

MEETING Minutes, 7/19/2016

Started at 7PM.

- In attendance: Mahammad Khaki, Brenda Crotts, Katherine Gould, Nancy Leek, Diane Friedman, Ann Elliott, Patti Conlin, Margaret Bomberg, Mary Wahl, Susan Davis.
- Treasurer's Report & Finance Committee (Susan Davis).

The June 30, 2016, financial statement is the official year end report, suitable for tax preparation purposes.

- Minutes

Minutes were approved as submitted (m/s Friedman/Gould)

Ongoing ...

- Book Sale: Diane Friedman
 - Diane read into the minutes a letter from Helen Sutton explaining the procedure for using dots to manage book inventory (attached).
 - The cabinet used to store book sale change and book sale supplies was jimmied open. Nothing was taken. Since it is not in good repair (wheels, lock, etc.), Diane will look into a replacement cabinet.
- Librarian: Brenda Crotts
 - RFID tagging started today July 19, 2016. Should be finished in a month. Tagging machines rented for two months for Butte county. Brenda is devoting all available resources to tagging books and processing deletions.
 - Statistics were circulated, copy attached. Self checkout down because station was broken.
 - Staff received a letter from patron saying there were bed bugs in the Rob Atkinson memorial chair. Hunter's Pest Control found no bed bugs, but the chair is collecting dirt between the cushions. Hunter's suggests we get rid of it. Diane to call Vectors, a veteran's organization, to arrange for them to pick it up, and she will call Debbi Cobb to let her know about it because she originally arranged for the chair's placement.
 - Regina has been relocated to Oroville. Library is recruiting for library assistant and will be interviewing for 3 FT positions in Chico. With loss of Ricardo, we have lost FT

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Spanish Storytime.

Extra help is handling Spanish Storytime.

- We might be buying some Asix360 books through Brenda.
- A Library Services and Technology Act (LSTA) grant was received in Chico to develop programs and projects that enhance library service for all Californians. Training will be provided, 9/7-8/16, 9-5, free, for a program "How to create a Digital Story." Trained people will then go out to community to train them. Resulting community stories will be used by library (state) to promote libraries. Brenda has 10 seats for the class and some of them are open to CFOL. Contact Brenda if you want to be trained.
- Library Advisory Board (LAB): Patti Conlin (including volunteer hours)
 - No meeting this month – social event instead.
 - Oliver requested that board members put time spent on CFOL business (meetings, travel, outreach, projects, etc.) in the volunteer hours on volunteer board sign in sheet.
- Newsletter: Jen Rold
 - Jen is under the weather, but sent an email saying the newsletter is almost done.

New Business ...

- Thank you to Supervisors and/or story time parents for extra hours: How or what to do? When?
 - Ann will write a letter of thanks to BC Supervisors and Paul Hahn.
 - Thanks you letter to Chico ER - Mary Wahl prepare draft, Ann will send.
- Recap of meeting with County re. Building expansion for book sale
 - First step is to write a Memorandum Of Understanding (MOU), prepared by Melanie Lightbody in the next two months or so.
 - After MOU comes feasibility study and architectural design which will start costing money.
- Quilt Drawing timing
 - Helen Bartolomei donated the quilt.
 - Do we want Annie's Star quilt too? (Left that open ended.)
 - Timing? Margaret is chair. Do drive in October, drawing on Halloween.
 - Note: Staff cannot handle money so volunteer would have to be on hand to handle the transactions.
- Chico Community Grant for overhead digital projector of conference room
 - Status - goals by 7/22
 - Status – accepted. Project: Overhead projector for meeting room.
 - Annie B's Drive
 - Submitted

NEXT MEETING 8/16/2016

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- Nancy Leek will do the trivia team. Motion was passed to participate in Trivia Bee at lowest level (m/s Elliott/Davis)
- Membership Drive Notes
 - To do: Pamphlet to handout.
 - To do: Look into card or phone payments. (Diane to look into PayPal pmts.)
 - Also, mention membership when selling quilt tickets.
 - September meeting is RFID meeting, and our chance to push membership.
 - Committee?
 - Diane and Ann, so far.
 - Format possibilities:
 - Patron solicitation – poster, flyer, lobby workers
- Meeting adjourned at 8:15.

NEXT MEETING 8/16/2016

Report on "Dots" for Book Sales:


When I took over as Book Sales Manager in November of 2011 the system for marking and pricing books was to put the price, month and year on the first page of each book. At that time books not sold were held for more than a year, causing boxes of books to be left stacked on the floor in the small storage room. Each book had to be opened and to see if it could be removed and recycled in some way. This was only done if there were volunteers willing to check every book.

As sales started to increase, this was a huge problem as we were also trying to eliminate at least 6 months of books. The suggestion was made to try using dots, placing the dot on the spines. A different color to be used for each month, and recording when that color of dotted books were to be removed.

By trial and error we have come up with a very efficient method of keeping dotted books together, keeping donations for only 4 months and reducing set up time and the time it takes to completely close on Sat at 11:30 AM. Closing time takes about 15 minutes now, The 12 boxes to be eliminated are quickly placed on the "Foyer 50 cent cart".

Because our donations and sales have continued to increase these dots have been a life saver. The cost for using dots is about \$26. Per month.

Respectfully submitted:


Helen Y. Sutton 6-28-16

Book Sales Manager

June 2016

CHICO

Registered Users(total card holders)	59339
New patrons (new card holders)	399
Children Borrowers	10070
Public Internet Sign ups	2064
wifi stats	1465
Expenditure on Children's Materials	\$ 1,129.49
Library Visits	26442
Reference questions (omit directional)	1959
Author/Title Requests	3606
Pre-school Programs	27
Pre-school Programs attendance	726
School Age Programs	8
School Age Programs attendance	195
YA Programs	3
YA Programs attendance	24
Adult Programs	24
Adult Programs Attendance	687
Hours Open Weekly	44
Hours Open Annually	2288
Monthly Circ (Checkouts + Renewals)	43162
Volunteer hours	487.5
Conference Room Use	23
Conference Room attendance	395
Fine Income	\$ 4,301.10
Outreach Activity(ies)	
Outreach Attendance	
FOL/book sale volunteer hours	0

30714
19128
62.28%

Self
check