

FRIENDS OF THE OLYMPIA LIBRARY

April 21, 2009

Board Meeting Agenda

Mission Statement: " To support, promote and augment the operations of the Olympia Library"

1. Call to Order Noon
2. Minutes of the January Meeting
3. Treasurer's Report
4. Book Sale Report
5. Membership Report
6. Communications Report
7. Outreach Report
8. Library Manager's Report
9. New and Old Business, and Discussion
10. Adjourn 1:00 P.M.

May 19, 2009 Board Meeting at the Olympia Library, noon to 1 P.M.

FRIENDS of the OLYMPIA LIBRARY

NEW and OLD BUSINESS for DISCUSSION

April 21, 2009

1. Board Members:

- New Membership Committee – Mary Flannery will introduce!

THANK YOU!!

- Communications Subcommittees – Emmett O’Connell will introduce!

THANK YOU!!

- New Secretary – Gayle Newsom will introduce!

THANK YOU!!

SUSTAINED APPLAUSE!!!

- Which Committees need help from Friends Volunteers – for April Newsletter
- Committee Chairs meetings with Cheryl and Mary
- Posting Committee Reports

2. Create and/or modernize the Friends’ Brochure, Website, Newsletter, Book Templates, Library Bags, Free Book Coupons, Name Tags, Membership Form, Apron
3. Create a FOL “Brand.” Mark will take on this assignment using Mimi Williams’ woodcut.
4. Board Meeting Agenda Revision:
 - Special focus for each Meeting: Discussion, Presentation, Speaker?
5. Coffee Cart?
6. Update Friends’ Property List
7. Send Friends’ Newsletter via email or snail-mail? Friends on email?
8. Committee Report Template – helps or doesn’t help
9. Committee Job Descriptions Template – helps or doesn’t help
10. FOL Website, Facepage, Google Group

FRIENDS OF THE LIBRARY
OLYMPIA
MARCH 17, 2009

PRESENT: Gayle Newsom, Mary Flannery, Winnifred Olsen, Marijo Loftis, Jean Finely, Carol Smith (Guest), Irene Osborn, Mary Campbell, Beth Dubey, Cheryl Heywood, Marissa Tsaniff (Guest), Eve Johnson, Patti Paul, Mary Belz, Mary Applen.

MINUTES: Were approved for February 2009 Meeting.

GUESTS: Carol Smith and Marissa Tsaniff were introduced.

TREASURER'S REPORT: Book Sale \$4,400.00 net. Checking \$4,838.00 and a CD \$14,00.00 Brief discussion regarding the maturing CD. Decision to renew for the present. Big expenses on the horizon will be, 1. Meeting Room chairs and tables. The present furniture is old and constantly needing repair. 2. Outside Book Returns need to be replaced. Cheryl will use other funds as well as requesting money from the Friends of the Library. President Mary Belz anticipates increased requests for funds as the Library Lid Lift failed and to continue current programs the library director will need increased financial support from us.

BOOK SALE: Irene reported all is going smoothly. We received a donation of some very valuable books from Larry Bauman and they will be evaluated by an expert as to value. The library staff is quite thrilled with this donation.

MEMBERSHIP: As of today we have 285 members. Deleted were those who had not paid dues for months. Jean Finely is calling new members to welcome them to the Friends and she also calls those who are overdue in paying their dues. If anyone is interested in joining the Membership Committee let Mary Flannery know. Mary has a list of duties and will talk via email about them. She urges a replacement for her as the Chair of this committee.

A discussion of the Membership Committee Duties led to a division into four categories. 1. The Chairperson 2. The Greeter at the Book Sales to check membership status and to sell new memberships 3. Newsletter mailing duties and 4. Keeping track of the memberships. Mary and her committee will research membership applications to see which categories have volunteers and perhaps this will reveal someone who wants to participate in this committee.

There will be a Membership Committee Meeting at the library on March 27, 2009. Call Mary Flannery for details.

COMMUNICATION: Cheryl Heywood reported on the painting *You Otter Read* donated to the library by MiMi Williams for our "Grand reopening". The painting has been removed from the frame and taken to Don's Photo Shop to be digitalized. This will enable us to use the CD to have prints from the original image to be used to imprint mugs, puzzles, note cards, bags and other items.

We will have some items available for sale before Thanksgiving. The painting will be matted and re-framed to hang in the library We will have three to four logo designs to look at and decide which one(s) we would like to use. The first projects will be note cards and puzzles.

Elaine Nelson will design our new website by early April. This will facilitate all our reports being disseminated at one site. We will no longer need to email to individuals or make multiple paper copies for Board Members.

