

## **Bandon Library Friends and Foundation Monthly Meeting**

January 24, 2017

### MINUTES

*Present:* Merle Logan, Barbara and Steve Adams, Maureen Haggerty, Tracy Hodson, Sabrina Johnson, Cathy Johnston, Horty Joyce, Lorna Logan (via Skype), Megan Maloney, Rosalyn McGarva, Marilyn Noorda, Karen Thomas, and visitors Gaia Riverwood and Melody Rogovoy

BLFF President Merle Logan called the meeting to order at 10:05 am.

*Introduction of Guests:* Gaia Riverwood, current BLFF volunteer, and Melody Rogovoy

Melody Rogovoy and her husband are new residents of Bandon. She is a quilter who brought a sample of her work and generously offered to donate a quilt to raffle off for the next BLFF Holiday Sale. Steve asked about any legal restrictions on raffles. Melody will check with the owner of the fabric shop where she works in town, who has held raffles. The Board's consensus was to accept her offer. Once Melody has completed the quilt she will be back in touch with the Board. She also submitted her application to join the BLFF, along with a donation.

*Minutes -- Last Meeting:* Minutes of the meeting of November 29, 2016. Horty moved to accept the minutes, Maureen seconded, and the Board approved.

*Treasurer's Report:* Barbara said that for November 1, 2016 the beginning balance in the checking account was \$12,784.33 and the Umpqua Bank CD balance was \$17,017.07, bringing the total operating funds balance to \$29,801.40. Income for the month totaled \$3,642.54, with \$3,230 of this from the Children's Library Improvement Fund and approx \$400 from the Neverending Book Sale. There were disbursements of \$2,718.28. Effective November 30, 2016, operating funds available totaled \$30,725.66, and the Endowment Fund balance was \$139,158.90.

Income for the month of December 2016 was \$6,609.50, \$900 of which was for the Children's Library Improvement Fund. Other donations totaled \$3,447.50. This included a \$2,000 matching donation of the holiday book sale proceeds. The holiday book sale brought in \$1,423.00. The Neverending Book Sale brought in \$395.00. The endowment fund total, effective December 31, 2016, was 139,472.65. Disbursements for the month were \$216.16. Funds available at the end of December totaled \$37,119.00, and the endowment fund total was \$139,472.65. Barbara was thanked for sending a thank you note for every donation. Checking account balance this morning was \$24,576.18, \$8,145.00 of which has been designated for the children's library fundraiser. Karen moved to approve the report, Horty seconded, and the Board approved.

Barbara reported that the BLFF's endowment fund CD at First Community Bank matures later this month. Barbara recommended moving the CD to Umpqua Bank, which is paying 1% interest for 17 months, and the Board agreed.

*Library Board update:* Cathy reported that the last meeting was October 25 and the next meeting will be Thursday, January 26, at 10:00 a.m. in the Friends Room of the Bandon Library.

*Library Director's comments:* Title Wave guest author Craig Johnson (*Longmire*) will be in Bandon at the Sprague Theatre on Monday, April 24, at 2:00 pm.

Rosalyn spoke with general contractor Gregg Butler, who said he can complete doors to the children's library by the end of February 2017. The work itself should take about two days. Rosalyn will ask him to do the work on a Monday when the library is closed and Tuesday so it will be less disruptive to the library, staff, and patrons. The Board agreed that painting both sides of the doors would be a good thing. Maureen mentioned there'd been previous discussion about continuing the painting/mural from the new doors onto the walls of the children's library. Tracy asked whether the Board was looking for someone who would just donate his/her time or whether the person would be paid. Barbara said she didn't feel we should expect someone to just donate time. Maureen and Tracy brought up having someone submit both a mural design and a bid to do the work. At a previous meeting Sabrina had mentioned two artists and will check to see if they are still interested in doing this work. Tracy also knows someone who could do this work. Tracy brought up the importance of using quality materials that are washable. Gaia mentioned that artist Vicki Affatati will be returning to Bandon soon, and Gaia could speak with her about this project. Maureen said that, if the artists are paid, the BLFF would need to justify who was selected and it might be best to have those interested submit plans so that a specific choice can be made. Rosalyn had considered a take-off on Peter Pan: "First book on the right, straight on to Imagination." She will find out if this idea is someone else's intellectual property. Tracy suggested having the doors primed rather than stained, since the mural painting will not be done until after the doors is up.

Rosalyn said that part of the Looking Glass School in Douglas County burned down. She and Julie are gathering children's books to take to the school and Rosalyn asked whether the Friends would like to donate any of its K-8 children's books to them. Cathy and Gaia will put together some boxes to donate. Individual BLFF members may also donate. Rosalyn will set up a specific location for books to be gathered. Gaia would be glad to be a contact person for this.

