

Friends of the Modesto Library
Board of Directors Meeting
5 June 2024

The meeting was called to order at 3:02 p.m. by Vice President Beverly Schlegel.

Officers and Directors present: Christine Brereton, Anne Britton, Cande Brody, Ellen Dambrosio, Marilyn Drew, Pat Glattke, Maree Hawkins, Pam Pallios, Cathie Peck, Judy Pierce, Julie Saugstad, Beverly Schlegel and Isa Wiechmann; and Modesto Library Manager Chris Moreno.

MINUTES of the previous meeting were reviewed.

ACTION TAKEN: The minutes of the 6 March 2024 FOML meeting were approved on a motion by Ellen seconded by Julie.

PRESIDENT'S REPORT: Beverly Schlegel for Denise Nordell

Capital Campaign Update

- The public phase of the Lifelong Legacy Capital Campaign is officially underway. Social media campaign has commenced and articles have or will soon appear in The Modesto Bee, Stanislaus Magazine and other local publications.
- The “silent phase” of the campaign, under the leadership of Fundraising Committee co-chairs Lynn Dickerson and Katy Menges, has already resulted in nearly \$2M in pledges and donations. We anticipate they will be finishing up their work and handing things off to the Phase II Fundraising Team in the next few weeks.
- Thanks to the CrabFest '24 proceeds, FOML is able to bear the cost of the campaign so that every dollar donated will go directly to the renovation.
- About 30 volunteers comprise the Phase II (Public Phase) which unofficially launched June 1. They are organized into five teams: Donor Management (Team Lead, Donna Flanders); Events Marketing (Isa Wiechmann and Jennifer Pereira; Fundraising (Jane Manley); Publicity (Jody Omlin and Patty Guerra) and Campaign Admin (Denise Nordell and Amy Wolfe).
- First planned outreach effort by Fundraising Team is a direct mail appeal to FOML members. **If you haven't already done so, now is the time to make your donation.** We need to demonstrate that 100% of our board is invested in the project.
- The Fundraising Team is asking for our input to build a master list of potential campaign donors and has provided an online form https://docs.google.com/forms/d/e/1FAIpQLSf6PFYwt0o6HCDLNyr0yzTJK9PD7Y_tNMNUTcp6Y0sQY-NWwQ/viewform for us to use. We are asked to **submit names by June 21**. Please think about your family, friends, neighbors, colleagues, former colleagues (if you're retired), fellow volunteers in other organizations, fellow church parishioners, acquaintances of your family, your dentist/doctor/optometrist/ dermatologist, etc. and submit at least 10 names.

- Volunteers are needed to staff events and assist in campaign efforts. **Please volunteer via the website:** [Contact Us – Friends of the Modesto Library \(modestolibraryfriends.org\)](https://www.modestolibraryfriends.org)

FOML 50th Birthday

Plans for the 50th have necessarily had to be scaled back in order to focus on the campaign. However, some have taken place, some are in the works, and there is still an opportunity to execute others.

Done

- *Readers Theatre “The Story of Us”* written by Maree and performed at the annual meeting.
- Commemorative poem commissioned and presented at the annual meeting.
- CrabFest '24 resulted in \$38K

Begun and ongoing

- *FOML Newsletter features*

Planned

- *October National FOL Week*

Tentative. Shall we proceed?

- *May Founders Reception & Ice Cream Social*
- *Celebrity Testimonials*

Board Resignation

Following the passing of her husband, Bill earlier this year, Jonaca Driscoll has moved to southern California and has therefore resigned from the Friends board. We wish Jonaca well in her next chapter and are grateful for her many years of service as board member and Treasurer.

TREASURER’S REPORT SUMMARY: Julie Saugstad

Statements of Financial Position and Activity through April 30 were distributed. [See addenda] More recent activity, largely related to the Legacy Capital Campaign brings FOML current total assets close to \$600,000.

No outstanding bills were presented for approval.

ACTION TAKEN: On a motion from Pat seconded by Isa the report was accepted by a unanimous vote.

