

Chico Friends of the Library

Minutes of the 10/18/16 Board Meeting

Present: Bomberg, Cobb, Conlin, Crofts, Davis, Elliott, Friedman, Gould, Leek

Guests: Mohammad Khaki, Elizabeth Tice

Absent: McDowell, Milling, Rold, Wahl

Treasurer's Report for August and September, 2016, were distributed by Susan Davis (Attached).

Minutes of August and September were approved as written (*m/s/c Cobb/Bomberg*).

Book Sale: October 13 book sale volunteer lunch was well received. Brenda Crofts suggested that we *do not* accept large donations during November because of the remodel and associated furniture rearranging. We should post a notice in several places (front door, back door, at the book sale). The November non-donation month should be mentioned in the monthly email update to members.

Librarian's Report:

The usual monthly statistics are not available, and will be distributed when the spreadsheet has been filled in.

The county purchased an Android tablet which can plan digital media, both audio and eBook form. The library needs an *Amazon gift certificate (\$500)* to load the new tablet and replenish Kindles. (*m/s/c Bomberg/Cobb*). Diane to arrange delivery of gift certificate with Nicholas Campbell (nacampbell@buttecounty.net).

Brenda brought videos to display for us: a) video storytelling workshop, and b) Multicultural Day.

Newsletter: Newsletter has been mailed and looks good.

Trivia Bee: 10/28/16. CFOL team is ready.

Quilt Drawing: Quilt drawing *volunteers are needed*. Volunteers will circulate in the library wearing the quilt drawing pouch and carrying the drawing box. Pouches are kept near the volunteer sign in sheets in the workroom.

CFOL Task Distribution: Some of Diane's tasks have been distributed among the board members and other volunteers. Tasks and volunteers are on Page 3.

Anne Nordhus Memorial: Ann Elliott with lead a discussion via email regarding how to best memorialize Anne Nordhus – maybe a plaque and photo?

Membership Drive: still thinking about whether we need a drive and, if we do, how to handle it.

Records Retention Policy: Ann Elliott distributed a draft policy for the board's information.

Current Remodel work: Two motions were approved. 1) Since the money allocated for the original Maker Space remodel isn't being used for a Maker Space – costs came out higher than originally estimated – move the Maker Space money to other areas being remodeled (*m/s/c Elliott/Cobb*); and 2) County operations are

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evaluating various options for the Maker Space. The board moved to approve up to an additional \$25,000 for a Maker Space when it is ready to be built (*m/s/c Elliott/Bomberg*).

Attachments:

Page 3: Task Distribution

Page 4: August/September Balance Sheets

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CFOL Tasks - Up for Grabs October 2016

Purchase books on request for the Library (staff member Maureen Jeffers makes requests). Treasurer will reimburse, but you use your credit card (get mileage or rebates, save CFOL shipping costs by being an Amazon Prime member). 2 hours monthly <i>Rupert + Patti</i>	Membership records. Mini Atkins enters into data base, you own the envelopes after entry (shred, using service or your own machine, after 1 year holding period). 1 hour monthly, 10 hours in Feb/Mar. <i>Katherine</i>
Send monthly update to email addresses in membership. Email program must accept list of addresses for bcc. 2-3 hours monthly <i>Maureen</i>	Website maintenance (blog help from Marie Burbridge, based on monthly update email) 3 hours monthly (40+ hours during periodic redesign). <i>Diane</i>
Interface between Board and Book Sale. 3 hours monthly. <i>Nancy</i>	Update CFOL Google calendar whenever necessary – 1 hour monthly <i>Diane</i>
Monitor PayPal and transfer \$ to bank, submit printed records of donations to membership file and treasurer. 1 hours monthly <i>Diane</i>	Answer mail from Contact Us link on the web page (not much), 1 hour monthly <i>Patti</i>
Newletter, gather articles, edit articles, write those which need to be written, send to Newsletter Editor (Jen), proofread newsletter. 4-5 hours quarterly <i>Elizabeth + Tice</i>	Wind Gerald's clock weekly, which no longer keeps accurate time (Needs adjustment. Maybe Rupert can facilitate when he returns.) 1/4 hour weekly <i>Rupert</i>
Newletter, send address list from membership file and newsletter to printer, pick up at printer and deliver to post office with completed USPS form and count of local/remote items. Put extras at volunteer sign in station. 4 hours quarterly <i>?</i>	Submit taxes (Fed Form 990 & other state corporation forms). Due November 15 for June 30 fiscal year end. Costs up to \$1000 if we get accountant to do it, used to be done by Gerald Davis (free). 2013 done by Lotspeich for \$1000+, 2014 done by Diane and Susan (free). 4-16 hours per year, depending on familiarity with forms. <i>Diane</i>

