

**THE FRIENDS AND FOUNDATION
OF THE SAN FRANCISCO
PUBLIC LIBRARY**

FINANCIAL STATEMENTS

JUNE 30, 2019

CONTENTS

Independent Auditors' Report	1
Statement of Financial Position	2
Statement of Activities	3
Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	6-19

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
The Friends and Foundation of the San Francisco Public Library

Report on the Financial Statements

We have audited the accompanying financial statements of The Friends and Foundation of the San Francisco Public Library (a nonprofit organization), which comprise the Statement of Financial Position as of June 30, 2019, and the related Statements of Activities, Functional Expenses, and Cash Flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Friends and Foundation of the San Francisco Public Library as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Report on Summarized Comparative Information

We have previously audited The Friends and Foundation of the San Francisco Public Library's 2018 financial statements, and expressed an unmodified audit opinion on those audited financial statements in our report dated November 8, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Harrington Group

Oakland, California
November 20, 2019

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

STATEMENT OF FINANCIAL POSITION

June 30, 2019

With comparative totals at June 30, 2018

	Without Donor Restrictions	With Donor Restrictions	2019	2018
ASSETS				
Cash and cash equivalents (Note 2)	\$ 146,582	\$ -	\$ 146,582	\$ 226,800
Other receivable	17,815		17,815	21,630
Pledges receivable - net (Note 4)		492,301	492,301	292,651
Prepaid expenses	98,175		98,175	113,276
Investments (Note 5)	497,243	5,449,233	5,946,476	6,212,087
Property and equipment (Note 7)	403,352		403,352	434,598
	\$ 1,163,167	\$ 5,941,534	\$ 7,104,701	\$ 7,301,042
 LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts payable	\$ 236,619	\$ -	\$ 236,619	\$ 121,855
Accrued vacation payable	67,902		67,902	72,403
	304,521	-	304,521	194,258
 NET ASSETS				
Without donor restrictions	858,646		858,646	1,156,542
With donor restrictions				
Purpose restrictions (Note 9)		2,337,701	2,337,701	2,346,409
Perpetual in nature (Note 10)		3,603,833	3,603,833	3,603,833
	858,646	5,941,534	6,800,180	7,106,784
	\$ 1,163,167	\$ 5,941,534	\$ 7,104,701	\$ 7,301,042

The accompanying notes are an integral part of these financial statements.

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

STATEMENT OF ACTIVITIES

For the year ended June 30, 2019

With comparative totals for the year ended June 30, 2018

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2019</u>	<u>2018</u>
REVENUE AND SUPPORT				
Contributions	\$ 1,065,671	\$ 658,326	\$ 1,723,997	\$ 1,372,205
Book sales, net of expenses of \$77,079	1,428,002		1,428,002	1,336,918
In-kind donations (Note 11)	827,518		827,518	788,716
Investment income	250,828	24,910	275,738	168,906
Bequests	170,317	7,472	177,789	135,226
Special event, net of expenses \$217,114	91,811		91,811	-
Government contracts and grants		20,390	20,390	40,000
Other income	173	68	241	99
Net assets released from restrictions	719,874	(719,874)	-	-
	<u>4,554,194</u>	<u>(8,708)</u>	<u>4,545,486</u>	<u>3,842,070</u>
EXPENSES				
Program services	3,948,066		3,948,066	3,553,854
Support services	904,024		904,024	679,752
	<u>4,852,090</u>	<u>-</u>	<u>4,852,090</u>	<u>4,233,606</u>
CHANGE IN NET ASSETS	(297,896)	(8,708)	(306,604)	(391,536)
NET ASSETS, BEGINNING OF YEAR	<u>1,156,542</u>	<u>5,950,242</u>	<u>7,106,784</u>	<u>7,498,320</u>
NET ASSETS, END OF YEAR	<u><u>\$ 858,646</u></u>	<u><u>\$ 5,941,534</u></u>	<u><u>\$ 6,800,180</u></u>	<u><u>\$ 7,106,784</u></u>

The accompanying notes are an integral part of these financial statements.

