



McCune Room
 John F. Kennedy Library
 Lower Level
 505 Santa Clara Street
 Vallejo, CA 94590
www.cityofvallejo.net

AGENDA
MCCUNE COLLECTION
COMMISSION
REGULAR MEETING – 5:00 P.M.
MARCH 2, 2017

COMMISSIONERS
 Henry Beecher, Chair
 Joanne Schivley,
 Vice Chair
 Guy Brookshire
 Ken Innes
 Julie Stratton
 Thia Markson

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the McCune Collection Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address MCCune Collection Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the McCune Collection Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the McCune Collection Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; and 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310.

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1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
- B. Report from Council Liaison to the McCune Collection Commission
- C. Report from McCune Foundation to the McCune Collection Commission
- D. Others

4. FIRST COMMUNITY FORUM

Anyone wishing to address the commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the commission to resolve, is requested to submit a completed speaker card to the Executive Secretary of the Commission. When called upon, each speaker should state his /her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

Members of the public wishing to address the commission on Consent Calendar Items are requested to submit a completed speaker card to the Executive Secretary to the Commission. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the commission. Items removed from the commission will be heard immediately after approval of the Consent Calendar and Agenda.

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the March 2, 2017, McCune Collection Commission and approval of the minutes from the February 2, 2017 regular meeting.

6. CHAIR'S REPORT

7. OLD BUSINESS

A. Collection/Acquisition of Items Donated to the McCune Collection

8. NEW BUSINESS

A. Set Docent Schedule:

Tue 2-4 pm. Apr 4. : _____; Apr 18: _____
Sat 12-2 pm Apr 1: _____; Apr 15: _____

B. Finalize McCune 2016 Annual Report

Action: By motion, finalize and accept report as final.

C. Discuss Building Security

D. Receive update on Security Policy from ad hoc committee

Recommendation: Review and discuss ad-hoc committee Comprehensive Security Policy proposal.

Informational item – no action.

- E. **Appoint Ad-Hoc Committee to Develop Collection Maintenance Plan**
Action: By motion, appoint Ad-Hoc Committee of no more than 3 commissioners.
- F. **Recommend McCune Program Budget for Fiscal Year 2017-18 for Submittal to the City Council**
Action: By motion, recommend a Commission Program budget for FY 2017-18 (the period of July 1, 2017 through June 30, 2018) and direct staff to submit to the City Council for consideration.
- G. **Reschedule June 1, 2017 Meeting**
Action: By motion, reschedule the June 1, 2017 meeting due to staffing conflicts.

9. **ACTIVITY REPORTS**

- A. Program Series
- B. Website
- C. Art Walk
- D. Volunteer Program
- E. Writers Workshop

10. **ANNOUNCEMENTS**

11. **FUTURE AGENDA ITEMS**

- A. Discussion of Agenda Items for Future Meetings

12. **NEXT MEETING DATE:** Thursday, April 6, 2017

13. **ADJOURNMENT**

ADDITIONAL CITY INFORMATION

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I, Dawn G. Abrahamson, City Clerk, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 12:00 p.m., Monday, February 27, 2017.

Dated: February 27, 2017


WILL MORAT FOR
Dawn G. Abrahamson, City Clerk



McCune Room
John F. Kennedy Library
Lower Level
505 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

ACTION MINUTES

**MCCUNE COLLECTION
COMMISSION
REGULAR MEETING – 5:00 P.M.
FEBRUARY 2, 2017**

COMMISSIONERS
Henry Beecher, Chair
Joanne Schivley,
Vice Chair
Guy Brookshire
Ken Innes
Julie Stratton
Thia Markson

1. CALL TO ORDER – 5:03 p.m.

2. ROLL CALL

Chair Beecher
Commissioner Brookshire
Commissioner Innes
Commissioner Stratton
Commissioner Markson

Staff: Assistant to the City Manager Altman; Administrative Analyst II Morat

3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission - NONE
- B. Report from Council Liaison to the McCune Collection Commission - NONE
- C. Report from McCune Foundation to the McCune Collection Commission – Chair Beecher noted Amazon Smile now offers a 1% donation to McCune Foundation if customers select McCune Foundation as their designated non-profit.
- D. Others - NONE

4. FIRST COMMUNITY FORUM

NONE

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

ACTION: Moved by Commissioner Markson; seconded by Commissioner Brookshire and carried unanimously to approve the agenda and adopt modified January 5, 2017 Action minutes as follows:

- 1) *Add the \$50 donation from Donna Brown to the Foundation under 3.D.*
- 2) *Add the titles, authors and donors of the items accepted into the collection under 7.A*

- 3) Note Katie Rottner's appearance on Ozcat as reported by Chair Beecher under 8.D.
- 4) Note the 3 items added to the website under 8.B.

6. CHAIR'S REPORT

Commissioner Beecher noted the appraisal scheduled for February 13 and 14, and requested Commissioner volunteers to keep the McCune building open for the appraisers. Maximum 3 hour parking was noted, and Assistant to the City Manager Altman requested license plate numbers from Commissioners that would be present to allow for temporary staff parking permits. Commissioner Beecher also noted that the McCune Collection is included in the latest edition of the Vallejo Chamber of Commerce's *Downtown Vallejo Directory*.

7. OLD BUSINESS

A. Collection/Acquisition of Items Donated to the McCune Collection

A 5-drawer, wooden flat file holder (@ 4'x4'x18"), donated by the Vallejo Naval and Historical Museum, was considered. The item was not present, and the Commission elected to hold off on any action until the March meeting when additional pictures of the item could be obtained.

8. NEW BUSINESS

A. Set Docent Schedule:

Tue 2-4 pm. Mar 7: Commissioners Innes & Stratton; Mar 21: Commissioners Innes & Stratton
Sat 12-2 pm Mar 4: Chair Beecher & Commissioner Brookshire; Mar 18: Chair Beecher & Commissioner Brookshire

B. Staff Update on Commission Foundation Options

Assistant to the City Manager Altman noted that the McCune Foundation did not accept the City's proposal. The first priority need would be for reimbursement requests; the Commission was asked to send any reimbursement requests directly to Altman or Morat. Staff would continue with an evaluation of how to proceed.

