



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: May 15, 2023
Item: Doffing Trust Disbursement for Library Reading Program

Council Action Requested:

Approve Friends of Pleasant Hill Library request for \$2,000 disbursement for reading program.

Background Information:

In 1990, Ruth Doffing executed a Charitable Remainder Unitrust establishing the City of Hastings as recipient of certain funds following Ms. Doffing's estate upon her death. This would include land acquisition for a public library. In 1994 a new library was built and incorporated as a branch in the Dakota County Library System. Also in 1994, Ms. Doffing amended her intent for the Unitrust that the funds be used "to purchase things for the library that are not in their normal budget. It may be possible to keep the money invested and use the annual income for these purchases. The decision as to what should be purchased could be made by the Executive Board of the Friends of the Pleasant Hill Library."

Following Ms. Doffing's death, the City received \$85,535.35 in accordance with the 1990 Unitrust. In 2008 the City adopted a set of Guidelines for requests and use of the funds, including that the "Friends of Pleasant Hill Library must submit the request and include recommendations for approval." The fund has a balance of \$90,161 through December 31, 2022.

The Friends of the Library has submitted a recommendation for a \$2,000 disbursement for the library's Summer Discovery reading program, an eligible expense under the Guidelines.

Financial Impact:

\$2,000 from Doffing Trust

Committee Discussion:

Not applicable

Attachments:

- 5/9/2023 Recommendation from Friends of Pleasant Hill Library
- 5/8/2023 Request from Dakota County Library System / Pleasant Hill Library
- 10/16/2008 Doffing Fund Expenditure Guidelines

Alicia Plevell
Friends of the Hastings Library
1490 S Frontage Rd
Hastings MN 55033

612-999-8615
folhastings@gmail.com

9 May 2023

City of Hastings Administrator
101 4th St E
Hastings MN 55033

Enclosure: Dakota County Library Request dated 8 May 2023

Dear Sir,

The Friends of the Hastings Library recommend the approval of the Pleasant Hill Library's request for the use of Doffing Estate funds to support the upcoming Summer Discovery program in the amount of \$2000.

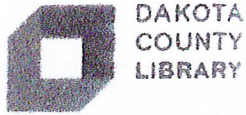
We fully support the purchase of books and distribution to the youth to increase their reading and learning skills.

Sincerely,



Alicia Plevell

Acting President
Friends of the Hastings Library



May 8, 2023

Friends of the Pleasant Hill Library
1490 S Frontage Rd
Hastings, MN 55033

Dear Ali:

I am writing to request your support for the submission of a request to use the Doffing Estate funds. In accordance with the City of Hastings guidelines (dated October 16, 2008), "Friends of the Pleasant Hill Library must submit the request and include a recommendation for approval."

Pleasant Hill Library is requesting use of the Doffing Estate funds to support the Summer Discovery program in the amount of \$2000, to purchase books for distribution to youth in Hastings ages birth through grade 12.

The goals of the Summer Discovery program are to help youth develop appreciation for and increase their confidence in reading and learning. Each program participant receives a free book of their choice.

In 2022, Dakota County Library distributed more than 16,000 books to kids and teens at 9 library locations, a nearly 27% increase over 2021. 2023 funds will help support distribution of books at Pleasant Hill and in the community, with outreach focused on populations with barriers to visiting the library.

The request above is in keeping with the guidelines adopted by the City of Hastings in 2008 for use of the Doffing Estate funds.

Thank you for your support of this request which will allow us to respond to customer interests and build community at the library. Please let me know if you have questions or require additional information.

Sincerely,

Heather Stephenson
Assistant Library Director

Dakota County Library cultivates community, creativity and learning.

MEMORANDUM

TO: Honorable Mayor and City Councilmembers
FROM: Dave Osberg, City Administrator
DATE: October 16, 2008
SUBJECT: Doffing Funds Expenditure Guidelines

RECOMMENDED CITY COUNCIL ACTION

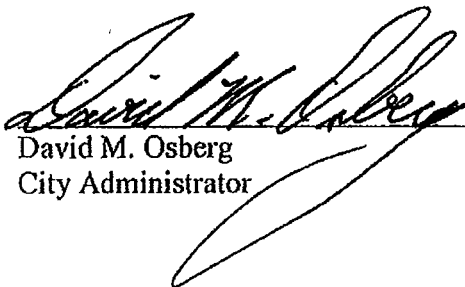
It is the recommendation of the Finance Committee that the full City Council take action adopting the following guidelines for future consideration as future requests are made by the Friends of the Pleasant Hill Library for usage of the Doffing Estate funds.

BACKGROUND

At its meeting on Monday October 6, 2008 the Finance Committee discussed the creation of certain guidelines to consider as future request are made by the Friends of the Pleasant Hill Library for usage of the Doffing Estate funds. The following guidelines were suggested by the Finance Committee:

- a.) Historical collections and other items specific to Hastings
- b.) Reading programs, books and computers
- c.) Use to purchase items for the Library that are not in the normal budget
- d.) Items/equipment purchased cannot be used at other sites.
- e.) Friends of the Pleasant Hill Library must submit the request and include recommendations for approval.
- f.) Attempt to use the annual income for these purchases, based upon investment earnings of the principal.

As future requests are received from the Friends of the Pleasant Hill Library and Dakota County, these guidelines will be used by the City Council to determine the appropriateness of the request.



David M. Osberg
City Administrator