

## **FRIENDS OF THREE CREEKS COMMUNITY LIBRARY**

### **Meeting Minutes September 26, 2024**

**Members present:** Tanya Cecka, Karen Kusirek (remote), Lyle Bush, Mary Stender, Penny Gutierrez, Leslie Clute, Judy Pruitt, Paul Matsumoto, Dennis Johnson, Karen Johnson, Elaine Gilbert and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

**Minutes:** Karen J moved to accept the June meeting minutes, and all voted in favor.

#### **Treasurer's Report:**

- Leslie Cl reviewed the budget report (first report for the new fiscal year). As of the end of August 2024, the bank account balance was \$38,715.97 and the mutual fund balance was \$38,489.73. Checks written in September will appear in the next (Sept.) bank statement.
- Elizabeth has sent in the audit.

#### **Branch Report:**

- Three Creeks was the #1 branch for Summer Reading sign-ups. Early Learners sign-ups were down but Kids, Teens and Adults were up.
- Programs coming up include CPR and Alzheimers information.
- The new Director started in July. Elizabeth met with her to discuss Refresh proposals. Hopefully, the Refresh will happen in 2025. The Board had a retreat last week to discuss District business. Elizabeth will propose proceeding with requests that the Friends would/could cover. For example:
  - Three ADA-compliant doors for restrooms (easy-open) costing approximately \$2200. The group gave preliminary approval.
  - Two new tables and benches made of Trex synthetic wood for the courtyard. The group gave preliminary approval.
- The request for book club books (~ \$2000) has been approved.
- The accessible crafts program for adults with disabilities will be starting in October.

#### **Foundation Report:**

- Dennis dropped off four baskets for the Authors & Illustrators dinner Silent Auction last week.
- Rick Smithrud (Director) retires on September 30. The search for a new Director is beginning.

#### **Business**

- The Gardner School BookSwap will be a two-day event that includes animals and a library presentation. Book Pick-up will be on October 12 at 3:15 pm.
- The Volunteer Appreciation event for Three Creeks Friends will be on October 22, 2 – 4 pm, in the Community Room. Tea and cookies will be served.
- The Volunteer Appreciation event for FVRL District volunteers will be on November 16 at 11 am, also in the Three Creeks Community Room.

#### **Book Sales:**

- Booktique -- Saturday, November 9 (Veterans Day weekend. Sale flyers are coming (250 ½-sheet flyers). Judi showed the new sign to the group; a sandwich-board sign holder was donated. E-mail to be sent by the Webmaster.  
Book loading will start Thursday at 2:30. Set-up will start at 9:30 am on Friday. We have 77+ boxes of

books. Paul will help sort.

Non-book items in the sale include: 12 feedbag totes, 12 beanies, logo backpacks, puzzles. There will be a door prize basket; still need a roll of tickets.

**Statistics:**

- There are 22 active FO3CLVolunteers (2 with background checks pending).

**Next Meeting:** Thursday, January 23, 2025, 6 – 7 pm

Minutes by: Leslie Chartrand

## **FRIENDS OF THREE CREEKS COMMUNITY LIBRARY**

### **Meeting Minutes**

**June 27, 2024**

**Members present:** Tanya Cecka, Leslie Clute, Elaine Gilbert, Karen Johnson, Dennis Johnson, Mary Stender and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

**Minutes:** Karen moved to accept the April meeting minutes, and all voted in favor.

#### **Treasurer's Report:**

- The budget report was reconciled to the May bank statement with a projection of figures through June. As of the end of May 2024, the bank account balance was \$37,522.25 and the mutual fund balance was \$34,684.53. The Book Store made more than \$10,000 in 2023-24. For audit, we combine the book sales, Book Store and Thriftbooks in the budget.
- There was a proposal to look for new ideas (in the next two years) for helping the library with money. Elizabeth described some changes in library funding that may be opportunities to help.
- Discussion for proposed 2024-25 budget: add money to Children's programming; include Teen (Young Adult) under the Adult programming increase. A list of items for the library branch Refresh is still to be determined, and will be reviewed at that time. (The Refresh was bumped from 2024 to 2025.)
- Leslie Clute moved to accept the proposed budget; Karen seconded, and the group voted in favor. Leslie will send out the final version of the budget to the group.

