

**Friends of the Modesto Library  
Board of Directors Meeting  
6 December 2023  
Denise Nordell's House**

Meeting called to order at 4:10 p.m. by President Denise Nordell.

**Officers and Directors and guests present:** Anne Britton, Cande Brody, Ellen Dambrosio, Pat Glatcke, Judy Herrero, Denise Nordell, Pam Pallios, Cathie Peck, Judy Pierce, Julie Saugstad, Beverly Schlegel, and Isa Wiechmann; and Chris Moreno, Modesto Library Manager; and guests/members Jeanine Oliver and Terry Shanahan.

**MINUTES: Anne Britton**

Secretary announced that in accordance with the bylaws, as a majority of the Friends of the Modesto Library Board of Directors replied in the affirmative to the email question of installing **Julie Saugstad as Treasurer beginning on Oct. 15, 2023**, she shall take over the duties from Pat Glatcke as of that date.

**ACTION TAKEN: After review the minutes of the 6 September 2023 FOML meeting were approved on a motion by Isa Wiechmann, seconded by Beverly Schlegel.**

**PRESIDENT'S REPORT: Denise Nordell** deferred her report, choosing to address topics as they arose in the agenda.

**TREASURER'S REPORT SUMMARY/ FINANCE: Julie Saugstad**

**Current Total Assets - \$60,273.80.**

Julie reported that with the help of Donna Flanders and Ellen Dambrosio FOML is now using QuickBooks Online to track its finances and their help was greatly appreciated. Savings have been transferred into a CD accounts to provide significantly better interest earnings. New formats of reports [see addendums] were distributed and explained and questions were addressed.

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

**Budget Requests - current**

**Current year quarterly distribution to the library = \$3,600** includes Juvenile Justice Center book club, Modesto Día, Adult, Maker Space and Children's programming expenses.

**ACTION TAKEN: After discussion, a motion offered by Anne with a second from Isa was approved to distribute to the library the quarterly installment of \$3,600 as part of the previously approved FOML budget 2023/2024.**

## **MEMBERSHIP REPORT: Ellen Dambrosio**

Membership level is on par with last year with 165 paid for 2023 at this point in the year. Ellen thanked those who reached out to remind members to renew. The high number of new members this year seems encouraging. Membership notices will be sent to current and lapsed members early in the new year.

## **LIBRARIAN'S REPORT: Chris Moreno**

### **Operations/Staffing Updates:**

- Library will be closed Monday December 25, January 1, January 15, and February 15.
- Closure of the Modesto Library for needed repairs and improvements is likely to begin in late 2024. "Pop-up" substitute space(s) are being developed in downtown that will allow retrieving books on hold and possibly some events. Extra story times will be scheduled at other branches during the closure. Plans are still in flux, however.
- Modesto Staffing Updates:
  - Michele Machado resigned and Megan Mizuno has been hired as Librarian in Modesto Children's Department. She will be the supervisor of the Children's Library Assistants.
  - Gabby Rojas is hired as full-time LA in Reference department. She comes from Merced Public Library system, is very creative and has been helping a lot with MakerSpace programs.
  - Wayne Philbrook (formerly of Salida Library) is hired as system-wide Operations Manager. Wayne and Bryan Sontag will oversee operations of all branches, splitting responsibilities.
  - Jessica Geiss is the interim Salida Library Supervisor until a full-time replacement for Wayne is made.
  - Public Information Officer recruitment is ongoing.

### **Programs:**

- Hogwarts Winter Break after hours program: December 15 from 6:30-7:30pm. Pre-Registration required. One ticket is good for entire family. *Volunteers are still needed; contact Amber if interested.*
- Read to a Dog: Mon. December 11 from 3:30-4:30
- Makerspace: Open Sew Thurs December 21 from 1:30pm
- Makerspace: Coloring and Coffee Thurs December 28 from 10am-12pm
- Noon Year's Eve Party in Children's: Sat 12/30 at 11:30am
- Makerspace: Make a New Year's Eve Party Hat: Sat 12/30 at 11am
- Story Time will be back in session in January.
- Makerspace: From Closet to Costume: Thurs. 1/4 2pm. Opera Modesto's incredibly talented Costume Designer, Shannon Carmack-Mize, will teach tips and tricks for transforming thrift store finds into unique costumes and one-of-a-kind outfits.
- Growing Citrus: Master Gardeners. Mon 1/22 at 5:30pm.

**WHISTLEBLOWER POLICY ADOPTION**

A Whistleblower Policy for FOML was presented for adoption after discussion at September’s meeting. [See addendum]

**ACTION TAKEN: On a motion from Ellen seconded by Julie the policy was adopted as presented.**

**MODESTO LIBRARY CAPITAL CAMPAIGN**

A campaign is proposed to fund furniture, fixtures and equipment as either additions and/or upgrades to the upcoming retrofit of the 50-year-old building in order to provide for what is beyond the currently available funding. Questions and concerns on the proposed capital campaign that were not answered at a November workshop for the FOML Board of Directors were addressed during a lengthy discussion period at this meeting.

