

BOARD MEETING AGENDA

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

1. Call to Order
2. Minutes of the November 2010 Meeting – Elaine Nelson (pg 2)
3. Treasurer's Report - Beth Dubey (pg 5 & end of packet)
4. Library Manager's Report - Cheryl Heywood (pgs 3-4)
5. Sales Committee Report –
6. Volunteers Report – Lila Sjodin – (pg 5)
7. Communications Report – Emmett O'Connell
 - FOL Bulletin Board – Carleigh Hill and Monica Jonen
 - Publicity – Monica Jonen and Carleigh Hill
 - Advocacy – Emmett O'Connell
8. Book Sale Report – Irene Osborn
9. Art Show and Sale Report – Irene Osborn
10. Homebound Readers Report - Mary Applen
11. Membership Report – Gayle Newsom
12. Inventory Report – Patti Paul
13. New and Old Business Discussion - Mary Belz (pg 6)
14. Adjourn

1:00 p.m.

NOTES:

February 15, 2011 Board Meeting at the Olympia Library, noon to 1 p.m.

December 2010 Minutes

Minutes taken by Elaine Nelson, Secretary. Mary Belz, President, presiding.
Called to order 12:06 pm, Tuesday December 2010.

Present: Mary Belz, Elaine Nelson, Patty Paul, Mary Applen, Jean Finely, Gayle Newsom, Ross Lasater, Beth Dubey, Sara (librarian)

November Minutes, Elaine Nelson: need to correct spelling: Sayre. Moved to approve, seconded, all aye.

Library Manager's Report, Sara standing in for Cheryl Heywood - reviewed requests. Update on previous request: BuyOlympia.com gave adult reading program gifts for free. Moved to increase request to \$2200, seconded, all approved.

Old/New Business, Mary Belz

- Tote bags – Mary B. has had difficulty getting in touch with the vendor, will continue to work on it.
- Thanked Jean Finely for bringing all the goodies.
- Need new chairpeople for Sales & new Vice President
- Report from Jean: letter & photo from Winnie Olson's son

Treasurer's Report, Beth Dubey - received letter from Americorps asking for book donations in specific categories and authors. Ross Lasater and Patti Paul will make sure that the information gets to the book sorters. \$5570 in checking account, before this month's requests. Art Sale proceeds were approximately \$1400, see report for actual amount.

Committee Reports:

- **Homebound**, Mary Applen: really needs opportunities for existing volunteer.
- **Communications**, Mary B: shared some items from the draft of the newsletter.
- **Membership**, Gayle Newsom: 260 members, plus 190 memberships expiring during 2010. Discussion of notification by phone, email, on bulletin board, in newsletter.
- **Communications/advocacy**, Elaine Nelson standing in for Emmett O'Connell – Discussion of how the Friends can be effective in advocating for improvements to Olympia Library. Elaine will report to committee to bring specific plan back to January meeting.
- **Building fund**, Mary B.: passed out a memo from Joan & Todd about this concept. This along w/advocacy will be top of January agenda.

Adjourned 1:02pm

Library Manager's Report
Friends' Meeting
Olympia Timberland Library

January 18, 2010

Service Story:

I received a phone call several weeks ago from the aunt (let's call her Aunt B) of a young patron of ours. Aunt B lives out of state and wanted to make an anonymous payment of \$23.95 for all the overdue fees on her 11 year-old niece's card. Aunt B. was concerned that her niece could no longer checkout materials while the parents are unable to make the payments. The niece is a voracious reader and has been so disappointed not to use the library. Aunt B wanted to stay anonymous because of family reasons, but she also wanted her niece to know someone is looking out for her.

Today I received the check and a nice thank you card. I'm sending a hand-written letter to the niece to let her know "due to the generosity of an anonymous donor, all fees on your library card have been paid."

In this case, the library quite literally is a gift.

Adrienne, Senior Circulation Supervisor

Olympia Timberland Library News:

1. Due to subscription cancellations, we were able to select new magazine titles for Olympia. These titles are not available in any TRL database or in print at any other TRL library:

ALPINIST
ANIMATION MAGAZINE
GLUTEN FREE LIVING
LINN'S STAMP NEWS
LULA
MAKESHIFT: FEMINISMS IN MOTION
MAXIMUM ROCK 'N ROLL
OXYGEN
THE RING (boxing)
SCIENCE WORLD (Young Adult)
SHAMBHALA SUN
SING OUT
SKI (replacement for discontinued "SKIING")
TANK
TOM TOM MAGAZINE: *A Magazine about Female Drummers*
WISE TRADITIONS - WESTON A. PRICE FOUNDATION
XXLMAG
YOGA INTERNATIONAL

TRL News:

1. 3 new databases have been added to the collection: *Mango* (language), *Rocket Languages*, and *Freegal Music* (library users can download music).

2. Warm up with a good book during the *Adult Winter Reading* program:

Stay warm this winter when you join in Timberland Regional Library’s 14th annual [Adult Winter Reading](#) program, running from Monday, January 3 through Tuesday, March 15. The program offers the chance to win prizes while reading this winter. For each five books (print, audio or online) finished during the program period, complete a form and turn it in at a Timberland library by March 15. When prizes are drawn the following week, those who entered may win an overnight resort getaway or one of ten book bags filled with comforting treats and literary adventures. Local Timberland libraries will award additional prizes. Businesses and Friends of the Library groups are donating all of the prizes.

