

Friends of Veterans Memorial Library
Monday, August 19, 2019
6:30 pm - 7:30 pm in Library Annex

- I. Call to Order
- II. Agenda Review
- III. Approval of Minutes: June 17, 2019
- IV. Announcements
 Friends of Michigan Libraries Program, Thursday, October 10
See description following agenda.
- V. Reports
 - Treasurer—Anne Heidemann
 - Membership—Brooke Harrison
 - VML—Arielle Hemingway
See update on FVML gifts to the library following agenda.
 - CRDL—Ruth Helwig
 - PR/MD Committee—Mary Anne Zang
 - CRDL Art Committee—Ann Kowaleski, Cindy Smith
- VI. Unfinished Business
 - Report on Summer Book Sales—Susan Griffith and Mary Anne Zang
See 2019 Committee List following agenda for record of volunteers.
 - Program for Annual Meeting—anything needed?
 Anne Kowaleski and Cindy Smith
 - Fall Book Sale—Mary Anne Zang and Ruth Helwig
 - Friends Information Table
 - Logistics
 - Publicity
 - Volunteers
- VII. New Business *See 2019 Committee List following agenda.*
 - Nominating Committee (August through November, mandated by bylaws)
 - Bylaws Review Committee (Ad Hoc)
 - Budget Committee (August through November, mandated by Bylaws)
See 2019 Committee List following agenda.
- VIII. Other

Upcoming FVML Board Meetings

September 16, October 21, November 18 (Annual Meeting), December (no meeting)

| <i>Book Sale Donation Dates</i> | | | <i>Book Sale Dates</i> | | |
|---------------------------------|--------------|--------|------------------------|-----------|---------------------|
| Monday, | September 23 | 10 - 4 | Wednesday, | October 2 | Noon - 6:30 |
| Tuesday, | September 24 | 10 - 6 | Thursday, | October 3 | 10 - 6:30 |
| Wednesday, | September 25 | 10 - 4 | Friday, | October 4 | 10-4 |
| Thursday, | September 26 | 10 - 6 | Saturday, | October 5 | 10 - 2 |
| Friday, | September 27 | 10 - 4 | | | \$2.00 a bag day!!! |
| Saturday, | September 28 | 10 - 2 | | | |

Friends of the Library Meeting Minutes June 17, 2019

Present: Susan Griffith, Brooke Harrison, Liz Barz, John Monahan, Bob Roberts, Anne Heidemann, Alice Jenicke, Karen Lee, Arielle Hemingway, Judy Czarnecki, Mary Anne Zang, Christine Mocny, Nancy Rivard, Ruth Helwig, Ann Kowaleski

Absent: Cindy Smith

I. The meeting was called to order at 6:30 by President Susan Griffith. Susan welcomed Arielle Hemingway, VML representative and new member of the board.

II. Agenda Reviewed

II. The minutes of May 20, 2019 were approved. Alice Jenicke moved to approve minutes and John Monahan seconded.

IV. Announcements: No meeting in July

V. Reports

Treasury: Anne Heidemann has finished with investing of the CD's. Treasury is looking good as both CD's are invested. The board had to become a member of the Isabella Community Credit Union, Mt. Pleasant; Anne did this.

Susan G. asked about the Mt. Pleasant Community Foundation monies, which are not usually a monthly reported item. Interest is always reinvested on these. Anne will provide the amount at the August meeting. Susan G. moved to accept Treasury report and Christine Mocny seconded. Motion approved.

Membership: Brooke Harrison reports no new members in June, "keeping with the unbroken streak for the last three years."

VML : Arielle asked staff members if they wanted to bring any matter to the Friends. Nothing was suggested. She reports that the desk at the library is an improvement and it is believed that the Friends made a contribution to this purchase.

CRDL: Ruth Helwig reported on the Strategic Plan results and shifting of library staff. Amanda from the Shepherd Library is replacing Arielle, who will be training her. The Strategic Plan booklet may be available at the front desk or online for patrons to see. Ruth to follow with this request. Impressive community representation: 41 people attended a planning meeting, 40 were interviewed by strategic plan members, and 770 surveys were completed and returned.

Overall, people are pleased with the library but lots of duplications in community. Suggestions, talk to each other and get out of their silos. Some improvements were suggested: more collaboration between the community organizations; more classes by the library for job skills, employment opportunities, start-up opportunities; collaboration on a city-wide community calendar with all community activities listed;

more outreach to and activities for rural residents. We are aware of privacy issue, mentioned in the report as well, in the single meeting rooms; this is something we may be able to address now.

