible to ensure that the money is used for the specified purpose. Because some of the improvements and additions to the staff room do not literally "enlarge" the workroom, there was the possibility that a dispute might arise concerning the propriety of all of the expenditures. In particular, contingent beneficiary Sacramento SPCA might take the position that some of the funds were not properly used and that the Library Authority or the Trustee was legally required to make a substantial payment to the SPCA.

To bring certainty for all parties, the Trustee proposed a distribution of approximately \$30,000.00 of the Trust proceeds to the SSPCA in return for their releasing any potential claim to any other Trust proceeds. Subsequent to the Authority's acceptance of this report, the Trustee intends to disburse to the

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SSPCA the sum of \$30,790.00, which is just under 7% of the net Trust proceeds. This payment to the SSPCA still leaves the Library with adequate funds to complete Phase 2, based on preliminary cost estimates. The Library Director has also executed a release that approves this modest, but meaningful, contribution to the SSPCA, another organization close to Mrs. Richardson's heart.

Approximately \$5,000 is reserved for final expenses of administration. Any unspent funds will be disbursed to the SSPCA, which could increase the SSPCA share of net proceeds from just under 7% to no more than 8%.

The Trustee is pleased to have contributed her time and energy to fulfill Mrs. Richardson's desire for important improvements to the Rancho Cordova staff workroom. She extends special thanks to Brandi Hardin for Ms. Hardin's ongoing assistance and to Mrs. Richardson's other colleagues in the Rancho Cordova Friends of the Library who were such a large part of what inspired Mrs. Richardson's generosity toward the Library.

Respectfully submitted,

Diane B. Balter

Trustee

Anne M. Richardson Family Trust

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ATTACHMENT 1 RECEIPTS AND EXPENSES

Receipts	
Credit Union Balances	\$ 17,072.34
Personal Residence (net proceeds)	\$ 149,810.55
Brokerage Accounts	\$ 281,416.94
Other	\$ 11,155.34
TOTAL RECEIPTS	\$ 459,185.17
Expenses of administration	
Past Due Bills	\$ 443.51
Trusts and Estates Attorney	\$ 8,796.26
Accountant (2007 and 2008 tax preparation)	\$ 2,025.00
Residence: Utilities and Maintenance	\$ 1,757.63
Taxes	\$ 2,004.98
Miscellaneous Administration	719.82
TOTAL EXPENSES	\$ 15,747.20
Summary:	
Gross Receipts	\$ 459,185.17
Expenses	\$ 15,747.20
NET PROCEEDS	\$ 443,437.97
DISTRIBUTIONS	\$ 438,800.00
RESERVE FOR FINAL ADMINISTRATION	\$ 4,637.97



Sacramento Public Library Authority

RESOLUTION NO. 11-22

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

March 24, 2011

A RESOLUTION RATIFYING ACCEPTANCE OF GIFTS AND DONATIONS RECEIVED FOR THE PERIOD JANUARY 1 THROUGH FEBRUARY 28, 2011 AND APPROVING AMENDMENTS TO THE FY 2010-11 SACRAMENTO PUBLIC LIBRARY AUTHORITY BUDGET

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

- 1. Acceptance of Donations and Gifts in the amount of \$87,549.48 including the final distribution of \$58,010 from the Anne M. Richardson Estate, for the period January 1, 2011 through February 28, 2011, as set forth in Exhibit A is ratified.
- 2. The FY 2010-11 Budget Amendment increasing revenue and expense budgets by \$87,549.48 is approved.

	Sandy Sheedy, Chair
ATTEST:	
Rivkah K. Sass, Secretary	
By:	
Brenda Haggard, Assistant Secreta	ry

ATTACHMENTS:

Exhibit A: Sacramento Public Library Monetary Donations – January 1, 2011 through February 28, 2011

