

Tuesday, March 25, 2014

Chico Friends of the Butte County Library

Minutes: Board Meeting, March 18, 2014

Board Members:

Margaret Bomberg
~~Debbie Cobb~~
Patti Conlin
Brenda Crotts
Susan Davis

Gerald Davis
Ann Elliott
Diane Friedman
Fe Howard
Don Kidd

Rupert McDowell
Marian Milling
~~Joan Olmstead~~
Mary Wahl

Guests and Volunteers present:

Jen Rold (Chico Carrel, jen.rol@gmail.com)
Kelsey McGee (Chico Carrel, mcgeek@pacbell.net)
Jean Andrews (new CFOL Historian, andrews_jeanlouise@gmail.com)
Maureen Jeffers (Library staff, mjeffers@buttecounty.net)

CFOL Board Meeting, called to order at 7PM

- Treasurer's Report

- Book sale doing well. Lectern was ordered and being shipped. No earphone revenue lately. Discussion re: money collected in the library. Various envelopes should be put in the Treasurer's folder in the CFOL cabinet. Mary Wahl and Rupert McDowell volunteered to put envelopes in the Treasurer's folder in the CFOL file cabinet.
- Report approved (m/s/c Kidd/Friedman).

- Minutes

- Correction: Brenda Crott's was misnamed. Should be 'Brenda', not 'Debra' (m/s/c Wahl/Bomberg)

- Librarian

- Brenda Crotts for Mel Lightbody: Grant, from general services, will contact letter writer to ChicoN&R (lights on after library closed, wasting energy) to explain our lighting policy.
- Brenda Crotts for Lydia. Changes in Children's and Teen areas. Thanks for the CARD ad. Summer Reading programs are set. Board approved amount for Summer Reading programs to be about \$1200 (m/s/c Elliott/Friedman).
- Brenda Crotts. See attached report from Brenda. All story times are popular; outgrowing children's room and will occasionally use meeting room instead. 28 people at Gravity movie. Hunger Games and Frozen next. Do not announce movie titles outside of library (i.e., Carrel, Internet, ChicoER, etc.) due to license restrictions. ... Class visits have been happening. Lydia has been doing school outreach. ... New computers are in IS and being prepared. 15 public Internet stations, 3 Children's ... Many changes in item locations - go take a tour. ... When PCs come, they will be setup in a new printing situation costing about \$2580. It's a free standing unit where patrons pay before printing - service contract included - software included - "Everything" included, according to Mel. No motion was made to approve the printer situation. Timer will be part of the setup - don't know if the timers are part of the \$2580 or not. Need more information. Have we already approved this as part of the approval for the PCs?
- Brenda Crotts - \$500 to restock the best seller kindles that patrons can check out for a week. (m/s/c Friedman/Bomberg).
- Roof appears to be fixed - no leaks during recent rains.

- Book sale

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- Correspondence from book sale customer re: Lisa McCrae (internet dealer for CFOL). Book sale will not sort for internet sales during Saturday sale to avoid appearance of Lisa having 'first dibs.' Ann sent response explaining our procedures.
- First Friday sale still getting new members (3 in March).
- LAB - no news
- JFOL
 - At each meeting each FOL rep recap's its activities. ... Next book fair in May. ... Add JFOL meeting to CFOL calendars.
- ONGOING and NEW
 - Microfilm reader has been installed in Oroville. It's the same model as proposed for us. We decided to buy a ScanPro 3000 for Chico, not to spend more than \$15,000 (m/s/c Bomberg/Kidd).
 - Funding from the City of Chico is in serious danger of being cut. No news available yet. Rupert will get an update from Mel Lightbody. *Note: See article on the front page of the 3/25/14 ChicoER stating Finance Committee plans to support library at same level as last year. "It also proposes to continue the \$100,000 annual library contribution...."*
 - Re improvements suggested last month, some of the work has been done by the county. We don't have a lot of spare cash in checking, and we don't have to think about it right away, so vote not made. For April, 2014, meeting: Tour the library and hear about the proposed changes, receive accurate proposal, and vote. Start at 6pm, take tour, continue the meeting.
 - Bookmark Contest - John Few needs bookmark contest judges - several people volunteered - Jen, Kelsey, Rupert, Gerald, Fe.
 - Cupcake Sale, April 10th. Rupert would like to have Rob's photo at the fundraiser but we can't find it, maybe the Helens know where it is. Rupert would like help: Patti, Jean, and Fe volunteered.
 - Nominating Committee. Diane Friedman nominated as 2014-2016 President; Ramona Peters nominated as 2014-2016 Secretary. New board members beginning July 1: Jen Rold, Kelsey McGee, Jean Andrews. Board members leaving July 1: Fe Howard.

