NOTICE OF PUBLIC MEETING
of the
FRIENDS OF CARSON CITY LIBRARY

Day: Monday
Date: April 16, 2018
Time: Beginning at 6:30 pm
Location: Browsers Corner Book Store
711 E. Washington St.
Carson City, Nevada

AGENDA

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Friends of Carson City Library in advance so that arrangements may be made. Requests may be made in writing and addressed to the Friends of Carson City Library at 711 E. Washington St. Carson City, NV 89701, or by calling 885-9807.

NOTE: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time. **

1. Call to Order – Roll Call - Determination of Quorum

2. Public Comment

Members of the public who wish to address the Friends Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

3. Discussion and Possible Action – Approval of the Minutes of the March Meeting – Recording Secretary,
JoAnn Carpenter

3a. for possible action – approval of the minutes of previous meeting (March 19, 2018 regular meeting)

4. Discussion and Possible Action – Acceptance of the Treasurer's Financial Positions Report for the month of March –Treasurer, Sandy Osheroff

4a. Possible action to accept the Treasurer's March Financial Position and Income/Expense for the month of March 2018

5. For Information Only – Browsers Corner Book Store Manager's Report - Patti Ferguson

5a. Book Store Manager Patti Ferguson reports on the activities of the book store for the month of March and upcoming events in April

6. For information Only - Library Directors Report – Sena Loyd

6a. Library Director Sena Loyd will report on Library activities in March and upcoming events in April

7. For Information Only – Budget Chairman's Report – Phil Patton

7a. Budget Chair reports how we did in March compared to what was budgeted for March

8. For Information Only – All other standing committee chair written reports

8a. these committees are: corresponding secretary, film festival, fundraising, membership, & publicity. The written reports are in the meeting packet.

8b. Any questions pertaining to these reports may be asked of the chair of the committee at this time

9. For Information Only – Possible Changes to the By-Laws

9a. The possible changes to the bylaws discussed at the February meeting have been typed up with things that are proposed to be deleted in red font and things to be added in green font.

9b. Please take this packet home and read it over and make notes of any other changes or additions you think are necessary. We will all bring those changes to the May meeting and discuss and vote on all changes

10. For Information Only – A brief report on the recently held Board Retreat

10a. On April 2nd the Board met for a free- flowing discussion of how last year went, what if anything should we do differently or not at all, etc. Then moved on to suggestions and ideas for fundraising and membership recruitment. Because of timing, some of those ideas will be discussed today and others will be discussed later.

10b. Minutes of that meeting are included in your packet

11. For Discussion and Possible Action – a 4th of July event

11a. Do we have a 4th of July event? Do we do it for a no cost member get together

11b. Or do we do it as a fundraiser? Whatever we do, timing is important because we need to secure music and food vendors as soon as possible

12. For Discussion and Possible Action – Ways to get our organization more recognition

12a. More publicity is needed. The Chamber of Commerce monthly ad in the newspaper, possibly doing it again, if they still have that. I contacted the Chamber of Commerce and asked about that. They do still do that. Ad sizes and cost are in your packet, do you want to do start doing this again?

12b. The possibility of hosting a Chamber mixer or breakfast was also brought up at the retreat. Asked about that, they only do the evening mixer now and they are booked up until November. There are some requirements on the list in your packet. Look over and let's discuss and vote.

12c. Marilyn Peshek has agreed to be our ambassador to these evening mixers.

13. For discussion and Possible Action – Two ideas brought up about Membership

13a. One idea was to create a survey for our membership so that we can learn more about them and identify members with skills that we need on the Board and/or in the store. A committee of 3 has met on this and come up with a draft survey that we would like your comments on and a possible vote to go ahead with this idea

13b. There was some discussion at the retreat about whether our members are actually reading their e-mailed newsletters. Discussed the possibility of mailing the newsletters instead. A comparison between mailing it ourselves and having Data Graphics mail for us, showed it was cheaper to have them do it. Would like to propose at this time that we try this and see if we get more response by mailing it twice this year. Recommended was to mail the June one because it will come right before the summer events and the December one because it will come right at the time for all the Annual Meeting information.

14. For Discussion and Possible Action – A Major Fundraiser

14a. Do we continue with the NYE party or do we try to come up with another idea that is not on a holiday

14b. One suggestion was to hire an event organizer

14c. Another idea was to do something in the library that would introduce people to what all is available at the library and how the Friends organization contributed to that. Could have beer and wine and tidbits along with music among the stacks, maybe even offer babysitting for the younger crowd.

