

The Sea Scribe



THE NEWSLETTER OF THE FRIENDS OF THE DANA POINT LIBRARY & SUMMER 2013



A DONATION FROM OUR ASSOCIATION

The Friends Bring Light to the Dana Point Library

The Board has committed the *Friends of the Dana Point Library* to cover the costs of refurbishing the two large skylights in the Dana Point Library roof. The skylights are now over thirty years old, and have deteriorated to the point that only one-tenth of the original amount of required light reaches the library interior.

This project represents a significant investment of the Association's assets. However, we believe that the project will be highly beneficial: it will brighten the library, and will reduce energy expenses. We believe that the renovation will be welcomed by library staff, patrons, and Friends members alike.

PRESIDENT'S NOTE



As your President for the *Friends of the Dana Point Library*, I would like to say thank you for your support. Our ribbon-cutting ceremony on 9 February 2013 celebrating the reopening of the bookstore is a testament and commitment to a new beginning for all of the supporters of the Library.

In the organization's effort to maintain a high level of transparency, the Friends of the Library tax returns will continue to be posted on the State Attorney General's website after 16 May 2013 at oag.ca.gov/charities/.

The 2013 Board members would also like to welcome Susan Piña as the new Branch Head Librarian – we look forward to working with Susan in the future.

The *Friends of the Dana Point Library* and the Dana Point branch of the *Orange County Public Library* share the same vision for our community. The groundwork has already been laid for exciting collaboration.

Most importantly, the Friends of the Library will continue its tradition of supporting the library and the community. The Friends are currently working with OCPL on a three-year project to fund much-needed renovations on the library building.

The 2013 Board members invite you to attend our regularly-scheduled open Board meetings. We have a lot of hard work ahead of us, and we remain grateful for the hard work and commitment from bookstore volunteers and association members. A heartfelt thank you is sent out to each and every one of you for your continued volunteering, the passion, and the joy you bring to our organization.

Carol Wassmann (president@friendsdanapoint.org)

OUR NEW LIBRARIAN



Welcome to Susan Piña.

Susan is a native Californian. She comes to Dana Point after six years as a *Children's & Teen Services Librarian* for the *Orange County Public Libraries*. She was formerly a Teen Services Librarian in Irvine, and served children, teens and their families as Youth Services Librarian in Cypress.

Susan received her Bachelor of Science degree in Management & Organizational Leadership at Azusa Pacific University, and her Masters degree in Library and Information Science at San Jose State University. Susan lives with her husband Joseph and cat Tiger.

Susan's focus on collaboration is a good fit for the Dana Point Library: a community rich with passionate volunteers and library supporters. She looks forward to meeting you at the library.

ASSOCIATION BOARD FOR 2013



Election of a Board for 2013

The following candidates were voted onto the Board in the December 2012 election: *Carol Wassmann* (President), *Richard Connors* (Vice President – Bookstore), *Carrie Karas* (Secretary), and *Mary Mashoof* (Treasurer). The official vote count is unknown, as the election materials currently aren't in the Board's possession.

Mr Connors and Ms Karas resigned from their positions early this year, and were replaced as per Association Bylaws. The new officers are *Barbara Anderson* (Vice President – Bookstore), and *Paul Strauss* (Secretary).

Board Meeting Schedule

The monthly meeting of the Board is held in the Dana Point Library Community Hall at 33841 Niguel Road from 5:00 pm to 7:00 pm on the third Wednesday of each month. Meetings are open to all Association members, as well as the general public.

Agenda points that are related to pending litigation and personnel matters will be discussed in closed sessions.

Current Association Bylaws

Although the Bylaws were said to have been changed by the 2012 Board twice (19 June 2012 and 7 December 2012), no minutes noting the changes are available to the current Board. Therefore the 2013 Board will use the Bylaws dated on 9 December 2004 as the official Bylaws of the Association.

Proposal to Change the Bylaws

In order to secure members' democratic rights, to ensure transparency, and to maintain accountability, the Board has decided to revise the Association Bylaws. An advisory committee chaired by the Secretary has been set up to handle the task. Committee members are Carole Child, Bill Johnson, Forrest Owens, Wayne Rayfield & Bill Shepherd.

The *Bylaws Revision Committee* will examine best practices of other *Friends of the Library* groups nationwide. A draft of the revised Bylaws will be available for members' input on the Association's website within the next week, and the final version will be presented to the Board at its meeting for approval on Thursday 27 June 2013.

BOOKSTORE UPDATE



Since the bookstore has reopened, we've been busy welcoming friends – both old and new – to help stock the store with the many donations that were given to the Friends during the past year. We now have twenty-nine volunteers, nine managers, and a list of people willing to substitute when someone cannot cover their shift. All of these people donate their time and efforts to improving and enhancing the store.