C. Review draft McCune 2016 Annual Report

ACTION: None taken.

The Commission discussed the report and will revisit the item in March after modifications and edits have been made.

D. Receive update on Security Policy from ad hoc committee

The Commission discussed the security policy which was the first outline of the responsibilities and roles regarding security in the McCune room. Chair Beecher noted that the alarm in the foyer outside of the room was not being used by Commissioners; however, it was noted that the alarm within the McCune room itself

was being used. Staff requested that all alarms and doors be locked, as it could compromise the integrity of the building. The Ad-Hoc Committee will meet on 2/24 to discuss further and return with a modified policy in March.

E. Recommend McCune Program Budget for Fiscal Year 2017-18 for Submittal to the City Council

ACTION: None taken.

Chair Beecher will draft a budget and return in March for the Commissions' discussion and consideration.

F. Staff update on relocation of Commission meetings

Assistant to the City Manager Altman noted that, per the City Council's Ad Hoc Committee on Commissions Report, public meetings would be moved into Council Chambers. The proposed time of 1st Thursdays at 5:00 could work; however, another commission (Housing & Community Development) begins at 7:00 p.m. in Council Chambers, so the McCune Committee would have to either finish by 6:30/6:45 or move the start time up to 4:30. Staff will return in March with an update on schedules and proposed move of meeting venue.

9. ACTIVITY REPORTS

- A. Program Series – Douglas Heine (artist) lined up for 2nd Sunday, March 12
- B. Website – Young People's Bookshelf – Famous Tales 3rd Series added to website
- C. Art Walk – Adam Musto (ceramic artist) scheduled for March and April artwalk
- D. Volunteer Program – No update.
- E. Writers Workshop – 2nd & 4th Wednesdays scheduled

10. ANNOUNCEMENTS

Commissioner Markson noted the SOMA Art Fundraiser, scheduled for Saturday, March 4 from 2:00-5:00 p.m. at/near the Library/square, to coincide with the McCune hours. No alcohol would be served.

11. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings

Commissioner Markson requested the Commission consider at its March 2nd meeting extending the docent hours on Saturday March 4th to coincide with the SOMA exhibit.

12. NEXT MEETING DATE: Thursday, March 2, 2017

13. ADJOURNMENT – 6:50 p.m.

The McCune Collection

2016 Annual Report



John F Kennedy Building
505 Santa Clara Street
Vallejo, CA 94540

www.mccunecollection.org

McCune Collection 2016 Annual Report

Origin of the McCune Collection

The McCune Collection of Rare Books & Art is the legacy of longtime Vallejo resident, Dr. Donovan McCune, who was born and raised in Ohio. After graduating from Georgetown University, he obtained his medical degree from Johns Hopkins. Dr. McCune's professional career spanned numerous positions as a pediatrician in New York, New Jersey, Ohio and Connecticut. In 1951, he moved to California to work for Kaiser Permanente Hospital in Vallejo, where he served as Chief of Pediatrics and also staff assistant to the Executive Director of the Kaiser Permanente Group.

Dr. McCune had four passions in life: public speaking, the study of Latin, a love of books, and a compelling interest in how books were produced. These passions are reflected in the items that Dr. McCune collected. He collected books on California history, Latin, the printing arts (e.g. typography, printing, book design, and binding) and fine printing by notable private presses. He purchased an Albion Hand Press (manufactured in London in 1852) so that he could try his hand at fine printing. Additionally, he both gave and attended lectures on book making and the printing process.

Dr. McCune was appointed to the Vallejo Library Advisory Board (VLAB) in 1961, serving on it for two five-year terms. In 1967, during his second term on the Board, he began to donate portions of his collection to the City of Vallejo. These donations continued throughout his second term and were graciously accepted by Vallejo through its City Council. In 1969 a room expressly designed to house the collection in the John F. Kennedy Library was named for Dr. Donovan J. McCune. Several months after the library officially opened in 1970, Dr. McCune had a stroke which affected him until his death in 1976.

As Dr. McCune left no funds to maintain the collection, the City of Vallejo was tasked with finding a way to provide for its preservation. Consequently, a portion of the collection was auctioned in 1986 to establish a McCune Endowment Fund to maintain the collection. Interest from this fund is exclusively used for the operating expenses of the collection.

In 1987 the City of Vallejo amended its municipal code in order to form the McCune Endowment Committee as a subcommittee of the Vallejo Library Advisory Board (VLAB). In 2016 the Vallejo City Council abolished VLAB and concurrently elevated the former McCune Committee to the status of a full City commission called the McCune Collection Commission. Its 7 Council-appointed commissioners are charged with maintaining, protecting, and enhancing the collection as well as making it available to the public.

Mission of the McCune Collection Commission

- To review and make recommendations to Vallejo City Council concerning expenditures to be made annually with funds from the McCune Endowment Fund.
- To solicit contributions to support The McCune from members of the community.
- To make recommendations concerning display, use and maintenance of the Collection.
- To explore the possibilities of forming a local printing club to use the Albion Press.
- To make annual reports to Vallejo City Council on the financial status of the McCune Endowment Fund and the activities of the Commission.

Aims & Activities of the McCune Collection Commission

The McCune Collection Commission provides public service in the Arts of the Book. We seek to:

- Actively involve a diverse public in all McCune Collection programs;
- Present programs and exhibits of high quality to our audiences;
- Provide innovative educational programming;
- Advance the Collection with relevant acquisitions;
- Enrich the culture of our community.

Report from the McCune Collection Commission Chair

The McCune Collection was bolstered by two seminal events in 2016, the impacts of which will continue to shape the Collection's future and its prospects for many years to come. Back in 1987 the Vallejo municipal code was revised to form the McCune Endowment Committee to oversee the Collection. That code revision also stipulated that it be a subcommittee of the Vallejo Library Advisory Board (VLAB). After a 2016 re-evaluation by the Vallejo City Council of all City boards and commissions, the Council decided to eliminate VLAB in favor of selecting a representative to the Solano County Library Council. Concurrently with that decision, the Council also replaced the former McCune Committee with a new full City commission called the McCune Collection Commission. This elevation in status provides a fresh framework for the newly appointed McCune Commissioners to more directly interact with the City administration and thus benefit the Collection with greater visibility and increased resources.