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30, 2019

With comparative totals for the year ended June 30, 2018

	Program Services				Total Program Services	Support Services		Total Support Services	Total Expenses	
	Outreach Series	Volunteers	Library Support	Book Distribution		Management and General	Fundraising		2019	2018
Staff compensation	\$ 139,871	\$ 100,051	\$ 298,611	\$ 603,814	\$ 1,142,347	\$ 158,264	\$ 245,383	\$ 403,647	\$ 1,545,994	\$ 1,413,968
Taxes and benefits	32,117	24,685	75,810	170,284	302,896	47,372	54,706	102,078	404,974	363,142
Total personnel costs	171,988	124,736	374,421	774,098	1,445,243	205,636	300,089	505,725	1,950,968	1,777,110
Direct project grants			957,398		957,398			-	957,398	560,622
In-kind expenses (Note 11)	47,018	58,302	103,440	449,493	658,253	65,825	103,440	169,265	827,518	788,716
Rent	9,289	11,624	20,436	372,551	413,900	13,005	20,436	33,441	447,341	442,056
Contract services	838	48	84	17,146	18,116	59,727	28,934	88,661	106,777	156,551
Supplies	1,029	11,204	1,486	56,493	70,212	3,140	4,756	7,896	78,108	56,848
Repairs and maintenance	1,075	4,119	2,366	40,194	47,754	1,505	26,130	27,635	75,389	73,025
Rentals and equipment	600	744	1,319	61,776	64,439	840	1,319	2,159	66,598	54,660
Depreciation	1,037	1,286	2,281	48,632	53,236	1,452	2,281	3,733	56,969	51,208
Utilities	1,062	1,317	2,336	43,514	48,229	1,486	2,336	3,822	52,051	50,536
Postage and delivery	66	82	145	34,571	34,864	549	16,466	17,015	51,879	58,582
Bank charges	1,372	1,701	3,018	32,974	39,065	1,936	4,646	6,582	45,647	39,814
Accounting, audit, and legal	1,869	2,318	4,113	17,871	26,171	2,617	4,113	6,730	32,901	29,900
Printing	6,977	42	74	797	7,890	47	16,858	16,905	24,795	18,711
Insurance	953	1,181	2,096	12,377	16,607	1,334	2,096	3,430	20,037	18,711
Telephone	443	549	974	12,709	14,675	1,853	974	2,827	17,502	17,544
Travel	9	4,399	19	6,688	11,115	12	116	128	11,243	11,839
Advertising	10,743				10,743			-	10,743	8,836
Payroll processing	405	502	891	3,873	5,671	567	891	1,458	7,129	6,612
Networking and staff development	2,595				2,595		3,195	3,195	5,790	5,196
Dues and subscriptions	22	27	48	1,370	1,467	30	2,994	3,024	4,491	5,365
Licenses and fees	23	29	51	320	423	342	51	393	816	1,164
TOTAL 2019 FUNCTIONAL EXPENSES	\$ 259,413	\$ 224,210	\$ 1,476,996	\$ 1,987,447	\$ 3,948,066	\$ 361,903	\$ 542,121	\$ 904,024	\$ 4,852,090	
TOTAL 2018 FUNCTIONAL EXPENSES	\$ 245,538	\$ 200,825	\$ 1,152,727	\$ 1,954,764	\$ 3,553,854	\$ 227,429	\$ 452,323	\$ 679,752		\$ 4,233,606

The accompanying notes are an integral part of these financial statements.

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

STATEMENT OF CASH FLOWS

For the year ended June 30, 2019

With comparative totals for the year ended June 30, 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (306,604)	\$ (391,536)
Adjustments to reconcile change in net assets to net cash (used) by operating activities:		
Depreciation	56,969	51,208
Write-off of property and equipment	-	-
(Gain) on investments	(73,103)	(12,817)
Reinvested interest and dividends	(202,635)	(156,118)
Change in allowance for doubtful accounts	8,436	1,653
Change in discount on pledges	2,818	1,857
(Increase) decrease in operating assets:		
Other receivable	3,815	9,727
Pledges receivable	(210,904)	(41,335)
Prepaid expenses	15,101	(36,480)
Increase (decrease) in operating liabilities:		
Accounts payable	114,764	(45,847)
Accrued vacation payable	(4,501)	10,939
NET CASH (USED) BY OPERATING ACTIVITIES	(595,844)	(608,749)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(25,723)	(6,646)
Proceeds from sale of investments	541,349	271,377
Purchase of investments	-	(7,531)
NET CASH PROVIDED BY INVESTING ACTIVITIES:	515,626	257,200
NET (DECREASE) IN CASH AND CASH EQUIVALENTS	(80,218)	(351,549)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	226,800	578,349
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 146,582	\$ 226,800

The accompanying notes are an integral part of these financial statements.