#### **Branch Report:**

- Alicia Gomori will start next week as Deputy Director (Elizabeth's boss).
- Background checks have been completed for all active FO3CL volunteers.
- Summer Reading is in progress; 1200 participants signed up. Tuesdays will feature performers; Thursday sessions will go to parks. Last Thursday had over 300 attendees.
- Adult programming will include: puzzle swap in July; mushroom foraging; 3D printer training. Information on 3D printer certification is available on the FVRL.org website.
- Circulation is steady at about 75% of pre-COVID levels (not including ebooks). Curbside pick-up service continues.
- A new Washington state law that weapons are not allowed in libraries became effective June 5, 2024.
- Interviewing for District-wide positions is still in progress.
- All programs will have to go through a formal approval process in the future. The intention is to fill gaps in offerings for the community. Program offerings should address health and wellness, financial, artistic, STEM, workforce development, etc.

#### **Foundation Report:**

- The Authors & Illustrators Dinner is scheduled for Thursday, October 17, 2024. FO3CL has three baskets so far.

#### **Business**

#### **Book Sales:**

- The Booktique sale will be on Saturday, November 9 (Veterans Day weekend). Judy and Penny are the committee. It has been added to the FVRLibrary District and Foundation's calendars. Publicity materials have been requested from the FVRL District Graphics Dept. The committee is working on

décor for the meeting room, with a Veterans corner. They are considering a door prize basket (ticket with any purchase).

**Statistics:**

- The distribution e-mail list has been recreated (400+ addresses on it). There are 18 active FO3CLVolunteers.
- Tanya will send out a letter when Jim returns (after July 3).

**Board Officers/Coordinators Election for 2024/2025**

- We voted in a new slate of Officers and Coordinators. The new term starts on July 1. The Publicity Coordinator position is open.

**OFFICERS**

President	Tanya Cecka
Vice-President	Mary Stender
Treasurer	Leslie Clute
Secretary	Leslie Chartrand

**COORDINATORS**

Book Store	Tanya Cecka/Leslie Clute
Booktique	Penny Gutierrez/Judy Pruitt
Pop-up Book Sale	Clara Connor
Deposit	Elaine Gilbert
Hospitality	Judy Pruitt
Stock	Dennis Johnson
Vintage Stock	Mary Stender
Volunteers	Open (interim Tanya)
Vol hours/FB	Lee Michael
Webmaster	Jim Clute

**Next Meeting:** Thursday, September 26, 2024, 6 – 7 pm

Minutes by: Leslie Chartrand

(Appended: 2023-24 Budget Review & 2024-25 Proposal from Treasurer Leslie Clute)