Overnight stays are provided by the Phoenix Inn Suites in Olympia, Shelburne Inn in Seaview, Ocean Crest Resort in Moclips, Lake Quinalt Lodge in the Olympic National Forest and Lochaerie Resort on Lake Quinalt’s north shore.

[Adult Winter Reading](#) participants must be 18 or older and have a current Timberland librarycard. A brochure with complete rules, entry forms and prize lists will be available at all Timberland libraries the last week of December.

Financial Requests:

1. Reader’s Theater program **\$50** (in April)
2. 1 Reading Journal for the “Diary of a Reader,” program during Read-Aloud month in March **\$20**
3. For the past four years, we have given \$20.00 gift certificates to the Pages and Aides at the Olympia library to show appreciation from the Friends of the Library and the Olympia Staff. The Pages at Olympia work in a very physically demanding job earning minimum wage. They are expected to work quickly and accurately while interacting with patrons as the face of the library out on the floor. Aides at the library have the challenging job of working on the physically demanding Page tasks as well as the detailed and customer service oriented work of a Circulation Assistant. This year has been especially challenging for our Aides with the switch to Symphony, our new automated computer system.
Please consider spending \$260.00 (\$20.00 for our current 13 Pages and Aides) to give our Pages and Aides a gift card to a local grocery store to show the appreciation of the Friends and staff for their hard work. We hope to present them with their gift cards the week of Valentine’s Day.
Thank-you.

\$260

Thanks for your consideration.

Respectfully submitted,
Cheryl Heywood

Committee Reports

Finance

Beth Dubey

Quality Self Storage (where the books are) has offered a discount if we pay quarterly--it amounts to one free month a year! I already made the decision to go for it.

Volunteers

Lila Sjodin

Next book sale is Feb 12-13

The Committee needs help with: Volunteers to work at the book sale. I'll start contacting people soon.

[Note to committee chairs: submit your reports by the Wednesday prior to the Board meeting: February 16, 2011 for the next meeting. I am often not able to get a reminder out, so please create whatever reminder works best for you.]

NEW and OLD BUSINESS for DISCUSSION

January 18, 2011

2011 PRIORITIES:

- Library Tote Bags – Update
- FOL Generic Brochure – Update
- FOL Bulletin Board – Update
- New Chair for Sales
- New Vice President
- Olympia Library Building Fund
- Advocacy Project
- FOL Inventory
- Other – Please come with your ideas and suggestions

BALANCE SHEET 04-09 - As of 1/11/2011:13

(Includes unrealized gains)

As of 1/11/2011

1/11/2011

Account	9/30/2010 Balance	10/31/2010 Balance	11/30/2010 Balance	12/31/2010 Balance	1/11/2011 Balance
ASSETS					
Cash and Bank Accounts					
CD #3	15,303.81	15,353.95	15,353.95	15,353.95	15,353.95
OFS Checking	3,521.64	6,343.56	4,905.38	4,253.88	4,792.99
TOTAL Cash and Bank Accounts	18,825.45	21,697.51	20,259.33	19,607.83	20,146.94
TOTAL ASSETS	18,825.45	21,697.51	20,259.33	19,607.83	20,146.94
LIABILITIES & EQUITY					
LIABILITIES	0.00	0.00	0.00	0.00	0.00
EQUITY	18,825.45	21,697.51	20,259.33	19,607.83	20,146.94
TOTAL LIABILITIES & EQUITY	18,825.45	21,697.51	20,259.33	19,607.83	20,146.94

REGISTER REPORT 04-09:11

12/16/2010 through 1/11/2011

1/11/2011

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Date	Num	Description	Memo	Tag	Amount
Adult					-110.70
12/29/2010	1442	Sara Pete	Jewish Lit Books	Adult	-110.70
Donations					550.00
12/29/2010	DEP	...Deposit		Donations	50.00
1/11/2011	DEP	...Deposit	Hanson	Donations	500.00
Interest					1.35
12/30/2010		Interest Earned		Interest	1.35
Membership					20.00
12/29/2010	DEP	...Deposit		Membership	15.00
1/11/2011	DEP	...Deposit		Membership	5.00
Misc					431.64
12/29/2010	DEP	...Deposit	OST	Misc	11.64
1/6/2011	DEP	Deposit	Amazon	Misc	420.00
Rent					-272.00
12/24/2010	EFT	Quality Self Storage	Jan	Rent	-272.00
Shelves					528.50
12/17/2010	DEP	Deposit		Shelves	171.00
12/30/2010	DEP	Deposit		Shelves	290.50
1/3/2011	DEP	Deposit		Shelves	67.00
Staff					-47.23
12/28/2010	EFT	Storman's Inc.	Magazine Committee	Staff	-9.75
1/4/2011	1445	Sara Pete	Jason going-away cake	Staff	-37.48
Youth					-1,126.82
12/21/2010	1441	Mary Shaver		Youth	-352.00
12/28/2010	EFT	Fireside Bookstore	Reading Explorers	Youth	-219.41
12/29/2010	1443	Costume Specialists	Curious George Costume	Youth	-140.00
1/3/2011	1444	Holly Gwinn Graham	Plays	Youth	-350.00
1/3/2011	EFT	Safeway	Reading Explorers	Youth	-20.38
1/3/2011	EFT	Danger Room Co...	Comics subscription	Youth	-29.41
1/4/2011	1446	Beth Caldwell	Teen Program	Youth	-15.62
OVERALL TOTAL					-25.26