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

1. Organization

Founded in 1961, The Friends and Foundation of the San Francisco Public Library ("Friends") is a member-supported, nonprofit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library ("SFPL") and its mission for a literate and literary 21st Century community. Friends is dedicated to creating, stewarding, and supporting one of the best public library systems in the country. In fact, SFPL was awarded the Gale Library Journal National Library of the Year Award in June, 2018. Friends believes in free and equal access to information for all and is committed to raising the standard of excellence of our libraries by funding programs, services, special collections, furniture, fixtures, equipment and beyond what is allocated in the City of San Francisco's budget. During its 56 years in existence, Friends has raised over \$70 million in private philanthropy, with nearly half of it, \$32 million, for the new Main Library's furniture, fixtures and equipment in 1996. Friends also administers endowment funds that provide ongoing support to SFPL. A summary of its programs is as follows:

Library Support

Friends has an annual direct support program that funds various library programs, resources and equipment. As a community foundation, Friends awards grants that sponsor instructive, innovative and informative free programs and services and are open to everyone across San Francisco such as One City One Book, the Summer Reading Program, Tricycle Music Festival, and the publication of *At the Library*, a free newsletter of activities at the Main library and the 27 branches. These grants respond to a variety of community needs from educational programs for children, youth, and adults, to unique neighborhood projects at the branches and to museum-quality literary arts, exhibits both in the Main Library and branches. Grants also support library staff development and other library projects featured in The Mix teen space, The Bridge center for readers, the Stegner Environmental Center, the James C. Hormel LGBT Center, the Chinese and African-American Center. Annual innovation grants are made to inspire the SFPL to pilot projects and/or programs that if successful, are often expanded system wide.

Through Friends, community members express their support and aspirations for the SFPL as:

- Persuasive Advocates committed to a strong and responsive Library with reliable public funding
- Engaged Champions advancing the SFPL's mission for community literacy and expansive free resources and opportunities for everyone
- Generous Investors bridging the funding gap between what the city provides and the cost of additional programs, resources and services that San Franciscans want and need

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

1. **Organization**, continued

Fundraising

Friends' financial support of the library come from over 6,000 member households, a generous donor base, and a unique and successful used book sale model that includes two bookstores and frequent book sales. Friends is a united community of supporters who share a common vision of excellence for the Library and provides those supporters with a variety of opportunities to participate as donors, volunteers and advocates.

Past fundraising successes included \$32 million for the new Main Library and 14 million for renovation and rebuilding of 24 neighborhood library branches (the Neighborhood Library Campaign), SFPL has entered a new era, one that embraces the integration of 21st Century literacy, state of the art technology, and culturally responsive and welcoming libraries.

In addition to supporting special capital needs and projects, Friends makes an annual grant award to the SFPL averaging \$750,000 for Library programs and services that support one or more of the following six SFPL strategic priorities:

- Premier Urban Library - positioning the SFPL as America's premier public library in delivering accessible services for San Francisco residents through service excellence, a welcoming atmosphere and cultural awareness and inclusion;
- Learning and Literacy - building a highly literate and educated community, which redefines literacy for 21st century digital learners;
- Youth Engagement - supporting the city's youth with programs and services including teen learning, outreach to schools and expanded teen services with emphasis on access to technology and media literacy;
- Digital Strategy - ensuring equitable access to public technology and resources;
- Partnerships for Excellence - leveraging the SFPL's resources to strengthen the services and programs offered and helping the SFPL reach a larger audience; and
- Organizational Excellence - employing best practices to train develop and engage staff for high performance, to operate in an adaptive and fiscally responsible manner and make optimal use of space.

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

1. **Organization**, continued

Advocacy

Friends continues the tradition of active and vocal support to ensure excellence in library services for all users. Friends' long and successful track record includes its critical role in passing four ballot measures over the last 30 years. Through its advocacy efforts, Friends helped pass a \$106 million bond measure to build and refurbish 24 neighborhood branch libraries city-wide (2000, Prop A), championing the Library Preservation Fund, ensuring increased library hours, services and budget (1994, Prop E); spearheading the legislative campaign to build a \$109.5 million new Main Library (1988, Prop A) and securing over \$9.7 million in state funding. Most recently, Friends helped pass a measure that will bring in over \$1.2 billion to the library by renewing the Library Preservation Fund (2007, Prop D). We continue to work with elected officials, community groups and the library administration to ensure a premier library system for San Francisco.