OUTREACH: MariJo Loftis reported that Mary Belz represented Friends at the Thor Hanson author event. Georgia Munger, Jean Finley and Mary Belz will attend the Nikki McClure event on March 21st. One more friend is needed to attend the event to be at the Friends membership table during the 2-3 time spot.

Ross Lassiter has printed 100 sample bookplates. These were passed around the table for the members to see. We went with the small size because so many of the Friends donated books are paperbacks purchased for use in the Youth Programs. The small bookplates do not include the Friends website. A larger size is possible. MariJo invited discussion. We all agreed that the bookplates are fine.

Upcoming Events at the Library:

April 10th Poet Populous of Washington State for National Poetry Month.

April 17-18 Book Fair. Friday from 5-9 p.m. and Saturday from 10-5 p.m. Forty-Five authors will be present to discuss their books and sign. There will be music.

March 27th Molly Weisenberg, cookbook author of A Homemade Life will be here to autograph her book. She is a popular author, *Foodie* and her food blog was rated the best in the world.

LIBRARY MANAGERS REPORT: attached.

A driver is needed for the Library Outreach Program. The present driver, Dorothy O'Lochlan has been serving both Lacey and Olympia branches. This is too much for her and she needs help with our branch. Her program involves visiting senior nursing homes and residences and filling book requests. Mary Applen has volunteered to fill this position and will coordinate her efforts with the Lacey library staff.

Cheryl requests \$1,803.87 for four new carts. The motion was passed to spend \$1,804.00 for the carts.

A brief discussion of the Town Hall Forum Meetings was initiated by guest Marissa Tsaniff. These meetings are a forum for the public to discuss the cuts that must be made in the Timberland Library System due to the Levy failure. Too often they are an expression of discontent by patrons that is not pertinent to the focus of the meetings. The tenor of the suggestions for cuts is broad and covers all areas of expenditures. An average of 35 people attend at the Olympia Branch.

NEW BUSINESS: 1. All volunteer hours must be recorded. This includes preparing for the Book Sale, the Book Sale, meetings and other library related volunteer hours. This is important for adding to grant applications. It is also a good idea for the community to know how many volunteer hours are spent working for the library. A person to keep track, tabulate and report these hours has been requested.

A new Chair for the Membership Committee has been requested.

Ear buds are now for sale by the Friends for library patron use. They will cost 41,00 and can be reused.

Mary Belz requests that any committees that need help from Friends Volunteers make these known in time for the April Newsletter.

The meeting was adjourned at 1:20.

Friends of the Olympia Library Balance Sheet

BALANCE SHEET 02-09 - As of 4/20/2009:3					
(Includes unrealized gains)					
As of 4/20/2009					
Account	12/31/2008	1/31/2009	2/28/2009	3/31/2009	4/20/2009
ASSETS					
Cash and Bank Accounts					
CD #3	\$14,827.46	\$14,827.46	\$14,827.46	\$14,827.46	\$14,827.46
OFS Checking	\$7,184.93	\$3,721.03	\$7,906.99	\$5,576.50	\$3,287.97
TOTAL Cash and Bank Accounts	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,115.43
TOTAL ASSETS	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,115.43
LIABILITIES & EQUITY					
LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUITY	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,115.43
TOTAL LIABILITIES & EQUITY	\$22,012.39	\$18,548.49	\$22,734.45	\$20,403.96	\$18,115.43