15. Information Only – Board member comments

16. Public Comment -

Members of the public who wish to address the Friends Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No actions may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to person attacks or interfering with the rights of other speakers.

17. For Possible Action – Adjournment

** Copies of the reference material and any additional supporting material will be made available at the Browsers Corner Book Store, located at 711 E. Washington St., Carson City, NV 89701 or by contacting Phyllis Patton, President at 775-885-9807 or [redacted]. Copies of any such materials will also be made available at the meeting site.

** **In accordance with NRS 241.020, this agenda has been posted before 9 a.m. three working days before the day of the meeting at the following locations:**

Carson City Hall, 201 N. Carson St., Carson City, NV 89701
Carson City Community Center, 851 E. William ST., Carson City, NV 89701
Carson City Fire Station, 777 S. Stewart Street, Carson City, NV 89701
Nevada State Library & Archives, 100 N. Stewart St., Carson City, NV Carson City, NV 89701
Carson City Library, 900 N. Roop St., Carson City, NV 89701
Browsers Corner Book Store, 711 E. Washington St., Carson City, NV 89701
Friends of Carson City Library website: http://www. friendsccclibrary.org
Nevada Public Notice Website: http://notice.nv.gov

Board of Directors Meeting of Friends of the Carson City Library Minutes
Monday, March 19, 2018
5:30 pm
Browsers Corner Bookstore

Call to Order: President Phyllis Patton called the meeting to order at 5:30 pm. Attending were board members Phyllis Patton, JoAnn Carpenter, Sandy Osheroff, Patti Ferguson, Julie Geise, William Crowell, Connie Laderman, Phillip Patton, Linda Bellegray, Jolena Johnson, and Janet Peace. President Patton indicated there were no members of the public in attendance and asked if any of the board members wanted to make a statement. Library Director Sena Loyd was in also in attendance as a guest.

Determination of Quorum: It was determined that a quorum was present.

Public Comment: President Patton indicated there was no one from the public in attendance. As part of this section she wanted to announce the resignation of Board member Cindy Byington.

Approval of Minutes for the February 19, 2018 meeting: There were no corrections to the minutes as presented. Sandy Osheroff moved to approve the minutes. The motion was approved with no opposition.

Acceptance of the Treasurer's Report for the Month of January: Phillip Patton moved to accept the Treasurer's Report. The motion was approved with no opposition.

Browsers Corner Book Store Manager's Report: President Patton asked Manager, Patti Ferguson if there was anything to add to her report. Ms. Ferguson wanted to add that the Browsers Corner Spring Food Drive would be held from March 26-31. She further indicated that a Birthday Party is being planned in April to celebrate the opening of the store. Also in the planning stages is a parking lot sale in June.

Library Directors Report-Sena Loyd: Ms. Loyd indicated that our Library has been selected as a finalist for a National Medal. The Library has begun a campaign to "Share Your Story" about the Carson City Library to help with the campaign for the medal. Congressman Amodei stopped by the Library and discussed Federal funding for Libraries with the staff. He is on the Appropriations Committee and indicated that he thought the Library was doing a good job. We will find out in April if we are one of the five winners of the medal. Janet Peace asked if there was any money awarded to medal winners. Ms. Loyd stated there is a $5,000 award that must be used for services to the community. They are reviewing possible STEM or STEAM programs that could be funded with the $5,000. National Library Week is the week of April 7-13. There will be activities at the Library including a community read. Ms. Loyd also stated that April 2 is the Budget Open House for the City. Ms. Loyd indicated the legislators review citizen comments and often will reflect those comments when determining funding. She encouraged everyone to attend and let them know where you would like to see your tax dollars spent.

Janet Peace asked about funding for replacement of computers. Ms. Loyd responded with information regarding the Library budgeting process.

Ms. Loyd also provided the Board with a copy of the Carson City Library Annual Report for 2017 and indicated that the Board of Supervisors has noticed all the activities that are being provided by the Library to the community. Ms. Loyd discussed the NEA Big Read in May. The book will be True Grit. There will be a variety of activities related to the Big Read.

Budget Chairman's Report: Budget Chairman, Phillip Patton indicated the budget was doing well. Connie Laderman had a question about how membership income is budgeted. Mr. Patton indicated that he will review information provided by Membership Chair, Jolena Johnson, regarding when dues are paid to project for upcoming budgets. Mr. Crowell asked if there were any figures for March yet. There were none available yet.

All other standing committee chair written reports: There were no additions to the reports as presented and no questions from the members present. Jolena Johnson indicated that she has sent reminders to approximately eighty members who have not paid their annual dues.