The second momentous event of 2016 involved a restructuring of the McCune Endowment Fund which originated from the auction proceeds on a portion of Dr. McCune's original bequest. The 1987 municipal code revision which created the Fund stipulates that the interest generated may only be used to perpetuate the Collection. Unfortunately some years back the threshold for the principal portion of the Fund was arbitrarily reset after the finance department had problems identifying original records tracking the Fund. Subsequent to the sharp market declines of the late 2000's, diminished interest earnings brought this matter to the forefront, as the Collection could not be further supported by the Fund without re-establishing the original principal amount. After a several month research effort and the *pro bono* assistance of Mariam Whitten from Bonhams, successor to the auctionhouse of Butterfield & Butterfield, the newly re-computed principal yielded over \$37,000 from previously restricted funds. By itself this boost does not create a sustainable path for the Collection's finances; however, it does afford the Commission some much needed additional time to reinvigorate supporter donations through a new McCune Patronage Program.

The McCune Commission continues to expand activities and programs offered at The McCune. Most significantly a new program has been launched to identify and train qualified volunteers who wish to support the Collection with their personal time and effort. The McCune Volunteer Coordinator, Thia Markson, has spearheaded the program by participating in a volunteer recruiting event at CSU Maritime Academy and by listing McCune opportunities on the www.volunteermatch.org website. Thus far The McCune has been fortunate to add two local residents to its volunteer ranks: Adam Kirshenbaum and Linda Lux. They are assisting with events and collection maintenance. The program's goals are to attract at least three more volunteers to help in areas such as social media, database maintenance and donor relations. Another new effort launched is the expansion of regular visitor hours at The McCune by including noon – 2pm on 1st and 3rd Saturdays. Vallejo's booming weekly farmers market provided the impetus for these new hours which, with some additional volunteers, could be further expanded to include every Saturday.

Beyond this increase in McCune activities and programs, the Commission is pleased to point out some capital improvements including an updated certificate of occupancy, new emergency exit signs and the replacement of a large number of fluorescent bulbs in the foyer. The McCune is also fortunate to have acquired a new wet/dry vacuum, a computer monitor, two digital cameras, an artificial Christmas tree, and various program supplies. Several enhancements have been made to the McCune Collection website as well. Most notably several short videos are now available for view on topics such as the *Gutenberg Leaf*, *Byrne's Euclid* and the *Odyssey of Homer*. In addition there are new sections devoted to the 2015 Holiday Tea event plus the McCune Volunteer Program.

The McCune Collection attracted over 1090 visitors in 2016 (compared to 1036 in 2015). This reflects the continued popularity of the Spring and Fall Program Series, the McCune serving as a regular venue in Vallejo's 2nd Friday Art Walk, and participating for the first time in Vallejo Open Studios and Visions of the Wild. The McCune Room also continues to be a meeting location for local groups such as: the Friends of the Vallejo Public Library, Sister Cities, Vallejo Art Alliance, Vallejo General Plan Working Group, and Capitol Street Mosaic Committee. The McCune has seen a notable increase in requests for private tours as well.

Finally, during 2016 the Collection was augmented by the donation of more than 40 books, photos and art prints. The Commission is continuing an ongoing comprehensive effort to standardize its policies and procedures including drafting and/or revising such documents as: the McCune Volunteer Program Policy; the McCune Room Event and Use Policy; the McCune Collection Image Use Policy; and the McCune Security Services Policy. The McCune Collection brochure was also revised and updated thanks in particular to the work of Linda Lawless, Ken Innes and Julie Stratton. The McCune Collection is most fortunate to be overseen and operated by a many talented Commission supported by equally talented volunteers, all of whom devoted over 2200 hours of their time in 2016 (compared to 1700 hours in 2015). By attracting diverse volunteers as well as increasing the range and support of donors, the McCune Collection remains one of Vallejo's cultural icons enhancing the quality of life for all Vallejoans and residents in surrounding communities.

Ongoing Activities Hosted by The McCune

Regular public visiting hours (2-4p on 1st & 3rd Tuesdays; noon-2p on 1st & 3rd Saturdays^{*})
McCune Program Series presentations (6 times a year)
Vallejo 2nd Friday Art Walks (monthly 5-9p)
McCune Writers Group meetings (twice a month)
McCune Collection Commission meetings^{*} (monthly)
McCune Foundation meetings (bimonthly)
Vallejo Art Alliance Art Connector meetings (quarterly)

McCune Program Series

Spring 2016

March 20: *Tangled Vines: The Story of Vallejo's Wine Warehouse Fire*. Frances Dinkelspiel.^{**}

April 17: *History of the Histories of Vallejo*. Jim Kern.

June 5: *Chanticleer the Rooster*. Valerie & Michael Nelson.

Fall 2016

Sept. 11: *Memories, Mementos and Milestones*. Donna Nunes.^{**}

Oct. 16: *California's Changing Forests*. Dr. Lisa Fong (US Forest Service).

Nov. 20: *Jack London and his Camera*. Michael Turrini.^{**}

^{*} Commission meetings and Saturday hours began in Oct 2016

^{**} These were events which attracted 50 or more attendees

Vallejo 2nd Friday Art Walks

January: Mark Martin: *Art of Revolution* a solo art exhibit.
Feb-March: Jennifer Actkinson-Lockette: *Landscape Matters*.
April: Alexandria Georgette: *Springtime Art*.
May: Alexandria Georgette: *Springtime Art* & Art by Daniel Belcher.
June: Carl Theodorski: mixed media & Art by Daniel Belcher.
July: Carl Theodorski: mixed media.
Aug-Sept: Jan Cook, Donna Brown & Carol Brent Levin: Printmakers exhibit.
Oct-Nov: US Forest Service's permanent collection: *Wild in the City*.
December: Grace Seldner, Jennifer Actkinson, Bosa Oluto, Marlie Fitzgerald, Aleta Gorie, Verlanna Manchester: 2016 Open Studios *encore exhibition*.

