

Board of Directors
Friends of the Carson City Library Minutes
Monday March 15, 2021

- I. Call to Order: President, Sena Loyd called the meeting to order at: 4:36 pm
Determination of Quorum: It was determined that a quorum was present. Board Members in attendance were: Sena Loyd (President), Phillip Patton (Treasurer), Lisa Buber (Membership), Lou Anne Geissler (Secretary), Joe Modarelli (Vice President) (arrived 4:41pm), Guest: Phyllis Patton, Tod Colegrave
- II. Public Comment: President, Sena Loyd asked if anyone in attendance would like to make a comment or statement.
No Comments
- III. For Possible Action: Approval of Meeting Minutes: November 22, 2020
Motion to Approve, 2nd, Approved
- IV. Possible Action Items: Friends of the Carson City Library Business
1. To Accept the Treasurer's January and February Financial Position and Income/Expenses for the Months of January and February 2021.
Phil, Treasurer's stated the financial position is good and there wasn't anything to add.
Joe Modarelli, - Motion to Approve, Lou Anne Geissler - 2nd, All- Approved.
 2. Presentation, discussion and possible action to host Author series online, with possible partnership from the Carson City Library.
Sena presented Hosting the Author Series as joint partners with the Library to Board members.

There was a discussion to how this program will work; Host sites, Zoom or in person, Contacting Authors, Interview processing, contacting with audiences, etc.

Motion was made for Sena Loyd to work with the Library in working up a plan and to come back next meeting with a presentation on how we can make this happen.

Lou Anne Geissler – Motion to Approve, Joe Modarelli -2nd, All - Approved
 3. Presentation, discussion and possible action on Friends of the Carson City Library Browsers Corner Bookstore lease agreement.

A lengthy conversation regarding a new lease as we are currently on a month to month basis.

A) monthly amount will be higher as follows;
2021 = \$1450; 2022 = \$1500, 2023 = \$1550

B) Items we can have around the building such as:
shelves in back,
pod,
water bill / lease payments to be paid separately

C) Should we move to a different location

D) Sign new lease with amended items listed
(1) Be release from Lease early if needed (30day Termination)
(2) Be able to have a sign board out front
(3) Storage Shelves in back

Joe had mentioned we have a \$600 in place for cost of inflation in our budget. Also, insurance on the Pod is covered by the building insurance we have in place.

Sena made a motion for Phil to include amendments in lease to include our concerns, to meet with property management to review items we have in and outside the building for their approval.

Joe Modarelli made Motion Approve, Lou Anne Geissler 2nd, Motion Approved

V. Committee Reports Information: (Information Only)–

Friends of the Carson City Library, Carson City Library and Committee Reports

1. Browser Corner Bookstore

Lisa Buber, provided a report from Patty Ferguson: Hoping to have more volunteers to start a 3rd shift to work. we have 4 new volunteers and a few more who need training. Donations is very good at this time. Customers seem very happy with staff and store.

2. Library Director's Report

Director Todd Colegrave,

- (1) building is undergoing the process of sanitizing for COVID. No seating in main library at this time. Expect to have everything in place within the 3-4 weeks. Governor is stating May 1st will be opening day for all.
- (2) During COVID lockdown, Library staff have working on ways to increase reaching out Hispanics and K-12 groups in future.
- (3) Outside lockers are a big HIT with everyone.

- (4) Capitol improvements will be new roof, HVAC unit, Public Restrooms.
- (5) Staff worked with Health Care Professional Development in building a Webinar on hold to recognize someone who needs help and how to handle the situation. Our volunteers are welcome to join this program.

See the Carson City Library web site for more details.

- 3. Budget Report
Phil reported the New Year has started off well, membership is down and cost of supplies seem a little high.
- 4. Finance Report
No Changes from report earlier. See above.
- 5. Membership Report
Lisa Buber will be encouraging staff to speak with customers about our Volunteer program for the bookstore.
- 6. Publicity Report

Sena Loyd made a request if we had any ideas or topics for the Newsletter to please submit soon.

- VI. Adjournment Meeting was adjourned at: (00:00 am/pm)
(Motion Made, 2nd, Approved)

BOOKSTORE INCOME / EXPENSE

JANUARY 1 - DECEMBER 31 2021

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 Store Sales	5691	7664	7256											12,847	20,610	7,763	31,390
Internet Sales	332	387	465											1,200	1,183	(17)	3,617
NonPublic Sales	203	131	429											250	764	514	236
Special Sales																	
Gift Card Use		-5													(5)		
Bookstore Income	6,227	8,176	8,149											14,297	22,553	8,261	35,242
EXPENSES																	
Publicity/Mktg.	390	390	390											1,270	1,170	100	3,910
CC Processing	72	112	90											167	274	(107)	401
Eqpt/Furniture														25		25	100
Insurance																	651
Janitorial	270	270	270											810	810		2,790
Maintenance			27											38	27	11	123
Rent	1389	1389	1539											4,170	4,318	(148)	12,362
Supplies	510	78	51											275	639	(364)	461
Utilities, Fixed	336	340	240											1,000	916	84	3,084
Electricity	69	72	69											310	209	100	1,091
Gas	104	116	105											388	326	63	524
Sales Tax	4	4													8	(8)	(8)
Bookstore Expense	3,144	2,772	2,781											8,452	8,697	-244	25,489
Store Net Income	3,083	5,405	5,369											5,845	13,856	8,016	9,753

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.