Community Programming

Community Book Program. Through ongoing efforts to support the library, Friends connects readers with books and authors. Each year, through its Community Book Program ("CBP"), Friends takes in over 1,000,000 donated books and media, which it in turn resells to the public through two bookstores, online sales and a number of specialty book sales (including some of the largest book sales on the West Coast). The SFPL also selectively acquires rare books from Friends that enhance SFPL's collections. Many books are also donated to schools and other non-profit organizations. In addition, Friends hosts special events for its members with well-known authors, and other special events such as Poets 11 showcasing poets in every San Francisco neighborhood. In addition, Friends hosts a twice a year after-hours event for its members in a branch library with a special program focus for each event.

This fiscal year, Friends reengineered what has been known as Books Operations into the CBP embracing its activities more accurately and fueling its growth as a valuable community asset that supports SFPL's mission for literacy and literary engagement. CBP's four fundamental goals balance literacy and a national model for environmental responsibility. These goals are to:

- Increase access to low-cost books and media through multiple venues of convenience and affordability
- Redirect free books from the traditional market to underserved and low-income children and families
- Promote literary engagement through free literary activities
- Keep more than one million books and media out of landfill and recycling plants each year

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

1. **Organization**, continued

Volunteer Program. Friends has a robust volunteer programs in which over 1,400 volunteers help sell books in the CBP, support SFPL and Friends' literary events, and the contribute to our library advocacy efforts by educating the public about the library preservation fund and promoting patronage of the 28 libraries.

The Lisa Brown & Daniel Handler Writer's Residency at Friends. Made possible by the generosity of Daniel Handler and Lisa Brown, the residency is designed to provide five writers with free, adequate and accessible space in which to produce creative work, and to connect writers with SFPL in the course of producing and sharing their work in the community. Five resident authors now work in designated space Friends office (the Writes Hive) where they have 24-hour access to the office and the amenities of a network, printers, and supplies. Residents are also connected to one branch library for the purpose of showcasing their talents and engaging directly with patrons.

2. **Summary of Significant Accounting Policies**

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Without Donor Restrictions. Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

With Donor Restrictions. Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Cash and Cash Equivalents

Friends has defined cash and cash equivalents as cash in banks and certificates of deposits with an original maturity of three months or less.

Contributions and Pledges Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discount is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

Investments

Friends values its investments at fair value. Unrealized gains or losses (including investments bought, sold, and held during the year) are reflected in the Statement of Activities as gain on investments. Short-term, highly liquid money market deposits that are not used for operations are treated as investments.

Fair Value Measurements

Generally accepted accounting principles provide guidance on how fair value should be determined when financial statement elements are required to be measured at fair value. Valuation techniques are ranked in three levels depending on the degree of objectivity of the inputs used with each level:

Level 1 inputs - quoted prices in active markets for identical assets

Level 2 inputs - quoted prices in active or inactive markets for the same or similar assets

Level 3 inputs - estimates using the best information available when there is little or no market

Friends is required to measure non-cash contributions and certain investments at fair value. The specific techniques used to measure fair value for these financial statement elements are described in the notes below that relate to each element.

Concentration of Credit Risks

Friends places its temporary cash investments with high-credit, quality financial institutions. At times, such investments may be in excess of the Federal Deposit Insurance Corporation insurance limit. Friends has not incurred losses related to these investments or cash equivalents and transfers funds to other institutions on a regular basis to manage this risk.

continued

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Friends holds investments in the form of short-term money market investments, mutual funds, bonds and common stocks of publicly held companies. The Finance Committee under the direction of the Board of Directors routinely reviews market values of such investments and credit ratings of bond issuers.

Property and Equipment

Property and equipment are recorded at cost if purchased or at fair value at the date of donation if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets. Maintenance and repair costs are charged to expense as incurred. Property and equipment are capitalized if the cost of an asset is greater than or equal to one thousand dollars and the useful life is greater than one year.

Donated Materials and Services

Contributions of donated non-cash assets are measured on a non-recurring basis and recorded at fair value in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair value in the period received.

A number of unpaid volunteers have made significant contributions of their time to Friends. The value of these services in the Book Distribution program is reflected in these statements as \$824,890 (see Note 11).

Income Taxes

Friends is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d.