Other Events at The McCune

January 17; 25; 28: Vallejo General Plan meetings (Cultural Component).
February 11: Voices of Vallejo meeting.
February 21: Sister Cities Annual Event (*The Mighty Continent of Africa*).
May 4; 18: Capitol Street Mural Art/Mosaic Committee meetings.
June 15: Friends of Library Annual Meeting.
August 30: Mosaic proposal presentations.
October 8: Visions of the Wild.
November 5-6: Vallejo Open Studios.

Private Tours of The McCune

April 2: Family group
Sept 9: Arion Press
Sept 20: Vallejo city officials

New McCune-related Developments

Vallejo Fire Dept updated certificate of occupancy
City replacement of emergency exit signs and foyer fluorescent lights
McCune Collection brochure revised and updated
McCune Volunteer Program policies & materials
McCune Room Event & Use Policy
McCune Collection Image Use Policy
McCune Security Services Policy

New Website Enhancements

The McCune website, www.mccunecollection.org, now includes several videos. Some of the titles include: *A Noble Fragment*, *Byrne's Euclid 1847*, and *The Odyssey of Homer Books 1 & 2*. There are also new sections about volunteering at the McCune, the McCune 2015 Holiday Tea event and the McCune Collection 2015 Annual Report.

The following items of the McCune Collection were highlighted on the website in 2016:

Pop-up Books section

Various entries

Children Books section

Le Terrible Chat Tigre

Otto of the Silver Hand

Let's Play

Latin Books section

Caii Velleii Paterculi Historiae Romanae Libri Duo

Decii Junii Juvenalis (1754)

Eutropii Breviarium Historiae Romanae

Phaedri Augusti Liberti Fabulae

Incunabula section

The leaf *Hortus Sanitatis* or *Ortus Sanitatis* (Origin of Health)

Californiana section

Annals of San Francisco

Book Club of California section

An additional 113 entries

Book, Photo and Art Print Donations

The Book Club of California:

The Woods Were Never Quiet: Stories by Monique Wentzel.

Poetry at the Edge: Five Contemporary California Poets.

Vol. LXXIX *Quarterly Newsletters*: Winter (No. 1), Spring (No. 2), Summer (No. 3), Fall (No. 4).

Architects and Artists: The Work of Ernest and Esther Born.

The California Tradition in Type Design.

Plate by Plate: California Recipes from the Gold Rush Through California Cuisine.

Vol. LXXX *Quarterly Newsletters*: Winter (No. 1), Spring (No. 2), Summer (No. 3), Fall (No. 4).

The Buck Foundation:

Dauncey, C. *The Philippines: An Account of Their People, Progress and Condition.* Boston: J.B.Millet, 1910.

Nadeau, R. *Ghost Towns and Mining Camps of California.* Sherman Oaks: Ward Richie Press, 1965.

Tresidder, M.C. *The Trees of Yosemite.* Stanford: Stanford University Press, 1948.

Taylor, K.A. *Yosemite Trails and Tales.* Stanford: Stanford University Press, 1948.

Cuddy, J.J. *The Chapter in Your Life Entitled San Francisco.* San Francisco: Californians Inc.: 1946.

PG&E Staff (eds.) *California's Historical Monuments.* Frederick, M.D.: Wonder Books, 1965.

Bangs, E.G. *Portals West: A Folio of Late Nineteenth Century Architecture in California.* San Francisco: California Historical Society: 1960.

Ellis, E.S. Boy Pioneer Series: *Ned in the Block House; Ned in the Woods; Ned on the River.* Los Angeles: Library of Alexandria, 1883.

California Historical Society *Quarterly Issues* (1941 to 1951).

Frances Dinkelspiel:

Dinkelspiel, F. *Tangled Vines: The Story of Vallejo's Wine Warehouse Fire.* NY: St. Martin's Press, 2015.

Mr. Ed Ferguson:

Porter, J. *The Scottish Chiefs*. Boston: Lee and Shepherd, 1877.

Myers, P.V.N. *Ancient History for Colleges and High Schools*. Boston: Ginn & Company, 1894-1895.

Bullfinch, T. *The Age of Fable*. Boston: S.W. Tilton & Company, 1881.

Pat Innes:

Raskin-Zrihen, R. et al. *The Jewish Community of Solano County*. Charleston: Arcadia Publishing, 2014.

Joanne Craig:

Birdsall, K (ed.) *Young People's Book-Shelf*. G.P. Putnam's Sons. NY & London: Knickerbocker Press, 1920.

Vol. 1. *Famous Poems*.

Vol. 2. *Famous tales – First Series*.

Vol. 3. *Famous Tales – Second Series*.

Vol. 4. *Famous Tales – Third Series*.

Vol. 5. *Forty famous fairy tales*.

Vol. 7. *Adventures Afloat and Ashore*.

Vol. 8. *Almost True Stories*.

Vol. 9. *The Book of Romance*.

Vol. 10. *Robinson Crusoe and his Island*.

Vol. 11. *Stories Grandmother Knew*.

Vol. 12. *Tales for Bedtime*.

Vol. 13. *Stories of School Days*.

Vol. 14. *Two and Four Footed Friends*.

Vol. 15. *The Book of Laughter*.

Vol. 16. *Five Old Favorites*.

Vol. 17. *Stories of the Republic*.

Vol. 18. *Tales Stranger than Fiction*.

Vol. 19. *Tales from the Olden Time*.

Vol. 20. *Stories from the Best of Books*.

Equipment and Supplies Donations

McCune Foundation:

Wet/Dry vacuum cleaner

Computer monitor

Stan Clark:

Astro Botanical inflatable decoration

Ken Innes:

Artificial Christmas tree

Julie Stratton:

Program supplies

Linda Lux:

2 digital cameras

McCune Endowment Fund

The McCune Endowment Fund was created in 1986 by the City of Vallejo through auctioning some of the Collection's assets. Under CA State law and Vallejo's Municipal Code, this fund is managed by the Finance Director of the City of Vallejo. A portion of the interest generated by the fund is allocated each year to the McCune Collection's operating budget.