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CHICO FRIENDS OF THE LIBRARY BALANCE SHEET SEPTEMBER 30, 2016

ASSETS

Current Assets:		
Cash - book sale change	\$	24.00
Checking acct-Tri Co Bank		105,258.24
Investment account - St Nic		741,302.90
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TOTAL ASSETS	\$	<u>846,585.14</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		635,000.00
General funds		158,536.73
Current Net Receipts		6,827.85
Change in value of investments		(20,248.71)
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TOTAL ALLOCATIONS	\$	<u>846,585.14</u>

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	THIS YEAR		PERCENT		LAST YEAR		PERCENT	
Revenues:								
Book sales	\$ 8,458.35	91.4	\$ 7,036.96	95.9	\$ 12,067.55	90.2	\$ 11,219.77	86.5
Membership dues - general	215.00	2.3	30.00	0.4	565.00	4.2	205.00	1.6
Donations	0.00	0.0	124.92	1.7	60.00	0.4	362.97	2.8
Memorials	500.00	5.4	60.00	0.8	500.00	3.7	1,080.00	8.3
Puzzles	58.00	0.6	58.00	0.8	111.00	0.8	58.00	0.4
Quilts and Crafts	0.00	0.0	10.00	0.1	0.00	0.0	10.00	0.1
Earphones	0.00	0.0	0.00	0.0	32.00	0.2	0.00	0.0
License Plate Holders	0.00	0.0	10.00	0.1	12.00	0.1	10.00	0.1
Tote Bags	18.00	0.2	6.00	0.1	26.00	0.2	24.00	0.2
Interest	1.77	0.0	1.05	0.0	3.44	0.0	2.10	0.0
Total Revenues	9,251.12	100.0	7,336.93	100.0	13,376.99	100.0	12,971.84	100.0
Expenses:								
New book purchases	2,773.01	30.0	5,103.60	69.6	6,329.55	47.3	11,035.59	85.1
Digital Media purchases	0.00	0.0	30.00	0.4	218.87	1.6	1,030.00	7.9
Magazine subscriptions	0.00	0.0	1,144.91	15.6	0.00	0.0	1,174.86	9.1
Book sale expenses	14.46	0.2	0.00	0.0	484.95	3.6	0.00	0.0
Bank charges	0.00	0.0	0.00	0.0	0.00	0.0	69.00	0.5
Equipment purchases	0.00	0.0	332.81	4.5	0.00	0.0	4,189.37	32.3
Fund raising expenses	0.00	0.0	255.75	3.5	0.00	0.0	255.75	2.0
Library programs	0.00	0.0	1,116.87	15.2	93.76	0.7	2,596.87	20.0
Maintenance/repairs	0.00	0.0	69.86	1.0	0.00	0.0	69.86	0.5
Miscellaneous	300.00	3.2	0.00	0.0	300.00	2.2	0.00	0.0
Printing and copies	0.00	0.0	0.00	0.0	0.00	0.0	79.05	0.6
Printing Carrel	430.51	4.7	0.00	0.0	430.51	3.2	300.46	2.3
Postage	0.00	0.0	0.00	0.0	215.00	1.6	225.00	1.7
Total Expenses	3,517.98	38.0	8,053.80	109.8	8,072.64	60.3	21,025.81	162.1
Excess of Revenues Over Expenses	\$ 5,733.14	62.0	\$ (716.87)	(9.8)	\$ 5,304.35	39.7	\$ (8,053.97)	(62.1)