The consensus was to proceed with a 2024 campaign in support of improvements to the Modesto Library during and after the Modesto Library’s upcoming major overhaul. The board approved action with these five motions, all passing on voice votes.

**ACTION TAKEN: Anne moved and Beverly seconded that Friends of the Modesto Library undertake a community-wide campaign to raise a minimum of \$4 million in private and public funding for the Modesto Library.**

**ACTION TAKEN: Ellen moved and Judy Pierce seconded that Friends of the Modesto Library engage consultant Amy Wolfe of Mujeres Poderosas to develop a Modesto Library Capital Campaign Plan.**

**ACTION TAKEN: Judy Herrero moved and Isa seconded that Friends of the Modesto Library open an agency fund account with Stanislaus Community Foundation to receive, hold, invest and disburse funds raised through the Modesto Library Capital Campaign.**

**ACTION TAKEN: Julie moved and Pam seconded that Friends of Modesto Library engage financial and design services as needed for the Modesto Library Capital Campaign.**

**ACTION TAKEN: Ellen moved and Christine seconded that the FOML Board approve the opening of a separate bank account to manage campaign contributions.**

**NOMINATING COMMITTEE**

The Board Executive Committee members will act as the committee to return a slate of officers for the March meeting election.

## EVENTS/ACTIVITIES

### Reports

- **National FOL Week:** Denise reported on the successful October interactions.
- **Halloween Story Time:** Cande Brody organized another happy event with 40 people joining the costumed trick or treat parade.
- **Scholastic Book Fairs:** Anne presented a report on the successful in-house November 2023 Book Fair. [Detailed report available on request.]
  - \$2,889.65 credit with Scholastic added.
  - \$1,994.42 worth of books donated to local youth agencies.
  - Volunteers worked about 120 hours toward the success.
  - \$1,994.42 was donated/matched nationally by Scholastic through *Kids in Need Foundation*
  - Current credit with Scholastic is estimated at about \$3226.44.
  - Board consensus was for Anne to proceed with planning a May 2024 Scholastic Book Fair.

### Scheduled Events

- **Barnes & Noble Book Fair** is set for December 8-10. The consensus was to take cash this year rather than gift cards.
- **Hogwarts Winter Break December 15** - Need 4-5 helpers for the after-hours event
- **CrabFest Feb. 10** - Raffle, silent auction [for large prizes] and dessert auction items are needed as well as sponsorships. Marilyn will be recruiting volunteers for Feb. 9 set-up.
- **Used Book Sale May 4** - Help is needed sorting with donations resuming.

### CALENDAR REVIEW

- 2024 – FOML 50<sup>th</sup> Anniversary – All Year!
- 10 Feb. CrabFest '24
- 6 Mar – Annual Membership Meeting
- 7-13 Apr -- National Library Week
- 30 Apr – Día de los Niños/ Día de los Libros
- 4 May – Used Book Sale
- May – Probable Scholastic Sale

### NEXT MEETING

6 March 2023 – Annual General Membership and Board of Directors meetings. Time TBA

**ADJOURN:** The meeting was adjourned at 6:52 p.m.

Respectfully submitted 6 March 2024,

*Anne Britton*

Anne Britton, Secretary

Friends of the Modesto Library  
Statement of Financial Position  
October 31, 2023

ASSETS

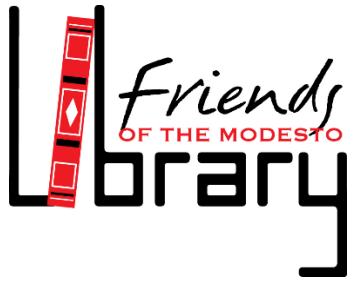
Current Assets		
Bank Accounts		
Certificate of Deposit - 2582 - 1	\$	27,069.98
Checking - 1388 - 1		28,727.71
Funds held at PayPal		813.65
Savings, US Bank		-
Total Bank Accounts		<u>56,611.34</u>
Other Current Assets		
Gift cards, Barnes & Noble		285.00
Prepaid expenses		10.00
Scholastic Books store credit		3,367.46
Total Other Current Assets		<u>3,662.46</u>
Total Current Assets		<u>60,273.80</u>
TOTAL ASSETS	\$	<u><u>60,273.80</u></u>

LIABILITIES AND EQUITY

Liabilities		
	\$	-
Equity		
Net assets, temporarily restricted	\$	50.00
Net assets, unrestricted		63,828.19
Net Revenue		(3,604.39)
Total Equity		<u>60,273.80</u>
TOTAL LIABILITIES AND EQUITY	\$	<u><u>60,273.80</u></u>