SOAR (Strengths, Aspirations, Opportunities, Results): Staff who were the team leaders for the Strategic Plan will meet tomorrow. That the library be welcoming is very important. They will be working on a mission statement. We will hear more about this in the coming months.

PR/MD: Mary Anne Zang needs volunteers Wednesday June 19 from 1-3 to stuff gift bags for Barb Sanford's summer reading group.

The book sale is this weekend, same as the city-wide garage sale. If it rains those who volunteer decide when to quit, etc. Anne Heidemann will get change and pick up money at the end of the day. Book sale will be at the Farmer's Market July 18 and August 15; time be 9:00-1:00.

CRDL Art Committee: Ann Kowaleski reported that the work that was purchased is being framed. Not much to report; Corey will call another meeting in future.

VI. UNFINISHED Business

Little Free Libraries are popular now. Susan G. provided a handout with information and education. We have two in Mt. P. near mobile home parks. We will wait for now as we may be able to get funding. Thanks for the insight of Anne Heidemann from the Tribal Library.

Documentation Retention: This process is helpful in centralizing records. They will be pulled together and sent to Clarke Library. Clarke will accept digital and hard copies. Susan provided a guidance sheet for process. Discussion and revision suggestions followed. Susan moved to pass documentation policy with revisions and edits .Nancy Rivard seconded. All approved. Susan to include the new revised policy to board members in correspondence. Nancy Rivard thanked Susan for her work on this project.

Friends of the Library Board Roster to be included in what is sent to Clarke. The Secretary will be responsible at the end of the year to make sure the minutes are sent to Clarke Library, and the same for the reports of other officers, such as Treasurer , Membership etc.

VII. New Business

Discussed ideas for annual meeting. Need to get it in the library fall program book.

Ruth Helwig suggested that a program be presented on the new purchases of art for the library. Ann Kowaleski to talk with Cindy Smith to see if she is willing to participate. Susan G. to ask Sue Anne Martin if she will talk about the Story Festival murals in the library annex. Plan is to start presentation with the history of the art acquisitions, then a power point of older pieces and a tour of the current library art including recent purchases. Time for the presentation would be about 45 minutes.

VIII. Other

Liz Barz asks about how the coffee machine is being received. Arielle indicates people love it and it is a good addition.

Items for Future Meetings: Fall book sale and nominations for new board members.

Meeting adjourned at 7:30 John Monahan moved; Judy Czarnecki seconded it.

Minutes respectfully submitted By Ann Kowaleski

Talk About Friends - An Open-Sharing Discussion about Friends of the Library

Thursday, October 10, 2019,

1:00 – 3:30 p.m.

Charlevoix Public Library,

220 Clinton St.

Charlevoix, MI 49720

| | |
|-----------|--|
| 1:00 p.m. | Welcome from Jill Stodt, President, Friends of Michigan Libraries, Rebecca Higgerson, FOML “Talk About Friends” Coordinator, Clare Membiela, Library Law Consultant, Library of Michigan |
| 1:15 p.m. | Tom Roberts, President, Friends of the Brandon Township Public Library |
| 1:30 p.m. | Fundraising (full group discussion) - What are your Friends most successful fundraising projects? |
| 2:25 p.m. | Break |
| 2:40 p.m. | Giving back (full group discussion) - What library gift requests have your Friends funded? |
| 3:30 p.m. | Adjournment |

REGISTER HERE: <https://fomlevents.org/events/talk-about-friends-2019/>

General Information about Friends of Michigan Libraries: <http://foml.org/>

FRIENDS OF THE VETERANS MEMORIAL LIBRARY
June 2019 MONTHLY TREASURER'S REPORT

Checking Account - Isabella Bank

| | | | | |
|-------------------|-------------------------------|--|-------------|-------------|
| Beg. Bal. | June 3, 2019 | | \$27,508.27 | |
| Income: | | | | |
| | FOL Members | | \$0.00 | |
| | FOL Memberships paid online | | \$0.00 | |
| | Book Sale | | \$1,077.05 | |
| | Book Shelf | | \$92.00 | |
| | On Line Book Sales | | \$0.00 | |
| | Donations | | \$0.00 | |
| | Donations made online | | \$0.00 | |
| | Investments | | \$0.00 | |
| | Tote bags | | \$15.00 | |
| | | | | \$1,184.05 |
| Expenses: | | | | |
| | Book Sale | | \$0.00 | |
| | Membership <i>paypal fees</i> | | \$0.00 | |
| | Operating Exp. | | \$0.00 | |
| | Postage | | \$0.00 | |
| | Public Relatior | | \$0.00 | |
| | VML | | \$0.00 | |
| | Investments | | \$0.00 | |
| | Other | | \$0.00 | |
| | | | | \$0.00 |
| Monthly Sub-Total | | | | \$1,184.05 |
| Ending Bal. | | | | \$28,692.32 |

