

HANDBOOK ON SPECIAL FUNDS

RIVERSIDE PUBLIC LIBRARY SPECIAL FUNDS

General

The Library's special funds are funds available for library purposes from gifts, endowments, and bequests. Special funds are intended by their donors to be used to improve the level of library service provided by the Library's operating budget. (The operating budget consists of public funds appropriated by the City and County and miscellaneous revenues.) Therefore, special funds are kept separate from the Library's operating budget and are administered directly by the Board of Library Trustees. The Board's authority to administer special funds derives from its power and duty stated in the Riverside City Charter to "accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the City Council (Section 710 f)." The Board also administers special funds donated for the improvement of the County Free Library under the terms of the contract between the Board and the County. There are two types of special funds administered by the Board, trust funds and minor gifts.

Trust Funds

Trust funds are large amounts which the Board holds "in trust" and manages for the benefit of the Library, keeping the principal invested and spending only the income (or a portion of the income if so specified by the donor). Trust funds often are received as a bequest or a memorial gift. The terms of each trust fund are usually specified by the donor and agreed to by the Board prior to the Board's acceptance of the gift or are modified by mutual consent between the Board and the donor. In some cases the Board may choose to create a trust fund with a large gift which has not been specified by its donor as a trust fund. In these cases, the Board may elect at a later date to remove the principal from the trust fund.

In one case, the Lola L. Pedlow Trust, the Board does not manage the principal. In this case the principal is managed by the Riverside Community Foundation and the income is paid annually to the Library. In this case the Board administers the income through the Margaret Morgan and the Mary Morgan Pedlow Memorial Fund established by the Lola L. Pedlow Trust.

Currently the Board is responsible for administering seven trust funds:

Ethan Allen Chase Fund
John Correja Memorial Fund
Dorothy Daniels Memorial Fund
Myra Finton Fund

Hartman Trust Fund
Frank A. Miller Fund
Margaret Morgan and Mary Morgan Pedlow Memorial Fund

Six of these were established as trust funds by the donors and one, the Myra Finton Fund, was created by the Board of Library Trustees.

Additions to the Library's trust funds are welcome. In establishing a new trust fund, it is important that the sum to be invested be large enough to provide an annual income sizeable enough to make a significant improvement in library service and to warrant its continuing administration as a separate fund.

The Board of Library Trustees has authorized the Trust Department of the Security Pacific National Bank, Riverside Main Branch to invest and manage the trust funds in accordance with specific requirements. The Board may change the management of the trust funds at its discretion.

The Board has directed that the income from the trust funds be placed in an interest-bearing checking account and has delegated to the Library Director the responsibility of recommending expenditures from both the income of the trust funds and also from the interest earned on the checking account. However, the Board has reserved to itself the responsibility for approving all expenditures from the income of the trust funds and the interest earned on the checking account.

Minor Gifts

Minor gifts are gifts to the Library which are intended by the donors to be spent as soon as possible or within a period of several years from the date of the gift. Usually minor gifts are smaller in dollar amount than gifts intended to be established as trust funds, but they may be as large as the donor wishes. Most donors specify the purpose of their gift and these purposes are agreed to by the Library Director or designated staff prior to acceptance of the gifts in accordance with the Policy on Gifts and Memorials adopted by the Board of Library Trustees.

The Minor Gift Fund is an interest-bearing checking account established by the Board at the Security Pacific Bank, Riverside Main Branch to provide for receipt and disbursement of minor gifts. All gifts from Friends of the Library groups or similar groups are deposited to this account, as are funds for memorial gifts and miscellaneous donations.

The Board has delegated to the Library Director the responsibility for approving all expenditures from the Minor Gift Fund. The Board may change the management of the Minor Gift Fund at its discretion.

The Board has authorized that the interest earned on the checking account shall be used for expenses of honoring volunteers and Friends of the Library groups or

their members and or staff development purposes, including but not limited to registration, fees, and expenses for job-related workshops, library conferences, and training.

