

Roseville Coalition Of Neighborhood Associations
Maidu Neighborhood Association
Roseville, California
Board Meeting

Tuesday, October 23, 2012

1. Meeting called to order at: 7:03

Present: David Allen, President
Scott Reid, Vice President
Jim Kidd

Vicki Miller
Dave Steele

Absent: Geoff Kragen, Secretary
Mary Steele, Treasurer
Mike Bardini

Shirley Brown
Lance Hibben

Neighbor(s): Larry Arkus

Guest(s):

2. Sign in/Welcome

3. Minutes of previous meeting: Approved.

4. Police Report: Police not present. There was the mention of a house on Thistledown that had a window broken (vandalism).

5. Treasurer's report: Beginning October Balance: \$2,190.71. Ending October Balance: \$2,190.71

a. Audit: The Association Passed. (see attached)

6. RCONA report: Santa in the Park will be in two parks: December 8th at Mehaney and the 9th at Maidu. Volunteers are needed. Scott will add a "blurb" to the MNA website with a link to the flyer on the RCONA website. Geoff will add the flyer to the Facebook page. (Jim will send it to Geoff). Jim will send on reminder via the Watchmail list at a time of his choosing.

7. Library Report: (see attached)

8. Old Business:

a. Library Donation Status: Jim moved that we approve a \$600 expenditure for the CD shelving. The stipulation was included that a plaque saying "Donated by the Maidu Neighborhood Association" and include the name(s) of the builder would be placed on the shelving. Ken seconded.

Motion 010/12-1: Approved.

b. Neighborhood sign status: The cost of the signs should be less than \$200. Because we are the first wanting to do this, the city asked RCONA to draft a policy for neighborhood signs. This is include a proposal that RCONA pay half the cost incurred by the city. This

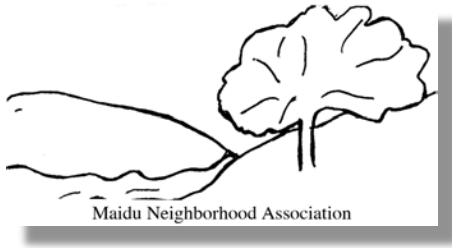
is currently the policy for the Neighborhood Watch Signs. Jim will host a RCONA sign policy sub-committee meeting at the end of the Maidu Park Cleanup lunch.

- c. Jim noted that RCONA will provide a Wordpress-based website if desired.
- d. Park Cleanup preparations: Scott will visit Jim's house at 9:40 AM on Saturday morning to help him load his car.
- e. MNA Boundary Change: There has been no response from the "new neighbors." Jim proposed including a call for block captains to deliver the new area and that we deliver to them again in November. The new area needs to be divided up into routes. We will put an article in the next newsletter explaining the expansion and calling for block captains.

9. New Business: None

10. Announcements and Remarks: None

11. Adjourn: 7:33 PM



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Newsletter Meeting

- 1.** Newsletter meeting called to order: 7:34 PM
 - a. Due date: November 2nd
 - b. Topics/Assignments:
 - i. Maidu NA expansion/call for block captains ~ Scott (Larry suggested including the typical size of a route. He noted that block captains can do more than just deliver—on at least one occasion he closed the garage door for someone.)
 - ii. Maidu Park Cleanup Recap ~ Lance
 - iii. Santa in the Park ~ Jim
 - iv. Mental Illness Update ~ (Scott to ask the woman who responded to Janet's article if we can publish her email)
 - v. Maidu Library News ~ Fran (already provided)
 - vi. How to sign up for city events emails ~ Dave
 - vii. Recurring Blurb: Check us out on Facebook and on the web ~ Shirley
- 2.** Adjourn: 7:40



Roseville Coalition Of Neighborhood Associations
Maidu Neighborhood Association
Roseville, California
Annual Audit

Sunday, October 14, 2012

Introduction: The following reflects my audit for the period of September 2011 – August 2012.

