

Friends of Veterans Memorial Library
Monday, September 16, 2019
6:30 pm – 7:30 pm in Library Annex

- I. Call to Order
- II. Agenda Review
- III. Approval of Minutes: August 19, 2019
- IV. Announcements
- V. New Business
 - CRDL Strategic Plan—Discussion, Implications for Budget Ideas
 - Budget for 2020--Planning
 - Budget Status for 2019—document follows.
 - Brainstorming, Prep for 9/18 meeting with VML folks
- VI. Unfinished Business
 - Fall Book Sale—Update—Mary Anne Zang and Ruth Helwig
 - Friends Information Table at Book Sale
 - Materials needed/Staffing Needs
 - What else in needed from us?
- VII. Reports
 - Treasurer—Anne Heidemann
 - Membership—Brooke Harrison
 - VML—Arielle Hemingway
 - CRDL—Ruth Helwig
 - CRDL Art Committee—Ann Kowaleski, Cindy Smith
 - Nominating Committee—Karen Lee, Liz Barz
 - PR/MD Committee—Mary Anne Zang
- VIII. Agenda Items for Next Meeting: *Might we meet till 8 pm on October 21?*
 - Membership Renewal Plan
 - Book Sale Wrap Up
 For Annual Meeting:
 - Proposed Budget—Discussion and finalize.
 - Discuss Strategic Planning? In 2020? Add funds for facilitation?
 - Bylaws: Proposals for Changes--Discuss
 - Slate for Board of Directors Election
 - Finalize Plans for Annual Meeting Program—what support needed?
 - Finalize Agenda and Plans for Annual Meeting—who will do what?

Upcoming FVML Board Meetings

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 August 19, 2019

I. Present: Mary Ann Zang, Brooke Harrison, Christine Mocny, Liz Barz, Cindy Smith, Bob Roberts, Anne Heidemann, Alice Jenicke, Arielle Hemingway, Judy Czarnecki, Susan Griffith, Nancy Rivard, Ruth Helwig, Ann Kowaleski

Absent: Karen Lee, John Monahan

I. The meeting was called to order at 6:30 by President Susan Griffith.

II. Agenda was approved.

III. Minutes of June 17, 2019 meeting approved.

IV. Announcements: Friends of Michigan Libraries Program October 10 in Charlevoix. Money has been appropriated for this training if there is a request to go. Training is free but gas could be covered. Ruth Helwig has attended a couple of these sessions in the past and felt it was beneficial.

V. Reports

Treasurer: Both June and July reports as we did not meet in July. Anne Heidemann indicates that the larger bookshelf has increased bookshelf sales; she will have some comparison charts to share with us. July 2019 was best month yet, \$189.00. Thanks to Liz Barz for keeping it stocked. There is a plaque on front desk acknowledging that the cabinet at the service desk was given to the library by FOL. Anne has paid Prime Time for Family Reading. Investments are doing well. Nancy Rivard moved to accept report, Judy Czarnecki seconded. Report accepted.

Membership: Brooke Harrison states \$130.00 was received for memberships in June and none in July. Report accepted.

VML : Arielle Hemingway asks that if possible advance notice be given to the library on pop-up sales because they get calls from patrons. Summer reading program completed; it was a success. We discussed possible ways of paying for bookshelf books other than cash per request by patrons. We could also use that method for the book sale. Anne Heidemann will look into this and the software involved. Anne can put a link on the website to pay on Paypal. She will provide more information later. Arielle will clarify a money question on the Keurig raised by Anne Heidemann. The out of district complimentary cards are running low; only have four left. Bob Roberts moved that the Friends add another thirty cards for first time users of the library (\$1,050.00) to be given out now to out of district patrons for the first 3 months. Brooke Harrison seconded. Passed unanimously.

CRDL: Ruth Helwig states that the Strategic Plan is going before the Library Board tomorrow and she will report more next month.

PR/MD : Farmers Market pop-up sale did not go well but they got some donations.

CRDL/Art: Ann Kowaleski states they are buying art and looking where to put pieces in library. Cindy Smith states she is looking into resources of native art and talking to artists. We are looking at getting artwork cleaned.

VI. Unfinished Business

Reports on Summer Book Sales: June book sale went well but could have used more volunteers. Pop up sale at library went well. Thank you to all who worked on these sales. Many books that sold were children's books. Arielle said Library has a canopy tent that the Friends can use for library sales. Need to be cognizant that the storage room is not very big so using theirs is better than buying ours. Publicity for the sales needs to be tightened up and coordinated. We have some new volunteers; we used email, phone calls and personal contact to request help.

Program for Annual Meeting: Sue Ann Martin will talk about the Story Festival murals; Cindy Smith and Ann Kowaleski will talk about the rest of the art in the library. Question was raised whether Sue Ann would allow herself to be taped. Will follow on this. Will try to have a handout on art in library and bios of the artists.

Fall Book Sale: Ruth Helwig reports we will have a dedicated Friends table for membership, possibly in the hallway; still working out details. Many books are overflowing into back area. Aunt Millie's will let us use the bread trays; we are getting strawberry boxes. Getting busy on signing up volunteers, sign up sheet done this week. Next meeting FOL board sign up sheet to be circulated. Susan, Arielle, and Judy to help with children's area. One change to note is: Donations will be taken only from September 23-28. Sneak Preview Friends only Tuesday 4:00-6:00 and Wednesday noon to 2:00. See the rest of the times at the bottom of the August FOL agenda .