12/84

TRUST FUNDS OF THE RIVERSIDE PUBLIC LIBRARY

I. Ethan Allen Chase Fund

A. History and Purpose

The Ethan Allen Chase Fund was established in 1912 by a gift to the Board of library Trustees of \$5,000 from Mr. Chase. Mr. Chase stipulated that the gift was made upon the condition "that said funds shall be kept separate and apart from all municipal funds." He also stipulated that the funds should be invested, that a certain portion of the income should be returned to the principal, and that the remaining part of the income should be used to purchase books on the subjects of history, biography and science. The Board of Library Trustees accepted Mr. Chase's gift and agreed to his conditions on July 2, 1912.

On February 3, 1916₁ Mr. Chase authorized by letter the use of the funds to include the purchase of books on the subjects of travel and literature as well as the subjects originally specified.

In a letter to the library Board on November 12, 1918, Mr. Chase changed the terms of his instructions for investment of the principal. At this time he requested that the trust be altered to provide that for the first 50 years or until 1962, one half of the income should be devoted to the purchase of books and the other half added to the principal, that for the next 40 years or until the year 2002, 3/5 of the income should be used to purchase books and 2/5 added to the principal, and that thereafter 3/4 of the income should be used for the purchase of books and 1/4 should be added to the principal. He further specified that the principal should be invested in first mortgage loans or "such securities as now are or may be approved for investments by Savings Banks and' Trust Companies in this State."

In 1933 Mr. Chase's son, Harry B. Chase, communicated with the Library Director to state that he felt the public would be best served if the materials purchased from the Chase Fund were distributed on the shelves of the library

and put into general circulation. He said, "My father's idea was service, rather than to have a collection kept back of glass doors where it would be seen but not used."

By 1983 the assets of the Chase Fund had grown to \$188~375 and the fund yielded approximately \$9,700 in annual income to be spent for the purchase of books. In accordance with the terms of Mr. Chase's donation, these funds may only be used to purchase books on the subjects of history, biography, science, travel and literature.

B. The Donor

Ethan Allen Chase was born January 18, 1832, and died October 9, 1921. He was in the nursery business, and his company had offices in eastern Canada and the eastern and southeastern United States. After coming to Riverside in 1891, he organized Chase Nursery Company and owned property near Corona called Chase Plantation. He was president of the National Orange Company which he organized with his sons. He was a large landowner and civic leader - "one of the upbuilders of Riverside County as well as one of the best known nurserymen and fruit growers of California."

He was among the first to reduce the citrus nursery industry to a scientific basis, to plant on higher lands' on the contour plan, to use electric power for pumping water, and was a pioneer in making scenic drives through his property.

"Mr. Chase has been willing to serve the community when he was needed ... but he has never been willing to accept the honors of public office. He might have been a mayor or a state senator ... but he has preferred in a modest and quiet way to do his work for the community as a private citizen. (Source: Holmes, History of Riverside County)

2-21-83

II. John Correja Memorial Fund

A. History and Purpose

This fund was established on March 2, 1920, by a gift of \$3,000 from Mr. Correja's widow, Emma A. Correja. She specified that the funds were to constitute a permanent fund and that the income should be used to buy books on architecture, engineering, and related subjects. By 1983 the assets in this fund had grown to \$7,136 and the

annual income for the purchase of books was approximately \$1,000.

B. The Person Honored

John Correja was born April 12, 1854, and died April 17, 1918. He was a man of remarkable attainments, a thorough business executive, and yet also an artist possessed of a range of culture such as few busy Americans can ever expect to attain. He was a graduate of the Polytechnic Institute of Brooklyn and practiced architecture with his father. He had experience in road building and as a civil engineer.

He started to spend winters in California in 1910, built his home in Riverside in 1916, and enjoyed it for two years. He was a member of the local school board, did paintings in oil, experimented with electricity, built the Correja car, and manufactured a number of touring cars and roadsters. He was an enthusiastic collector of arms and armor. Mrs. Correja gave the library his collection of architectural books as a memorial as well as establishing the trust fund. (Source: Brown, History of San Bernardino and Riverside Counties, vol. 2).