Possible Changes to the By-Laws: President Patton indicated that the Board had anticipated discussing Bylaw changes at a retreat on Friday, Mach 16. That meeting was cancelled due to weather issues President Patton, Budget Chair Patton, and Bylaws Monitoring and Records Management Chair Crowell met to discuss the wording of possible changes. A copy of the possible changes was attached to the Agenda for this meeting. President Patton listed the suggested changes and asked those in attendance to review them and report any potential further changes. President Patton also requested all officers to review the attached Job Descriptions. She would like to have any changes included to insure the Bylaws are up to date. There was a discussion about reporting time for Board members. A system will be established to track the number of volunteer hours spent by members on activities related to FOCCL. There will be a vote on Bylaw changes once all the job descriptions are updated.

President Patton suggested that we change the April 16th Board Meeting to a retreat since the scheduled retreat was cancelled and we have not completed planning for the upcoming year. We must post the meeting 5 days in advance of the scheduled meeting.

Possible Store Birthday Celebration: President Patton and Store Manager Patti Ferguson have started preparing for an anniversary celebration for the Store. They are planning an open house on April 13th.

Updates on Books for Babies Project and Author Events: The Books for Babies kits continue to be handed out. President Patton contacted the hospital and they are almost out of kits. They

have not handed out as many kits for Spanish speakers as anticipated. We will probably run out of English speaking kits before the year is out. The hospital has an outlet for the Spanish speaking kits and will be able to provide them to the community. A card with the local author events was handed out to all members present. President Patton also handed out a list of characteristics for a successful nonprofit and asked that everyone present look them over and provide feedback at the retreat relating to how we could use the list to improve FOCCL.

Public Comment: No members of the public attended the meeting, so there was no public comment recorded. Sandy Osheroff moved to adjourn the meeting. The meeting was adjourned at 7:05 pm.

Respectfully Submitted,
JoAnn Carpenter, Recording Secretary

FRIENDS OF THE CARSON CITY LIBRARY
MONTHLY REVENUE/EXPENSE
March 2018

	Mar 18	
Ordinary Income/Expense		
Income		
BOOK STORE REVENUE		
DAILY SALES		
CASH SALES	4,985.44	
CREDIT CARD SALES	1,896.70	
GIFT CARD REDEMPTION	17.00	
REGISTER OVER/UNDER	-7.00	
Total DAILY SALES		6,892.14
INTERNET		258.10
Total BOOK STORE REVENUE		7,150.24
FRIENDS REVENUE		
CONTRIBUTIONS		
DONATION BOX	98.00	
INDIVIDUALS	100.00	
Total CONTRIBUTIONS		198.00
MEMBERSHIP DUES		290.00
Total FRIENDS REVENUE		488.00
INTEREST ON SAVINGS		
CITY NATIONAL #0387		3.12
US BANK,#4501		2.12
Total INTEREST ON SAVINGS		5.24
Total Income		7,643.48
Expense		
OPERATING		
BOOK STORE EXPENSES		
ADVERTISING	90.00	
CREDIT CARD FEES	52.26	
EQUIPMENT	12.69	
JANITORIAL/MAINTENANCE	260.00	
LIABILITY INSURANCE	67.91	
RENT	1,300.00	
SALES TAX	1.28	
STORE MANAGER		
OTHER PAYROLL		

FRIENDS OF THE CARSON CITY LIBRARY
MONTHLY REVENUE/EXPENSE
March 2018

	Mar 18
FEES	24.30
TAXES	132.58
WORKMANS COMP.	24.76
Total OTHER PAYROLL	181.64
WAGES	1,733.00
Total STORE MANAGER	1,914.64
SUPPLIES	279.30
UTILITIES	
ELECTRICITY	86.38
GAS	111.67
UTILITIES - Other	312.48
Total UTILITIES	510.53
Total BOOK STORE EXPENSES	4,488.61
FRIENDS EXPENSES	
ADVERTISING	90.00
BANK CHARGES	25.00
COMMUNITY OUTREACH	
FILM FESTIVAL	-630.00
Total COMMUNITY OUTREACH	-630.00
DUES/FEES	130.00
EQUIPMENT	17.99
OFFICERS INSURANCE(March,Sept)	67.91
POSTAGE/MAILING/PRINTING	
POSTAGE	87.15
PRINTING	20.43
Total POSTAGE/MAILING/PRINTING	107.58
Total FRIENDS EXPENSES	-191.52
Total OPERATING	4,297.09
Total Expense	4,297.09
Net Ordinary Income	3,346.39
Other Income/Expense	
Other Expense	