Isabella Community Credit Union

savings account

| | | | | |
|-------------|-----|------|---------------|---------|
| Beg. Bal. | \$ | 5.00 | | |
| Gain/Loss | \$- | | | |
| Ending Bal. | \$ | 5.00 | \$ | 5.00 |
| | | | Total Invest. | \$ 5.00 |

Chemical Bank

CD maturity date 2/21/2020

| | | | |
|-------------|-------------|----------------------|-------------|
| Beg. Bal. | \$15,059.47 | | |
| Gain/Loss | \$30.31 | | |
| Ending Bal. | \$15,089.78 | \$15,089.78 | |
| | | Total Invest. | \$15,089.78 |

Isabella Community Credit Union

CD maturity date 4/17/2021

| | | | |
|-------------|-------------|----------------------|-------------|
| Beg. Bal. | \$15,030.81 | | |
| Gain/Loss | \$31.93 | | |
| Ending Bal. | \$15,062.74 | \$15,062.74 | |
| | | Total Invest. | \$15,062.74 |

Mount Pleasant Community Foundation

| | | | | |
|--|----|-----------|----------------------|-------------|
| 2018 Year end total liabilities and equity | \$ | 27,105.62 | | |
| Spendable for 2019 | \$ | 1,113.76 | | |
| Spendable remaining from previous allocati | \$ | 2,252.50 | | |
| Total available to spend | \$ | 3,366.26 | \$ | 27,105.62 |
| | | | Total Invest. | \$27,105.62 |
| | | | Total Assets | \$85,955.46 |

FRIENDS OF THE VETERANS MEMORIAL LIBRARY
July 2019 MONTHLY TREASURER'S REPORT

Checking Account - Isabella Bank

| | | | | |
|-------------------|--------------------------------------|--|-------------|-------------|
| Beg. Bal. | July 1, 2019 | | \$28,692.32 | |
| Income: | | | | |
| | FOL Memberships | | \$0.00 | |
| | FOL Memberships paid online | | \$5.00 | |
| | Book Sale | | \$46.50 | |
| | Book Shelf | | \$189.00 | |
| | Online Book Sales | | \$145.00 | |
| | Donations | | \$0.00 | |
| | Donations made online | | \$0.00 | |
| | Investments | | \$0.00 | |
| | Tote bags | | \$15.00 | |
| | | | | \$400.50 |
| Expenses: | | | | |
| | Book Sale | | \$0.00 | |
| | Membership <i>paypal fees</i> | | \$0.41 | |
| | Operating Exp. | | \$0.00 | |
| | Postage | | \$0.00 | |
| | Public Relations | | \$0.00 | |
| | VML <i>Prime Time Family Reading</i> | | \$300.00 | |
| | <i>Service Desk Cabinet</i> | | \$548.00 | |
| | Other | | \$0.00 | |
| | | | | \$848.41 |
| Monthly Sub-Total | | | | \$1,248.91 |
| Ending Bal. | | | | \$28,244.41 |

Isabella Community Credit Union

savings account

| | | | | |
|-------------|----|------|---------------|---------|
| Beg. Bal. | \$ | 5.00 | | |
| Gain/Loss | \$ | - | | |
| Ending Bal. | \$ | 5.00 | \$ | 5.00 |
| | | | Total Invest. | \$ 5.00 |

Chemical Bank

CD maturity date 2/21/2020

| | | | | |
|-------------|--|-------------|---------------|-------------|
| Beg. Bal. | | \$15,059.47 | | |
| Gain/Loss | | \$29.40 | | |
| Ending Bal. | | \$15,088.87 | | \$15,088.87 |
| | | | Total Invest. | \$15,088.87 |

Isabella Community Credit Union

CD maturity date 4/17/2021

| | | | | |
|-------------|--|-------------|---------------|-------------|
| Beg. Bal. | | \$15,062.74 | | |
| Gain/Loss | | \$30.96 | | |
| Ending Bal. | | \$15,093.70 | | \$15,093.70 |
| | | | Total Invest. | \$15,093.70 |