The McCune Endowment Fund had a value of \$108,039.38 in the beginning of 2016. The Fund earned \$1692 in 2015 with interest rates remaining only slightly better than historical lows. Thus after disbursing \$6000 of income to the McCune's operating budget, there is now a balance of \$103,731.38 in the Fund.

Since the Endowment Fund is a major source of support for the operation of the Collection, the goal has been to ensure that the Endowment Fund retains a net balance sufficient to maintain an inflation-adjusted value which either remains steady or grows a bit. That way, future interest income will at least not be further eroded by the rate of inflation.

McCune Art and Books Collection Foundation

Founded in 2006, the McCune Art & Books Collection Foundation serves as a 501c(3) non-profit source of funding for the McCune Collection. During 2016 the Foundation received \$951 in contributions, the largest of which were \$100 from Honore McIlhattan, \$100 from Joanne Schivley, \$75 from Larry Critchfield, \$50 from Donna Brown, and \$36 from Carol Levin. An additional \$490 was received through book table, program series and other event donations. The Foundation also continued to play a role in underwriting costs for the McCune's participation as a 2nd Friday Art Walk venue. The Treasurer of the Foundation provides Financial Reports and Commentary to both the McCune Foundation and the McCune Collection Commission.

Current McCune Collection Commissioners & Official Volunteers

McCune Collection Commissioners:

Henry Beecher – Chair

Joanne Schivley – Vice-Chair

Ben Brookshire – Recording Secretary

Julie Stratton – Program Series Coordinator

Thia Markson – McCune Volunteer Coordinator

Ken Innes III – Friends of the Vallejo Public Library liaison

McCune Official Volunteers:

Linda Lux – Collection assistance

Adam Kirshenbaum – Event assistance

McCune Comprehensive Security Policy

I. Title: McCune Collection Comprehensive Security Policy

II. Purpose: The policy herein serves to ensure that appropriate comprehensive security measures are in place to protect both the physical contents of the McCune Collection and the personal safety of occupants in the McCune Room.

III. Definitions:

- A. *Visitor*: as use herein, ‘visitor’ refers specifically to any individual who is not a McCune Collection Commissioner, McCune Volunteer, Vallejo City employee, or authorized key holder.
- B. *Authorized Key Holder*: as used herein, ‘authorized key holder’ refers specifically to an individual whom the McCune Collection Commission has authorized to hold an assignable McCune key.
- C. *Security Services*: as used herein, ‘security services’ refers specifically to trained professional security guards on duty during an event held in the McCune Room.

IV. Policy:

- A. By virtue of its role in managing the McCune Collection, it is incumbent upon the McCune Collection Commission to ensure that comprehensive security measures are in place to protect both the McCune Collection and McCune Room occupants.
- B. McCune Room Keys
 - 1. The Chair of the McCune Collection Commission or the Chair’s designee is responsible for maintaining a key inventory and roster *per* the McCune Key Inventory Protocol *cf* VI(C).
 - 2. All McCune Collection Commissioners as Vallejo City Council appointees are *ex officio* authorized to hold assignable McCune Room keys irrevocably during their tenure, *per* the procedures in V(A)
 - 3. The McCune Collection Commission recognizes duly elected board members of the McCune Foundation as *ipso facto* sufficiently vetted to be entrusted with revocable privileges to hold assignable McCune Room keys during their tenure, *per* the procedures in V(B) & V(D).
 - 4. Limited extension of revocable privileges to hold assignable McCune Room keys to anyone not specified in clauses IV(B.2-3) requires prior authorization by the McCune Collection Commission on a case by case basis, *per* the procedures in V(C-D).
 - 5. Any and all use of assignable McCune Room keys is exclusively restricted to the authorized holder of those keys.
 - 6. Duplication of assignable McCune Room keys requires prior approval *per* the procedures in V(E).
- C. Access to Lower-level Foyer of JFK Building and the McCune Room
 - 1. The code for the McCune Room alarm shall only be given to authorized key holders *per* the McCune Security Alarms Protocol *cf* VI(B).
 - 2. Without exception an authorized key holder or authorized employee of the City of Vallejo must remain present at all times whenever the McCune Room is unlocked.
 - 3. The outer black gates, the foyer sliding doors and the McCune Room entry doors must all remain unlocked during any public events held in the McCune Room.
 - 4. Clause IV(C.3) notwithstanding, during private tours the outer black gates may remain closed.
 - 5. The outer black gates and the foyer sliding doors are to remain locked when authorized key holders are in the McCune Room without visitors present.

6. Anytime the McCune Room has been opened, the last authorized key holder to leave is responsible for turning off the lights, activating the Room alarm, locking the McCune Room entry doors, locking the foyer sliding doors, and locking the black iron gates.
7. When the foyer bathrooms have been unlocked, the last authorized key holder to leave is responsible for checking to ensure these bathrooms are not occupied.
8. Only an authorized key holder is permitted to open or supervise opening the foyer elevator contingent upon prior arrangements for an authorized key holder to close or supervise closing the elevator.
9. Only an authorized key holder is permitted to remove or supervise removing the plaza staircase barrier contingent upon prior arrangements for an authorized key holder to replace or supervise replacing the barrier, and ensuring the plaza doors are fully closed.
10. For the purposes of setting up the 'astrobotanical' inflatable device, only an authorized key holder is permitted to open or supervise opening the Emergency Exit door contingent upon prior arrangements for an authorized key holder to close or supervise closing the exit door.
11. Only authorized key holders may activate/deactivate the foyer motion detectors *per* the McCune Security Alarms Protocol.
12. The Commission Chair or the Chair's designee is responsible for providing newly authorized key holders with any required overview or training on properly activating and deactivating the Room and foyer alarms; operating the sliding glass doors; opening and closing the elevator; removing and replacing the plaza staircase barrier; or other aspects of accessing the foyer or McCune Room.