MEMBERSHIP REPORT: Ellen Dambrosio

Membership is near 150 paid for 2024. Goal for is 200 members. A list of members who need to be reminded to bring their membership up to date was circulated with a request to make personal contacts to friends on the list in the next week or so. Ellen emailing the board easy links to the FOML website renewal page.

LIBRARIAN’S REPORT: Chris Moreno

Operations/Staffing Updates:

- Library will be closed June 19, 2024 (Juneteenth), July 4 (Independence Day), September 2 (Labor Day). Planned renovations are on track to close the library in December.

- Staffing Updates:
 - Stacey Chen Retired: Kelly Ferrini hired as Head of Collection Services
 - Kelly's position in Children's has been filled by Jessica Geiss (Children's Librarian in Salida). Her start date is TBD. Likely in July or August.
 - Laura Ferrell hired as Public Information Officer Manager
 - Catherine Bjertness hired as Salida Library Supervisor
- Transition to Libby
 - Digital access to audio books and eBooks with no daily limits! Like Palace, Libby books are checked out for 21 days. Hoopla is no longer offered.

Programs:

- Summer Reading 2024 May 21-August 6
 - Hosted on Beanstack. Two Age Categories: 0-17 and 18 +.
 - 0-17 receive free book when signing up (while supplies last).
 - Virtual tickets used to enter prize drawing.
 - Library outreach is participating at nine Modesto schools' summer lunch programs.
- Maker Space
 - Last Tuesday of every month at 3:30pm - *Tinker Tuesday*: Explore, build, and create! 3-D pens, tabletop, and LEGO® blocks, Edison robots, and more are examples of what may be available. Very popular and well attended. Participants get a chance to try out multiple Maker Space equipment and options.
 - *Yarning with Friends* first Monday of the month from 5:30-7:45 p.m.
 - 5/20: *Finals De-Stress Fest* - Teens invited to relax with FOML sponsored activities such as coloring painting, puzzles, board games, and more. Supplies and light refreshments were provided. Surprisingly, this was well attended by our teens.
 - 6/12 2pm-3pm: *Ice Cream in a Bag* - Chemistry program for all ages. Observe how the interaction of ice and salt causes the temperature of the ice to drop and then enjoy your tasty ice cream.
 - 6/14 2-4:30pm: *Apron for Dad* - Come to the Maker Space and make something special for the dad in your life. Learn to use a Cricut machine and heat press to add a custom design or phrase to an apron.

FINANCE: Julie Saugstad

2024-25 Budget

The budget for the next fiscal year [see addenda] was presented and discussed, including a \$75,000 grant to purchase custom panels for the Children's Room. FOML will serve as fiscal agent, receiving the grant and then paying out the grant money for the Burgeon purchase. Illustrations of Burgeon interactive free standing and wall learning spaces showed how they incorporate Every Child Ready to Read practices of reading, writing, talking, singing, and playing.

Some adjustments compared to the 2023-2024 budget were made because of the 2025 closure for renovations (e.g. only one used book sale and book fair) but the major changes reflect the Legacy Capital Campaign.

ACTION TAKEN: After discussion, on a motion by Anne with a second from Maree the budget was adopted as presented.

2024-2025 Library Funding Requests

The request list of quarterly allocations for support from the Modesto Library [see addenda] included only one item (books for the County Fair) in the third or fourth fiscal quarters of 2024-2025 because the Modesto Library renovations closure throughout 2025. Programming will be limited then, having only a small, temporary downtown location for book hold pick-ups, etc.

ACTION TAKEN: After discussion, Julie moved and Cande seconded a motion to approve the requests and quarterly allocation review schedule. Motion passed on a voice vote.

Budget Requests - Current year quarterly distribution

The original \$2,000 allocation for this quarter was reduced by \$400 because books for the 2024 County Fair were acquired with FOML's Scholastic credit at the recent book fair. The remaining earlier approved funding includes Maker Space, Adult and Children's programming expenses.

ACTION TAKEN: After discussion, a motion presented by Pam with a second from Isa was approved to pay the adjusted quarterly installment of \$1,600 to the library.

Laura Milbury CPA Services Engagement

The need for professional tax accounting was obvious with the change in FOML's circumstances with the Legacy Capital Campaign. A proposed contract was reviewed and questions answered.