2-21-83

III. Myra R. Finton Fund

A. History and Purpose

This fund was established by a cash gift of \$89.50 from the will of Myra Reynolds Finton. The gift was received with a letter from Adams and Neblett dated February 5, 1942, which advised that the Superior Court had made its decree of distribution in the estate of Myra R. Finton, deceased, and had ordered distribution to the Board of Library Trustees of the Riverside Public library the cash sum of \$89.50 with the direction that the Board and its successors shall have full discretion to disburse said bequest for the purpose of fiction only, provided, however, that the Board, may in its discretion, keep the principal of said bequest in trust, and use the interest and income therefrom for the above purpose.

The cash received from this source was kept in bank savings accounts for a number of years and was ultimately combined

with the Library's Minor Gift Fund. By 1980 interest earned on the original donation totaled \$2,296.26.

On October 20, 1980, in response to a request by the Library Director, this sum was added to the Library's Trust Funds. By 1980 Library records showing the restriction of the original donation for the purchase of fiction had been lost and the Library Director believed that there was no specific request by the donor for the funds' use. Therefore the Library Director requested and received Board authorization to use the interest earned for staff development purposes. In March, 1983, however, records showing the original intent of the Fund were discovered in the Library's files. On March 21, 1983, The Board of Library Trustees rescinded its earlier authorization that income be used for staff development purposes and authorized the use of the income for fiction as specified by the donor. The annual income was approximately \$240 in 1981-82.

B. The Donor

Myra Reynolds Finton was born in Sharon, Connecticut on June 7, 1862, and was taken as a small child to Iowa. She attended Lawrence College in Appleton, Wisconsin. Her husband owned a flour mill and they lived for a time at Fergus Falls, Minnesota. She worked at the Library in Santa Maria, California, before coming to Riverside in 1926. Mr. Finton passed away before Mrs. Finton moved to Riverside.

Mrs. Finton completed the Library School course at Riverside in 1926 and then worked at the Riverside Public library for more than 10 years. She had charge of the book repair department and also served at both the Children's Branch and the main loan desk. Mrs. Finton traveled widely in this country and also in Europe. She died after a long illness in May, 1941. (Source, Riverside Daily Press, May 16, 1941, page 103:5.)

IV. Hartman Trust Fund

A. History and Purpose

The Hartman Trust Fund was created by the will of Leonard A. Hartman and accepted by the Board of Library Trustees on June 20, 1955. The funds received by the Board totaled \$39,530.04. The terms of Mr. Hartman's bequest as accepted by the Board were that the funds should be invested and the income used for subscriptions to newspapers and magazines and the purchase of books. For many years the Library used the funds both for newspaper and periodical

subscriptions. Beginning in 1983, however, the funds were used on

only for newspaper subscriptions, both regular and microfilm editions, and newspaper indexes. This change was made in recognition of the donor's career in newspaper work and so that his contribution to the Library could be more easily distinguished.

By 1983 the assets of the Hartman Fund had grown to \$95,723 and it provided approximately \$8,000 in annual income.

B. The Donor

Leonard A. Hartman was born in Belle Plain, Iowa, April 19, 1894, and came to Riverside to live while in high school. He graduated from Riverside High School, attended the University of Southern California, and was graduated from the University of California at Berkeley. He took post graduate work at the School of Journalism at Columbia University.

He was well traveled, having made a number of trips to Europe. He attended the coronation of King Edward VII in 1936. An accomplished pianist, he did considerable musical criticisms for local papers.

He began his newspaper career as a reporter on the old Riverside Enterprise in 1914 and became Managing Editor in 1919. He worked for the Los Angeles Times from 1925 to 1927 when he returned to the Enterprise as Managing Editor. When the Daily Press and Enterprise combined in 1932, he became City Editor of both papers.

He went to work for the San Bernardino Sun Telegram in 1933 and was wire editor for several years before becoming County Editor in 1951. He lived in Riverside at the time of his death. Ray Gabbert, former publisher of the Enterprise, said of Hartman: "He was the best man I ever had." (Source: Riverside Daily Press, February 12, 1954.)