D. Vault Access Protocols

1. Knowledge of the combination for the McCune Room vault is limited to authorized Vallejo City employees, the Chair of the McCune Collection Commission and at least one other Commissioner designated by the Chair.
2. The Commission Chair is responsible for ensuring that each Commissioner knows how to contact the appropriate Vallejo City employee(s) should an urgent situation require access to the vault *per* the Emergency Protocols specified in IV(I).
3. The Commission Chair and the Chair's designee are responsible for all routine access to the vault *per* the procedures in V(F-G).
4. No physical record of the combination to the vault, whether by written or electronic means, shall be permanently stored in the McCune Room at any time.
5. Any Commissioner with knowledge of the vault code is required to exercise stringent care and diligence in preventing unauthorized disclosure of the code, especially with regard to any personal 'memory' aids.

E. McCune Room Staffing Protocols

1. At least one McCune Collection Commissioner must be present at all times during any event held in the McCune Room that is open to visitors, with preferably one or more additional McCune Commissioners and/or trained volunteers also present.
2. At no time may any McCune volunteer remain unsupervised in the McCune Room.
3. Regardless of the circumstances, a Commissioner who is alone while staffing an event in the McCune Room may not leave the immediate vicinity of the McCune Room, foyer or lower plaza without either waiting for another authorized key holder to arrive or vacating and locking the McCune Room.

F. McCune Collection Visitor Protocols

1. Any items visibly on display in the McCune Room, including the Albion press and items behind glass, may be physically examined by visitors under the supervision of an authorized key-holder or trained McCune volunteer.

3. An authorized key holder or trained McCune volunteer is required for visitor access to the contents of the flat file cabinets.
4. Visitors are not allowed access to the storage room or the lower storage cabinets.
5. Visitors are permitted to use the small bathroom in the McCune Room only if the larger restrooms in the foyer are unavailable.
6. Visitors are not allowed access to anything on or inside the two office desks including equipment like computers, printers, etc.
7. Visitors are permitted access to the Internet via the designated free WiFi hotspot.

G. Permanent Collection Loan Restrictions

1. As the McCune Collection is not a lending institution, under ordinary circumstances items comprising the permanent Collection are not allowed to leave the McCune Room at any time.
2. With the prior approval of the McCune Commission and any required authorization by the City of Vallejo, permanent Collection items may be temporarily released to the care of a professional for services like restoration or conservation provided appropriate measures are taken regarding insurance, handling and transportation.
3. With the prior approval of the McCune Commission and any required authorization by the City of Vallejo, permanent Collection items may be temporarily consigned to an outside institution for inclusion in a collaborative exhibit provided appropriate measures are taken regarding insurance, handling and transportation.

H. Requirements for Professional Security

1. All events held in the McCune Room, whether or not open to visitors, are subject to the provisions of the McCune Security Services Policy *cf* VI(A).

I. Emergency Protocols

1. For the purposes of emergency preparedness, a list containing contact information for all individuals routinely associated with the McCune Collection shall be kept current and readily available at all times in the McCune Room *per* the procedures in V(H).
2. Emergencies related to accessing the vault, utilities disruption, medical injury, fire, crime, or unruly visitors require calling 911, contacting other appropriate authorities and/or Vallejo City staff as well as notifying the Commission Chair or Vice-Chair *per* the procedures in V(I-O).
3. Any malfunction or arming failure with either the McCune Room or foyer alarms requires locking both the McCune Room and sliding doors, and notifying the Chair or Vice-Chair as soon as possible.
4. Any malfunction or problem with the sliding doors closing properly requires locking both the McCune Room and black gates, contacting the Vallejo Public Works Dept., and notifying the Chair or Vice-Chair as soon as possible.

- J. The McCune Collection Committee shall review the policy herein at least once every three years. Any modification to this policy requires an affirmative vote of a majority of the Commission.

V. Procedures:

- A. The Commission Chair or the Chair's designee will assign McCune Room keys to a McCune Collection Commissioner *per* the McCune Key Inventory Protocol as soon as practicable after any new Commissioner is sworn in.
- B. The Commission Chair may authorize assigning McCune Room keys to McCune Foundation board members while they are in office and upon their request *per* the McCune Key Inventory Protocol provided the Chair informs the full Commission before or during the next regularly scheduled Commission meeting.

- C. Any limited extension of privileges to hold McCune Room keys apart from V(B) may only be authorized by a majority approval of the full Commission in response to a duly agendaized action item which must also specify the duration of the key assignment subject to the McCune Key Inventory Protocol.
- D. Any revocable privileges to hold McCune Room keys, including such privileges extended to McCune Foundation board members, may be withdrawn at any time by a majority approval of the full Commission in response to a duly agendaized action item. In the event of possible imminent risk to the Collection, the Chair may confiscate keys assigned with revocable privileges provided that action is retrospectively placed on the agenda of the next Commission meeting.
- E. All authorized holders of McCune Room keys, including McCune Collection Commissioners, must notify the Chair or the Chair's designee either verbally or in writing of a need to duplicate a key. The Chair or the Chair's designee shall notify the Commission on or before the next scheduled Commission meeting subsequent to approving the duplication of any keys.
- F. Any time more than one visitor is in the McCune Room, opening the vault requires the presence of at least two key holders, or one key holder and a trained McCune volunteer, in order to ensure simultaneous supervision of both the vault and the Room while the vault is open.
- G. Any Commissioner requiring access to the vault may directly contact either the Chair or the Chair's designee in order to make any necessary arrangements.
- H. The Commission Chair or the Chair's designee is responsible for maintaining an emergency contact list minimally containing phone and e-mail information for all McCune Commissioners, volunteers, and key Vallejo City employees in the City Manager's office and Public Works Dept. The list should be kept in a readily accessible location in the Room but not exposed to visitors.
- I. Urgent access to the vault when neither the Chair nor the Chair's designee can in any way be reached requires contacting the designated Vallejo City employee.
- J. A utilities-related emergency, such as an extended power loss or plumbing problem, requires vacating the Room if any unsafe hazard exists, contacting the Vallejo Public Works Dept., and notifying the Chair or Vice-Chair as soon as possible.
- K. A medical emergency requires calling 911, waiting for emergency responders to arrive, and notifying the Chair or Vice-Chair as soon as possible.
- L. A fire emergency requires closing the vault and all display cabinets (unless unsafe to do so), vacating the Room, closing the Room door, calling 911 and/or the Vallejo Fire Dept., and notifying the Chair or Vice-Chair as soon as possible.
- M. Discovering signs of criminal activity requires vacating any visitors from the Room; calling 911 and/or the Vallejo Police Dept., and notifying the Chair or Vice-Chair as soon as possible.
- N. Discovering an active intruder requires leaving the building, calling 911 and/or the Vallejo Police Dept., and notifying the Chair or Vice-Chair as soon as possible.
- O. In the absence of a professional security guard, encountering an unruly visitor requires vacating the Room if the individual in question could be a risk to himself or others, calling 911, and notifying the Chair or Vice-Chair as soon as possible.