VII. New Business

Nominating Committee: Liz Barz and Karen Lee . Ann Kowaleski will get notes to Liz from past year's committee.

ByLaws Committee: Judy Czarnecki, Nancy Rivard and Susan Griffith will continue on this work.

Budget Committee: Susan Griffith and Anne Heidmann are ex-officio members. Bob Roberts , Nancy Rivard volunteered. Need one Friends member who is not on the board. Susan will ask Jessica Bean. Hope to have report done by October 21, 2019.

Adjourned at 7:28.

Respectfully Submitted by Ann Kowaleski

**FRIENDS OF THE VETERANS MEMORIAL LIBRARY
2019 budget**

		as of 2019-09		%
Income:				
FOL Memberships	\$ 5,500.00		\$ 3,740.00	68%
Book Sales	\$ 17,700.00			
	<i>In-person book sale event(s)</i>	\$ 14,500.00	\$ 1,264.05	9%
	<i>Ongoing book sale shelf</i>	\$ 2,000.00	\$ 867.44	43%
	<i>Online book sales</i>	\$ 700.00	\$ 320.00	46%
	<i>Zonta partnership</i>	\$ 500.00	\$ 902.00	180%
Community Foundation	\$ 1,000.00			0%
Donations	\$ -			
Investments	\$ -			
		\$ 24,200.00 TOTAL INCOME	\$ 7,093.49	29%
Expenses:				
Book Sale	\$ 2,010.00			
	<i>Miscellaneous expenses</i>	\$ 325.00		0%
	<i>Additional tables</i>	\$ 500.00		0%
	<i>Larger shelf for ongoing book shelf stock</i>	\$ 500.00	\$ 307.79	62%
	<i>Sales tax (6% on sales over \$5000)</i>	\$ 685.00	\$ 948.16	138%
Membership	\$ 600.00		\$ 15.96	3%
Public Relations	\$ 500.00			0%
CRDL Program Guide	\$ 1,200.00		\$ 1,200.00	100%
VML designated requests	\$ 11,000.00			
	<i>Prime Time Family Reading</i>	\$ 300.00	\$ 300.00	100%
	<i>Summer Reading Program prizes</i>	\$ 3,000.00	\$ 3,000.00	100%
	<i>Out of District 3month cards 26@\$35 each</i>	\$ 1,000.00		0%
	<i>Book Page (12 monthly issues)</i>	\$ 792.00	\$ 864.00	109%
	<i>Service Desk cabinet</i>	\$ 800.00	\$ 548.00	69%
	<i>Performer for community event</i>	\$ 650.00		0%
	<i>art and furnishings</i>	\$ 3,700.00		0%
	<i>Keurig coffee machine & supplies</i>	\$ 758.00	\$ 757.99	100%
Investments	\$ 8,390.00			
	<i>Designated for investment for future building (CD)</i>	\$ 2,000.00		0%
	<i>Designated for investment in Raymond James funds</i>	\$ 6,390.00		0%
Workshops for FOL members	\$ 500.00			0%
		\$ 24,200.00 TOTAL EXPENSES	\$ 7,941.90	33%

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

Checking Account - Isabella Bank

Beg. Bal.	August 1, 2019		\$28,244.41		
Income:					
	FOL Memberships		\$125.00		
	FOL Memberships paid online		\$0.00		
	Book Sale		\$140.50		
	Book Shelf		\$144.25		
	Online Book Sales		\$0.00		
	Donations		\$0.00		
	Donations made online		\$0.00		
	Investments		\$0.00		
	Tote bags		\$12.00		
				\$421.75	
Expenses:					
	Book Sale		\$0.00		
	Membership <i>paypal fees</i>		\$0.00		
	Operating Exp.		\$0.00		
	Postage		\$0.00		
	Public Relations		\$0.00		
	VML <i>Bookpage</i>		\$864.00		
			\$548.00		
			\$3,000.00		
	Other		\$0.00		
				\$4,412.00	
Monthly Sub-Total					\$4,833.75
Ending Bal.					\$24,254.16

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.	\$15,088.87		
Gain/Loss	\$60.74		
Ending Bal.	\$15,149.61	\$15,149.61	
		Total Invest.	\$15,149.61

Isabella Community Credit Union

CD maturity date 4/17/2021

Beg. Bal.	\$15,093.70		
Gain/Loss	\$32.05		
Ending Bal.	\$15,125.75	\$15,125.75	
		Total Invest.	\$15,125.75

Mount Pleasant Community Foundation

2018 Year end total liabilities and equity		\$ 27,105.62		
Spendable for 2019	\$	1,113.76		
Spendable remaining from previous allocations	\$	2,252.50		
Total available to spend	\$	3,366.26	\$	27,105.62
			Total Invest.	\$27,105.62
			Total Assets	\$81,640.14

**Friends of Veterans Memorial Library
Membership Report As of September 16, 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	2	30.00	1	5.00	4	115.00
September			0	0	2	35.00
Totals	191	6150.00	185	5,650.00	195	5,832.00

*previous year

	2019	2018
Renewals	173	165
New	18	20
Check/Cash/Paper**	118	
Check/Email	25	
Online	48	

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