FRIENDS OF THE CARSON CITY LIBRARY
MONTHLY REVENUE/EXPENSE
March 2018

	Mar 18
LIBRARY PROGRAMS	
GIFT FUND	38,000.00
MEMORIAL FUNDS	1,150.00
Total LIBRARY PROGRAMS	39,150.00
Total Other Expense	39,150.00
Net Other Income	-39,150.00
Net Income	-35,803.61

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2018

	Mar 31, 18	
ASSETS		
Current Assets		
Checking/Savings		
CASH (600.00)		600.00
CITY NATIONAL BANK, #0387		3,961.20
U.S.BANK #4501		50,113.85
WELLS FARGO,#2045 (7672)		81,800.38
Total Checking/Savings		136,475.43
Total Current Assets		136,475.43
Fixed Assets		
2013-2014		
2007 3 BOOK TRUCKS		900.00
2007 TABLES		5,000.00
2008 BOOK CASES FOR BROWSERS		7,150.00
2008 RETROFIT FILE CABINET		600.00
2012 OUT DOOR SIGN		600.00
2012 SHELVING		1,500.00
2014 APPROVED START UP COSTS		
COUNTERTOPS	1,416.55	
FURNITURE	535.88	
SECURITY SYSTEM	796.00	
SIGNAGE	1,874.27	
SURVEILLANCE EQUIPMENT	770.98	
WHITE CABINETS (4)	631.96	
Total 2014 APPROVED START UP COSTS	6,025.64	
Total 2013-2014		21,775.64
2014-2015		
2015 APPROVED START UP COSTS		
GORILLA BOOK TRUCKS (2)	1,208.90	
ROGHNECK LARGE SHED	532.53	
Total 2015 APPROVED START UP COSTS	1,741.43	
DESK CHAIR		43.43
HORIZONTAL SHEDS (2)		675.94
SHELVING MATERIAL FOR PB		219.30
SHELVING UNIT		156.80
VIDEO SHELF UNITS		208.65

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2018

		Mar 31, 18
Total 2014-2015		3,045.55
2015-2016		
2011 GATEWAY PC	100.00	
4X4 OUTDOOR SIGN	800.00	
BOOK CASES (5)	129.12	
RETAIL POINT OF SALE KIT	1,245.50	
Total 2015-2016		2,274.62
2017 STORAGE UNIT		132.00
2018 DIGITAL VOICE RECORDER		59.99
Total Fixed Assets		27,287.80
TOTAL ASSETS		163,763.23
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
CURRENT LIABILITIES		
BOOKSTORE INSURANCE	-339.55	
OFFICERS LIABILTIY INSURANCE	-135.84	
PAYROLL		
WORKMANS' COMP	-299.00	
Total PAYROLL	-299.00	
Total CURRENT LIABILITIES		-774.39
DEDICATED FUNDS-RESTRICTED		
APRONS AND NAME TAGS	270.00	
BARBARA WILLIS MEMORIAL FUND	50.00	
BUILDING FUND	41,000.93	
HAZEL RYLAND MEMORIAL FUND	450.00	
JEAN BAKER MEMORIAL FUNDS	400.00	
WEBSITE FUNDS	6,000.00	
Total DEDICATED FUNDS-RESTRICTED		48,170.93
Total Other Current Liabilities		47,396.54
Total Current Liabilities		47,396.54
Total Liabilities		47,396.54

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2018

	Mar 31, 18
Equity	
Unrestricted Net Assets	146,956.70
Net Income	-30,590.01
Total Equity	116,366.69
TOTAL LIABILITIES & EQUITY	163,763.23

FRIENDS OF THE CARSON CITY LIBRARY
REVENUE/EXPENSE REPORT
January through March 2018

		Jan - Mar 18
Ordinary Income/Expense		
Income		
BOOK STORE REVENUE		
DAILY SALES		
2017 ENTRIES	600.00	
CASH SALES	15,232.43	
CREDIT CARD SALES	6,024.99	
GIFT CARD REDEMPTION	42.00	
GIFT CARDS	35.00	
REGISTER OVER/UNDER	-658.06	
Total DAILY SALES		21,276.36
INTERNET		1,021.52
Total BOOK STORE REVENUE		22,297.88
FRIENDS REVENUE		
CONTRIBUTIONS		
AMAZON SMILE	30.07	
AUTHOR EVENTS	45.00	
DONATION BOX	329.00	
INDIVIDUALS	100.00	
MEMORIAL	250.00	
Total CONTRIBUTIONS		754.07
MEMBERSHIP DUES		875.00
Total FRIENDS REVENUE		1,629.07
INTEREST ON SAVINGS		
CITY NATIONAL #0387	8.15	
US BANK,#4501	6.16	
Total INTEREST ON SAVINGS		14.31
Total Income		23,941.26
Expense		
OPERATING		
BOOK STORE EXPENSES		
ADVERTISING	370.00	
CREDIT CARD FEES	168.85	
EQUIPMENT	12.69	
JANITORIAL/MAINTENANCE	780.00	