NonPublic Sales = Grassroots, Amazon Smile

Special Sales = Parking Lot, Author Events, etc.

March We have a building rent increase from \$1300/month to \$1450/month.

FRIENDS INCOME / EXPENSE JANUARY 1 - DECEMBER 31 2021

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																	
Donations	250	255	378												883	883	
Membershsip	410	210	310										1,714	930	(784)	5,070	
Grant *	1,667	1,667	1,667											5,000			
Other																	
Friends Income	2,327	2,131	2,355										1,714	6,813	5,098	5,070	
EXPENSES																	
Pub/Marketing	390	390	390										1,636	1,170	466	5,373	
Correspondence													10		10	50	
Dues/Fees	15	50											80	65	15	390	
Gifts													88		88	750	
Historian													38		38	150	
Insurance																842	
Meetings		150											972	150	822	1,390	
Printing/Postage		66	36										375	102	273	1,398	
Film Festival																1,050	
Supplies													75		75	300	
Friends Expense	405	656	426										3,273	1,487	1786	11,693	
Friends Net Income	1,922	1,475	1,929										-1,558	5,326	6,884	-296	
Store Net Income	3,083	5,405	5,369										5,845	13,856	8,016	9,753	
Total Net Income	5,004	6,880	7,297										4,286	19,182	14900	9,457	

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.

- * Jan - Received \$10,000 PETS Grant. To be used for Rent/Utilities. \$15 Wire Transfer fee. Allocated monthly Jan - June
Actual expenses will be shown in Bookstore.

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CASH (600.00)	601.58
EDWARD JONES	
EDWARD JONES, 1	
PIMCO MONEY MARKET	<u>51,708.98</u>
Total EDWARD JONES, 1	51,708.98
EDWARD JONES, 2	
22% LASHORT - THAYER	7,174.05
BUILDING FUND	
78% LA SHORT - CARRUTHERS	25,435.29
CASH ACCOUNT, #2	0.91
LA BOND - FRIENDS FUNDRAISING I	8,656.06
LA MULT- FRIENDS FUNDRAISING II	10,147.86
BUILDING FUND - Other	<u>-0.91</u>
Total BUILDING FUND	44,239.21
CHANGE IN VALUE	-249.54
MARKET VALUE	-31.73
EDWARD JONES, 2 - Other	<u>282.18</u>
Total EDWARD JONES, 2	<u>51,414.17</u>
Total EDWARD JONES	103,123.15
US BANK #8160	1,640.01
WELLS FARGO,#2045 (3050)	<u>61,048.66</u>
Total Checking/Savings	<u>166,413.40</u>
Total Current Assets	166,413.40
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	
COUTERTOPS	1,416.55

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2021

	<u>Mar 31, 21</u>
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	<u>6,025.64</u>
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	<u>1,741.43</u>
DESK CHAIR	43.43
HORIZONTAL SHEDS (2)	675.94
SHELVING MATERIAL FOR PB	219.30
SHELVING UNIT	156.80
VIDEO SHELF UNITS	208.65
Total 2014-2015	<u>3,045.55</u>
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	<u>2,274.62</u>
2017 STORAGE UNIT	132.00
2018	
ALPINE LOCK	524.99
APPLE IPAD WI-FI 32GB	250.00
DIGITAL VOICE RECORDER	59.99
HEWLIT PACKARD PRINTER	209.98
OPEN SIGNAGE	80.00
Total 2018	<u>1,124.96</u>
Total Fixed Assets	<u>28,352.77</u>
TOTAL ASSETS	<u><u>194,766.17</u></u>

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of March 31, 2021

	<u>Mar 31, 21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
CURRENT LIABILITIES	
BUMPER STICKERS	-134.00
Total CURRENT LIABILITIES	-134.00
DEDICATED FUNDS-RESTRICTED	
APRONS AND NAME TAGS	270.00
BUILDING FUND	
DEDICATED FUNDS	25,500.00
RESERVED FUNDS	15,500.93
Total BUILDING FUND	41,000.93
GIFTING BOOKS CATALOGUE	1,165.15
SANDRA OSHEROFF MEMORIAL FUND	630.00
THAYER DONATION FOR BOOKS	7,001.75
Total DEDICATED FUNDS-RESTRICTED	50,067.83
Total Other Current Liabilities	49,933.83
Total Current Liabilities	49,933.83
Total Liabilities	49,933.83
Equity	
Opening Balance Equity	-7,551.75
Unrestricted Net Assets	130,767.23
Net Income	21,616.86
Total Equity	144,832.34
TOTAL LIABILITIES & EQUITY	<u>194,766.17</u>

