

## Friends of the Library

### Minutes

April 15, 2021

**Call to Order:** Proal Heartwell called the meeting to order at approximately 5:30.

**In attendance:** David Plunkett, Peter McIntosh, Peter Manno, Ted Magilley, Wendy Craig, Proal Heartwell, Bill Schrader, Pat Dogil, Grier McCain

**Approval of minutes of January 21, 2021 meeting:** The minutes were approved.

**Treasurer's Report - Peter McIntosh:** Peter reported that due to the unusual nature of this year, the projected section of the report is not as useful as in past years. To address the specific areas of available cash, yearly income, and expenditures, he distributed and discussed the financial statement, noting that the Friends are in good financial shape owing to the overbudgeted special requests from the Nelson Library.

AVAILABLE CASH: The Financial Statement show \$ 339,060. As of yesterday, we have \$ 357,318.53. Of that amount, \$ 30,137.24 is in a CD restricted to the BBB program which we are holding in reserve. We also should "restrict" approximately \$ 15,000 of our checking account balance of \$ 189,619.34 for BBB expenditures. Peter projects by the end of this fiscal year we will have more than \$275,000 in cash on hand for the next fiscal year. This is far better than we expected last summer.

'20 - '21 INCOME: The Financial Statement - the middle section - shows income so far this fiscal year of \$ 231,257; this includes the \$ 100,000 we received from CACF in early June. More specifically, the Library Foundation within CACF voted to donate these funds to the Friends to support Library programs funded by the Friends. Our accountant provided Peter a detailed list of all our income. It runs to three pages. Peter has reduced this list to one page to provide you an idea of where our income has come from:

'20 - '21 EXPENDITURES: The two-page Schedule A provides us with the 9 months expenditure figures. As you can see, both the Friends and the Library, very understandably, have substantially underspent the original budget in most categories. One item of note under Book Sale expenses is Building Rent which covers expenses associated with our renting of the old Northside Library space. The utilities costs have been far higher than anticipated. Nothing was in the original budget for this category since the rental occurred well after the beginning of this budget year. We are taking steps to limit the utility costs. The monthly rent is only \$ 100.

Peter also reported that dealer sales were good because of time available for Peter Manno to utilize Amazon sales.

The Friends are expecting the second SBA/PPP funds.

Peter requested and received Ted's agreement to help restructure the treasurer's report.

### **Library Director's Report – David Plunkett:**

David reported on the success of the Friends' sponsored "Big Read," and the mention of the virtual program in the New York Times. Also, Marc hosted a successful afternoon program for students.

The Centennial project is underway. Lorenzo Dickerson continues to work on the project. The Historical Society will be helping to create an exhibit on the third floor representing the origin and development of the library's service to the community. The film is scheduled for completion in July.

David updated the conditions of Tier 3 service in the library, anticipated movement to Tier Two in Mid-May, and hopeful in person use of the meeting rooms in July.

### **Book Sale Director's Report– Peter Manno:**

Peter discussed book bag sales and plan for summer reading kick off.

He reported recent Amazon sales of \$7,600, gross, \$17,000 gross since August.

Planning and discussion of Fall sale dates for Oct. 2 – Oct. 10<sup>th</sup>. Bill suggested using Survey Monkey to schedule if it is necessary to limit attendance. Other attendance and covid restrictions were discussed and suggestions made. David noted that he would have more data and guidelines by summer to provide direction for the sale. Peter Manno reminded members of local marketing and preparation expenses to consider.

Next, Peter discussed the possibilities of a July warehouse sale at the Albemarle Square site and the necessary building upgrades and modifications.

### **Outreach Committee Reports:**

- **Letters - Proal Heartwell/Bill Schrader:**

Sent letters to the Crozet list of contributors. Results: \$625 online, \$435 checks received.

- **Update on Trivia Event – Proal Heartwell:**

Practice contest went OK. Plan now for end of May contest.

- **FOL tote bags – Pat Dogil:**

Pat priced cost of bags. Agreement to spend 2500-3000 on up front purchasing.

Discussion ensued on distribution, logo, JMRL's current bags for sale, and consultation with Krista.

Peter Manno agreed to investigate Friends' logo for use on the bags.

### **New Business:**

- **Nominating Committee:**

Pat Dogil agreed help on the committee and send out emails to recruit volunteers.

- **Membership Dues:**

The topic of increasing membership dues was discussed with no decision. Suggestions included increasing the limit of book purchases to complement the increase.

**Announcements.** No new announcements

**Adjournment:** The next meeting date was set for June 17th at 5:30. The meeting was adjourned.