The Douglas County Library System will be closing all its branches in April and May. Reedsport is hoping to run its own library and possibly join the Coos County Library System. Curry County will soon join the Coos County Library System. This means there will be more media available for all library patrons. For example, Gold Beach's annual book budget is \$50,000. Related to this merger, there will be ByWater training at the Bandon Library for the Coos & Curry County Library Systems staff on February 9. ByWater and KOHA are the companies that run the county library system.

Rosalyn said that budget time is coming up. She said the new City Manager Robert Mawson has been easy to work with and seems to understand libraries.

### **Discussion Topics:**

*Budget for this Year:* Barbara made copies of the projected budget, income and expenses, for 2016-2017. She said that we have spent more than we have taken in. Barbara went back over the past few years to review each six-month period January through June. She came up with a projected income of \$8,000, \$5,200 of which has already been received for the general fund, \$4,000 of this came in as a donation from the Sprague Foundation (Kirk & Elizabeth Day), received in early January. The Days requested that these funds be used for the BLFF general fund, which recognizes BLFF funding needs. Merle commented that the Sprague Foundation has donated close to \$200,000 since the library's inception.

For library expenses, the BLFF allocated \$15,000 for first half of the fiscal year (July 1-June 30); during this time, Rosalyn has spent \$12,000 on library purchases, included annual magazine/periodical/newspaper subscriptions. Historically, library expenses have been lower in the second half of the fiscal year.

The BLFF cannot continue to spend more than it takes in, and must scale back on its donations to the Bandon Library. If we don't rein in spending, the BLFF will run out of money. The endowment fund must remain intact and cannot be used for operating expenses so it will be available in case of emergency.

We are all happy with how well the children's library fundraiser has done, but Barbara feels if we rely too much on fundraisers we will see diminishing returns. We need to rely on fundraisers only when there is a need for that big input. Barbara feels that some of this donation money needs to be used for children's library materials. Rosalyn asked if perhaps people in the community gave money thinking their donations would be used more for children's library improvements, such as the doors, windows, computers. Barbara agreed that money raised needs to be dedicated to the children's library but that the only thing we specified was the doors. More and more, any additional fundraising may need to go to the purchase of existing media and programs rather than special programs.

Barbara mentioned a previously-approved but not yet incurred expense, a panic button for the library reception desk. Rosalyn said that the new City Manager recently said that there will be a new phone system for City employees, and the panic button will be part of this new system. Barbara was asked if she had any suggestions to curb spending. She said that most of any cut back will be from funds directed to the library, which is where the majority of BLFF expenses go. Non-library-related expenses are much smaller and include advertising and printing for BLFF programs, printing and postage for BLFF newsletters, and costs related to the volunteer appreciation luncheon and youth poetry contest, but that these, too, are necessary expenses for important programs.

Megan said her understanding was that the Board had decided to have one fundraiser annually to benefit a specific library project, determined by input from Rosalyn, library staff, and the public. Barbara said she felt it unwise to have a planned annual fundraiser and have to come up with a specific project. She feels that, more and more, fundraisers may need to pay for general, recurring library expenses like media. She reminded the Board that the BLFF's main sources of income are the book sales -- the Neverending, summer, and holiday -- but that the amounts earned from these are not guaranteed. She feels that any additional fundraising should be done as needed and not as often as annually.

We talked about extending requests for donations beyond the BLFF membership into the entire community, perhaps via utility bills sent out from the City. Tracy brought up the idea of auctioning off a painting to cover the art gallery's operational costs. Marilyn asked whether we/the library or the BLFF currently receive a percentage of the sales of any artwork that is on sold. Tracy said no; the library is not a big sales venue. Artists are able to keep sales prices of their pieces lower because of this. Maureen reminded us that the art gallery is technically under the auspices of the Library Board.

Maureen commented that perhaps we should consider actively recruiting an experienced and knowledgeable fundraising committee chairperson. Tracy will be consider it. Merle would be a good advisor.

*Children's Room Door/Improvements -- Budget, Plans, Timing:* above

*Special Newsletter Response:* Merle said the response for this far exceeded our expectations and is currently at approximately \$8,100. The impetus for the special newsletter and children's fundraiser was the newspaper article thanking the community for their support of the BLFF summer book sale. It spelled out what support the BLFF offers the Bandon Library.