# Friends of Three Creeks Community Library

	April-May	Total 2023 - 2024 Income & Expense (may)	PROJECTED Year end estimate (june)	Budget Proposal 2023-2024		Budget Proposal 2024-2025
<b>Ending balance for 4/1</b>	<b>\$35,841.14</b>					
<b>Income</b>						
Book Sales (Holiday Booktique)	\$0.00	\$2,155.61	\$2,155.61	\$ 2,000		\$ 2,000
Thritbooks	\$368.84	\$368.84	\$1,158.56			
Bookstore	\$2,022.82	\$10,299.79	\$10,265.51	\$ 10,000		\$ 10,000
Donations/baskets	\$0.00	\$1,118.00	\$1,118.00	\$ 500		\$ 500
Bank Interest	\$1.83	\$9.21	\$10.11			
<b>Income Total</b>	<b>2,393.49</b>	<b>\$13,951.45</b>	<b>\$14,707.79</b>	<b>\$ 12,500</b>	<b>\$ 2,207.79</b>	<b>\$ 12,500</b>
<b>Library Expenditures</b>						
Children/Youth Programs	271.04	\$4,328.40	\$4,577.15	\$ 4,500		\$ 4,500
Adult Programs	0.00	\$142.37	\$142.37	\$ 2,000		\$ 2,000
Books, Library Resources		\$0.00	\$0.00	\$ 2,000		\$ 2,000
Library Enhancements		\$39.99	\$39.99	\$ 1,000		\$ 1,000
<b>Library Expenditure Total</b>	<b>271.04</b>	<b>\$4,510.76</b>	<b>\$4,759.51</b>	<b>\$ 9,500</b>		<b>\$ 9,500</b>
<b>Other Expenditures</b>						
Friends Operation Expenses	91.34	\$739.20		\$ 200		\$ 200
Book Storage		\$1,993.00		\$ 2,200		\$ 2,200
Fundraising	0.00	\$0.00				
Hospitality	350.00	\$350.00		\$ 500		\$ 500
Miscellaneous/transfer		\$0.00		\$ 100		\$ 100
<b>Other Expenditures Total</b>	<b>441.34</b>	<b>\$3,082.20</b>	<b>\$3,082.20</b>	<b>\$ 3,000</b>		<b>\$ 3,000</b>
<b>Expense Grand Total</b>	<b>712.38</b>	<b>\$7,592.96</b>	<b>\$7,841.71</b>	<b>\$ 12,500</b>	<b>\$ 4,658</b>	<b>\$ 12,500</b>
<b>Balance on Hand</b>	<b>\$37,522.25</b>					
<b>Mutual Fund</b>	<b>\$34,684.53</b>					

## **FRIENDS OF THREE CREEKS COMMUNITY LIBRARY**

### **Meeting Minutes**

**April 25, 2024**

**Members present:** Tanya Cecka, Elaine Gilbert, Judy Pruitt, Karen Johnson, Dennis Johnson, Mary Stender and Leslie Chartrand. Elizabeth Moss (librarian) was also present.

**Minutes:** Judy moved to accept the January meeting minutes, Elaine seconded, and all voted in favor.

### **Treasurer's Report:**

- As of 4/1/24, the bank account balance was \$35,841.14. The mutual fund balance was \$33,927.35 as of 4/19/24. Thriftbooks has finally paid all consignment money owed to us. The group will ask Leslie C for clarification of Income/Expense amounts at the next meeting if needed.

### **Branch Report:**

- Elizabeth hopes to get a new, integrated sound system for the Community Room (with a loop for hearing accessibility). However, this will probably not be possible until 2025.
- The library would also like to widen the aisles in the stacks (currently 36 inches) for better wheelchair accessibility. Other refresh items include new carpet and paint.
- The FVRL District is still interviewing for vacancies, including Deputy Director.
- The next round of budget requests will be in August.
- The library bought seaweed snacks for the Japanese book study and the K-Pop program.
- The library is purchasing Nintendo (4/group) and other games for Children's programming. The games will also be used for the Teens after-hours programs.
- Repairs on the corner of the building – the insurance finally approved the contractor's bid. They are going to install a French drain.
- Star Wars re-enactors (storm troopers) will be coming to the library on May 4. "May the Fourth be with you!"
- Gardening programs – recent program was about wasps. Master Gardeners program is coming on May 18.
- Goats will be coming on May 22 for Adult (non-alcoholic) happy hour.
- Summer Reading program will run from June 15 to August 15. The library is lining up performers. There will be two performances a day on Tuesdays. The Reptile Guy program will be held at the Hazel Dell School Gym.
- The FVRL Foundation is sponsoring a book/discussion for literacy for families on Mondays. It started on April 15.
- Three Creeks is the busiest branch in the District.

### **Foundation Report:**

- Friends Fair summary – first Friends Fair held in five years:
  - Provided a list of all the benefits of partnering with the Foundation. Provided additional details about accounting, legal requirements, liability insurance, graphic design support, credit card machine, truck, and the auction for the Authors & Illustrators dinner. (Note: the Foundation is arranging the featured author for the coming A & I.)
  - Foundation to compile a spreadsheet for Friends Groups to share information.
  - Ask the Foundation first before approaching large possible donors.
  - Donations of \$250 or more must have a receipt and go through the Foundation.
  - No group on-line payment system is available; we are unable to use Tax ID#. Each group would have to set one up and pay its own fees.
  - Printing materials are available through the District for sales and events.
  - Background checks are now required for all volunteers (must be active volunteers).