Audit Details:

- a. Overall the Association carries on very little financial activity which makes it easy to analyze.
- b. For the year reviewed there were only ten transactions taking place in the Association account, kept in River City Bank. There are detailed as four (7) checks; six (5) deposits related to the Garage Sale and one (1) related to the National Night Out.

c. Activity:

Beginning Balance	9/25/11	\$1,685.10
Total Deposits		950.00
Unidentified Adjustment		<u>0.01</u>
Subtotal		2,635.11
Total Disbursements		<u>444.40</u>
Ending Balance	8/31/12	<u>\$2190.71</u>

My analysis agrees with activity in the check book. There was a simple adding error in the last entry in the activity journal which will be corrected.

Comments:

- a. Documentation was provided for all checks and deposits.
- b. My figures and those in the activity journal were off by \$0.01 which I was unable to identify and so adjusted as noted above. I will recommend adjusting the journal as well since the checkbook is in balance. The ending balance agrees with the bank statement. All checks had cleared and there were no unrecorded deposits.

The Association has passed its audit without any exceptions.



Geoff Kragen

Secretary

10/14/12

Date

Library Report October 2012 Maidu NA meeting

Library closures and holidays etc.

Veterans' Day 11/12

Thanksgiving 11/22-23

Staff Training 12/5

Winter Holiday's 12/24, 2 p.m.- 1/1/2013 Library reopens on Wednesday January 2

The library is planning on demonstrating several electronic readers and electronic devices in November at each of the branches. They will be bringing a 'tool box' storing the devices and a Q &A session will follow. There will be a number of these devices that will be made available for check for a three week period, pre-loaded with books, for patrons to preview and compare. I expect to have the dates 'soon'.

The 100th anniversary of library service to the community on 10/20/2012 was a hit. I noticed the press was there interviewing and taking photos so those may appear in the local papers soon.

The library will begin installing the 'new' computer system in January 2013.

Submitted by, Fran Webb 10/22/2012

Library & Museum Monthly Snapshot

September 2012

ATTENDANCE	09/2012	FISCAL YEAR TO DATE	09/2011
Downtown	18,117	48,540	13,462
Maidu	13,540	42,611	13,786
Riley	18,027	58,521	17,892
Maidu Museum	2,039	3,945	N/A
Carnegie Museum	118	534	168
TOTAL	49,684	154,151	45,308

CIRCULATION	09/2012	FISCAL YEAR TO DATE	09/2011
Downtown	21,519	68,771	18,311
Maidu	21,994	72,132	20,321
Riley	49,584	147,632	40,208
eBooks	1,114	3,322	492
TOTAL	94,211	291,857	79,332

REFERENCE QUESTIONS	09/2012	FISCAL YEAR TO DATE	09/2011
Downtown	1,947	5,579	1,591
Maidu	1,511	4,958	1,313
Riley	2,268	8,103	2,148
TOTAL	5,726	18,640	5,052

PUBLIC PC USERS	09/2012	FISCAL YEAR TO DATE	09/2011
Downtown	2,585	8,792	2,338
Maidu	1,727	5,291	1,566
Riley	2,287	6,565	2,844
Total	6,599	20,648	6,748

PROGRAMMING	09/2012	FISCAL YEAR TO DATE	09/2011
Downtown	19/402	67/1,206	15/214
Maidu	29/663	71/1,943	21/447
Riley	39/1,991	99/1,991	40/1,738
Maidu Museum	64/1,293	91/1,957	N/A
Library Outreach	1/151	19/413	4/40
TOTAL	159/4,580	348/9,439	80/2,439

REGISTERED LIBRARY CARD HOLDERS	55,452
Non-Resident Library Card Holders	12,808

Maidu Neighborhood Association (MNA)

Library CD Case Donation Review

October 2012

BACKGROUND:

Approximately two months ago there was board discussion regarding a community contribution from our neighborhood association resulting in a request for ideas. The Maidu Library submitted a 'wish list' of several items for consideration.

One item, an additional CD storage case raised particular interest in that it was a large, permanent fixture, useful for several years and easily identified as a contribution from the Maidu Neighborhood Association (plaque).

Of concern was the retail price of \$1,240.00 for the additional CD storage case. This amount was provided by the library using a library suppliers catalog. Ken Webb volunteered to explore other options in an effort to determine if the library's needs might be met at a more realistic price as the preliminary community contribution budget was initially discussed at the \$800.00 level. Following is a summation of that exploration.