Friends of the Olympia Library Register Report

REGISTER REPORT 02-09:3					
3/13/2009 through 4/21/2009					
Date	Num	Description	Memo	Tag	Amount
Adult					-\$208.34
3/19/2009	1184	Molly Wizenberg	Author presentation	Adult	-\$50.00
3/23/2009	EFT	Haggen Inc	Page Turners	Adult	-\$18.74
4/2/2009	EFT	Safeway	Modern Marvels -2	Adult	-\$38.92
4/9/2009	1190	Mike Hickey	Mileage	Adult	-\$68.20
4/20/2009	EFT	Storman's Inc.	Flowers-Wizenberg	Adult	-\$14.07
4/20/2009	EFT	Haggen Inc	Page Turners	Adult	-\$18.41
Community					-\$254.39
3/19/2009	1183	Don's Camera	Logo	Community	-\$21.67
4/1/2009	1188	Mary Rulewicz	Niki McClure event	Community	-\$15.98
4/15/2009	1191	Beverly Taylor	Plant care items	Community	-\$13.00
4/15/2009	1192	Cheryl Heywood	Remodel Album for	Community	-\$203.74
Donations					\$530.00
3/26/2009	DEP	Deposit	Fireside/McClure	Donations	\$145.00
3/30/2009	DEP	Deposit	Siegl for JT Scott S	Donations	\$135.00
4/15/2009	DEP	Deposit	Desner for JT Scott	Donations	\$200.00
			Shiner	Donations	\$50.00
Equipment					-\$1,830.26
4/20/2009	EFT	Brodart	YS Book Carts 3-17	Equipment	-\$740.10
4/20/2009	EFT	Gaylord	Book Trucks 3-17-0	Equipment	-\$1,090.16
Interest					\$1.63
3/31/2009		Interest Earned		Interest	\$1.63
Membership					\$720.40
3/17/2009	DEP	Deposit		Membership	\$120.40
3/23/2009	DEP	Deposit		Membership	\$40.00
3/23/2009	DEP	Deposit		Membership	\$205.00
3/26/2009	DEP	Deposit		Membership	\$25.00
3/27/2009	DEP	Deposit		Membership	\$30.00
3/30/2009	DEP	Deposit		Membership	\$25.00
3/30/2009	DEP	Deposit		Membership	\$60.00
4/15/2009	DEP	Deposit		Membership	\$75.00
			Hollweger-FFL	Membership	\$140.00
Misc					\$351.29
3/30/2009	DEP	Deposit	OST	Misc	\$351.29
P&P					-\$33.40
3/17/2009	DEP	Deposit		P&P	-\$8.40
4/6/2009	1189	Patti Paul	Postage Due Acct	P&P	-\$25.00
Rent					-\$250.00
3/23/2009	EFT	Quality Self Storage	Book storage-Apr	Rent	-\$250.00
Shelves					\$550.85
3/13/2009	DEP	Deposit		Shelves	\$159.50
3/19/2009	DEP	Deposit		Shelves	\$150.00
3/26/2009	DEP	Deposit		Shelves	\$159.50
3/31/2009	DEP	Deposit		Shelves	\$72.50
4/9/2009	DEP	Deposit		Shelves	\$158.00
4/20/2009	EFT	Janway Co.	Ear Buds	Shelves	-\$148.65

Friends of the Olympia Library Register Report

Date	Num	Description	Memo	Tag	Amount
Staff					-\$267.12
3/23/2009	EFT	Haggen Inc	Meeting	Staff	-\$18.74
			Page meeting	Staff	-\$23.06
3/23/2009	EFT	Storman's Inc.	Circ meeting	Staff	-\$28.02
4/2/2009	EFT	Safeway	Page/Aide meeting	Staff	-\$12.99
			Circ Meeting	Staff	-\$24.04
4/20/2009	EFT	Storman's Inc.	Circ Meeting	Staff	-\$39.82
4/20/2009	EFT	Haggen Inc	Appreciation brunch	Staff	-\$120.45
Youth					-\$877.61
3/23/2009	EFT	Fireside Bookstore	Teen Book Group	Youth	-\$87.71
3/23/2009	EFT	Upstart	SRP incentives	Youth	-\$103.95
3/23/2009	EFT	Lakeshore	SRP	Youth	-\$320.71
3/23/2009	1185	Jackie Marquardt	Teen book group	Youth	-\$7.24
3/23/2009	1186	Carrie Dye	Guessing jar prize	Youth	-\$20.00
4/1/2009	1187	Curtis Carlyle	Outreach	Youth	-\$300.00
4/6/2009	EFT	Danger Room Comics		Youth	-\$27.23
4/20/2009	EFT	Haggen Inc	Guessing jar	Youth	-\$10.77
OVERALL TOTAL					-\$1,566.95

Committee: Membership

Date: April 2009

Chair: Mary Flannery

Committee Members: Patti Paul, Jean Finely, Eve Johnson, Ross Lasater, Gayle Newsom, Marissa Tsaniff

The Membership Committee is in transition.

Patti Paul is now the person in charge of bulk mailing and all that goes with that task.

Jean Finely will continue calling members whose dues have expired.

Eve Johnson will call the new members and welcome them.

Ross Lasater continues to do all of the computer input of the membership list and book sale master copies of the flyers and bookmarks.

Gayle Newsom is taking over the other tasks. Those of overseeing the committee members and collecting and sending membership forms to Ross and the various Committee Chairs.

Marissa Tsaniff is taking over the task of working at the door for the membership presale for the book sales from 7:30 to 10:00.

I will continue to be the Membership Chair until everyone feels comfortable with their new tasks.