2-21-83

VI. Frank A. Miller Memorial Fund

A. History and Purpose

This fund was established by a gift from Mr. Miller's widow, Marian C. Miller, of \$5,000. She gave the funds in

several installments from March 6, 1947, through January, 1949. She specified that half of the funds should be expended in 1947 and 1948 and the other half should be added to the Library's endowment fund, that the investments should be at the discretion of the Library Board, and that the income should be used from year to year for the purchase of books. She further specified that the books to be purchased should be on the following subjects:

- Town and City
- Planning
 - Street and Highway
- Routing
 - Traffic Parking
 - Traffic Control
 - Parks and Recreational
- Facilities
 - Zoning
 - Building and Architecture
 - Civic Improvement: landscaping, park and street planting,
 - gardening, flowers, and trees
- Smoke Control
- Administration pertaining to departments concerned with city
 - beautification and betterment
 - Practical building: materials, carpentry, masonry
 - Building restrictions and requirements
 - Industrial Relations
 - Air conditioning
 - Illumination
 - Color
 - Home Furnishings and Decorations

By 1983 the assets of the Miller Fund had grown to \$6,047 and it provided approximately \$600 in annual income for the purchase of books.

B. The Person Honored

Frank Augustus Miller was born at Tomah, Wisconsin, on June 30, 1857, and died at Riverside, California, on June 15, 1935. Frank Miller's most visible contribution to Riverside is the Mission Inn, begun in 1876 and gradually expanded into a hotel of over 200 rooms, combining Spanish, mission style and Oriental architecture, and decorated with art objects from all over the world. As "Master of the Inn" Miller entertained heads of state, artists, and other luminaries from many countries, gaining an

international reputation as an incomparable host, dedicated supporter of the arts, and unofficial diplomat.

Miller's lesser-known accomplishments include participation in the incorporation of the City of Riverside in 1883 and in the formation of Riverside County ten years later. Among the organizations of which he was a founding member were the Institute of World Affairs and the landmarks Club, a group dedicated to preserving California's Spanish architectural heritage. He was also well known as an organizer of the Easter Sunrise Service held annually on Mt. Rubidoux since 1909. In 1925 Frank Miller was honored by the community with the construction of the Peace Tower and Bridge on Mt. Rubidoux. The bridge bears an inscription recognizing Miller for "his constant labor in the promotion of civic beauty, community righteousness and world peace."

2-21-83

V. Dorothy Daniels Memorial Fund

A. History and Purpose

It was in January, 1921, soon after the death of his daughter, Dorothy, that then Riverside Librarian Joseph F. Daniels, decided to use the cash value of Dorothy's WWI liberty Bond, \$51.73, as the nucleus for a memorial in her honor "to purchase books ••• for children of today and those of long ago." The contributions of friends at that time brought the initial memorial endowment fund to \$321.73. In addition, Daniels donated the historical collection which had belonged to his daughter, so that some 250 volumes began the Dorothy Daniels Collection. Included were toy books, horn books, chap books and books < for children of the 18th and early 19th centuries.

The purpose of the Fund is to purchase the following types of materials to add to the Dorothy Daniels Collection:

- a. Historical items in and/or about children's literature, whether they represent the best of their kind or the worst, or fall in between. This cannot be all inclusive but should be representative of the progress and change in this genre.
- b. Books by or for children which contain especially noteworthy illustrations.

- c. Books which are recognized by Caldecott and Newbery awards are considered to fall automatically into this category.
- d. Other items, including directly related 3-dimensional objects such as pictures, horn books, etc., selected or accepted with the express approval of the library Director.

In 1980 Joseph Daniels, Dorothy Daniels' brother, made a contribution of \$3,000 to the Library. Approximately \$1,000 of this was used to purchase a locked, wooden shelving unit with glass doors to house the expanded Collection. The balance was added to the principal of the Dorothy Daniels Fund. By 1983 the value of the Daniels Fund assets was \$2,296 and it provided an annual income of about \$90.

B. The Person Honored

Dorothy Daniels died on January 12, 1921, at the age of 26. She was especially loved by little children and during her days in the Library, delighted to serve them.