ACTION TAKEN: After review and discussion Maree moved and Isa seconded to approve engaging Milbury for the needed services. Motion was approved.

CAPITAL CAMPAIGN UPDATE

In addition to information in the President's Report above, several other points were made.

- Julie noted that updated financial position will be available in the middle of June. It should reflect significant additional donations to the campaign since the April 30 report.
- The Modesto City Council approved \$500,000 in support to the campaign at a recent meeting.
- Events coordinator Isa reported that campaign volunteers have space booked at all June and July Thursday mornings at the Modesto Farmers Market. Other event booths and speaking engagements are also being scheduled.
- Volunteers can sign up to help through the Legacy website: [Contact Us – Friends of the Modesto Library \(modestolibraryfriends.org\)](https://www.modestolibraryfriends.org)

BOARD GOVERNANCE POLICIES: Julie Saugstad

A final revision of the *Financial Controls Policies* document was presented for adoption. {See addenda]

ACTION TAKEN: As no further changes were suggested the policies were adopted on a motion by Juie with a second by Maree.

EVENTS/ACTIVITIES AND VOLUNTEER OPPORTUNITIES: Isa Wiechmann

Scholastic Book Fair

- May/June 2024 book fair report from Anne listed a current Scholastic Dollars credit balance of \$3,653.76 with \$2,300.76 earned and \$1,477.25 redeemed at the fair.
- Fiscal year 2023/2024 fairs accrued \$5,467.55 credit and \$5,181.17 was redeemed for 758 books for library and FOML programs.
- Fall 2024 book fair is still tentatively scheduled for Nov. 6-9, but may need to be moved to October if the room becomes unavailable because of renovation preparation.
- No book fairs are planned for at least 2025 because of the library closure.

Used Book Sale

- May sale made \$3803.14 net income.
- Leftover books were offered to assisted living housing [large print books], Salvation Army, churches, VA, Turlock FOL, etc. but much remains.
- Oct. 26 book sale will be held to clear the warehouse of existing books. **Volunteers with brawn are needed to move the book boxes to the library.** Otherwise, the sale is in doubt.
- No additional collection will be done at least until the library reopens.

The question was raised by several people if there would be space in the renovated library for a FOML book sale section.

CORRESPONDENCE/OTHER/ADJOURN

Note from Friends of the Turlock Library was received thanking FOML for used books.

Meeting was adjourned at 4:50 p.m.

Next meeting: Sept. 4 at 3 p.m.

Respectfully

Anne Britton

Anne Britton

approved 4 Sept. 2024

Friends of the Modesto Library
Statement of Financial Position
April 30, 2024

ASSETS		
Current Assets		
Bank Accounts		
Checking, general	\$	57,347
Checking, Library Campaign		22,280
SCF, investment account		109,533
US Bank, CD 2582		27,730
Total Bank Accounts		216,890
Other Current Assets		
Prepaid expenses		10
Scholastic Books store credit		2,830
Total Other Current Assets		2,840
Total Current Assets		219,730
Other Assets		
Commitments due 10.1.24		750,834
Commitments due 2025		283,334
Commitments due 2026		155,832
Commitments due 2027		92,500
Commitments due 2027		92,500
Total Commitments, outstanding		1,375,000
Commitments, income deferred		(1,375,000)
Total Other Assets		-
TOTAL ASSETS	\$	219,730
LIABILITIES AND EQUITY		
Liabilities		
		-
Equity		
Net assets, temporarily restricted	\$	133,270
Net assets, unrestricted		86,460
Total Equity		219,730
TOTAL LIABILITIES AND EQUITY	\$	219,730

Friends of the Modesto Library
Statement of Activity, actual v annual budget
July 1, 2023 through April 30, 2024