*Computers -- Children's Room:* Sabrina and Karen were unable to visit the North Bend Library to view their new AWE computer first hand, but Rosalyn shared usage statistics (March 3 thru Oct 2017) about

it provided by NB children's library staff. It is extremely popular and well used. Money to purchase another AWE computer system is being raised/provided by their Library Friends group and the library has asked the local Kiwanis for matching funds. Horty asked again about buying educational programs to install on existing computers rather than the AWE computer system.

Maureen mentioned that perhaps Rosalyn and the Bandon Library could include an AWE computer system in the next fiscal year's discretionary budget. She said that at the May annual meeting when projected/requested budgets for various BLFF programs and library needs are submitted would be an excellent time to determine what funds can go where. Perhaps there could be a budget committee that could hold planning meetings to look ahead at projected expenses. Barbara offered to chair this committee. The Board agreed it is our responsibility to be fiscally responsible. If there are items we want to purchase, we'll need to come up with ways to bring in more money.

We talked about ways to get out the word to the community, to make sure they are aware of library needs. Gaia suggested contacting Amy Moss Strong and The World newspaper. Tracy brought up that there may be technology grants available to provide computers and software to libraries. Barbara thought it would be a good idea for Rosalyn to develop a list of specific items and their costs that could be put on the BLFF website.

*Kiwanis Meeting:* When the children's library fundraiser began, letters were sent out to Bandon Rotary, Lions, and Kiwanis Clubs. Megan was contacted by David Hisel, president of the Bandon Kiwanis Club, and asked to speak to the group regarding the children's fundraising project. She spoke at the January 17 meeting (speech provided), about the children's library fundraiser and the BLFF, its mission, projects, and how it supports the Bandon Library, answered questions, and sent a follow-up note, thanking the Club for the opportunity to speak to the group. David said he would let the BLFF know soon what the Kiwanis would be able to do in support of the BLFF and the Bandon Library.

*Newsletters:* The most recent newsletter was mailed out between Christmas and New Year's. Return Postage for undeliverable newsletters has cost us up to \$15 each time the newsletter is sent out. The U.S.P.S. suggested that instead we use Address Service, which means the newsletter will be forwarded if a forwarding address is available plus give the BLFF that address information. The Board agreed.

This month's newsletter had an extra tab of tape to make it easier for newsletters to go through the U.S.P.S. automatic feeding system. March 15 is the deadline for submissions for the next BLFF newsletter.

*Piehl Poetry Competition:* For over 10 years, the BLFF has been involved with a youth poetry contest, held in April, National Poetry Month. The contest was initially begun by Bandon resident William Piehl in honor of his wife who had passed away. It then was sponsored as a partnership between Will and the BLFF, and was eventually taken over by the BLFF. This is one of our more expensive programs because of cash prizes given to the winners, certificates to all participants, and gift certificates to the judges. The BLFF has committed to continue this program; however, the Bandon H.S. teacher who most supported the program has retired. Barbara suggested monitoring the participation level this year. This may influence whether the program continues. Megan will get in touch with the new English teacher. Megan asked the Board to think about possible themes for this year's contest. Last year the judges Weld Champneys and Ava Richey selected the topic.

*Special Program:* Megan said that Weld Champneys contacted her about two writers from Coos Bay/North Bend, David Lunde, writer/poet who taught English/creative writing for 34 years, and his wife Patricia McKillip, author of award-winning fantasy and science fiction novels. They are giving Bandon Library Friends and Foundation Monthly Meeting January 24, 2017

another presentation in Coos and/or Curry County in April, and may be available for a presentation in Bandon around the same time. Would the BLFF be interested in sponsoring this? The Board thought it was interesting, and Megan will try to get more information.

*Holiday Book Sale:* Cathy said that she and Lorna ran the book sale this year and it continues to be successful. She heard only three complaints -- that two individual items (a CD and a book) were too expensive, and that books weren't separated enough into different categories. Also, the person who matched the income of the Holiday Book Sale asked why there weren't silent auction gift baskets this year. Cathy reminded the group that this was because no one had volunteered to take on the silent auction. In addition to the quilt offered by Melody Rogovoy, Cathy has already received a donation for this year's Holiday Book Sale, which will be held Saturday, December 2.

The Summer Fun Book Sale will be held July 13, 14, 15, 2017. Set up will be July 12. The storage closets are almost full of boxes of book donations. Gaia, who does sorting of book donations, will be bold in determining which non-fiction books to include. Thanks to Rosalyn, there is a larger area in the Neverending Book Sale specifically for non-fiction books, which sell much better there than in the summer and winter book sales.

Maureen said that special titles could be listed on the BLFF website. This year, Cathy hopes to do that. Maureen can keep this website section regularly updated.