She was a student in the Library School and died from tuberculosis.

c. The Donor

Joseph F. Daniels was born April 4, 1865, and died September 16, 1921. He was active in public affairs and regarded as one of the best informed men in library work in the entire United States and an efficient manager of the Riverside Public Library which he served as Librarian from 1910 to 1921. He was president of the Chamber of Commerce, a member of Rotary Club, an instructor of Junior Chamber of Commerce, and originator of a civic organization called "The Town Council."

He was largely responsible for securing the Library's aid from the Carnegie Foundation. He was in constant demand for public addresses all over the country.

He lived in Riverside for about 15 years, coming from Greeley, Colorado where he had been librarian at Colorado State Normal School.

The paralytic strokes which caused his death were believed to have been due indirectly to his grief over the loss of these two daughters, Esther and Dorothy, who died within a short time of each other.

D. The Collection

Gifts of materials through the years and income from the endowment fund have brought the present collection to a total of approximately 850 books, plus the complete files (122 volumes) of the St. Nicholas Magazine published from 1873 to 1939, and deemed a foremost influence in the development of good reading for children in this country. Also in the collection are two volumes containing the 1868-69 issues of Young Folks Magazine.

Among the most delightful books in the collection are the reprints of "The New England Primer, "McGuffey's Reader., and the early 20th century readers.

Examples of famous children's series books are included, such as the Rollo Books, Oliver Optic, G. A. Henty, Horatio Alger Jr., and Lucy Fitch Perkins. Reference works include a definitive collection of the history of children's literature in the United States, France and England, and on book collecting in the field of children's literature. Children's books from foreign countries include those printed in German, Polish, French, Italian, Spanish, Japanese and Arabic.

Drawing special attention at exhibitions of the collection are such novelties as "The Little Colonel Paper Doll Book," the horn books, the old books with movable pictures, and games, such as "Uncle Tom and Little Eva Playing Cards," printed in 1852.

Mr. Daniels specified that "It will be a display collection, not for circulation but for exhibition purposes."

The expression "exhibition purposes" is interpreted to include protected exhibition outside of the Central

library and also restricted loans to responsible teachers of children's literature who may exhibit the items to their classes. Although the collection is for exhibition only, students of children's literature and browsers, both adult and children, are allowed to consult the books.

2-21-83

VI. Margaret Morgan and Mary Morgan Pedlow Memorial Fund

A. History and Purpose

Dr. Lola L. Pedlow died in Riverside on March 15, 1984, leaving substantial assets in a private trust. The trust provided that an undivided 60% of the remainder of the trust estate should be distributed to the Riverside Community Foundation to establish the Margaret Morgan and Mary Morgan Pedlow Memorial Fund. The Trust provided that the entire net income should be paid annually to the Riverside Public Library to be used for the purchase of books, periodicals, and library materials. The Trust further stated that it was the intent of the Trustor that funds delivered to the Riverside Public Library shall be supplementary to the Library budget and may not be used in such a manner as to reduce the normal operating budget, nor for salaries, employee benefits, or ongoing expenses of library facilities.

This gift was accepted by the Board of Library Trustees on March 26, 1984, and by the Riverside City Council on March 27, 1984.

The first payment from the Riverside Community Foundation was received by the Library on May 23, 1984, in the amount of \$24,000.

With the approval of the Library Board, the Library Director divided the funds proportionately among the Central Library and Branches (Arlington, Casa Blanca, La Sierra, and Marcy) of the Riverside Public Library in proportion to their share of the regular City budgeted funds for library materials. It was planned to continue such a division of the funds among the agencies in future years.

B. The Persons Honored

Miss Margaret Morgan was the aunt of Dr. Lola Pedlow and the sister of Dr. Pedlow's mother, Mary L. Morgan Pedlow. Margaret Morgan was born June 29, 1868, in Ashland, Pennsylvania, the daughter of George Morgan and Margaret Jenkins Morgan, who had emigrated from Wales. In 1889 she graduated from Millersville State Teachers College and taught school thereafter at Schuylkill Haven, Pennsylvania. In 1892 the County Superintendent stated that she was "one of the most successful teachers in the County." After several years of teaching, she was obliged to assist her aging parents in their home, but she retained her interest and enthusiasm for education throughout her life.