Generally accepted accounting principles provide accounting and disclosure guidance about positions taken by an organization in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by Friends in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. Friends' returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

Functional Allocation of Expenses

Costs of providing Friends' programs and other activities have been presented in the Statement of Functional Expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. Friends uses full time employee equivalents to allocate indirect costs.

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, revenues, and expenses as of the date and for the period presented. Actual results could differ from those estimates.

Recently Adopted Accounting Pronouncement

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The ASU amends the current reporting model for nonprofit organizations and enhances their required disclosures. The major changes include: (a) requiring the presentation of only two classes of net assets now titled "without donor restrictions" and "with donor restrictions", (b) modifying the presentation of underwater endowment funds and related disclosures, (c) requiring the use of the placed-in-service approach to recognize the expirations of restrictions on gifts used to acquire or construct long-lived assets absent explicit donor stipulations otherwise, (d) requiring that all nonprofits present an analysis of expenses by function and nature in either the statement of activities, a separate statement, or in the notes and disclose a summary of the allocation methods used to allocate costs, (e) requiring the disclosure of quantitative and qualitative information regarding liquidity and availability of resources, (f) presenting investment return net of external and direct expenses, and (g) modifying other financial statement reporting requirements and disclosures intended to increase the usefulness of nonprofit financial statements. The ASU is effective for fiscal years beginning after December 15, 2017. Early adoption is permitted. The provisions of the ASU must be applied on a retrospective basis for all years presented although certain optional practical expedients are available for the periods prior to adoption. Friends' financial statements for year-ended June 30, 2019 are presented in accordance with ASU 2016-14.

Comparative Totals

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with Friends' financial statements for the year ended June 30, 2018, from which the summarized information was derived.

Subsequent Events

Management has evaluated subsequent events through November 20, 2019, the date which the financial statements were available for issue. No events or transactions have occurred during this period that appear to require recognition or disclosure in the financial statements.

THE FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

3. Liquidity and Availability of Resources

Friends has \$1,662,125 of financial assets available within one year of the financial position date to meet cash needs for general expenditures. This consists of cash and cash equivalents of \$146,582, contributions and other receivables of \$274,618, and short-term investments of \$1,240,925. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year. The contributions receivable are subject to time restriction but are expected to be collected within one year including recurring planned gifts from donor advised charitable funds.

Friends has a goal to maintain sixty days of normal operating expenses in cash and short-term investments, which are on average, approximately \$500,000. It has a policy to structure its financial assets to be available as its general expenditures, liabilities and grant obligations come due. It considers investment income without donor restrictions, appropriated earnings from donor-restricted endowments, contributions without donor restrictions and contributions with donor restrictions for use in current programs that are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. As part of its liquidity management, cash in excess of \$500,000 is transferred to short-term investments for prudent cash management.

Friends receives gifts to establish endowments that will exist in perpetuity and the income generated from such endowments are used to fund programs and general expenditures. As of June 30, 2019, Friends has \$3,603,833 in donor restricted endowments. Although Friends does not intend to spend from the endowment funds other than amounts appropriated for general expenditures as part of its annual budget approval and appropriation process, amounts from its endowments could be made available if necessary. However, some endowments contain investments with lock-up provisions that would reduce the total investments that could be made available. Because a donor's restriction require certain resources to be used in a particular manner in the future, Friends maintains sufficient resources to meet those responsibilities to its donors.

Friends has an annual grant making cycle with the SFPL through the Library Support Committee. The Library Support Committee meets annually to review and approve grant requests from the library. Friends strives to maintain financial assets available to meet general expenditures at a level that represents 25% of the annual direct library support grant commitments approved by the Library Support Committee.

Friends manages its cash available to meet general expenditures following three guiding principles:

- Operating within a prudent range of financial soundness and stability,
- Maintaining adequate liquid assets, and
- Maintaining sufficient reserves to provide reasonable assurance that long-term grant commitments and obligations under endowments with donor restrictions that support mission fulfillment will continue to be met, ensuring the sustainability of the organization.