FRIENDS OF THE CARSON CITY LIBRARY
REVENUE/EXPENSE REPORT
January through March 2018

		Jan - Mar 18
LIABILITY INSURANCE		201.37
RENT		3,900.00
SALES TAX		12.49
STORE MANAGER		
OTHER PAYROLL		
FEES	74.25	
TAXES	397.73	
WORKMANS COMP.	74.44	
Total OTHER PAYROLL	546.42	
WAGES	5,199.00	
Total STORE MANAGER		5,745.42
SUPPLIES		690.94
UTILITIES		
ELECTRICITY	254.00	
GAS	309.05	
UTILITIES - Other	935.44	
Total UTILITIES		1,498.49
Total BOOK STORE EXPENSES		13,380.25
FRIENDS EXPENSES		
ADVERTISING		730.00
BANK CHARGES		25.00
COMMUNITY OUTREACH		
FILM FESTIVAL	0.00	
Total COMMUNITY OUTREACH		0.00
DUES/FEES		130.00
EQUIPMENT		17.99
HISTORIAN		
SUPPLIES	17.97	
Total HISTORIAN		17.97
MEETINGS		
MEMBERSHIP LUNCHEON	560.00	
Total MEETINGS		560.00
OFFICERS INSURANCE(March,Sept)		209.16
POSTAGE/MAILING/PRINTING		

FRIENDS OF THE CARSON CITY LIBRARY
REVENUE/EXPENSE REPORT
January through March 2018

	Jan - Mar 18	
POSTAGE	202.47	
PRINTING	108.43	
Total POSTAGE/MAILING/PRINTING	310.90	
Total FRIENDS EXPENSES		2,001.02
Total OPERATING		15,381.27
Total Expense		15,381.27
Net Ordinary Income		8,559.99
Other Income/Expense		
Other Expense		
LIBRARY PROGRAMS		
GIFT FUND	38,000.00	
MEMORIAL FUNDS	1,150.00	
Total LIBRARY PROGRAMS		39,150.00
Total Other Expense		39,150.00
Net Other Income		-39,150.00
Net Income		-30,590.01

Friends of the Carson City Library

Browsers Corner Book Store Report

March 2018

March got off to a good start with Bob Byington building a storage box for crates, empty boxes or whatever we need it for. This is in addition to all the storage bins and shed that Phil Patton put up since the store opened. These men are always available to help when needed. Thanks to you both.

Our Religion and Spirituality feature of the month was well received, and many were sold. Our feature for April will be gardening.

We have been sharing our children's books with Eagle Valley Middle School for kids in crisis. Also, children's books are being shared with Rural Housing to encourage children to read while parents are applying for assistance.

Julie Giese, one of our volunteers, is keeping the library at Richard's Crossing filled with a great selection of reading material for their residents.

A new shelf has been added to our miscellaneous non-fiction case for "Transportation". This will house trains, planes, boats, vehicles and airplanes. We currently have an interesting supply of various automobile repair manuals in the "how to" section. Coloring books for "grown-up kids" are now available in limited supply.

The snow storm made it impossible for many of our volunteers to dig out and get to work so the store was closed on March 16th. Since then, donations are pouring in and we have a great selection of books to choose from.

Plans are underway for a parking lot sale coming soon- watch for notices.

Our income for March was above budgeted amount. We grossed $7,596.05 In March. After subtracting out the discounts and donations and Member Dues, we ended up making $6,885.83 in just selling books in the store.