Submitted by Mary Flannery

FRIENDS of the OLYMPIA LIBRARY

COMMITTEE REPORTS

COMMITTEE: Communications

DATE: April 20, 2009

CHAIR: Emmett O'Connell

COMMITTEE MEMBERS: Elaine Nelson, Mark Derricot, Marissa Tsaniff

WHAT THE BOARD NEEDS TO KNOW:

- The new website is being built. We spend just over \$100 for a new hosting package that will allow us easier access to our own website. We also worked with Leo Scarpelli on technical issues regarding the transfer of the domain name. With some training, any board member will be able to edit portions of the website to keep it up to date. You can see the progress at olympiafriends.com
- There is a draft of the upcoming newsletter. It is four pages and includes many of the new features we are planning on including on a regular basis. Some of these are a Service Story, a roundup of our spending and a call for volunteers for a specific activity.

DECISIONS THE BOARD NEEDS TO MAKE:

-

THE COMMITTEE NEEDS HELP WITH:

-

FRIENDS of the OLYMPIA LIBRARY

COMMITTEE REPORTS

COMMITTEE: OUTREACH

DATE: APRIL 2009

CHAIR: MARIJO LOFTIS

COMMITTEE MEMBERS:

NINE CURRENT AND FORMER BOARD MEMBERS HAVE AGREED TO BE NOTIFIED MONTHLY OF EVENTS AT WHICH FRIENDS WILL HAVE AN INFORMATION AND MEMBERSHIP TABLE THAT NEEDS TO BE MANNED.

WHAT THE BOARD NEEDS TO KNOW:

- **OUTREACH DRAWER AND CUPBOARD BENEATH IN THE STOREROOM ARE NOW STOCKED WITH NEEDED SUPPLIES FOR THE OUTREACH TABLE AT LIBRARY EVENTS.**
- **MARIJO WILL POST DATES AND TIMES OF UPCOMING EVENTS ON A SIGN UP SHEET AT BOARD MEETINGS FOR THOSE WHO CAN COMMIT TO ATTEND AT THAT TIME, THEN E-MAIL OR PHONE THOSE WHO HAVE OFFERED TO HELP, LISTING TIMES AND DATES STILL NOT COVERED. *THOSE WHO ARE NOT AVAILABLE NEED NOT REPLY.* THOSE WHO WOULD BE AVAILABLE CAN RESPOND WITH THE DATE THEY CAN ATTEND AND SEND TO "REPLY ALL", THUS KEEPING EVERYONE UP TO DATE ON WHICH TIMES HAVE BEEN COVERED.**

DECISIONS THE BOARD NEEDS TO MAKE:

- **HOW TO HANDLE CONTACTING NEWLY SIGNED-UP MEMBERS THAT MARK MULTIPLE ACTIVITIES THEY ARE INTERESTED IN VOLUNTEERING FOR**

THE COMMITTEE NEEDS HELP WITH:

- **MORE PEOPLE ON THE OUTREACH CONTACT LIST MEANS MORE CHANCE THAT ALL EVENTS WILL BE COVERED.**

Please use bullets rather than narrative to report the above.

Library Manager's Report
Friends' Meeting
Olympia Timberland Library
April 21, 2009

Service Story:

On a recent Saturday afternoon the Olympia Timberland Library truly became Olympia's living room! Our freshly painted atrium was aglow with the sun's natural light and with the light from the smiling faces of patrons here to see Nikki McClure read from her new children's book, All in a Day. Our library was transformed that day into a lively community meeting place where friends met other friends to enjoy a free and entertaining program. Jane LaClergue from Fireside bookstore was here to sell copies of Nikki's books. Batdorf and Bronson Coffee Roasters gave us 200 coupons to pass out for free drinks at their shop. People who went to the shop to redeem their coupons were able to enjoy the exhibit of the original artwork from Nikki's book. There were many familiar faces, but there were also some people from Tacoma, Puyallup and Portland, who came down to Olympia for the event. Two good friends who had lived in Alaska, but now were living in different cities in Washington, planned to meet in Olympia. One of the women is a big fan of Nikki's, so the other, as a surprise, asked her to meet at the library. She was thrilled when she arrived to learn that Nikki was here. When she approached Nikki to get her book signed, they shared Alaska stories because Nikki had lived there for a brief time. I marveled at how this one lovely book brought people together to celebrate a community member's amazing talent and how this library offered a place for that gathering to occur. And the frosting on the cake was that the Friends of the Olympia library collected over \$200.00 in membership dues and Jane Leclergue generously donated 10% of the sales from the 77 books sold to the FOL! Long live the book! Long live the Library!!