	<i>actual</i>	<i>annual budget</i>
REVENUE		
Barnes & Noble fundraiser	\$ 2,690	\$ 2,500
Book Sales		
On-line book sales	-	700
Scholastic Book Fair	2,890	1,250
Scholastic Book Fair expenses	(109)	(1,250)
Total Scholastic Book Fair	2,781	-
Used Books Sale	81	4,000
"In-kind" used book sale donations	1,300	-
Used Books Sale expenses	(1,300)	(500)
Total Used Books Sale	81	3,500
Total Book Sales	2,862	4,200
Donations		
Business donation, general use	38,882	
Business donation, match	234	
Honoree and memorial donations	563	
Individual donation, general use	1,380	
Total Donations	41,059	1,000
Grants	500	1,000
In-kind donations	355	600
Memberships		
Business memberships	-	2,000
Dues, individual	15,735	13,500
Total Memberships	15,735	15,500
Payments from affinity programs	34	100
TOTAL REVENUE	\$ 63,235	\$ 24,900

Friends of the Modesto Library
Statement of Activity, actual v annual budget
July 1, 2023 through April 30, 2024

	<i>actual</i>	<i>annual budget</i>
PROGRAM EXPENSES		
Library funding requests	\$ 12,600	\$ 14,600
Library programs		
Books donated	3,057	
Halloween	45	
Imagination Library	2,050	
National FOL week	15	
National Library week	256	
Other program expenses	200	
Yarning with Friends	104	
Yarning proceeds/donations	(333)	
Total Yarning with Friends	(229)	
Total Library programs	5,394	2,250
Tax measure support	-	5,000
Total mission costs	17,994	21,850
Revenue over (under) mission costs	45,241	3,050
EXPENDITURES		
Bank fees & service charges	239	-
Insurance	-	400
Meetings	157	200
Memberships and subscriptions	75	130
Office supplies	548	100
Postage and PO Box	335	234
Printing and promotional items	1,871	750
Tax and licenses	25	20
Website maintenance	440	430
Total Expenditures	3,690	2,264
Net Operating Revenue	41,551	786
OTHER REVENUE		
Interest earned, CD	1,081	-
Library Capital Campaign donations received	133,270	-
Increase (decrease) in SCF investment value	(281)	-
Total Other Revenue	134,070	-
OTHER EXPENDITURES		
In-kind expenses not categorized	-	600
SCF admin fee	186	-
Expenses paid for Capital Campaign	19,583	38,094
Total other expenditures	19,769	38,694
NET REVENUE OVER (UNDER) EXPENDITURES	\$ 155,852	\$ (37,908)

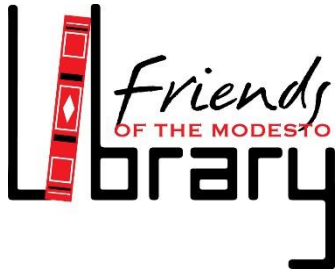
Friends of the Modesto Library
2024-2025 Budget - Proposed
July 1 2024 - June 30, 2025

	<u>fiscal yr</u>	<u>Q 1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
	<u>24-25</u>	<u>Jul-Sep</u>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>Apr-Jun</u>
	<u>budget</u>	<u>budget</u>	<u>budget</u>	<u>budget</u>	<u>budget</u>
REVENUE					
Barnes & Noble fundraiser	2,500	0	2,500	0	0
Book Sales					
On-line book sales	150	0	150	0	0
Scholastic Book Fair, net expenses of \$150	1,500	0	1,500	0	0
Used Books Sale	2,000	0	2,000	0	0
"In-kind" used book sale donations	0	0	0	0	0
Used Books Sale expenses	(125)	0	(125)	0	0
Total Used Books Sale	1,875	0	1,875	0	0
Total Book Sales	3,525	0	3,525	0	0
Donations					
Business donation, general use	500	125	125	125	125
Business donation, match	0	0	0	0	0
Honoree and memorial donations	500	125	125	125	125
Individual donation, directed	0	0	0	0	0
Individual donation, general use	1,750	400	550	400	400
Total Donations	2,750	650	800	650	650
Grants - as fiscal agent (Burgeon)	75,000	0	75,000	0	0
Grant disbursement- as fiscal agent	(75,000)	0	(75,000)	0	0
In-kind donations	300	75	75	75	75
Business memberships	1,000	250	250	250	250
Dues, individual					
Bestseller \$250-499	1,550	235	465	620	230
Classic \$500-999	4,000	600	1,200	1,600	600
Epic \$1,000+	1,000	150	300	400	150
Novelist \$100-249	5,000	750	1,500	2,000	750
Reader \$25-49	1,325	200	400	530	195
Storyteller \$50-99	2,125	320	635	850	320
Total Dues, individual	15,000	2,255	4,500	6,000	2,245
Payments from affinity programs	100	25	25	25	25
TOTAL REVENUE	25,175	3,255	11,675	7,000	3,245