There are familiar names doing extra work to brighten, clean and make our *Friends of the Library* store better than ever. Our enthusiastic volunteers include Lorrie Borgese, Donna Huff, Juliette Ravenelle and Cubby Rayfield. Betsy Evans is back leading training sessions for new and seasoned volunteers. You will see such veterans as Emma Barbour, Mary Bott, Jill Lynd, Phyllis Pettifils, Ann Strauss and Joyce Winter – along with many new volunteers including Lisa Buchner, Emily Landfield, Stuart Saraquse and Marion Tresfon.

The Bookstore Managers committee is now a standing committee of the Association, and meets monthly. It is

responsible for the day-to-day running of the bookstore. The managers have already come up with efficient and exciting ideas – such as special sales, easier ways to find books, and better organization for our children's section.

We're thrilled to be back in the business of raising funds for the Dana Point Library.

Barbara Anderson (vicepresident@friendsdanapoint.org)

Volunteers Needed

Spend an enjoyable few hours at the Bookstore each month with delightful colleagues, wonderful patrons and colorful books – some of which are a bit tattered (*take your pick!*). We hold volunteer training sessions at 10:00 am on the second Tuesday of every month.

Please call Betsy Evans at 1 949 661 8832 for more details.

MEMBERSHIP



Member Directory Update

The Association Secretary is updating the member directory. The current directory lacks details for many members.

We have enclosed a contact details form with this newsletter. *Will all members please return this form – even if your current information is correct.*

Email Communications

Please consider providing your email address – it will only be used for Association matters, and will not be shared. We would like to use email for communication in the future where possible. Doing so will help save the Association a substantial amount of time and money, and provide more funding for Library programs.

Annual Dues for 2013

The contact form also serves as a notice to members who pay their dues annually. We are changing the subscriptions payments to a once-off activity in January of each year.

Please select a class of membership you'd like for 2013, and submit payment with your contact form. Checks should be made out to *Friends of the Dana Point Library*. And remember that your subscription fee is tax-deductible!

Paul Strauss (secretary@friendsdanapoint.org)

TREASURER'S REPORT

Summary for 2012

The financial report for 2012 was not presented at the annual meeting in December, because the meeting was not held. The 2012 *Profit & Loss* summary shows an overall loss of \$48 799 mainly due to a \$62 772 expense on legal fees. The major amount was spent on the Friends acting as a plaintiff in the 2012 dispute. The ~\$18 000 given to library programs and books were much reduced, when compared to the ~\$32 000 given in 2011.

Income for 2012 was reduced by \$14 000, due to the forced closing of the Bookstore towards the end of the year. The 2012 *Balance Sheet* reflects our reduced income and increased expenses – leaving the *Friends of the Dana Point Library* with fewer total assets of \$158 037 in December 2012, compared to \$206 836 in December 2011. Most of these assets currently reside in the Association's *Bookstore Renovation Fund*.

Summary for 2013

The year-to-date 2013 *Profit & Loss* summary shows a substantial change from the normal year due to two main expenses: legal expenses and insurance. The major part of the \$12 042 legal charges invoiced this year were as a result of work undertaken in 2012. The Board decided to take out Officers & Directors insurance, as recommended by the Orange County Public Library's risk management team.

Monthly income generated from book sales has been comparative to previous years. We lost January sales due to the continued closure of the Bookstore. Expenses on library programs have been very low up to now – however, the prepared budget suggests that the expenditure will rise during the remaining part of the year. The 2013 *Balance Sheet* shows a loss of \$412 to our total assets as compared to 2012, and a similar spread in the nature of these assets.

Mary Mashoof (treasurer@friendsdanapoint.org)

FINANCIAL REPORT FOR 2012

Profit & Loss Statement

Balance Sheet

ACCRUAL BASIS	1 January 2012 to 31 December 2012		ACCRUAL BASIS	1 January 2012 to 31 December 2012	
	Jan-Dec 2012	Jan-Dec 2011		31 Dec 2012	31 Dec 2011
INCOME			ASSETS		
Book Sales	37 106	51 355	Petty Cash	0	0
Donations	2 380	4 788	U S Bank (<i>Checking</i>)	25 263	44 397
Interest Income	283	444	Wells Fargo (CD)	50 667	50 641
Membership Dues	4 225	805	Wells Fargo (<i>Checking</i>)	133	133
Silent Auction	135	0	Wells Fargo (<i>Money Market</i>)	71 975	111 665
TOTAL INCOME	44 130	57 391	Contractor's Bond	10 000	0
			TOTAL ASSETS	158 037	206 836
EXPENSES			LIABILITIES & EQUITY		
Adult Books	5 944	8 420	LIABILITIES		
Adult Programs	385	1 662	Bookstore Renovation Fund	107 625	107 625
Audio Books	14	0	TOTAL LIABILITIES	107 625	107 625
Bank Charges	97	26	EQUITY		
Charitable Donations	100	0	Opening	14 286	14 286
Children's Books	1 230	7 000	Retained Earnings	84 925	76 556
Children's Programs	10 497	15 095	Net Income	(48 799)	8 369
DVDs	628	349	TOTAL EQUITY	50 412	99 211
Entertainment	0	0	TOTAL LIABILITIES & EQUITY		
Equipment & Supplies	3 861	5 527		158 037	206 836
Facility Improvement	0	5 164			
Insurance	500	0			
Legal	62 772	0			
Membership	184	375			
Newsletter	258	750			
Other Expenses	0	0			
Periodicals	784	1 298			
Public Relations	0	0			
Reconciliation	(82)	0			
Store Expenses	5 702	3 321			
Taxes & Fees	55	35			
TOTAL EXPENSES	92 928	49 022			
NET INCOME	(48 799)	8 369			