VI. Additional Information:

- A. McCune Security Services Policy
- B. McCune Security Alarms Protocol
- C. McCune Key Inventory Protocol
- D. McCune Key Roster
- E. McCune Key Acceptance/Return

McCune Security Services Policy

I. Title: McCune Collection Security Services Policy (HB/hb January 2016)

II. Purpose: The policy herein serves to regulate the use of professional security services for events held in the McCune Room in order to ensure that appropriate safety measures are in place for both the Collection and visitors alike.

III. Definitions:

- A. *Security Services:* as used herein, ‘security services’ refers specifically to having one or more trained professional security guards on duty during an event held in the McCune Room.
- B. *Maximum Capacity:* as used herein, ‘maximum capacity’ refers specifically to the total number of persons allowed by law in the McCune Room which is one-hundred thirty-five (135) as determined by the Vallejo Fire Department.
- C. *McCune Event:* as used herein, ‘McCune event’ refers specifically to an event held in the McCune Room which is both organized and endorsed by the McCune Commission.
- D. *Third-party Event:* as used herein, ‘third-party event’ refers specifically to an event held in the McCune Room which is neither organized nor endorsed by the McCune Commission.
- E. *Private Event:* as used herein, ‘private event’ refers specifically to an event held in the McCune Room for a pre-determined restricted number of attendees.
- F. *Public Event:* as used herein, ‘public event’ refers specifically to an event held in the McCune Room for an indeterminate unrestricted number of attendees.

IV. Policy:

- A. Responsibility for determining when security services are necessary to ensure the safety of the Collection and visitors lies with the McCune Commission.
- B. Public third-party events require security services for any portion of an event occurring when the John F Kennedy Building is not otherwise open to the public (*i.e.* outside hours during which the County library is open to the public).
- C. Private third-party events require security services for any portion of an event occurring when the John F Kennedy Building is not otherwise open to the public (*i.e.* outside hours during which the County library is open to the public) only if the total number of attendees is reasonably expected to exceed 35 persons.
- D. Public McCune events require security services for any portion of an event occurring when the John F Kennedy Building is not otherwise open to the public (*i.e.* outside hours during which the County library is open to the public).
- E. Private McCune events do not require security services; however, for portions of an event occurring when the John F Kennedy Building is not otherwise open to the public (*i.e.* outside hours during which the County library is open to the public), extra consideration should be given to having security services if the total number of attendees is reasonably expected to exceed 35 persons.

- F. Organizers of third-party events are responsible for payment to the McCune of any associated costs in complying with the McCune Security Services Policy requirements for scheduling security services.
- G. Exceptions to any part of the McCune Security Services Policy must be authorized by the McCune Commission in writing.

V. Procedures:

- A. The McCune Commission Chair and/or the Chair's appointed designee serves as the regular point of contact for security services contracted by the Commission.
- B. The McCune Commission Chair and/or the Chair's appointed designee are to be notified in advance of the need for security services associated with any events taking place in the McCune Room. Such advance notice should normally occur in the context of a regular monthly Commission meeting.
- C. All McCune Commission members and McCune Commission advisors are to remain mindful of the McCune Security Services Policy especially regarding third-party events being arranged without any advance notice given in the context of a regular monthly Commission meeting and proactively bring such events to the attention of the Chair or the Chair's designee.
- D. Organizers of third-party events that are required to use security services contracted by the McCune Commission must make such arrangements with the Chair or the Chair's designee at least seven (7) days in advance of the event.
- E. Organizers of third-party events requiring security services are obligated to pay the security provider directly in advance for arrangements made to comply with the McCune Security Services Policy.
- F. When extenuating circumstances require consideration prior to the next scheduled meeting of the McCune Commission, the Commission Chair, or the Vice-Chair in the Chair's absence, may authorize exceptions to the McCune Security Services Policy provided all Commission members are given advanced notification in writing.

VI. Additional Information:

- A. McCune Comprehensive Security Policy (TBD)
- B. McCune Security Alarm Protocols (TBD)
- C. McCune Room Use & Event Policy

McCune Security Alarms Protocol

- I. **Purpose:** The McCune Security Alarm Protocol provides a description of all the alarms associated with the McCune Collection and regulates the responsibility and procedures for activating and deactivating these alarms.
- II. **Definitions.**
 - A. *McCune Room alarm:* This alarm secures the entry doors to the McCune Room and is combined with motion detectors in the central area. It is an active alarm which when triggered sounds an audible exterior alarm bell and alerts an off-site monitoring service operated by a company called *Central Station*.
 - B. *Foyer alarm:* This alarm secures the foyer with only motion detectors in the central area. It is a passive alarm without any audible siren when triggered.
 - C. *Alarm code:* This is a 4-digit code used to separately activate/deactivate both the McCune Room alarm and the foyer alarm.
 - D. *Passcode:* This is a 3-digit code requested by the monitoring service when the McCune Room alarm is unintentionally triggered.
 - E. *Authorized key holder:* This is an individual whom the McCune Collection Commission has authorized to hold an assignable McCune key.
- III. **Procedures.**
 - A. The Commission Chair or the Chair's designee is responsible for providing the alarm code and passcode to authorized key holders concurrently with assigning McCune keys to them.
 - B. Without exception the last authorized key holder to leave the McCune Room is responsible for ensuring the emergency exit door is fully closed, turning off the lights, and activating the room alarm before locking the entry doors.
 - C. Any key holder who unintentionally triggers the room alarm must answer the McCune Room phone when the monitoring service calls (usually within 3-5 minutes) and provide them with the passcode in order to verify that it was a false alarm.
 - D. The last authorized key holder to leave the foyer is responsible for ensuring the exterior patio doors are fully closed and activating the foyer alarm.
 - E. The Commission Chair may change the alarm code only with majority consent of the McCune Collection Commission.
 - F. Clause III(E) notwithstanding, upon evidence that the code has been compromised, the Chair may change the alarm code and immediately inform all authorized key holders as well as Vallejo Public Works department about the new code, and then report on the matter at the next Commission meeting.