BOOKSTORE INCOME / EXPENSE
JANUARY 1 - DECEMBER 31 2018

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt
INCOME																
Daily Sales	7782	6600	6892										20,452	21,274	822	59,726
Internet	513	250	258										1,125	1,021	(104)	3,479
Scanning													75		(75)	300
Gift Card use	-25		-17											(42)		
Holiday Bazaar																
Bookstore Income	**8,270**	**6,850**	**7,133**										**21,652**	**22,253**	**643**	**63,505**
EXPENSES																
Advertising	190	90	90										750	370	380	2,630
CC Processing	59	58	52										179	169	11	549
Eqpt/Furniture			13										62	13	50	237
Insurance	67	67	68										202	203	(1)	605
Janitorial	260	260	260										780	780		2,620
Maintenance													63		63	250
Manager Wages	1733	1733	1733										5,199	5,199		15,597
Taxes/Ins/Fees	193	172	182										567	546	21	1,722
Rent	1300	1300	1300										3,900	3,900		11,700
Supplies	138	284	281										450	703	(253)	1,097
Variable Utilities																
Electricity	86	82	86										240	254	(14)	1,096
Gas	106	91	112										334	309	25	491
Fixed Utilities	312	311	312										793	935	(143)	2,235
Bookstore Expense	**4,444**	**4,449**	**4,489**										**13,519**	**13,381**	**138**	**40,829**
Store Net Income	**3,827**	**2,401**	**2,645**										**8,133**	**8,872**	**781**	**22,676**

Notes:

All dollar amounts are rounded to two decimal places and displayed as whole dollars.

Bracketed ( ) items are worse than plan. Example: (5,000) would mean that the item is $5,000 WORSE than the budget.

Square shows Gift card use in daily sales - The amount is deducted above.

January - $4.91 Sales Tax added to Supplies

February - $6.30 Sales Tax added to Supplies

March - $1.28 Sales Tax added to Supplies

FRIENDS INCOME / EXPENSE
JANUARY 1 - DECEMBER 31 2018

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt
INCOME																
Fund Raisers																
Interest on Savings	4	5	5											14		
Membership	270	315	290										1,077	875	(202)	6,125
Donations	158	148	198											504		
Friends Income	**432**	**468**	**493**										**1,077**	**1,393**	**316**	**5,607**
EXPENSES																
Advertising	365	275	90										750	730	20	2,270
Correspondence													10		10	50
Dues/Fees			155										80	155	(75)	250
Gifts													188		188	750
Historian	18												75	18	57	282
Insurance	70	71	68										211	209	1	633
Meetings	560												650	560	90	640
Printing/Postage	124	79	108										362	311	52	1,139
Film Festival	630		(630)													1,000
Supplies													50		50	200
Comm Outreach													50		50	
Equipment			18											18	(18)	(18)
Friends Expense	**1,768**	**425**	**-192**										**2,426**	**2,001**	**424**	**7,196**
Friends Net Income	**-1,335**	**43**	**685**										**(1,349)**	**(608)**	**741**	**4,544**
Store Net Income	**3,827**	**2,401**	**2,645**										**8,133**	**8,872**	**781**	**22,676**
Total Net Income	**2,491**	**2,443**	**3,329**										**6,784**	**8,264**	**1522**	**27,220**

Notes: All dollar amounts are rounded to two decimal places and displayed as whole dollars.

Bracketed ( ) items are worse than plan. Example: (5,000) would mean that the item is $5,000 WORSE than the budget.

January - There was a $250 memorial donation in January

February - Donations includes $30.07 from Amazon Smile and $45 from Author events

March - $25 Bank Charges in Dues/Fees

Membership Budget has been reallocated based on number of monthly renewals due.

Committee Reports

Corresponding Secretary Report

For the month of March, two cards were sent; one "Sympathy" card and one "Get Well" card.

Respectfully submitted,
Connie Laderman
Correspondence Secretary

Film Festival Report

Film Festival is not meeting currently. They will start up again at a later date

Fundraising Report

There is no report at this time as we are in the process of finding a new Chair for this committee. A small group with no chair at the moment, is putting together plans for a 4th of July event.

Historian

Chait is out of town currently. There was an Author event this month and pictures were taken, and the flyer was kept for putting in the scrapbook.

Membership

Membership report for March:

10 renewals processed (3 sponsorships, 7 basic memberships)
0 new members
Of 10 renewals, 3 were from regular monthly dues and 7 were from inactive/ delinquent dues
8 members moved or did not have a forwarding address
With changes for "moved' we now have 231 members; 63 inactive/delinquent members.,

Publicity Chair

Publicity Chair is out of town currently and did not leave a report.
The usual Facebook postings were done for book store sales and author event.