She helped several nephews and nieces to achieve their own educations and taught Sunday School at St. John's Episcopal Church in Ashland.

In 1915 Miss Morgan moved to Los Angeles. After that time she helped a second niece obtain three years of medical education. This is probably a reference to Lola L. Pedlow.

After the Pedlow family moved to Los Angeles Margaret Morgan lived with her sister and brother-in-law. For several years before his death in 1919, the sisters' half-brother Colonel Griffith J. Griffith, who donated Griffith Park to the City of Los Angeles, made his home with the Pedlows and Miss Morgan. In the address given at Mrs. Pedlow's funeral a reference is made to a deep bond of affection between Colonel Griffith and his sisters. They had stood by him through a series of personal misfortunes. Margaret Morgan died in Los Angeles on February 25, 1956.

Mary L. Morgan Pedlow was Lola L. Pedlow's mother. She was born on November 3, 1865, in Ashland, Pennsylvania of the same parentage. She graduated from Millersville State Teachers College and taught school for eight years in the public schools of Ashland, Pennsylvania. In January, 1893, she married Edward Pedlow, an accountant who worked at Gayne Pump Company in Ash land. They had three children: Robert Pedlow born March 25, 1894, who died on April 14, 1896: Gladys E. Pedlow born March 13, 1897, and Lola L. Pedlow born April 11, 1901, the donor of this Fund. In 1916 the family moved to Los Angeles and in 1922 Mr. Pedlow died.

Mrs. Pedlow was an Episcopalian and active in her church teaching Sunday School. She died in December, 1935, and her funeral was held on December 28, 1935. She was survived by her two daughters Gladys Pedlow Wilcox and Lola Pedlow, her son-in-law Cecil J. Wilcox, her grandson Robert Angus Wilcox, and her sister Margaret Morgan.

C. The Donor

Lola L. Pedlow was born April 11, 1901, in Ashland, Pennsylvania, the daughter of Edward and Mary L. Morgan Pedlow. She died in Riverside, California, on March 15, 1984. She lived with her family in Ashland until 1916 when they moved to Los Angeles. According to her brother-in-law Cecil J. Wilcox of Hemet, California, she studied medicine in Europe. She received her medical degree from the University of California School of Medicine at San Francisco that same year and her California license to practice medicine in 1929. She practiced as a gynecologist in Los Angeles from 1932 until her retirement in the 1960's. She joined the Los Angeles County Medical Association in 1938. During at least some of the years of her practice she worked for the City of Los Angeles' Board of Health Commissioners. In

1937-38 and 1938-39 she was in charge of the Women's Venereal Disease Division operated by the Board. In 1940 and 1941 she was in charge of the Women's Central Venereal Disease Clinic of the Department of Health, City of Los Angeles. We have been unable to determine whether she held these positions for a longer time or was in private practice.

She retired to Riverside where she lived in Plymouth Tower, a retirement residence. During her retirement years she frequently used the Riverside Public Library. Her 1975 - Christmas letter to her family included the following paragraph:

My great joy is the proximity of the main Riverside Public Library, two blocks away. Riverside can well be proud of this facility, not only for keeping up supplies of new books and maintaining the best of the older and well loved standard literature, but also for lectures, free educational movies, an electronic machine which enables certain types of the visually handicapped

to read, duplicating machines, large print books, phonograph records, and much more. I compare all these riches with the meager facilities which were available in my little home town during my childhood. Now when I leave the Library with an armful of books and realize that I have also the leisure and the vision to read them, I feel endowed with great wealth and am truly thankful.

Dr. Pedlow was survived by her brother-in-law Cecil J. Wilcox of Hemet, California and her nephew Robert Angus Wilcox of Buena Park, California. A Trust was established for her nephew who at the time of his death will also be transferred to the Riverside Community Foundation to establish the Gladys Pedlow (Wilcox) Memorial Fund honoring his mother, Lola Pedlow's sister. The entire net income from this fund will also be paid annually to the Riverside Public Library to be used for the purchase of books, periodicals, and library materials.