

**Friends of the Jefferson-Madison Regional Library Minutes**  
**Thursday, January 31, 2022**  
**5:30 pm**

**Attendance:** Proal Heartwell, David Plunkett, Peter McIntosh, Peter Manno, Bill Schrader, Wendy Craig, Marty Topel, Deborah Willenborg, Stephanie Commander, Grier McCain

**Call to Order:** Proal Heartwell called the meeting to order at 5:35 pm.

**Approval of Minutes:** The minutes from the September 2022 meeting were amended to correct the date and approved.

**Treasurer's Report:** Peter McIntosh, Treasurer, reported there was little change from the last submitted report, but he noted the successful results of the book sale and the increased personnel costs (report attached). Also,

- the new debit card distribution for branch and use was resolved and definitely save time. AJ will receive statements from Wells Fargo and assign expenditures to the branches.
- he is still exploring CD selections with Wells Fargo and UVA Credit Union for best yields.
- he explained that the BBB donations were not received or requested for '22-'23 and due to the halts in the program he recommended the Friends delay the request this year.

Peter continued reporting on the consideration of the box truck purchase and a resolution to the HVAC issues with the Albemarle Square location (leading into Old Business). Much discussion followed emphasizing the need for the truck, cost of new vs. used, size, maintenance, financing, costs, etc. The need for a truck separated from JMRL finances was established and Peter agreed to continue to explore the cost and financing. Note was made regarding additional cost of yearly maintenance and an addition of a lift (approx. \$8,000.00 each).

The HVAC situation was addressed with Bill detailing repair vs. replace costs and considerations, and how we might leverage property improvements with securing a longer lease option. Estimated replacement costs \$27,000. Bill and Peter will continue to explore all options with the ownership, and David agreed check with other county departments leasing options and Albemarle Square plans.

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

Peter reported that Member's night at the sale went smoothly with the increased spending cap and reiterated the successful and largest sale yet at \$137,000. He attributed the happy customers to the easy access of location and parking. Members concurred. Suggestions from members included apparel to identify volunteers and categorization of selections.

**JMRL Director's Report: David Plunkett:**

David announced that JMRL will again be hosting the Same Page in conjunction with Virginia Festival of the Book featuring author Gay Ross and his book "Book of Delights." Also, Poem in Your Pocket Day will be April 27<sup>th</sup>.

David thanked all the Friends for their contributing to the purchase of exterior hold lockers that were now available in Louisa & Greene, and he noted that Crozet posted the highest usage. The lockers are one more great way to extend library services.

**Old Business:**

Proal reminded the Board of earlier decision to publish the "Among Friends" Newsletter. It was agreed to work on a February edition.

**New Business:**

Bill requested that the Friends link on the JMRL website appear more prominently. David agreed to check it out and reported that the ne site was still being developed.

The next Friends meeting will be on April 20, 2023.

Members' Night will be on March 31.

With no other business, the meeting was adjourned.

**Friends of the Jefferson-Madison Regional Library**

For the FY 7/1/22 - 6/30/23

**Financial Statement for the period July 1, 2022 to December 31, 2022**

**Analysis of "Committed Expenses" for Fiscal Year Ending June 30, 2023**

*(This is an expense analysis and does not include income received in FY22)*

	Original Budget	Spent YTD @ 12/31/22	Percentage Spent	Unspent Funds
Accounting	\$7,250	\$2,216	31%	\$5,034
Administrative	24,925	7,534	30%	\$17,391
Book Sale	133,200	69,847	52%	\$63,353
JMRL + Special Requests	140,280	45,120	32%	\$95,160
<b>Total Committed Expenses</b>	<b>\$305,655</b>	<b>\$124,718</b>	<b>41%</b>	<b>\$180,937</b>

**Profit & Loss for FY 23**

	Original Budget FY 23	Actual YTD @12/31/22
Income	\$287,500	\$179,657
BBB Income	\$20,000	\$0
Expenses	(305,655)	(124,718)
<b>Profit/(Loss)</b>	<b>\$1,845</b>	<b>\$54,939</b>

The following reflects the cumulative CASH AVAILABLE after all commitments at 12/31/2022

**Analysis of "Cumulative Uncommitted Cash Available" @ 12/31/2022**

	Cash @ 6/30/22	Adjustments to bal. Books	Cash Transfers	1/2022-12/31/2022 Inc. - Exp	Cash @ 12/31/22
Wells Fargo - Checking	251,420	1,680		62,044	315,144
United Bank & Trust	86,896				86,896
Atlantic Union Bank BBB Endowment	29,488				29,488
Wells Fargo Acct 1143	37,775			(7,105)	30,670
<b>Cumulative Cash</b>	<b>405,579</b>	<b>1,680</b>	<b>-</b>	<b>54,939</b>	<b>462,197</b>
Less:					
Unspent budget committed to FY23					(180,937)
Current Year (FY23) Income reserved for FY24					(179,657)
All/Un BBB Endowment Fund					(30,670)
<b>Unallocated Funds</b>					<b>\$70,934</b>

Adjustments are unpaid payroll liabilities, uncleared checks & accrued but unpaid interest in investment account.  
Wachovia - Checking account includes the Petty Cash account in QuickBooks & the Bulk Mail Trust account