Board of Directors Retreat/Workshop Meeting of Friends of the Carson City Library Minutes
Monday, April 2, 2018
11:00 am
Carson City Library, 900 Roop Street, Carson City, NV

Call to Order: President Phyllis Patton called the meeting to order at 10:58 am. Attending were board members Phyllis Patton, JoAnn Carpenter, Sandy Osheroff, Patti Ferguson, Julie Geise, William Crowell, Connie Laderman, Phillip Patton, and Jolena Johnson. President Patton indicated there were no members of the public in attendance and asked if any of the board members wanted to make a statement.

Determination of Quorum: It was determined that a quorum was present.

Public Comment: President Patton indicated there was no one from the public in attendance.

Purpose of the Retreat: President Patton indicated that she has scheduled a retreat each year she has been President in January to review the past year and determine what could be done to improve for the next year. This year's retreat was postponed to April in order to find an appropriate venue to allow public participation due to newly passed legislation that requires FOCCL to abide by Nevada's Open Meeting Law. She further stated she wanted to review the three major events we normally schedule to see if we want to continue with them. The events are a 4th of July celebration, Reno Aces Ball Game Tickets, and the New Year's Eve Party. President Patton indicated we probably should consider the need to find a new Fundraising Chair when reviewing events.

Last year was the first year FOCCL put on a 4th of July Event. Patti Ferguson offered some ideas regarding how to increase community participation. She suggested we should not require tickets to enter, but try to get a percentage of the food sales income. She also suggested games for children, trying to get more shade for the event, and an attempt to make it feel more like a party. Connie Laderman indicated that FOCCL members were the main attendees. She suggested that we try to promote community of the FOCCL membership. She further indicated this might get more of our members actively involved in the organization. Jolena Johnson agreed that we might want try focusing the event on our membership. President Patton indicated these were good ideas and we should follow through with a committee to determine what would be needed to continue the event next year.

It is too late to get a package deal for Reno Aces tickets, so we will not do this event as a fundraiser for 2018. With the changes to the of the 4th of July fundraiser to an event for members that would mean we would not be doing two of our three fundraisers this year.

Our third event, the New Year's Eve Party made about $3,000 last year. However, President Patton indicated she has heard both positives and negatives regarding staging the event again in 2018. There are quite a few people out of town during the holidays and many other organizations have events during the year. Those organizations ask for donations from the

same local business owners as we do and they can't provide as much support as they have in the past. William Crowell indicated that another organization he belongs to is considering hiring an event organizer. He further indicated that other organization begin planning for the upcoming year as soon as the current year's event was over, and they try to find social connections outside their organization who can solicit funds from additional local businesses. Jolena Johnson indicated that some of the organizations she has been connected with start early in the year trying to get funding for their events and this often means that local businesses will have committed all of the money they budget for donations by February. President Patton reminded the group that we are now required to meet Nevada's open meeting law and this means we must insure that any meeting we have must meet the statue and be open to the public. Sandy Osheroff indicated she would like to see us focus on one large fundraising event per year. Jolena Johnson suggested we find an event that might be more closely tied to the Library at a time of the year when other non-profits are not holding an event. Sandy Osheroff indicated that many of the non-profits have started doing only one large event per year. William Crowell agreed that it might be a good idea to have something at the Library. He further asked about a newsletter that provided ideas about what other libraries do for fundraising.

President Patton indicated she would like to move on the next agenda item and review new ideas for fundraising and increasing membership in FOCCL. She has spoken to Sena Loyd, our Library Director about a Membership Drive at the Library that would highlight the variety of services the Library provides that are funded by FOCCL. Jolena Johnson suggested we might want to target a specific age group. Patti Ferguson indicated we don't know much about our members. She suggested we send a survey/questionnaire with renewal reminders to see what types of help they would be willing to give to the organization. Sandy Osheroff suggested a follow-up phone call thanking them for the renewal. Patti Ferguson wondered if we could ask why they joined and see if we could determine how they might be willing to help based on why they joined. An online questionnaire was discussed. Patti Ferguson suggested we have something on Facebook and in Carson Now every day. She further wondered if we couldn't post items about what we have in the various rooms in the bookstore. JoAnn Carpenter suggested we need more than one person to post on Facebook. Connie Laderman suggested that we see if we could have additional postings on the large board at the Library about the bookstore. Phillip Patton indicated we need to find a better way to get the information about exactly what Browsers Corner provides to the public.