Mary R.
Library Associate

Olympia Library News:

- Sara P. attended Olympia's Economic Survival Fair recently at the Olympia High School. Sara created a booklist with topics including debt management, frugal living, and budgeting in general. The list is available for patrons on the TRL website under "Great Reads".
- Handout – "Banned and Challenged Books" list created by Olympia staff.
- **New open hours** beginning June 1 or July 6 – as yet to be determined (a reduction of 9 hours, 57 hours to 48 hours):
 - Monday 11-8
 - Tuesday 11-8
 - Wednesday 11-7
 - Thursday 11-7
 - Friday 10-5
 - Saturday 10-5

Upcoming Friends' sponsored Youth and Adult Programs:

- From April 21 to May 19, there are no sponsored Friends' programs except for the May 15th PageTurners adult book discussion group, where participants will be discussing "An Arsonist's Guide to Writer's Homes in New England," by Brock Clarke
- Library sponsored programs include:
 - Earth Day 2009: Chemistry Experiments on April 22
 - Yarn About Olympia, April 23, 30, May 7 and 14
 - Free Comic Book Day on May 2
 - PAWS To Read: A "Pawsotive" Reading Experience" on May 9 - children in the second grade and up are invited to meet registered Delta Society Pet Partner teams, then cuddle up with a good book and individually read to a trained canine friend. Find out why matching Reading Education Assistance Dogs with kids and books spells success and fun! For additional program information please see the TRL website @ www.trlib.org

Timberland Regional Library News:

1. Friends and Board Forum, Saturday, April 25, 9-3 p.m.

A reminder the Forum is at Edison Place, 201 N Rock Street Centralia, WA 98531 (registration materials have been mailed to Board members). Listen to author Susan Crowell and a special performance from Buck and Elizabeth; lunch will be provided in recognition of your volunteer efforts. Cheryl has extra registration brochures if you are interested in attending.

2. The **3rd annual meeting of the Friends of the Libraries in Thurston County** is scheduled for Friday, May 1 from 11:30-2 at the Lacey Timberland Library. To represent the Olympia Friends, Mary Belz and Beth Dubey will be attending this meeting. Participants will select/prioritize from the following topics (plus others) to discuss - membership recruitment, succession planning, budgeting, committees.

3. Timberland Reads Together:

TRL budget constraints have eliminated the planned speakers for the 2009 **Timberland Reads Together** program around the book, **Three Cups of Tea**, by Greg Mortenson and David Oliver Relin. However, TRL would like to schedule book discussion groups. Could the Friends fund a \$200 book discussion kit (like a Page Turner kit)? \$200 will create a kit with 10 paperback copies and two large-print copies, and a recorded version on Compact Disc. We will also include a group discussion guide, and many other additions are possible. For **Three Cups of Tea** there is also a Young Readers Edition, and a picture book of the story entitled **Listen to the Wind**.

4. **New TRL publications to hand-out** – "Circle of Friends," and "Today's Library", Spring 2009 newsletter, and 100 Great Books for Teens booklist.

Requests:

1. Framing the two “Ya Otter Read” woodblocks:

- The one going into the atrium – museum glass (for UV rays/non-glare), security hangers- \$152 (the original glass that came with the painting will be used for the second copy in Amy’s office)
- For second copy – matte \$81, frame \$120., \$10 security hangers - \$211
- Total \$363 + 30.49 tax = **\$393.49**

2. Youth Services Budget - Summer 2009 request

Performers:

Drum Circle (Planet Percussion)	200.00
Instruments all over (teen event)	300.00
Old time Music show	260.00
Charles the Clown	275.00
Evergreen Villages Outreach:	250.00
Henna Program: (teen event)	<u>150.00</u>
<i>Total performer request:</i>	\$ 1,435.00

Miscellaneous:

SRP T shirts for teen volunteers (30):	\$140.00
SRP T shirts for staff (40):	160.00
Volunteer Thank you party:	300.00
Art supplies:	100.00
New puppet:	40.00
Scholastic books giveaways	200.00
<i>Total miscellaneous:</i>	\$ 940.00

Total SRP request: \$2,375.00

3. Memorial donation for new artwork:

You may remember there is a memorial donation in memory of Peggy Coppinger, who was the library manager at the Olympia Timberland Library for 15 years back in the 1980s. The donations total \$1,595 and we would like to purchase Nikki McClure’s artwork from her book “All in A Day.” Each print costs \$2,000 so we would like the Friends to donate \$405 to make up the rest of the amount. Nikki is also planning on donating a print! Both prints will be installed in the juvenile section, on the back wall.

\$405

4. TRL PageTurner Kit for *Three Cups of Tea* \$200

Total: 3,473.49