

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
11 MAY 2022
MINUTES

1. Call to Order: Board President Jenny Munro called the meeting to order at 9:30 A.M.

2. Present: Jenny Munro, Melinda Parry, John Wang, Helen Beevers, Nancy Cohen, Charlotte Epstein, Nigel Jones, Tina Kass, Susan Light, Suzanne Little, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman
Absent: Karen DalColletto, Gerry Masteller
Guest: Gayathri Kanth - unable to attend

3. Acceptance of Agenda:
No additions were suggested to the agenda.

4. Minutes of Previous Meeting:

Motion to approve the minutes of the meeting 13 April 2022

Proposed: Melinda Parry

Seconded: Charlotte Epstein

No Objections

No Abstentions

The minutes of the meeting of 13 April 2022 were approved by acclamation.

5. Treasurer's Report (John Wang):
 - Sales income from the three rooms for the month of April was 10% down compared to the last sale in March.
 - Higher donations and membership income this month however, means that total income is only 7% down on last month.
 - April had only 1 Payroll payout date whereas March had 3 Payroll payout dates. Therefore expenses in April appear to be 22% lower than last month.
 - At the moment 49.1% of the Grant available to the Library remains unspent. There is only a month and a half left of the Fiscal Year in which to spend it but Gayathri has assured FOPAL it will be spent.
 - Net Sales Income graph (Graph 2) shows the difference between the Sales Income and Sales Expense (Graph 1).
 - Graph 3 - Net Operating Graph - includes the donations and memberships. The negative spike in this graph occurs each July when the Grants are made available to the Library. The aim is to keep this graph at 0 or above.

6. Discussion and Approval of Next Year's Budget

- The Treasurer and the Finance Committee used the following to inform their planning:
 - last year's forecast, budget and actual figures (some impact from Covid-19)
 - budget proposals for 2019-20 (no impact from Covid-19)
 - budget proposals from 2020-21 (full impact from Covid-19)
- Note that:
 - The sales income for 2021-22 will exceed the budget.
 - Some of the high value income areas for 2021-22 will exceed the budget.
 - Although some vinyl and ephemera were sold in 2021-22, this is not a reliable source and so has not been included in the 2022-23 budget.
 - Other income will also exceed the budget for 2021-22 but this is due to some exceptional high donations. Therefore there will be no increase in this area for the 2022-23 budget.
 - The expenses also will exceed the budget for 2021-22 but only by 10%.
 - The Net Sales Income for 2021-22 will be \$168 490 which again will exceed the budgeted amount.
 - \$34 751 will need to be drawn down to cover the Library Grants for 2021-22.
- The proposed budget for 2022-23 will give a net operating income of \$117, 668.
- The proposed budget for 2022-23 shows projected net income can cover the minimum Grant Request for the library. However, cash would need to be drawn to cover the remainder of the Grant Request if FOPAL were to also offer the 'Wish List' items. Total Cash and Equivalents show that FOPAL would be able to cover this.

Q: The amount held in Investments to form 'The Endowment Fund' and 'Fund for the Future' is \$16 000 short of the amount stated in the Equity part of Treasurer's Report. This is noted in the Budget as a Reserve Shortage.

C: The above funds haven't been added to since 2017. The Endowment Fund is for the use of Special Grants, the Fund for the Future was set up to support a relocation of FOPAL. Insurance covered costs after the fire.

Q: If there were no sales / income at all then with full expenses of about \$15 000 - \$16 000, there is enough cash to keep FOPAL going for 9 months.

Motion to approve the budget for 2022-23

Proposed: Melinda Parry

Seconded: Nancy Cohen

No Objections

No Abstentions

The budget for 2022-23 was approved by acclamation.

7. Library Grants for 2022/23 - Preliminary Discussion

- Materials cost is about the same as requested last time.
- Staff costs have risen and levels are restored to 2016 levels.

- As the staffing levels have now been restored, will the opening hours be increased? The City still has to approve the Library Budget.
- At the moment 49.1% of the Grant available to the Library remains unspent. Next month should give a better idea of whether the remaining Grants allocated to the Library will be spent.
- The Summer Programme, although budgeted for in the 2021-22 budget, cannot often be spent until later due to bills coming in during August / September. Previous carry over amounts of \$9000 in 2019-20 and \$3 700 in 2018-19 could also be due to the Summer Reading Programme.
- Has the money been allocated but the library is still awaiting the invoices?
- Some of the budget awaiting to be spent includes the \$14000 carried over from the previous year. If the money is not all spent, should it be carried over to the next year? If FOPAL chooses not to carry over unspent monies, should the Library increase the Grant Request for the following year.
- There is a long term plan for the library referenced in the budget which the library presents to the City. Could this help FOPAL understand where the Library is going?
- A breakdown of the number of eBooks and 'real' books proposing to be added to the collection as part of the Grant Request has been asked for.

Gayathri was unavailable for this meeting as she is presenting the Budget to the City. She will be at the meeting in June. Until then - please send her any questions.

8. High Value (Nigel Jones):

- Amazon has sent almost daily emails informing FOPAL of shipping bills. These have now ceased and so it can be assumed that all of the FOPAL stock has now been sent to Forest.
- However, 12 books sold from Amazon in April and FOPAL received a refund for a book which had been returned - presumably because Amazon damaged it in shipping.
- FOPAL has received Top Seller Rating Status from eBay - well done eBay team! 1200 items are currently listed and income from eBay in April was \$3,652 with no big High Value items so a good month.
- Forest income was a little lower in April - \$1723. They are growing their team, but this will take time as new members need to be trained and may not have the industry experience.

Q: He uses special software and has his own warehouse, so asking an employee to work from FOPAL would not really work.

- Forest works with many Friends and has recently added Berkeley and Alameda. FOPAL books are collected from Marin as part of a collection route!
- The eBay team has grown, but if the team were larger FOPAL could list more items.
- A Special Sale could be held to draw down the large inventory of items less than \$50 awaiting listing. However a lot of work is involved in organizing it:
 - who will run it?
 - which room can be booked?
 - when it can be held?
 - checking prices on all the books.
 - moving all the books.
 - advertising as the audience is not the general sales audience.

The income would be in the hundreds, not thousands of dollars. Is this really worth it?

- It was suggested that FOPAL have a 'High Value Themed' Month and use some of the shelves set aside for 'Special Sales' for this purpose. Prices would have to be checked but books could be moved gradually. It was decided to try this in July to coincide with the Members Sale.

Q: The advertisement in The Post has brought in new volunteers with varying numbers of hours they are able to give.

Q: Could HV books be organized to have \$20 books one month, \$30 books on another month etc?

Q: The locked cabinet that held books \$50 + is no more. The books did not sell.

- PBA sold a book on the Phillipines for \$300. There are 3 items waiting, 5 items for Nigel to take to them and 3 items that PBA are reviewing.
- The inventory FOPAL has to send to PBA is shrinking. They are now only looking at books \$300+ and these kinds of items are not finding their way to FOPAL at the moment.

9. President's Report (Jenny Munro):

- Several Friends groups have been contacted and a meeting is planned for June / July to discuss how things are going.

C: Perhaps Forest could suggest further Friends groups who could be contacted.

10. Old Business

- The Whiteboard in the Sorting Room has not been updated with the monthly sales figures for some while. Janette will be asked to continue this - probably erasing and starting again from when FOPAL reopened after the Covid-19 shut down.

Q: Should there be a table of month on month results in the repository?

11. New Business - None

12. Adjournment:

Steve Staiger moved to adjourn the meeting at 11:10am.

Seconded: Nigel Jones

The resolution passed by acclamation.