How do we attract new and younger members: Sandy Osheroff indicated we need to give them something other than just our mission statement. She further indicated we should tie it to our annual fundraiser. Phillip Patton suggested we tie it to Browsers Corner customers who are not FOCCL members, by providing information regarding how bookstore sales help support the Library. President Patton indicated she felt having an open house at the Library could provide incentive for those who are not aware that FOCCL funds many of the programs offered by the Library. William Crowell suggested some sort of electronic game located in Browsers

Corner that might get the attention of younger residents. President Patton responded that she didn't believe many bookstore customers were aware of the connection between FOCCL and the Library. She further stated the Library will be getting Virtual Reality equipment by the end of the year. William Crowell added suggestions for a gaming venue and/or an open house for the Chamber of Commerce. Jolena Johnson added that we should wait to see if member Marilyn Peshek will attend some of the events held by the Chamber. Jolena Johnson suggested that we prepare a flyer to distribute to parents who take their children to Story Time indicating that Browsers Corner sells affordable children's books. Connie Laderman asked if we could get flyers for those who go into the Library at times other than scheduled Story Time. Jolena Johnson asked if we could allow people to join FOCCL on line. President Patton indicated we are currently out to bid for services to help us better advertise Browsers Corner on social media. She then asked how many read the newsletter that is sent online and indicated she has been in touch with an outsider printer to prepare and mail them biannually or quarterly to members, since it was felt many don't read the online version. She provided an estimate from Data Graphics for the cost. If we were to mail the newsletters we could include the survey previously discussed. Connie Laderman suggested we try mailing the newsletter two times before making a decision on a permanent change, she further suggested we offer some member only events. President Patton indicated we need to increase membership to help find people who are willing to fill empty positions. At this point, officers have been rotating their roles within the organization. JoAnn Carpenter indicated that another organization she belongs to has changed their bylaws to allow for co-chairs in positions. This can make it more attractive to those who feel a binding commitment to every meeting is more than they are willing to make. Newsletters will be sent in June and December for this year since these are the months before many of our events occur. President Patton indicated we have several artificial Christmas Trees stored and asked what we should do to dispose of them. The Library needs that storage space. Patti Ferguson suggested we include the trees in our parking lot sale. The decision about having a membership drive at the Library will be put on the agenda for the April 16th meeting.

What is our Mission: President Patton handed out a book mark with our mission statement and asked each person present to indicate what it means to them. William Crowell suggested we need to define what we mean by support. He further indicated that he asked Natalie at the Library if anyone tracks the return on investment for the items FOCCL has helped the Library purchase. Phillip Patton indicated he would define support as helping the staff of the Library meet their goals for the community. Jolena Johnson indicated support is finding ways to promote reading.

Challenge for the Future: President Patton indicated she wanted to remind the group about the founders of FOCCL. There were six or eight local residents who got together and worked with the city to secure the land. Once the land was acquired, they worked to get grants to provide for the funds to construct the building. She further stated that we need to keep the

vision alive. The building is aging and the population of Carson City has grown and we need a larger space to meet the needs of the community. President Patton wanted to make sure we

all realize that FOCCL is a nonprofit based on supporting the Library and we need to determine what we believe the best way to do that will be in the future. William Crowell asked what the trustees do to encourage public participation. He further stated that the trustees should be out in the community more and that FOCCL seems to be carrying the burden of getting funds to support the Library.

Public Comment: No members of the public attended the meeting, so there was no public comment recorded. The meeting was adjourned at 2:20 pm.

Respectfully Submitted,
JoAnn Carpenter, Recording Secretary

Comparison for cost of printing newsletters between color and Black & White

There are approximately 225 households in our paid- up membership so that is the figure that is used in this comparison.

Because of having to use heavier paper to avoid bleed through, printing this many newsletter in color would be prohibitive. Therefore, this comparison is using newsletters printed in Black and White only. Currently Data Graphics prints about 60 copies of the newsletter to be sent out to those with no e-mail.

BLACK & WHITE

Data Graphics cost of printing our newsletter would be
$0.88 a copy
225 x .88= $198.00 for printing only

MAILING Done by Friends

225 x .50 a stamp= $112.50
plus, address labels and tabbing materials and time.

DATA GRAPHICS MAILING SERVICE

postage .25 -.30 per piece
.06 for addressing & .06 for tabbing= .12
.30 +.12 = .42 x 225 = $94.50

Total for having printed and mail ourselves

Black & White $198.00 + $112.50 = $310.50 per mailing

Total for having printed and using Mailing Service

Black & White $198.00 + $94.50 = $292.50 per mailing

I think it might be worth thinking about to at least try it in Black & White for one or two quarters and see if we get more participation from members.
For 4 quarters a year it would be $292.50 x 4 = $1,170.00 a year
For 2 quarters a year it would be $292.50 x 2 = $585 a year