**Friends of the Modesto Library**  
**Statement of Activity, actual v annual budget**  
**July 1 through October 31, 2023**

	actual	annual budget	over (under) budget
<b>Revenue</b>			
Barnes & Noble fundraiser	\$ -	\$ 2,500.00	\$ (2,500.00)
<b>Book Sales</b>			
On-line book sales	-	700.00	(700.00)
Scholastic Book Fair	-	-	-
Used Books Sale	30.00	3,500.00	(3,470.00)
<b>Donations</b>			
Business donation, match	48.00	-	48.00
Honoree and memorial donations	205.06	-	205.06
Individual donation, general use	27.00	-	27.00
<b>Total Donations</b>	<b>280.06</b>	<b>1,000.00</b>	<b>(719.94)</b>
Grants	500.00	1,000.00	(500.00)
In-kind donations	137.10	600.00	(462.90)
<b>Memberships</b>			
Business memberships	-	2,000.00	(2,000.00)
Dues, individual	3,200.00	13,500.00	(10,300.00)
<b>Total Memberships</b>	<b>3,200.00</b>	<b>15,500.00</b>	<b>(15,500.00)</b>
Payments from affinity programs	14.28	100.00	(85.72)
<b>Total Revenue</b>	<b>4,161.44</b>	<b>24,900.00</b>	<b>(20,738.56)</b>
<b>Program expenses</b>			
Library funding requests	5,400.00	14,600.00	(9,200.00)
<b>Library programs</b>			
Halloween	45.00	-	45.00
Imagination Library	2,050.00	-	2,050.00
Nat'l FOL week	15.00	-	15.00
Nat'l Library Week	200.00	-	200.00
Other program expenses	199.50	-	199.50
Yarning with Friends	156.21	-	156.21
Yarning with Friends proceeds/donations	(333.00)	-	(333.00)
<b>Total Yarning with Friends</b>	<b>(176.79)</b>	<b>-</b>	<b>(176.79)</b>
<b>Total Program expenses</b>	<b>2,332.71</b>	<b>2,250.00</b>	<b>82.71</b>
Tax measure support	-	5,000.00	(5,000.00)
<b>Total mission costs</b>	<b>7,732.71</b>	<b>21,850.00</b>	<b>(14,117.29)</b>
<b>Revenue over (under) mission costs</b>	<b>(3,571.27)</b>	<b>3,050.00</b>	<b>(6,621.27)</b>
<b>Expenditures</b>			
Bank fees & service charges	37.81	-	37.81
Insurance	-	400.00	(400.00)
Meeting	-	200.00	(200.00)
Memberships & subscriptions	75.00	130.00	(55.00)
Office supplies	-	100.00	(100.00)
Postage and PO Box	145.20	234.00	(88.80)
Printing and promotional items	186.12	750.00	(563.88)
Tax and licenses	-	20.00	(20.00)
Website maintenance	10.00	430.00	(420.00)
<b>Total Expenditures</b>	<b>454.13</b>	<b>2,264.00</b>	<b>(1,809.87)</b>
<b>Net Operating Revenue</b>	<b>(4,025.40)</b>	<b>786.00</b>	<b>(4,811.40)</b>
<b>Other Revenue</b>			
Interest earned	421.01	-	421.01
<b>Total Other Revenue</b>	<b>421.01</b>	<b>-</b>	<b>421.01</b>
<b>Other Expenditures</b>			
In-Kind expenses not categorized	-	600.00	(600.00)
<b>Total Other Expenditures</b>	<b>-</b>	<b>600.00</b>	<b>(600.00)</b>
<b>Net revenue over (under) expenditures</b>	<b>\$ (3,604.39)</b>	<b>\$ 186.00</b>	<b>\$ (3,790.39)</b>



## WHISTLEBLOWER POLICY

### Purpose

This policy is intended to encourage and enable members and others to raise serious concerns internally so that the Friends of the Modesto Library (FOML) can address and correct inappropriate conduct and actions within FOML.

### Policy

It is contrary to the values of FOML for anyone to retaliate against any person who in good faith reports a violation of FOML's Conflict of Interest policy or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any law or regulation governing the operations of FOML.

Individuals should share their concerns with someone who can address them properly. In most cases, these should be reported to the FOML Board President. However, if the complainant is not comfortable speaking with the president or is not satisfied with the response, they are encouraged to report to any FOML board member.

Any good faith report, concern or complaint is fully protected by this policy, even if the report is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of FOML's bylaws, policies or applicable law.

Violations or suspected violations may be submitted to the Board President or any board member on a confidential basis to Friends of the Modesto Library, PO Box 4565, Modesto CA 95352-4565. Reports will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable FOML or law enforcement to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken as warranted. Unless the complaint was filed anonymously, the complainant will be informed that follow-up has or is occurring within two weeks after receipt of the complaint. The Executive Committee shall be informed of all complaints or reports.

Adopted: 12/6/2023