The table below presents financial assets available for general expenditures within one year at June 30, 2019:

continued

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

3. Liquidity and Availability of Resources, continued

Financial assets at year:	
Cash and cash equivalents	\$ 146,582
Pledges receivable	492,301
Other receivable	17,815
Investments	<u>5,946,476</u>
Total financial assets	<u>6,603,174</u>
Less amount not available to be used within one year:	
Pledges receivable due after one year, net	235,498
Investments held in long-term securities	1,101,718
Investments held for restricted endowments	<u>3,603,833</u>
Financial assets not available to be used within one year	<u>4,941,049</u>
	<u>\$1,662,125</u>

4. Pledges Receivable

Pledges receivable are recorded as support when pledged unless designated otherwise. An allowance for doubtful accounts has been established for uncollectible pledges. All pledges are valued at their estimated fair value at June 30, 2019, and a discount rate of 1.89% has been used to calculate the present value of pledges receivable. Total amount of pledges receivable at June 30, 2019 of \$492,301 is expected to be collected as follows:

<u>Year ending June 30,</u>	
2020	\$256,803
2021	140,400
2022	69,000
2023	<u>54,500</u>
	520,703
Less: Allowance for doubtful pledges receivable	(20,828)
Unamortized discount on pledges receivable	<u>(7,574)</u>
	<u>\$492,301</u>

5. Investments

Investments at June 30, 2019 consist of the following:

Fixed income	\$3,957,668
Equities	1,824,804
Cash equivalents	<u>164,004</u>
	<u>\$5,946,476</u>

continued

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

5. Investments, continued

Changes in investments for the year ended June 30, 2019 are as follows:

Investments, beginning of year	\$6,212,087
Interest and dividends	73,103
Gain on investments	202,635
Sale of investments	<u>(541,349)</u>
Investments, end of year	<u>\$5,946,476</u>

6. Fair Value Measurements

The table below presents the balances of assets measured at fair value at June 30, 2019 on a recurring basis:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash equivalents	\$ 164,004	\$ -	\$ -	\$ 164,004
Fixed income				
Fixed income intermediate		3,957,668		3,957,668
Equities	<u>1,824,804</u>			<u>1,824,804</u>
	<u>\$1,988,808</u>	<u>\$3,957,668</u>	<u>\$ -</u>	<u>\$5,946,476</u>

The fair values of cash equivalents and equities have been measured on a recurring basis using quoted prices for identical assets in active markets (Level 1 inputs).

The fair value of fixed income has been measured on a recurring basis using quoted prices in active markets for the same or similar assets (Level 2 inputs).

The table below present transactions measured at fair value on a non-recurring basis during the year ended June 30, 2019:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Contributed services	\$ -	\$824,890	\$ -	\$ 824,890
Contributed materials		2,628		2,628
Pledged contributions – current year			<u>262,625</u>	<u>262,625</u>
	<u>\$ -</u>	<u>\$827,518</u>	<u>\$262,625</u>	<u>\$1,090,143</u>

The fair value of contributed services and material has been measured on a non-recurring basis using quoted prices for similar assets in inactive markets (Level 2 inputs).

The fair value of pledged contributions – current year has been measured on a non-recurring basis using the value provided by the donor at the date of pledge and based on evaluating the credit worthiness of the donor (Level 3 inputs).

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

7. Property and Equipment

Property and equipment at June 30, 2019 consist of the following:

Leasehold improvements	\$ 885,322
Computers and software	272,695
Furniture and equipment	<u>245,238</u>
	1,403,255
Less: accumulated depreciation	<u>(999,903)</u>
	<u>\$ 403,352</u>

Depreciation expense for the year ended June 30, 2019 was \$56,969.

8. Commitments and Contingencies

Obligations Under Operating Leases

Friends leases various facilities under operating leases with various terms. Future minimum payments, by year and in aggregate, under these leases with initial or remaining terms of one year or more, consist of the following:

<u>Year ending June 30,</u>	
2020	\$ 421,568
2021	424,796
2022	292,298
2023	293,854
2024	203,870
Thereafter	<u>34,144</u>
	<u>\$1,670,530</u>

Rental expense under operating leases for the year ended June 30, 2019 was \$447,342.

9. Net Assets With Donor Restrictions

Net assets with donor restrictions at June 30, 2019 consist of the following:

Subject to expenditure for specified purpose:	
Affinity groups and centers	\$ 274,018
Programs and exhibitions	502,128
Branch library support	384,603
Project read	139,837
Dannenberg collection	92,486
Children's programming	75,761
Capital projects	18,879
Other	<u>35,559</u>
	<u>1,523,271</u>

continued

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

9. Net Assets With Donor Restrictions, continued

Endowments:

Subject to appropriation and expenditures when
a specific event occurs:

Restricted by donors for	
Affinity groups and centers	592,946
Branch library support	92,486
Other	<u>128,998</u>
Total endowment	<u>814,430</u>
	<u>\$2,337,701</u>

10. Endowment Funds

Friends' endowment consists of five funds established for a variety of purposes and includes donor-restricted funds. Net assets associated with this endowment are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors has interpreted the Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, Friends classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified as permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by Friends in a manner consistent with the standard of prudence prescribed by UPMIFA.