Friends of the Modesto Library
2024-2025 Budget - Proposed
July 1 2024 - June 30, 2025

	<u>fiscal yr</u>	<u>Q 1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
	<u>24-25</u>	<u>Jul-Sep</u>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>Apr-Jun</u>
	<u>budget</u>	<u>budget</u>	<u>budget</u>	<u>budget</u>	<u>budget</u>
COST OF PROGRAM					
Library funding requests	11,650	5,750	5,500	0	400
Library programs					
Books donated	3,000	1,000	1,000	500	500
Halloween	100		100		0
Imagination Library	2,000		1,000		1,000
Nat'l FOL week	250		250		
Nat'l Library Week	0	0	0	0	0
Yarning with Friends	100	25	25	25	25
Total Library programs	5,450	1,025	2,375	525	1,525
Tax measure support	5,000	0	0	5,000	0
TOTAL COST OF PROGRAMS	22,100	6,775	7,875	5,525	1,925
EXPENDITURES	0				
Bank fees & service charges	220	50	50	70	50
Insurance	400	0	0	0	400
Meeting	150	25	25	75	25
Memberships & subscriptions	130	0	60	0	70
Office supplies	150	25	50	25	50
Postage and PO Box	360	90	90	90	90
Printing and promotional items	400	100	100	100	100
Tax and licenses	25	0	0	25	0
Website maintenance	180	180	0	0	0
TOTAL EXPENDITURES	2,015	470	375	385	785
TOTAL COST OF PROGRAMS + EXPENDITURES	24,115	7,245	8,250	5,910	2,710
NET OPERATING REVENUE	1,060	(3,990)	3,425	1,090	535
OTHER REVENUE					
CD interest earned	1,200	300	300	300	300
Donations received for Capital Campaign	2,050,000	1,400,000	400,000	100,000	150,000
Increase (decrease) in SCF investment value	51,625	3,500	13,125	16,625	18,375
TOTAL OTHER REVENUE	2,102,825	1,403,800	413,425	116,925	168,675
OTHER EXPENDITURES					
Expenses paid for Capital Campaign	18,500	6,170	6,165	6,165	0
SCF admin fee	29,500	2,000	7,500	9,500	10,500
Disbursements paid to Library for Renovation	0	0	0	0	0
NET REVENUE OVER (UNDER) EXPENDITURES	2,055,885	1,391,640	403,185	102,350	158,710

Modesto Library Funding Request to FOML, 2024-2025						
Items Requested	Total Requested	Quarterly Meeting Date Funds Requested				Strategic Priorities
		9/4/2024	12/4/2024	3/5/2025	6/4/2025	
Circulation Display Supplies (Poster Board, Paper, Velcro, Paint, Dye Cutter materials, etc)	\$250	\$250				3.a
Juvenile Justice Center book club (YSO, Annie Snell)	\$800		\$800			3.b, 5.a
Modesto Dia Event (April 2025)	\$1,200		\$1,200			3.a, 3.b, 4.c, 5.a
Staff Professional Development trainings	\$1,600		\$1,600			2.d
Adult Programming (\$300/Quarter)	\$600	\$300	\$300			3.b , 4.a, 4.c
Childrens Programming/Crafts (\$800/Quarter)	\$1,600	\$800	\$800			3.b, 4.a, 4.b, 4.c
Books for County Fair	\$400				\$400	3.b, 4.a, 5.a
Makerspace Programming and supplies (\$800/Quarter)	\$1,600	\$800	\$800			4.a, 4.c
Makerspace iPads x 6	\$3,600	\$3,600				4.a, 4.c, 5.a
Totals	\$11,650	\$5,750	\$5,500	\$0	\$400	



Financial Controls and Policies

Statement of Purpose

In order to act as good stewards of the monies we raise for the Modesto branch of the Stanislaus County Library and to fulfill our fiduciary responsibilities, Friends of Modesto Library (FOML) needs financial controls and policies to provide accountability for the management of funds and prevent misappropriation or misuse of funds. These controls provide a separation of duties across multiple individuals to ensure the proper handling of assets, to minimize errors, and to provide for financial transparency.