Meeting adjourned at 8:36PM

Next meeting April 15th at 6pm.

Attachment 1: Agenda

**CHICO FRIENDS OF THE LIBRARY BOARD MEETING
MARCH 18, 2014**

Introductions:

February, 2014, Minutes reading and approval

Reports:

Treasurer: Susan Davis

Book Sale: Ann Elliott

Librarian Report: Brenda Crotts

Lydia Neeley (Brenda Crotts)

Library Advisory Board: Patti Conlon

Joint Friends: Mary Wahl

Nominating Committee Report: Dianne Friedman
Rupert McDowell

Old Business:

Microfilm Reader Update

Summer Reading Program (Neeley/Crotts)

Chico Library Funding (Marian Milling)

New Business:

Bookmark Contest: Deadline April 5th, Need judges

Awarded: Saturday, April 19 at 2:00 PM in the Children's Room

New Carrel Team: Kelsey McGee/Jen Rold

3rd Annual Rob Atkinson Memorial Cupcake Fundraiser: April 10, 2014,

11AM-2PM, Century 21 Jeffries Lydon, 1101 El Monte Ave,

Need CFOL Volunteers

Next Meeting: April 15, 2014

Attachment 2: Librarian's Report

Activity Summary by Date Range
Chico Branch
Previous Month

Titles Added ***	
Title Add Type	Counts
Title Added - Circ	302
Titles Added Total	302

Titles Deleted ***	
Title Delete Type	Counts
Title Deleted - Cat	1,236
Title Deleted - Circ	30
Titles Deleted Total	1,266

Items Added ***	
Item Add Type	Counts
Item Added - Cat	411
Item Added - Circ	548
Items Added Total	959

Items Deleted ***	
Item Delete Type	Counts
Item Deleted - Cat	4,882
Item Deleted - Circ	313
Items Deleted Total	5,195

** If done in Circulation, tracked by Location setup in Station option. If done in PAC, tracked by Borrower Location.*

*** Tracked by Borrower Location*

**** If done in Cataloging, tracked by Statistics setup. If done in Circulation, tracked by Location setup in Station option.*

Activity Summary by Date Range

Chico Branch
Previous Month

10687
8542

19229
36,829

Circulations *	
Circulation Type	Counts
Check Out	39,090
Check In	39,453
Renewal	13,128
Change Due Date	40
Circulations Total	91,711

52,218

Holds *	
Hold Type	Counts
Hold Added	4,284
Hold Arrived	3,774
Hold Canceled	666
Hold Checked Out	2,817

Fines Paid/Waived *	
Transaction Type	Total
Fines Paid	\$6,031.91
Fines Waived	\$3,493.11

Overdue Notices **	
Notice Number	Items Notified
1	2,000
2	741
3	463
Courtesy Notice	19,467
Notices Total	22,671

Borrower Maintenance *		
Borrower Maintenance Type	Borrower Type	Counts
Borrower Add	A	245
	J	131
	TEACHER	1
	YA	10
Borrower Delete	J	1
	YA	1
Borrower Update	A	1,638
	J	469
	RS	12
	TEACHER	11
	V	19
	YA	67
Borrower Maintenance Total		2,605

Stats Only Check Outs	
Description	Counts
No matching results were found.	

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Attachment 3: Treasurer's Report

CHICO FRIENDS OF THE LIBRARY
BALANCE SHEET
FEBRUARY 28, 2014

ASSETS

Current Assets:		
Cash - book sale change	\$	24.00
Checking acct-Pay Pal		3,881.42
Checking acct-Tri Co Bank		27,864.69
Investment account - St Nic		714,080.29
		<hr/>
TOTAL ASSETS	\$	<u>745,850.40</u>

ALLOCATIONS

Allocations:		
Nancy Williams Trust Fund		1,111.00
Endowment - Langen Trust		32,202.27
C F O L Endowment Fund		33,156.00
C F O L Building Fund		615,000.00
Unallocated funds		26,365.51
Current Net Receipts		34,234.70
Change in value of investments		3,780.92
		<hr/>
TOTAL ALLOCATIONS	\$	<u>745,850.40</u>

This report was prepared without audit from the records
of the corporation. Susan Davis, Treasurer

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CHICO FRIENDS OF THE LIBRARY
 COMPARATIVE STATEMENT OF REVENUES & EXPENSES
 INCOME TAX BASIS
 FOR THE ONE MONTH AND EIGHT MONTHS ENDED FEBRUARY 28, 2014 AND 2013