SACRAMENTO PUBLIC LIBRARY AUTHORITY

Donations and Gifts Received

January 1, 2011 through February 28, 2011

		Individuals/ Other Orgs	CA LSTA	Foundation	Friends					
									Jan-Feb	Year to Date
Fund SHARED C	Branch/Department OST FUND (101)				Books	Programs	Supplies	General	FY10/11 Total	FY 10/11
101-1101 101-1102	DIRECTOR MARKETING	\$10,000.00							\$10,000.00 \$0.00	\$10,000.00 \$0.00
101-2102 101-2105	ADMINISTRATIVE SERVICES HUMAN RESOURCES	\$1,065.00							\$1,065.00 \$0.00	\$1,065.00 \$9,464.00
101-3001	SHARED PUBLIC SERVICES								\$0.00	\$0.00
101-3006 101-3007	COLLECTION MANAGEMENT YOUTH SERVICES								\$0.00 \$0.00	\$4,990.00 \$0.00
101-3502 101-3504	CENTRAL/SYSTEM WIDE SERVICES SACRAMENTO ROOM								\$0.00 \$0.00	\$0.00 \$2,457.10
101-3601 101-3602	COMMUNITY SERVICES BOOKMOBILES								\$0.00 \$0.00	\$0.00 \$0.00
101-3002	Subtotal Shared Cost Fund Donations	\$11,065.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,065.00	\$27,976.10
	ITIES FUND (201)									
201-3002 201-3101	COUNTY PUBLIC SERVICES COURTLAND								\$0.00 \$0.00	\$0.00 \$1,900.00
201-3102 201-3103	ELK GROVE FRANKLIN					\$50.00		\$600.00	\$650.00 \$0.00	\$5,650.00 \$1,138.60
201-3104	GALT					\$1,125.00			\$1,125.00	\$3,108.93
201-3105 201-3106	ISLETON RANCHO CORDOVA	\$58,010.00							\$0.00 \$58,010.00	\$149,350.00 \$61,310.00
201-3107 201-3108	SOUTHGATE WALNUT GROVE		\$15,000.00	\$7,500.00		\$1,000.00	\$1,651.82	\$8,227.64	\$32,379.46 \$1,000.00	\$40,736.91 \$2,500.00
201-3301 201-3302	ARCADE ARDEN					\$1,000.00	\$1,400.00	\$2,820.00	\$1,400.00 \$3,820.00	\$3,800.00 \$22,363.00
201-3303	CARMICHAEL FAIR OAKS					ψ1,000.00		ψ2,020.00	\$0.00	\$7,102.00
201-3304 201-3305	NORTH HIGHLANDS/ANTELOPE					\$550.00	\$200.00		\$0.00 \$750.00	\$1,631.67 \$1,800.00
201-3306 201-3307	ORANGEVALE RIO LINDA					\$100.00			\$0.00 \$100.00	\$0.00 \$600.00
201-3308	SYLVAN OAKS (Citrus Heights) Subtotal County Fund Donations	\$58,010.00	\$15,000.00	\$7,500.00	\$0.00	\$3,000.00 \$6,825.00	\$1,000.00 \$4,251.82	\$1,000.00 \$12,647.64	\$5,000.00 \$104,234.46	\$5,000.00 307,991.11
SACDAME	NTO CITY FUND (202)	4 00,010100	V 10,000100	4 1,00000	*****	***************************************	V 1,= V 110=	• 12,0 11 10 1	, , , , , , , , , , , , , , , , , , ,	331,031111
202-2107	GALLERIA								\$0.00	\$0.00
202-3003 202-3201	CITY PUBLIC SERVICES COLONIAL HEIGHTS						\$400.00		\$0.00 \$400.00	\$0.00 \$1,520.00
202-3202 202-3203	COOLEDGE MARTIN LUTHER KING					\$150.00		\$215.00	\$215.00 \$150.00	\$64,590.10 \$150.00
202-3204 202-3205	VALLEY HI / NORTH LAGUNA Mc CLATCHY					\$160.00	\$500.00	\$209.00	\$209.00 \$660.00	\$1,419.00 \$1,160.00
202-3206	McKINLEY						φοσο.σσ	P2F 00	\$0.00	\$200.00
202-3207 202-3401	POCKET DEL PASO					\$1,238.14		\$25.00	\$1,263.14 \$0.00	\$2,263.14 \$0.00
202-3404 202-3405	NORTH NATOMAS NORTH SACRAMENTO (Hagginwood)						\$172.94		\$172.94 \$0.00	\$4,667.60 \$750.00
202-3406 202-3501	SOUTH NATOMAS CENTRAL - City				\$1,107.00	\$172.94	\$400.00		\$1,679.94 \$0.00	\$6,280.69 \$4,020.00
202-3501	CENTRAL - SACRAMENTO ROOM	\$0.00	\$0.00	\$0.00	\$1,107.00	\$1,721.08	\$1,472.94	\$449.00	\$0.00	\$0.00 87,020.53
	Subtotal City Fund Donations Total Manatany Donations Library System	·	·			. ,		•	\$4,750.02	
	Total Monetary Donations - Library System	\$69,075.00	\$15,000.00	\$7,500.00	\$1,107.00	\$8,546.08	\$5,724.76	\$13,096.64	\$120,049.48	\$422,987.74
	nt previously approved in Library Budget ns received to be appropriated: Jan - Feb	-\$32,500.00 \$36,575.00	\$15,000.00	\$7,500.00	\$1,107.00	\$8,546.08	\$5,724.76	\$13,096.64	-\$32,500.00 \$87,549.48	