**Friends of the Calaveras County Library**

 **Board Meeting Minutes- November 9, 2022**

Meeting called to order at 9:05 am. Several members attended via ZOOM.

Members Present: Pru Starr (President/West Point) Diane Jarvi (Secretary/AC FOTL), Carolyn Lipnick via Zoom (Copper FOTL), Karen Eggleston (SA/FOTL), Mary Ann Evans (VS/FOTL), Nancy Murray (Murphys/FOTL).

Ex-Officio Members & Guests: Nancy Giddens (County Librarian), Phil Guttierrez (Literacy Coordinator), Bob Dean via Zoom (At-large), Shirley Huberty (Treasurer/At Large), Martha Rubin via Zoom (Arnold/FOTL via ZOOM), Phil Poblano, Veterans Outreach Coordinator.

Members Absent: Ray Waller.

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Agenda and October minutes approved. [M/S/A]

Guest Speaker: Phil Poblano from the Calaveras Veterans Center made a presentation to the Board about the services provided to our local veterans and his need for a computer for Veterans to use. After some discussion, a motion was made to purchase 1 or 2 computers to be donated to the Veterans Center. Nancy will contact the County to find out exactly what is needed, and what it will cost. [M/S/A].

**Adult Literacy:**

Funding Sources for upcoming FY 2022-23

 - California Library Literacy Services $37,580 (an increase of $1,402)

 - Chargebacks from the Sheriff's Department ($18,000) and Health and Human

 Services ($10,000) Chargebacks = $28,000

 -Day Reporting Center — AB 109 (Probation) reimbursement, .4 of Literacy

Coordinator's salary, $34,214.25 (Reimbursement Sal/Benefits), and GED License Fee, $3,675.03 (Services and Supplies). However, the Literacy Coordinator's salary contribution, 40%, is estimated to be only about $30,000; thus, a shortfall of $4,214.25 will be realized from this funding source.

Transfer from SFR Fund $11,067 (estimated)

**TOTAL REVENUE: $110,332.10 (estimated)**

Expenditures:

 -Salaries and Employee Services: $101,650.10 Services and Supplies: $8,682.00

**TOTAL EXPENDITURES: $110,332.10 (estimated**)

Tax Insert Donations: Authorized and approved for FY 2022-23. Tax insert form has been updated and submitted for printing at a cost of $1,164.80.

Tax Insert donations to date = $175.00.

Instructions: Essential Education Computer Network Program, Remote and Education Packets (ADF) with Individual Education Plans (IEPs). License fee for this FY is $3,597. The Day Reporting Center allotted $3,675.03 for license fee costs.

Program Participation:

Main Library, Calaveras County HHS and branch library sites 12/ADF 7 (study packets delivered) = 19

GED Testing Pearson-Vue

Phil mentioned that he may be physically going back into the jail to start services in the next few weeks.

**Librarian Report:**

Staff: Our branch attendant in Valley Springs resigned, effective October 27. I have opened a recruitment for this position. We have arranged staff so we can keep it open with regular hours during the recruitment process.

ZIP books: We are tracking requests and noting that some branches use this service more than others. With our reduced funding, we are keeping an eye on this to be sure we are equitable in our service to patrons and branches.

Bookmobile: The continuing sad saga… TechOps followed up with Mobility and were told on 10/26 that everything should be fixed within a week or so. Because that didn’t happen, TechOps reached out again, and heard that they are still waiting on the part. I guess we are victims of the supply chain nightmare… However, they told TechOps they would call me and review the problem with me. As of today, November 7th , we have still not heard anything. I have asked TechOps to follow up again.

Outreach media staff: Amber is still doing a great job on our Facebook page, updating it regularly. Please check it regularly, as things change almost daily. Our programs and services are getting really good exposure! Remember if you have something you want her to share, her email is: amberarack@gmail.com

Jennifer Carreiro attended the San Andreas Halloween event to take pictures for Amber to post on Facebook. They are there if you want in on the fun.

Jennifer and Nalatie created a flyer for a Murphys event which will happen this month.

Toy Lending Grant: Kristina Bridges, designee as purchaser for the grant, has ordered the toys. She has left a little to help with the purchase of bags. As per the grant, some of the grant money goes to her for spending the time to choose and order the toys and some is designated for library staff time. Myra Brown will be the main one involved in the cataloging of these items.

Community Engagement Platform: Four of us received training for this addition to our SirsiDynix database on October 26th . On November 30, we will have a call with their Tech team to figure out all the technical details after I fill out the details they need. Once installed, we will have the ability to advertise programs and services using the data in our database.