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through March 2021

	<u>Jan - Mar 21</u>
Ordinary Income/Expense	
Income	
FRIENDS REVENUE	
CONTRIBUTIONS	
AMAZON SMILE	17.59
GRANTS	10,000.00
INDIRECT PUBLIC SUPPORT	
DONATION BOX	<u>740.00</u>
Total INDIRECT PUBLIC SUPPORT	740.00
CONTRIBUTIONS - Other	<u>125.00</u>
Total CONTRIBUTIONS	10,882.59
MEMBERSHIP DUES	<u>930.00</u>
Total FRIENDS REVENUE	11,812.59
INVESTMENT INCOME	
EDWARD JONES,2 DIVIDENDS	323.84
PIMCO DIVIDENDS	1.07
US BANK, #8160	0.01
INVESTMENT INCOME - Other	<u>0.01</u>
Total INVESTMENT INCOME	<u>324.93</u>
Total Income	12,137.52
Expense	
OPERATING	
FRIENDS EXPENSES	
OTHER	
DUES/FEES	65.00
GAIN/LOSS ON INVESTMENTS	-307.86
MEETINGS	
MEMBERSHIP LUNCHEON	<u>150.00</u>
Total MEETINGS	<u>150.00</u>
Total OTHER	-92.86
POSTAGE/MAILING/PRINTING	
POSTAGE	<u>102.00</u>
Total POSTAGE/MAILING/PRINTING	102.00

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through March 2021

	Jan - Mar 21
PUBLIC RELATIONS/MARKETING	
ADVERTISING	270.00
PUBLIC RELATIONS/MARKETING - Other	900.00
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Total PUBLIC RELATIONS/MARKETING	1,170.00
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Total FRIENDS EXPENSES	1,179.14
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Total OPERATING	1,179.14
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Total Expense	1,179.14
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Net Ordinary Income	10,958.38
Other Income/Expense	
Other Income	
FUNDRAISING	
BOOK STORE REVENUE	
DAILY SALES	
CASH SALES	12,639.37
CREDIT CARD SALES	7,964.49
REGISTER OVER/UNDER	0.56
DAILY SALES - Other	5.00
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Total DAILY SALES	20,609.42
OTHER SALES	
GRASS ROOTS	763.64
INTERNET	1,183.48
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Total OTHER SALES	1,947.12
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Total BOOK STORE REVENUE	22,556.54
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Total FUNDRAISING	22,556.54
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Total Other Income	22,556.54
Other Expense	
BOOK STORE EXPENSES	
JANITORIAL	810.00
MARKETING, PUBLICITY	
ADVERTISING	270.00
MARKETING	900.00
	<hr/>
Total MARKETING, PUBLICITY	1,170.00

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through March 2021

	<u>Jan - Mar 21</u>
OTHER	
CREDIT CARD FEES	273.64
GIFT CARD REDEMPTION	5.00
MAINTENANCE	26.98
SALES TAX	8.17
SUPPLIES	638.59
UTILITIES	
ELECTRICITY	209.38
GAS	326.42
UTILITIES - Other	916.42
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Total UTILITIES	1,452.22
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Total OTHER	2,404.60
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RENT	4,317.96
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Total BOOK STORE EXPENSES	8,702.56
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LIBRARY PROGRAMS	3,195.50
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Total Other Expense	11,898.06
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Net Other Income	10,658.48
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Net Income	21,616.86
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Subject: Re: Friends of the Carson City Library Agenda - April 19th [Executive and Regular Meetings]
Date: Thursday, April 15, 2021 at 10:30:53 AM Pacific Daylight Time
From: linda bellegray
To: Sena Loyd

Hello Sena, this email is the film team's ad hoc committee's report for the meeting on the 19th.

The team met and it was a unanimous decision to resign effective immediately. We each have other priorities at this time which leave no time to manage the festival for 2022 or going forward.

We have the necessary time line/map of all the needed steps/people/contact information for anyone who wishes to take up this project. We have the archive of film lists, printed material and grants that were written.

We enjoyed bringing the International Film Weekend to our community for no charge to attendees for 7 years. We valued the link with the Reynolds School of Journalism/UNR premiering documentary films from students each year.

Thank you for your association and support as our fiscal agent. Phil has the record of grants we brought to the project and the small amount of money Friends actually needed to give us. Mostly it was a management of the exchange of granted funds.

We wish you all the best in the efforts to raise funds for the support of our Carson City Library. We are all customers of Browsers and will enjoy seeing you periodically!

Respectfully,
Linda Bellegray, chair of the film team committee, Ursula Carlson, D'Louisa Jennings-Teats, Elizabeth Skinner

Sent from my iPhone

On Apr 14, 2021, at 8:55 PM, Sena Loyd <librariansena@gmail.com> wrote:

Hi All,

Attached is the agenda for both an executive meeting and regular meeting for April 19th. These meetings will be held via zoom, and connection information can be found on each agenda. If you have reports to provide for your committee or your executive position please provide them no later than Saturday at noon so I can post the backup materials onto the website.

Thanks,
Sena

Sena Loyd
Information Professional
775-600-2844
LibrarianSena@gmail.com

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