	C U R R E N T P E R I O D				Y E A R T O D A T E			
	This Year	Percent	Last Year	Percent	This Year	Percent	Last Year	Percent
Revenues:								
Book sales	\$ 4,474.28	48.7	\$ 4,794.29	31.8	\$ 36,831.70	48.9	\$ 36,321.54	42.9
Membership dues - general	3,297.00	35.9	7,720.00	51.2	4,347.00	5.8	12,421.50	14.7
Memberships - \$37.25 club	447.25	4.9	1,788.00	11.9	515.85	0.7	2,378.00	2.8
Donations	530.00	5.8	705.00	4.7	11,859.56	15.7	7,670.10	9.1
Memorials	0.00	0.0	50.00	0.3	610.00	0.8	1,922.25	2.3
Fall Festival fundraiser	0.00	0.0	0.00	0.0	449.50	0.6	530.80	0.6
Christmas book gifts	0.00	0.0	0.00	0.0	1,543.00	2.0	4,095.00	4.8
Cookbook sales	10.00	0.1	0.00	0.0	10.00	0.0	8.00	0.0
Puzzles	330.00	3.6	0.00	0.0	924.00	1.2	0.00	0.0
Quilts and Crafts	20.00	0.2	0.00	0.0	811.05	1.1	1,000.00	1.2
T Shirts	0.00	0.0	16.00	0.1	18.00	0.0	24.00	0.0
Steve Ferchaud prints	0.00	0.0	0.00	0.0	0.00	0.0	80.00	0.1
Earphones	0.00	0.0	0.00	0.0	186.00	0.2	76.00	0.1
Craft Fair	0.00	0.0	0.00	0.0	0.00	0.0	373.50	0.4
License Plate Holders	69.00	0.8	5.00	0.0	99.00	0.1	52.00	0.1
Tote Bags	12.00	0.1	0.00	0.0	114.00	0.2	36.00	0.0
Interest	0.62	0.0	0.44	0.0	17,018.56	22.6	17,692.77	20.9
Total Revenues	9,190.15	100.0	15,078.73	100.0	75,337.22	100.0	84,681.46	100.0
Expenses:								
New book purchases	2,539.06	27.6	1,985.31	13.2	29,666.62	39.4	22,105.58	26.1
Digital Media purchases	0.00	0.0	0.00	0.0	1,765.93	2.3	0.00	0.0
Magazine subscriptions	50.95	0.6	0.00	0.0	1,514.46	2.0	278.03	0.3
Christmas book purchases	0.00	0.0	0.00	0.0	2,187.24	2.9	3,415.00	4.0
Earphone purchases	138.68	1.5	0.00	0.0	138.68	0.2	0.00	0.0
Book sale expenses	95.22	1.0	0.00	0.0	158.27	0.2	136.07	0.2
Bank charges	0.00	0.0	0.00	0.0	0.00	0.0	65.25	0.1
Equipment purchases	0.00	0.0	0.00	0.0	329.40	0.4	2,373.85	2.8
Fall festival expenses	0.00	0.0	0.00	0.0	879.60	1.2	332.51	0.4
Fund raising expenses	0.00	0.0	0.00	0.0	0.00	0.0	103.41	0.1
Library programs	(169.49)	(1.8)	0.00	0.0	2,066.48	2.7	698.76	0.8
Maintenance/repairs	0.00	0.0	0.00	0.0	154.83	0.2	0.00	0.0
Miscellaneous	0.00	0.0	0.00	0.0	350.13	0.5	697.34	0.8
Printing and copies	0.00	0.0	0.00	0.0	4.28	0.0	0.00	0.0
Printing Carrel	305.83	3.3	0.00	0.0	932.25	1.2	1,001.21	1.2
Postage	0.00	0.0	0.00	0.0	339.85	0.5	518.10	0.6
Corporate reg fees	0.00	0.0	0.00	0.0	60.00	0.1	55.00	0.1
Teen Volunteer program	0.00	0.0	0.00	0.0	100.00	0.1	181.18	0.2
Vol & Donor Recognition	0.00	0.0	7.53	0.0	454.50	0.6	1,093.89	1.3
Total Expenses	2,960.25	32.2	1,992.84	13.2	41,102.52	54.6	33,055.18	39.0
Excess of Revenues Over Expenses	\$ 6,229.90	67.8	\$ 13,085.89	86.8	\$ 34,234.70	45.4	\$ 51,626.28	61.0

See accompanying accountants' compilation report