FINANCIAL REPORT FOR 2013

Profit & Loss Statement

Balance Sheet

ACCRUAL BASIS	1 January 2013 to 31 May 2013	ACCRUAL BASIS	1 January 2013 to 31 May 2013
	Jan–May 2013		31 May 2013
INCOME		ASSETS	
Book Sales	16 452	Petty Cash	40
Donations	2 071	U S Bank (<i>Checking</i>)	35 627
Interest Income	110	Wells Fargo (CD)	50 707
Membership Dues	0	Wells Fargo (<i>Checking</i>)	100
Refund	78	Wells Fargo (<i>Money Market</i>)	71 151
TOTAL INCOME	18 712	Contractor's Bond	0
		TOTAL ASSETS	157 625
EXPENSES		LIABILITIES & EQUITY	
Adult Books	0	LIABILITIES	
Adult Programs	499	Bookstore Renovation Fund	107 625
Audio Books	0	TOTAL LIABILITIES	107 625
Bank Charges	49	EQUITY	
Charitable Donations	0	Opening	14 286
Children's Books	0	Retained Earnings	36 126
Children's Programs	280	Net Income	(412)
DVDs	0	TOTAL EQUITY	50 000
Entertainment	24	TOTAL LIABILITIES & EQUITY	157 625
Equipment & Supplies	345		
Facility Improvement	0		
Insurance	2 379		
Legal	12 043		
Membership	0		
Newsletter	0		
Other Expenses	281		
Promotional	763		
Public Relations	1 658		
Reconciliation	0		
Store Expenses	768		
Taxes & Fees	35		
TOTAL EXPENSES	19 124		
NET INCOME	(412)		



NOTICE OF A GENERAL MEETING

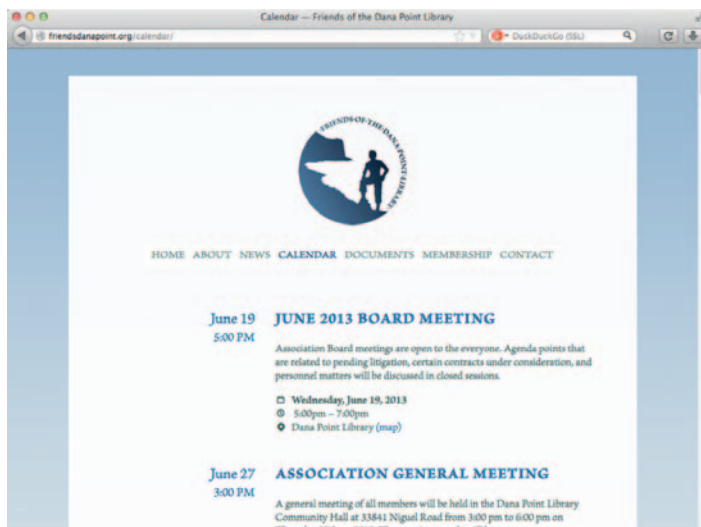
An Association general meeting will be held in the Dana Point Library Community Hall from 3:00 pm to 6:00 pm on Sunday 30 June 2013. All members are invited to attend.

The meeting agenda will be:

- ~ Opening comments & roll call
- ~ Reports of the board officers
- ~ Reports of the committees
- ~ Other matters arising
- ~ Questions for the Board

Additions to the agenda will be considered for up to three days before the meeting. Off-agenda issues will not be considered. Please email your requests to secretary@friendsdanapoint.org.

AN UPDATED IDENTITY FOR THE FRIENDS



New Association Website

The *Friends of the Dana Point Library* is dedicated to making our Association more open to members. We are building a new website at www.friendsdanapoint.org.

The website will store documents such as meeting notices, agendas, minutes, financial information and newsletters. We will also be selling books online, as a means to increase overall revenue.



Updated Association Logo

The *Friends of the Dana Point Library* has a new Association logo. It illustrates Richard Henry Dana setting foot on our coastline in 1835, with the Headlands in the background. The name of the Association circles the border of the logo.

The Board decided to update the logo to better reflect our local history. It was designed by Andrew Strauss.

Newsletter Production

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