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CHICO FRIENDS OF THE LIBRARY BALANCE SHEET AUGUST 31, 2016

ASSETS

Current Assets:		
Cash - book sale change	\$	24.00
Checking acct-Tri Co Bank		103,734.74
Investment account - St Nic		741,302.90
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TOTAL ASSETS	\$	<u>845,061.64</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		635,000.00
General funds		158,536.73
Current Net Receipts		5,304.35
Change in value of investments		(20,248.71)
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TOTAL ALLOCATIONS	\$	<u>845,061.64</u>

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CHICO FRIENDS OF THE LIBRARY
COMPARATIVE STATEMENT OF REVENUES & EXPENSES
INCOME TAX BASIS
FOR THE ONE MONTH AND THREE MONTHS ENDED SEPTEMBER 30, 2016 AND 2015

	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	\$ 5,989.73	98.0	\$ 4,510.52	90.7	\$ 18,057.28	92.7	\$ 15,730.29	87.6
Membership dues - general	65.00	1.1	80.00	1.6	630.00	3.2	285.00	1.6
Donations	0.00	0.0	12.05	0.2	60.00	0.3	375.02	2.1
Memorials	0.00	0.0	300.00	6.0	500.00	2.6	1,380.00	7.7
Puzzles	28.00	0.5	60.00	1.2	139.00	0.7	118.00	0.7
Quilts and Crafts	0.00	0.0	0.00	0.0	0.00	0.0	10.00	0.1
Earphones	0.00	0.0	0.00	0.0	32.00	0.2	0.00	0.0
License Plate Holders	15.00	0.2	0.00	0.0	27.00	0.1	10.00	0.1
Tote Bags	12.00	0.2	12.00	0.2	38.00	0.2	36.00	0.2
Interest	1.72	0.0	1.02	0.0	5.16	0.0	3.12	0.0
Total Revenues	6,111.45	100.0	4,975.59	100.0	19,488.44	100.0	17,947.43	100.0
Expenses:								
New book purchases	3,446.47	56.4	4,083.69	82.1	9,776.02	50.2	15,119.28	84.2
Digital Media purchases	613.48	10.0	55.80	1.1	832.35	4.3	1,085.80	6.0
Magazine subscriptions	28.00	0.5	109.95	2.2	28.00	0.1	1,284.81	7.2
Book sale expenses	0.00	0.0	0.00	0.0	484.95	2.5	0.00	0.0
C F O L board expenses	0.00	0.0	103.20	2.1	0.00	0.0	103.20	0.6
Bank charges	0.00	0.0	0.00	0.0	0.00	0.0	69.00	0.4
Equipment purchases	0.00	0.0	1,149.05	23.1	0.00	0.0	5,338.42	29.7
Fund raising expenses	0.00	0.0	0.00	0.0	0.00	0.0	255.75	1.4
Library programs	500.00	8.2	438.07	8.8	593.76	3.0	3,034.94	16.9
Maintenance/repairs	0.00	0.0	0.00	0.0	0.00	0.0	69.86	0.4
Miscellaneous	0.00	0.0	300.00	6.0	300.00	1.5	300.00	1.7
Printing and copies	0.00	0.0	0.00	0.0	0.00	0.0	79.05	0.4
Printing Carrel	0.00	0.0	0.00	0.0	430.51	2.2	300.46	1.7
Postage	0.00	0.0	0.00	0.0	215.00	1.1	225.00	1.3
Coporate reg fees	0.00	0.0	66.45	1.3	0.00	0.0	66.45	0.4
Vol & Donor recognition	0.00	0.0	518.00	10.4	0.00	0.0	518.00	2.9
Total Expenses	4,587.95	75.1	6,824.21	137.2	12,660.59	65.0	27,850.02	155.2
Excess of Revenues Over Expenses	\$ 1,523.50	24.9	\$ (1,848.62)	(37.2)	\$ 6,827.85	35.0	\$ (9,902.59)	(55.2)