

**Friends of the Library  
Minutes  
January 21, 2020**

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

**In attendance:** David Plunkett, Liza Millett, Peter McIntosh, Peter Manno, Nancy Damon, Ted Magilley, Stephanie Commander, Wendy Craig, Deborah Willenborg, Proal Heartwell, Bill Schrader, Pat Dogil, Marc Boston.

**Approval of minutes of September 17, 2020 meeting:** Proal Heartwell noted that two changes were added – spelling of Grier McCain's last name and the addition of the next meeting date. The minutes were approved as corrected.

**Treasurer's Report - Peter McIntosh**

Peter began his report with a summary of the partnership between CACF and the Friends for the benefit of newer members.

He reported that the Friends' financial position is good mainly due to the grant received from CACF of \$ 100,000 to replace the lost revenues caused by the cancelled Spring Book Sale. These funds were received in July. Total income for July through December 2020 was over \$ 166,500. We generated additional, new income from our Pop-Up Sunday Sales, our internet sales through Amazon, and targeted sales to individual dealers.

- 1. Cash on Hand:** We have more than sufficient funds to “pay our bills” for the next six months, and, to carry us through a good portion of fiscal 2021-22. The actual figures as of December 31.2000, are as follows:

**Friends Funds BBB Funds**

Wells Fargo Checking \$ 185,699.23 \$ 10,000.00 (12/20 income)

Wells Fargo MM \$ 37,743.15 -

Atlantic Union CD \$ 89,787.13 -

Atlantic Union CD - \$ 29,850.00 (est.)

Total \$ 313,229.51 \$ 39,850.00

**2. Additional Budget Information**

Additional income for July through December:

Online (Amazon) \$ 5,376.74

Sunday Bag Sales \$ 6,245.33

Dealer Sales \$ 2,345.00

Comparing the Friends' actual expenses versus budget:

6-month budget \$ 75,000

6-month expenses \$ 46,003.

Comparing JMRL's actual expenses versus budget:

6-month budget \$ 67,890

6-month expenses \$ 7,950

- 3. SBA PPP Loan:** The application form was approved. The loan will be in the same amount as the First PPP Loan - \$ 13.575 - 2.5 time the average employee payroll per month in 2020. Loan forgiveness is also a standard part of the program.
- 4. Nelson Funds from CACF:** Peter explained that the Friends were the funding conduit for money raised for the Nelson Library addition. The Charlottesville-Area Community Foundation (CACF) has a separate fund for the Friends and JMRL. This makes fundraising and investing such proceeds much more efficient. Each of JMRL's Branches has a separate sub fund, so future fundraising can be targeted. Nelson is our first experience using this model to support the renovation and or expansion of JMRL facilities (including the Bookmobile). Peter noted that it would be more efficient reporting and record keeping in the future if Friends were to create a separate accounting and format for funds raised by and through CACF rather than combining them with Friends funds.

The following amounts have been transferred from CACF to the Friends for Nelson:

\$ 4,378.03 11/19 to finance fundraising efforts

\$ 75,000 1-6/2020 books, furnishing, computers

\$ 75,000 1-6/2020 books, furnishings, computers

\$ 25,000 1-6/2020 books

\$ 18,000 11/20 books

Question if there was any indication of funds generated from the fund-raising letter in December. Peter Manno responded (as membership funds move through him) that he did not have means of tracking source of donations.

- 5. Albemarle Square Co-Location:** Since early November, we have been occupying the old Northside Library space for storage. We are paying \$ 100 a month. Bill Schrader was instrumental in securing this space for the Friends. We also began accepting donations at Gordon Avenue in early December. The idea is that when we have no more storage space at Gordon for the new donations, we can store them at Albemarle Square. The cost is much less than the storage space we used to rent on East Market Street.  
Bill Schrader noted that insurance coverage extended to this location.

**Library Director's Report – David Plunkett:** David reported that CACF was restructuring funds to reflect individual donations and allocations to individual libraries. He noted that all library branches are operating on Tier 3 appointment services after a short return to curbside services due to COVID-19 percentage increases. He reviewed circulation and attendance numbers for virtual programs and resources as well as in-person. As expected, the numbers were down, digital circulation increased over 50%. Virtual library sign-up, wi-fi demand, and virtual programs increased. A call-in story time was added for patrons lacking wi-fi access. Jacqueline Woodson's appearance will be rescheduled in the Virtual Book Festival program.

Bill Schrader suggested publishing or highlighting services and hours for the public in the Crozet Gazette. David agreed to consider publicity in local newspapers.

**Book Sale Director's Report– Peter Manno:** Peter reported \$10,000 in gross online book sales. The donations of books have been steady. Volunteers have been dialed back. Resumption of bag sales in mid-March is being considered. It was recommended to include Friends' promotional material in bags.

### **Old Business:**

Update on the Outreach Committee

Discussion ensued regarding the meetings suggestions and activities:

- Summary/discussion of Karen's fund-raising letter and positive responses.
- Reminders for development of new Friend's brochure
- Creation of library Friends display at branches
- Update membership list for mailings and fund-raising

### **New Business:**

Membership Drive/Event

- Agreement to plan future event for old and new members and continue to explore membership drive options. (Outreach Committee)
- Bill Schrader recommended we utilize donation files from Crozet fund-raising. David said he had files Nelson donors as well. He will investigate retrieving/sharing both.

**Announcements.** No new announcements.

**Adjournment:** The next meeting date was set for Thursday, April 15 at 5:30. The meeting was adjourned.