- The Press Reader website is available with a library card. Access is located under the library website; get a code (PIN) to sign in. Elizabeth can help walk patrons through the process. The library's streaming services include Hoopla and Canopy.
- Beaches restaurant brought in \$4850 from their cash-back day.

## **Business**

### **Book Store):**

- The Book Store has brought in \$3674.71 so far this year. Sales for April to date are about \$995. Puzzles are still very popular.

### **Book Sales:**

- The Booktique sale will be on Saturday, November 9 (Veterans Day weekend). Judy and Penny are the committee. The decoration theme will be veterans. Volunteers are making bags, hats and bookmarks.
- The next Pop-up (bargain sale) should be in May or June.

### **Thriftbooks:**

- The profit issues are resolved and payment is being received monthly. We have sent 60 boxes to date. We made \$152 for sales in March.
- Sales of note – the Dune encyclopedia sold for \$462; the Porsche book sold for \$280.
- Shipping is about \$17 for a coffee table book, so the book should be worth more than \$20.

### **Webmaster:**

- The distribution e-mail list is completed. The Volunteer page has been updated.
- The Volunteer spreadsheet is now available.

**Next Meeting:** Thursday, June 27, 2024, 6 – 7 pm

Minutes by: Leslie Chartrand

## **FRIENDS OF THREE CREEKS COMMUNITY LIBRARY**

### **Meeting Minutes**

**January 25, 2024**

**Members present:** Tanya Cecka, Leslie Clute, Judy Pruitt, Karen Johnson, Dennis Johnson, Sheila McGee, Mary Stender and Leslie Chartrand. Elizabeth Moss (librarian) was not present.

**Minutes:** Karen moved to accept the June and September meeting minutes; all voted in favor.

### **Treasurer's Report:**

- As of 1/25/24, the bank account balance was \$33,201.81. The mutual fund balance was \$34,010.05 as of 1/25/24. Income highlights: auction baskets, book sales and Book Store. The Book Store is selling about 100 books/week. The last bills for summer programming have trickled in. We still have money to put into programming. The new book cart is included in Operation. Per advice from the FVRL Foundation, the storage unit expense will be in Fundraising.

### **Branch Report:**

- Elizabeth will type up a report for Tanya to send out.
- The FVRL District does not have a budget yet. Accounting is understaffed; the new Director started in December.
- The branch is having an art exhibit and program of puzzle montage.

### **Foundation Report:**

- The A&I Dinner had 510 attendees. The featured speaker David Balducci was good.
- Our five Silent Auction baskets earned \$618. We have started two baskets for the 2024 A&I auction: Walking & Hiking; In My Backyard.

### **Business**

#### **Book Sales:**

- The Booktique sale will be on Saturday, November 9 (Veterans Day weekend). The 2024 Booktique committee is beginning. Calling for suggestions!
- Booktique 2023 brought in \$2000+.
- Pop-up (Bargain Sale) starts tomorrow, January 26.

#### **Thriftbooks:**

- We sent 40 boxes of pre-screened books to Thriftbooks from September thru December. The sales earned \$490 as our net profit; however, the funds have not been received. Leslie Cl is working with them to get the consignment money they owe us.
- Leslie will set up a separate category for Thriftbooks in our income/expense report.

#### **Little Free Library:**

- The LFL sustained damage during the winter storms; the door and hardware have been replaced. There continue to be occasional problems with the contents being "wiped out."



**Webmaster:**

- The master e-mail list is completed and now needs a Coordinator.

**New Business:**

- Confirmed that meeting dates for 2024 will be January 25, April 25, June 27 and September 26.

**Next Meeting:** Thursday, April 25, 2024, 6 – 7 pm

**Next Book Sale:** Pop-up Sale on January 26, 2024

Minutes by: Leslie Chartrand