Mount Pleasant Community Foundation

| | | | | |
|--|----|--------------|---------------|-------------|
| 2018 Year end total liabilities and equity | | \$ 27,105.62 | | |
| Spendable for 2019 | \$ | 1,113.76 | | |
| Spendable remaining from previous allocati | \$ | 2,252.50 | | |
| Total available to spend | \$ | 3,366.26 | \$ | 27,105.62 |
| | | | Total Invest. | \$27,105.62 |
| | | | Total Assets | \$85,537.60 |

**Friends of Veterans Memorial Library
Membership Report As of August 19, 2019**

| Date | 2019 | | 2018 | | 2017 | |
|------------|---------|----------|---------|----------|---------|----------|
| | Members | Income | Members | Income | Members | Income |
| Oct.-Dec.* | | | | | 87 | 2,447.00 |
| October* | 24 | 500.00 | 8 | 65.00 | | |
| November* | 3 | 205.00 | 5 | 160.00 | | |
| December* | 57 | 2,215.00 | 63 | 1,980.00 | | |
| January | 40 | 1,015.00 | 72 | 2,125.00 | 72 | 2,180.00 |
| February | 27 | 815.00 | 19 | 835.00 | 16 | 480.00 |
| March | 29 | 1100.00 | 4 | 300.00 | 9 | 360.00 |
| April | 6 | 140.00 | 4 | 50.00 | 2 | 50.00 |
| May | 0 | 0 | 0 | 0 | 0 | 0 |
| June | 3 | 130.00 | 4 | 75.00 | 3 | 165.00 |
| July | 0 | 0 | 5 | 55.00 | 0 | 0 |
| August | | | 1 | 5.00 | 4 | 115.00 |
| September | | | 0 | 0 | 2 | 35.00 |
| Totals | 189 | 6120.00 | 185 | 5,650.00 | 195 | 5,832.00 |

*previous year

| | 2019 | 2018 |
|--------------------|------|------|
| Renewals | 172 | 165 |
| New | 17 | 20 |
| Check/Cash/Paper** | 118 | |
| Check/Email | 25 | |
| Online | 46 | |

*Includes memberships received before notices were sent via email and online option was offered.

FVML Designated Item Budget Report

Invoiced and paid items:

Keurig supplies – all funds except \$87 have been used. Anne and Kristin have talked about the Friends donating another \$500 for the year to keep the service running and Kristin will bill you for the additional funds once the remaining \$87 is spent. This service is also constantly praised by the patrons. They love being able to get a cup of coffee for free and that they are able to enjoy it in the library!

Program Guide – funds paid for the Spring quarterly magazine printing. The magazine is always a hot item and great for advertising our programs and other things around the library for that quarter!

Prime Time – all funds have been used

Note from Barb about where the Prime Time money went:

We spent their money this winter on the Prime Time that ran from February 14th through March 14th on Thursday evenings. Their money funded the dinners that are both a required part of the program (due to grant requirements), and a huge part of creating the comfortable, familiar atmosphere that makes the program so special. We averaged about 30 people per night.

While Domino's pizza supplemented some pizza for a couple of the nights, the Friends' money allowed us to serve soup and sandwiches, tacos/nachos, etc, on various evenings throughout the program, as well as dessert and drinks during every session.

We received a grant that pays for a large portion of the program, however, none of their funds are allowed to be used for meals, though it is required that we provide a meal. Enjoying a meal together as a group before we get started with the reading program serves a couple of purposes. The first is practical...families are much more likely to attend the program if they are being fed. After school nights are busy, and having outside commitments is hard. Removing that barrier for families makes it easier for families to make it each week. In addition, we discuss books and topics in a group setting, which can be intimidating. Allowing the families and the staff to get to know each other and relax over a meal helps make the process much less intimidating and allows both the parents and children to feel more open to sharing their thoughts.

Out district cards – have 4 more cards to issue of the 28. This has been very well received by the patrons. No one likes hearing us tell them they are out of district and in a “dead zone” for other libraries so being able to offer them/ their household a free card for even three months was so amazing. I would love to see this happen again if we have the funds available!

Book Page – we are billed in August for the entire year's subscription and that came in at \$864 this year rather than the \$792. This is always an item that people snatch up as soon as they see the new month being placed out.

SRC prizes – all funds have been used. We had a number of different items in the goodie bags such as rubber duckies and stickers for the little ones, candy and sticky hands for the middle aged, and items such as headphones, hackie sacks, candy bars and key chains for the teens.