Niche Academy: I have looked more closely at what this service would give us. I am still interested as I believe it would increase usage of our digital resources and help staff teach patrons how to use them and do other tasks related to their library accounts. Other staff are also looking at it and we will talk about it this week.

I also presented it to MVL and the AC FOTL for their response to it.

Book Purchase: Myra has almost completed the cataloging of the books I purchased from Gumdrop. All branches should soon have a nice little new collection to add to their children’s resources.

ANNUAL REPORT:

I submitted my annual report to the State Library on October 31st . I am working on spreadsheets to detail branch costs and will have those ready for you soon.

Report highlights:

Registered users: 28,316

Total operating expenses: $820,906

County: $635,074

State: $94,626 – Grants – Shared Vision, ZIP, ARP

Federal funds - $37,352 – eRate for Broadband

Other: $53,854 – FOTCCL, Fines/Fees, Donations

Print materials: 110,017

Audio materials: 7,551

Video Materials: 10,780

Kits and other: 446

Electronic Books: 736,768 – Overdrive, HOOPLA, Scholastic – locally funded

Palace Project – 13,108 – Provided by State Library

Downloadable Audio materials – 536,059

Downloadable Video materials – 55,214

Electronic collections – 18 – 6 locally funded, 12 State Library funded

Total annual circulation – 89,785

Total electronic circulation – 30,547 – up from 17,147

Total usage of Library materials – 105,598 – up by 14,099

Total programs offered: 319 – up from 103

Total attendance at programs – 2972 – up by 2430

Annual use of public computers – 5410 – down 1223

Virtual visits – 47,899 – up 12,890

Wireless guestimate – 20,896 – up 2386

**Treasurer**: Treasurer’s Financial Report OCTOBER 2022

Wells Fargo Checking Account……General Fund……………..………….……$94,611.50 Book Fund Designated ………………………………………….……..……………………….$65.00

Book Mobile Designated …………………………………………….…………………...$18,451.86

Literacy Fund …………………………………………………………..……………………….$4,515.13

West Point Account …………………………….……………………….…………………….$9,472.85 **Bank Balance October 31, 2022…..…..…….….….…………….………….…$127,116.34**

PayPal ……………………………………………………………………………… $390.75 Wells Fargo Checking - PayPal ……………………………………………….…………….$1,000.00

This bank account receives PayPal funds. Minimum balance $1,000.

Total Income …………………………………………………………….….………. $290.52 Expenditures ………………………………………………………….…………….$5,585.94

Net Income ………………………………………..…………………………..…….($5,585.94)

FIDELITY

 Initial Investment………………………………….………………………..……..$697,000.00

**Value as of 10-31–2022 ……… $764,937.58 ⇧$18,797.02 over last month**

Restricted for Bookmobile Use ……………..…………………..…………………$116,938.62 Submitted October 12, 2022 Shirley Huberty, Treasurer [M/S/A accepted report].

**OLD BUSINESS: None**

**NEW BUSINESS:**

Building Sign: Pru would like us to think about changing the front building sign to include the first names of the “women” (Sally & Shirley) who helped build our library. It currently reads Tuttle & Huberty. She asked everyone to look at the signage and think of a way this could be accomplished without replacing the whole sign.

Landscaping: Shirley mentioned that Zimmerman Landscaping has suggested we spray pre-emergent on the weeds around the library. Cost would be $700 for 2x year. Concerns where raised about the spray being poisonous. Shirley will check to see what they use, and get back to us next month.

**BRANCH REPORTS:**

Angels Camp: The Friends had a table at the GHC Craft Faire on Nov. 6th offering kids’ books and sign-ups for their Poinsettia fundraiser. They were very successful in raising money for the library.

Arnold: Welcome Martha! She will be the new Friends representative from Arnold. She reported that they will have a Volunteer lunch on 12/5, and a kids holiday event on 12/17.

Copper: No report.

Moke Hill: No report.

Murphys: Having their first Speaker Event on Nov. 15th..  Maureen Elliott will be the author. Reservations are limited for the 5pm event.

San Andreas: Had a Halloween event on 10/29. The event was a huge success with approximately 100 kids and 70+ parents attending.

Valley Springs: Their Melodrama last month generated $6,000. The first Saturday in December they will participate in the VS Christmas parade and hand out kids’ books.

West Point: No report.

Meeting adjourned 10:35. Minutes submitted by Diane Jarvi.

**Next meeting will be in on December 14th at 9:00 in San Andreas.**

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