1. Segregation of Duties

FOML financial processes should be designed and duties be segregated so that the same person is not initiating, recording, authorizing, and reconciling in any given process or transaction.

2. Reconciliations

Monthly, an individual FOML member other than the Treasurer or Membership Director will reconcile bank statements with bank and investment accounts. Reconciliation reports will be provided to the Treasurer for review and retention. Any discrepancies with monthly bank ledgers maintained by the Treasurer will be reviewed with the Treasurer and resolved prior to completing a reconciliation.

FOML currently utilizes PayPal to process on-line payments. Individual payments processed by PayPal will be reconciled with funds held at PayPal and funds transferred from PayPal to the general FOML bank account.

3. Cash Handling Procedures

At least two people will monitor all cash and checks received during events. Cash received will be counted by two people at the end of the event and delivered to the Treasurer who will verify the cash received and make the deposit. If the Treasurer is not available to receive cash and checks, another member of the Executive Committee will verify the amount and make the deposit.

4. Disbursements

Requests for disbursements should be made to the Treasurer by submitting a completed FOML *Payment Authorization and Reimbursement Request* with appropriate documentation.

In addition to providing a completed payment request form, reimbursement requests should include a dated receipt or invoice. Unbudgeted expenses should be preapproved. An effort should be made by members to minimize reimbursement requests by having the Treasurer make payments directly for goods or services when applicable.

Bank account debit cards can be issued to authorized check signers. When a debit card payment is made, the receipt and completed *Payment Authorization* form should be provided to the Treasurer promptly to be recorded in the monthly banking ledger. Debit cards may not be used for personal purchases. An effort should be made to minimize debit card use when the Treasurer could make a payment directly for goods or services.

Prior to issuing a check, the Treasurer should review any billing or request carefully to avoid double-payment, confirm that the budget classification of expense appears correct, that the invoice or bill amount matches the requested payment amount, that the appropriate approval for payment has been made, and that either the related goods or services have been received or advance payment is appropriate.

The Treasurer should record disbursements in the monthly banking ledger with date issued, a check number or debit card id, payee, budget category, and amount.

5. Bank Deposits and Revenue

Cash and checks received should be deposited promptly and be recorded by the Treasurer in the monthly banking ledger. Checks received should be endorsed for deposit only upon receipt. Transfers between bank and investment accounts should be recorded in the monthly banking ledger.

The Treasurer will provide the Membership Director with copies of checks to assist in both the posting of dues and donations to individual accounts and the acknowledgement of receipts.

On-line payments collected by service provider PayPal will be downloaded and posted to the FOML books by the Membership Director who will transfer funds held by PayPal to the general checking account, at minimum, monthly. The Membership Director will notify the Treasurer of each transfer from PayPal so that it can be recorded in the monthly bank ledger.

5. Bank Deposits and Revenue (continued)

FOML members will not manually enter credit or debit card details for processing nor retain any credit card information of members or donors without the approval of the Board President.

6. Financial Reporting

For each quarterly meeting of the Board of Directors, the Treasurer will provide a *Statement of Financial Position* and a *Statement of Activity*, which includes a comparison of the fiscal year-to-date activity with the annual budget. These financial reports will be approved by the Board of Directors and included with the meeting minutes.

The members of the Board of Directors play an integral role in the financial controls of FOML. Each member should review these reports and question any anomalies.

The Board of Directors can authorize the use of financial software to assist in the maintenance of accounting records and efficiency of financial reporting.

7. Budget

The Board President will develop an annual budget to be approved by the Board of Directors before the fiscal year begins.

8. Banking and Investments

Banking and investment accounts may be opened and closed by the Board President and Treasurer, who will be the authorized signatories on such accounts. The Board of Directors must approve the opening and closing of any accounts. The Board may authorize an additional Board Member as a signer.

Adopted 5 June 2024