LIBRARY ISSUES:

The purpose of the current CD storage case is to hold multi-media based on the need of the user. As such, drawers were designed to hold DVD's, VCR's and/or CD's. Maidu library uses this cabinet solely for music CD's.

Because of the design, current capacity of the existing five-drawer unit is approximately 300 CD's. Several staff members pointed out that the bottom two drawers are so close to the floor that both staff and patrons have difficulty in accessing them.

The number of CD's that can be stored in the current storage case is a little less than half of the CD collection currently housed at the Maidu Library. The remainder of the Maidu collection is stored in the back room where patrons cannot see or access units for check out.

Maidu Library staff moved CD's to 'rotating towers' which allowed more CD units to be displayed than the existing display case. However, due to 'tower' design, CD's must be stored in an upright position making it almost impossible to read titles, especially on the lower shelves. According to staff, CD circulation has dropped significantly since transferring the collection to the two 'tower' cases.

POSSIBLE VENDORS:

Webb identified three possible vendors capable of providing a professionally built product equal to, or of better quality than the current retail CD unit. All three vendors are local to Roseville. In addition to having required skills, I felt that all three would be willing to work with MNA in providing the unit within the estimated budget.

One is booked through March, another had recent back surgery, and one is available and has proposed some interesting design specifics in meeting the library's needs. Prices quoted from this vendor are materials only with a lot of labor donated to the MNA and Library.

CONSIDERATIONS:

Webb and vendor met with Library staff and reviewed their needs and concerns. They are:

- Cannot display entire CD collection with existing case or towers.
- Problems with 'tower' display (title recognition).
- Difficulty in using bottom two drawers of CD cabinet.
- Non-skid material placed in existing drawers has bunched up in several areas making it difficult to stock CD's.

Option 1 – Duplicate existing case with modified drawers. Modified drawers take advantage of existing 'dead' space within the cabinet. Will require drawers to appear flush in front instead of stair stepped and require alpha designations to appear on drawer front instead of drawer lip. Will increase CD capacity to approximately 550 CD's from the current 300 CD's but resolves no other problem.

Vendor build price: \$450.00

Retail Unit Price: \$1,240.00

Option two – Redesign entire case to resolve inherent problems with existing case. As contemplated, the proposed case would measure 51" high by approximately 6' long x approximately 2' deep. This is roughly the same footprint as two existing CD cases side by side (original library request).

This option increases the number of uses available to the library:

1. CD storage capacity is raised to over 1500 CD's, more than enough to display the entire Maidu collection. More importantly, CD orientation will allow patrons to see the front of the CD eliminating difficulty with title searches.

2. Two banks of four drawers each (CD storage) run from the top of the cabinet down to approximately eighteen inches off the floor. This eliminates difficulty in using bottom drawers as all drawers are within easy reach of patrons and staff.

3. Bottom two drawers are deeper than CD drawers and allow storage of book bag kits. Currently, these book bags are stored in the back of the library and inconvenient for patron access.

4. Cabinet design will allow re-positioning of drawers in the event DVD's or audio book CD's are included in the collection later.

5. If additional storage is needed, bottom drawers can be removed opening up space for adding media drawers as needed.

6. If shelving is required, shelving can be added by replacing existing drawers.

7. Cabinet top creates display space, a resource in short supply at Maidu.

Vendor build price: \$600.00

Retail Unit Price: \$2,800.00 to \$3,600.00¹

MNA CONSIDERATIONS:

The City of Roseville is currently in the process of expanding existing neighborhood association boundaries and attempting to activate others. Our neighborhood association is often identified as a model of an active association successfully promoting community involvement.

Your decision to contribute to the community offers our Board an additional opportunity to show leadership. This, or a similar contribution would be significant and I think one that would make other neighborhood associations not only take notice but could also inspire them to make a significant contribution of own.

If your decision is to pursue the CD cabinet, my recommendation is to go with option 2. After several discussions with staff, I think trying to replicate the existing cabinet with its inherent limitations is poor value for our association. If option 2 is more than our board can invest then perhaps Meadow Oaks might wish to join us by contributing.

If you have any questions please contact me.

¹ Based on library suppliers web site prices for similar cabinets as proposed. Prices vary from maker to maker. These prices do not include tax, shipping or on-site assembly which may be required.