Return Objectives and Risk Parameters

Friends has adopted investment and spending policies for endowment assets that attempt to preserve the purchasing power of the Endowment Fund and at the same time provide a regular and growing distribution of funds for the use of Friends, consistent with the terms of the Endowment Fund Distribution Policy and the terms governing each of the individual endowment funds. A balanced approach is to be taken between risk, preservation of capital, income and growth.

Strategies Employed for Achieving Objectives

To satisfy its investment policy objectives, Friends relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) through equity-based investments and current yield (interest and dividends) through fixed income investments. Friends targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its return objectives within prudent risk constraints.

continued

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

10. Endowment Funds, continued

Spending Policy and How the Investment Objectives Relate to Spending Policy

Friends has a policy of appropriating for distribution each year an amount of five percent of its investment portfolio's average asset fair market value over the prior three years. The Board of Directors may request all, a portion, or none of the appropriation be distributed in accordance with the endowment fund's purpose as defined by the endowment agreement or applicable board resolution. Any portion of the distribution not appropriated by the Board shall be kept in the endowment fund, be governed by the endowment investment policy, and be available for future distribution in accordance with the distribution policy.

Endowment net assets composition by type of fund as of June 30, 2019 is as follows:

	<u>With Donor Restrictions</u>
Donor-restricted endowment funds:	
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	\$3,603,833
Accumulated investment gains	<u>814,430</u>
	<u>\$4,418,263</u>

Changes in endowment net assets for the years ended June 30, 2019 are as follows:

	<u>With Donor Restrictions</u>
Endowment net assets, beginning of year	\$4,874,983
Interest/dividend income	158,903
Appropriation of endowment funds for expenditures	(638,470)
Net appreciation	<u>22,847</u>
Endowment net assets, end of year	<u>\$4,418,263</u>

Net assets with donor restrictions perpetual in nature represent contributions which the donor has stipulated that the principal is to be kept intact in perpetuity and only the interest and dividends therefrom may be expended for unrestricted purposes. At June 30, 2019, permanently restricted net assets consist of the following:

The Mel Swig Endowment	\$1,462,589
Phyllis C. Wattis Fund for the Main Library	1,000,000
The James C. Hormel Endowment	861,076
The Fritz and Lilian Dannenberg Library Fund	255,168
The Schmulowitz Collection of Wit and Humor Endowment	<u>25,000</u>
	<u>\$3,603,833</u>

continued

**THE FRIENDS AND FOUNDATION OF THE
SAN FRANCISCO PUBLIC LIBRARY**

NOTES TO FINANCIAL STATEMENTS

11. In-kind Donations

In-kind donations for the year ended June 30, 2019 consists of the following:

Donated services:	<u>Hours</u>	<u>Amount</u>
Book Donation Center	17,050	\$510,648
Big Book Sales	3,824	114,529
Readers Fort Mason	3,689	110,486
Readers Main	1,834	54,928
Step Sales	859	25,727
Other	287	<u>8,572</u>
		824,890
Donated material		<u>2,628</u>
		<u>\$827,518</u>

Friends received donated services from individuals who support the mission of the organization. Such services, if not donated, would have been paid for by Friends. Accordingly, Friends has recorded revenue and corresponding expense for the year ended June 30, 2019 amounting to \$827,518. The established fair value of donated services received was based upon the number of hours contributed at appropriate volunteer rate and has been recorded as an in-kind contribution and expense. The volunteer rate is based on yearly earnings provided by the Bureau of Labor Statistics and increased by 12% to estimate for fringe benefits.

12. Employee Benefit Plan

Friends has a deferred compensation plan available to all employees who have completed one year and one thousand or more hours of service, as defined. Employees may contribute any percent of their annual compensation provided it does not exceed maximum amounts as permitted by law. For the fiscal year 2017, Friends made discretionary matching contributions equal to three percent of eligible compensation. Employer contributions under this plan for the year ended June 30, 2019 were \$38,901. Plan contributions shall be fully vested and not forfeitable when such plan contributions are made.