Service desk – purchased at \$548 vs. \$800. It looks so much more appealing and organized than our last shelf did!

Unspent and unpaid items:

Community Event Performer – the program will take place in the fall.

Art & Furnishings - \$2,320 of the funds have been spent so far. The art committee will continue to meet to acquire new items. Invoicing will occur when either all the funds have been spent or if we get close to the end of the year, I will bill for the spent portion.

Friends of Veterans Memorial Library 2019 Committees

Ad Hoc Committees

| | |
|---|--|
| <p style="text-align: center;"><i>By Laws Committee I</i></p> January 21 – February 21, 2019 Bd. Member 1: Judy Czarnecki Bd. Member 2: Nancy Rivard President, Ex-Officio: Susan Griffith | <p style="text-align: center;"><i>Finance Committee</i></p> April 2018 – February 2019 Bd. Member: Bob Roberts Bd. Member: Ann Kowaleski Treasurer: Anne Heidemann President, Ex-Officio: Susan Griffith |
| <p style="text-align: center;"><i>By Laws Committee II</i></p> August through Annual Meeting Bd. Member 1: Bd. Member 2: President, Ex-Officio: Susan Griffith | |

Permanent Committees (mandated by bylaws)

| | |
|---|--|
| <p style="text-align: center;"><i>Nominating Committee</i></p> August through Annual Meeting Chair, Bd. Member 1 Bd. Member 2: Liz Barz FVML Member: | <p style="text-align: center;"><i>Budget Committee</i></p> August through Annual Meeting Chair—Bd. Member 1 Bd. Member 2 FVML Member not on Board Treasurer, Ex-Officio: Anne Heidemann President, Ex-Officio: Susan Griffith |
| <p style="text-align: center;"><i>Public Relations/Membership Development Committee</i></p> | |
| Year Round Co-Chair: Mary Anne Zang Member #1 President, Ex-Officio: Susan Griffith | Co-Chair: Member#3 Vice-president, Ex-Officio: Brooke Harrison |

CRDL Committees

| | |
|---|--|
| <p style="text-align: center;"><i>CRDL Art Committee</i></p> 2 – 4 months, beginning date TBD Chair: Corey Friederich CRDL Bd. Member: Elliott Parker VML Staff Member FVML Member# 1: Ann Kowaleski FVML Member #2: Cindy Smith | <p style="text-align: center;"><i>CRDL Strategic Planning</i></p> April – August 2019 15 member committee FVML Member/CRDL Bd. Member: Ruth Helwig FVML member: Karen Lee FVML member |
|---|--|

Book Sales

| | | |
|---|---|---|
| <p><i>Ongoing Book Sale</i> All Year</p> <p>Coordinator: Christine Mocny Store Room Maintenance: Sherry & George Sponseller</p> <p>Monthly Volunteers: Bob Roberts John Monahan Anne Heidemann Brooke Harrison Judy Czarnecki Ruth Helwig Mary Anne Zang Liz Barz</p> | <p><i>Zonta Club Book Sale</i> April 12, 13</p> <p>Coordinator: Ruth Helwig Monica fox</p> <p>Volunteers set-up & clean up: Susan Horgan Susan Griffith</p> | <p><i>Annual Book Sale</i> August through October 5 Set-up 9/22 – 10/1 Sale 10/1 – 10/5 Clean-up 10/5</p> <p>Co-Coordinators Mary Anne Zang, Bd. Member Ruth Helwig Susan Horgan</p> <p>Volunteers for all phases</p> |
| <p><i>Citywide Sidewalk Sale Book Sale</i> June 21-22, 2019</p> <p>Coordinators: Mary Anne Zang Susan Griffith</p> <p>Volunteers: Don Socha Tracy Davis Jessica Bean Olivia Bean Ye Fu Lee Bob Roberts Janet Roberts John Zang Christine Mocny Linda Colburn Anne Heidemann Marilyn Sweeney Nancy Rivard Ray Davies</p> | <p><i>Farmer's Market Book Sale</i> July 18, 2019</p> <p>Coordinator: Mary Anne Zang</p> <p>Volunteers: Mary Jo Doyle Diane Thomas Ray Davies Susan Griffith Anne Heidemann</p> | <p><i>Pop-Up Book Sale</i> August, 15, 2019</p> <p>Coordinator: Susan Griffith</p> <p>Volunteers: Don Socha Gary Kramer Ray Davies Judy Czarnecki Sue Miller Bernice Cole Anne Heidemann Ruth Helwig Peggy Burke Susan Horgan</p> |