McCune Key Inventory Protocol

- I. **Purpose:** The McCune Key Inventory Protocol provides a master list of all keys pertaining to the McCune Collection and regulates the mechanisms for recording who is entrusted with assignable keys as well as how non-assignable keys are stored and accessed.
- II. **Definitions.**
 - A. Assignable key: A duplicate McCune key entrusted to a McCune Commissioner or other authorized individual for a specific tenure or duration.
 - B. Non-assignable key: A McCune key permanently stored in the McCune Room for which duplicates are not entrusted to anyone.
 - C. Key roster: Form used to record who has received assignable McCune keys.
 - D. Key Acceptance/Return: Form signed by key holders to acknowledge receipt/return of McCune keys.
- III. **Key inventory.**
 - A. Assignable keys correspond to the following locations:
 1. Outer black gates (same key used for both sets of gates)
 2. Foyer sliding doors (also used for double-doors next to elevator & patio doors)
 3. McCune Room entry doors (also used for kitchen & vault room doors)
 - B. Non-assignable keys correspond to the following locations:
 1. Storage room door (unique key unlike the kitchen or vault room)
 2. Large glass display cases (along south wall)
 3. Glass doors of lower bookshelves (along east wall)
 4. Solid doors of lower storage cupboards (along south and west walls)
 5. Vertical glass display cabinet (next to storage room door)
 6. Horizontal display case (next to storage room door)
 7. Pair of horizontal display cases in foyer (same key used for both)
 8. Foyer restroom doors (same key used for both)
 9. Foyer elevator (2 keys: one for outer panel & one for inner panel)
 10. Exterior plaza staircase barrier (padlock key)
- IV. **Procedures.**
 - A. The Commission Chair or the Chair's designee is responsible for establishing, maintaining and keeping current the McCune key roster.
 - B. The McCune key roster shall list each assignable key and for each key the name of the person to whom assigned, the date assigned, and the key ID (if applicable).
 - C. The Commission Chair or the Chair's designee is responsible for the proper execution and filing of the McCune Key Acceptance/Return forms.
 - D. The name of an assigned key holder may only be removed from the key roster after the Commission Chair or the Chair's designee has verified that all keys assigned to that key holder have been returned.
 - E. All non-assignable keys shall be stored together in a secure location within the McCune Room, preferably in a storage container designed for such purpose.
 - F. Access to non-assignable keys by anyone other than McCune Collection Commissioners must be under the immediate supervision of a McCune Collection Commissioner.
- VI. **Additional Information.**
 - A. Key roster form
 - B. Key acceptance/return form

McCune Key Roster

I. Black Gates Date Key ID

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

II. Sliding Doors Date Key ID

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

III. McCune Room Date Key ID

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

McCUNE KEY ACCEPTANCE/RETURN FORM

Name: _____

_____ McCune Collection Commissioner

_____ McCune Foundation Boardmember

_____ Other: _____

A. Acceptance of Key(s)

I acknowledge receipt of the key(s) listed below and assume full responsibility for their proper use while in my possession in accordance with the McCune Comprehensive Security policy. In particular, I agree to not duplicate any key(s) issued or controlled by the McCune Collection Commission. I will not loan, barter, sell or give the keys to anyone.

B. Return of Key(s)

All assigned McCune keys remain the property of The McCune and must be promptly returned to the Chair of the McCune Collection Commission or to the Chair's designee upon completion of the assignee's tenure or other required return date in accordance with the McCune Comprehensive Security policy.

C. Lost or Stolen Key(s)

Lost or stolen keys present a significant security problem. The loss or theft of key(s) must be reported promptly to the Chair of the McCune Collection Commission in accordance with the McCune Comprehensive Security policy.

** Keys are issued to the holder and *must never* be loaned or transferred. **

Assigned Date: _____ Issued by: _____

Assignee signature: _____

Return Date: _____ Signature: _____

_____ Black gates Key ID: _____

_____ Sliding doors Key ID: _____

_____ McCune Room Key ID: _____

McCune Commission Budget 2017-2018**Income**

| | |
|--|-----------------------|
| Current balance for fiscal year 2017-2018 | 0.00 (6/1/17 balance) |
| Unpaid expenditures for fiscal year 2017-2018 | <u>0.00</u> |
| Projected opening balance for fiscal year 2017-2018 (July 1) | 0.00 |
| Projected allocation from Endowment Fund 2017-2018 (July 1) | 3,000.00 |
| Projected City Of Vallejo contribution | 1,368.00 |
| Total income | 4,368.00 |

Expenditures**2017/18 2016/17 actuals****Facility Maintenance Program**

| | | |
|-------------------|----------|---------------------------------|
| Janitorial | 75.00 | |
| Offices Supplies | 100.00 | |
| Utilities | | |
| Alarm | | |
| Internet/Phone | 420.00 | 420.00 (12 months @ \$35 each) |
| Security Services | 1,368.00 | 1368.00 (18 events @ \$76 each) |

Collection Maintenance Program

Acquisitions
 Preservation/Archival
 Display
 Cataloging Services

Outreach Program

| | | |
|---------------------------------|----------|-----------------------------------|
| Hospitality & Supplies | 300.00 | |
| In-house Printing (paper/toner) | 300.00 | |
| Mailing/Postage | 300.00 | |
| Honoraria | 1,500.00 | 1200.00 (6 speakers @ \$250 each) |

Total Expenditures

4,363.00 2988.00

Contingency

5.00

Expenditures + Contingency

4,368.00