### **Current Business:**

*Historian:* No new information

*Neverending Book Sale:* \$395 was earned in December, and \$521 has been earned so far in January from the NE Book Sale. Part of this income could be attributed to the fact that the Library is clearing out some of its DVDs and has donated them to the NE Book Sale. Horty reported that the NE Book Sale earned a total of \$5,562 for 2016. Cathy said that the NE Book Sale is run by Horty, Gaia, Barb and Steve Adams, Amy Fraser, Jan Moore, and herself. Cathy said that the Sale continues to improve, in part, because she tries to listen and respond to every criticism. Tracy brought up that she regularly returns books to the NE after she's read them. Horty said that many others do the same thing.

*Movie Night:* This month's movie was *From Russia, with Love*, starring Sean Connery. Twelve people attended. February 13's movie will be the comedy *Charley's Aunt*, starring Jack Benny.

*Book Club:* At the December potluck/meeting the group chose books for the first half of 2017. This information is up on the BLFF website. January's book was *Prodigal Summer* by Barbara Kingsolver; 14 people attended the meeting and it was a very good discussion. The first *Longmire* book was included in book club selections for 2017. Using BLFF funds, Sabrina ordered and has received five copies of *Stiff* by Mary Roach, the book club selection for February. She asked Rosalyn if she wanted them put into the library system to be checked out. Previous book club selections were returned to the library and ended up on the NE Book Sale shelves. Rosalyn said yes. Rosalyn said book clubs/groups and sets of books available for checkout have been a topic at her recent Coos library directors' meetings.

*Travel Night:* Marilyn said that Travel Night is always a success. In January, Rick Toth gave a presentation entitled "Cruising Seattle to Sydney." Forty-two people attended. However, it continues to be very difficult to arrange for people to give these presentations. Therefore, Marilyn wants the Friends to purchase a license for documentary/travel films so these can be shown in the months a presenter isn't available. Rosalyn and other Coos County library directors will be discussing the purchase of

licenses to cover showing films county wide, but this, assuming they decide to purchase, wouldn't be available until at least July when the new fiscal year budget goes into effect. The BLFF currently has one license to show films and it's this license that covers films shown on monthly classic film nights. However, many of the travel/documentary-type films aren't covered by this license. Horty will check with Coos Bay Library about what license they use to show travel films in order to get specific info on cost and what the license they have that covers these. Horty felt an additional license may offer additional opportunities for Classic Film Night. Gaia brought up that the community, the general public, may not realize that there is a need for participation and what the criteria are -- what types of presentations can be given, how long they should last, etc. Barbara hadn't been aware of a specific budget amount for the Monday Night series.

*Website:* Maureen said it is reasonably up to date. She reminded the Board that people need to keep her informed so this can be done. She is still in the thinking stages of updating the entire website, and would appreciate any input or assistance. The existing web site technology is quite old and she cannot upgrade it without completely redoing it. She will be moving the website to WordPress. She will be culling some of the very old information but keeping old Board Meeting minutes.

*Publicity:* At our last meeting, Megan made available copies of a revised BLFF brochure. Several people made suggestions, which were incorporated. She will send it out one more time, and would then like to have copies printed and kept at the library front desk. They could be given out to people who receive new library cards and made available to others who request them. February is Library Month, and Rosalyn is hoping to present a packet to Bandon City Council members that includes homemade heart-shaped cookies and library card applications. If the new BLFF brochure is available very soon, it could be included in this packet. Steve said that there are extra BLFF newsletters that could also be included.

*Art Committee:* Rosalyn commented on how good the art gallery walls look now that Tracy has painted them. The gallery also has new lights installed by Jason with Coast Electric. Under the new lights, flaws on the wall were more apparent. Tracy asked to paint the gallery walls, and Rosalyn got permission from the City. Tracy chose a grey shade and painted the walls at a time the library was closed. She has received positive feedback about how clean and crisp the new color is and how well it highlights the artwork. The paint information is on file at Hennick's in case someone is able to paint the rest of the library lobby.

The art gallery is booked through November 2017, and Tracy has spoken to some people about dates for next year. Bandon High School students will have a show for one month in May. Other shows will last two months. There was a reception in January for artist John Butler and the Woodturners, which was highly successful. Having two-month shows has decreased expenses, the largest of which are paper and ink. Tracy asked about having a Facebook page specifically for the Bandon Library Art Gallery that would keep up with the artists, including previews and soliciting feedback. Tracy has some ideas about having a painting donated that can be auctioned off to cover the gallery's annual budget. June/July will be the annual mosaic show. A professional mosaicist may be available to help and improve this year's show.

The next BLFF Board meeting will be held Tuesday, February 28, 2017 at 10:00 am.

The meeting adjourned at 12:35 pm

Megan Maloney, Secretary