

Friends of the Arlington Public Library Board Meeting Minutes
May 27, 2015
7:00 PM Maple Tree Room

- I. **Call to Order:** 7:01 PM, Present: Kimberly Reinhard-President; Eva Griffith-Treasurer; Kate Summers-Vice President (via telephone); Nada Sulaiman-Secretary; David Evans-Central Representative; Susan Glaize-Plaza Representative; David Coia-Glencarlyn Representative; Linda Goldberg-Aurora Hills Representative; Eugene Burns-Shirlington Representative; Lynwood Sinnamon, FOAL Member, Julia Karell-Library Staff
- a. **Amendments to May 27, 2015 Agenda:** Eva made a motion to revise the Agenda. She requested that the Treasurer Report be given right after approval of the minutes. She asked that this change be made for all future FOAL meetings. Kimberly seconded the motion, motion passed unanimously.
 - b. **Approval of Minutes:** Eva made a motion to approve the minutes of the April 29, 2015 meeting (digitally distributed on May 21, 2015). Kimberly seconded the motion, motion passed unanimously.
- II. **Treasurer Report:**
- a. **Better World Books:** Eugene asked for an update on FOAL's contract with Better World Books. Eva responded that she had asked David E. to go to their house briefly to obtain the data underlying the proposed FY2016 Budget. She distributed a copy of a document entitled "Friends of the Library FY2016 Proposed Budget as of 5/27/15" (the "Proposed Budget") to all present. Kate received a copy electronically. Eva stated that the Better World books contract is doing very poorly. Kimberly pointed out revenues may have been impacted by a later than anticipated start date. Kimberly stated that FOAL should decide if the contract is meant to be a moneymaker or more a way of cleaning house by selling withdrawn library books.
 - b. **The Proposed Budget:**
 - i. **FOAL Budget:** Eva reviewed the Proposed Budget in detail. She began by reviewing income. The "Book Sales" entry in the Proposed Budget includes all income generated from book sales including Better World books, branch library sales and others. Eva pointed out that membership income is down, but unrestricted donations are above expected levels. She suggested that FOAL members tell friends and family about this form of donation. FOAL could encourage more people to consider donating in end of year planning. She put in \$9,800 for unrestricted donations in the

Proposed Budget, but hopes it will go up. Artist donations are also up. The Library hosts a lot of art shows and receives a small percentage of revenue from sales of the art. Next, Eva reviewed miscellaneous income from the LitUp Ball, PuzzleFest and Arlington County Public Schools ("APS"). Last year LitUp Ball income was estimated at \$10,000. This year Eva estimated \$9,000. Julia explained that income from APS comes from school PTAs reimbursing FOAL for certain teen programs. Eva explained that she does not include restricted donations as income because they are to be used in a very specific way. Eva said she would leave the APS income in for now. Eva stated that FOAL continues to receive income from the Arlington Community Fund. It is a small percentage of the interest earned: 4% of the previous 3-year average of earned interest. Therefore, this year, FOAL took 4% of the average interest earned in the years 2012, 2013, and 2014 or \$62,322. Eva stated that the fund manager told her that this approach is reasonable and FOAL is not touching the principal. Eva noted that last year she closed out a CD that was not making anything and so FOAL's principle is higher. Eva stated that FOAL is in the hole \$30,000 this year on a \$314,000 budget. Eva explained that she included an entry for "Reduced Reserves" in the Proposed Budget, which accounts for the deficit. The Reduced Reserves in the Proposed Budget is \$26,757. David E. stated that he is concerned that if FOAL continues to run a deficit it could be a problem in ten years. He wants the Board to consider solutions to this problem.

Eva stated that she left Fund Raising in the Proposed Budget just in case, FOAL has no funding raising expenses this year. Membership expenses were also higher this year. Website expenses are low, but accounting expenses are going up. Eva then distributed the underlying detail for the Proposed Budget. She stated that FOAL is not making as much revenue as anticipated from sale of discarded books. Audit and tax preparation expenses are high but the auditor does a great job. Legislative expenses consist of \$200 for membership in the Virginia Library Association. Eva stated that FOAL's insurance expenses are rising, but Kate Summers indicated that she might be able to negotiate a discount. Administrative expenses are low, Eva suggested giving a \$50 gift card to Barbara Goldstein to thank her for her wonderful work for FOAL. Everyone agreed. Merchandise expenses include an order for 3000 tote bags, 2000 of which may be used as prizes in the adult summer reading program. Total expenses are \$48,680.

- ii. **Library Friends Budget Request FY 2016:** Julia stated that she realized that the Library budget is high. Julia distributed a document entitled “Friends Budget Request FY 16” and a document entitled “Friends Request for Youth Services FY2016” to each person present.
 - 1. **Friends Staff Scholarship:** Julia explained that for a number of years FOAL provided scholarships to certain staff pursuing MLS degrees. The recipient has to maintain an A or B average and sign a contract agreeing to work for the Library for 2 years after graduation. Eva receives a copy of the transcript. Now scholarships are limited \$5000 per year, but they had been \$10,000 per year. One of the recipients of a \$10,000 per year scholarship had fallen ill and has had to take advantage of her scholarship this year. In addition, 2 other people with \$5,000 scholarships have started the process, and one person is slated to begin this fall. A discussion was held about the scholarship. Julia explained that the \$5000 scholarship covers half the price of the MLS degree. Kimberly pointed out the going forward, staff would receive \$10,000 for 2 years. Susan stated going forward people should be required to work at the Library for at least 3 years. Julia pointed out, however, that Arlington has very few librarian positions, and people are often in assistant librarian positions. David C. stated that he thinks that 2 years is enough. David E. stated that 2 years is Arlington County practice and if the person quits the program they would have to reimburse FOAL for the costs.
 - 2. **Arlington Reads:** Julia stated that the Library is requesting more funds for Arlington Reads next year because last year the Library went over budget and wants to make sure it is covered for this year. The Library has a Pulitzer Prize winning author scheduled.
 - 3. **Branch Programing:** These funds are so that each branch can have funds available to cover small programs at their discretion.
 - 4. **Adult System-Wide Programing:** This includes Adult Summer Reading. The printed materials cost for the summer reading program cost \$8,000. The Library’s goal is to do more adult programing.
 - 5. **LitUp Ball:** Julia stated that the Library needs funds for this year’s ball as well as a deposit for next year. The ball

will be held at the Clarendon Ball Room and theme is Alice in Wonderland. FOAL can sell tickets at the door and hopefully can make some of the money back.

6. **Coffee Ambassadors:** These are adult programs such as Late Night Recess, Nerf Games and Commuter Book Club. Eva noted that she appreciated seeing what programs the money is used for. Julia stated that Drop Everything and Read invites people to come read at Buzz Bakery and 5% of the proceeds goes to FOAL. Julia stated that 45 people attended.
7. **Collections:** Julia stated that the Library has started an on line service called BeanStack, which includes tailored reading suggestions for readers. Some of the suggestions are from librarians. Hoopla is also a recent acquisition for the Library and will allow patrons to download music and audio books. David C asked if the Library keeps statistics on how many patrons use eBooks. Julia stated that Overdrive is very popular and Shari has the numbers.
8. **Center for Local History:** Julia explained that the Library is requesting a one-time increase of \$5,000 for a specific project. David E. pointed out that this is a 50% increase. Julia stated that next year the Library would request \$10,000 and she has instructed library staff that if they do not spend-out the budget, the funds would be there for additional programs. The total request from the Library is \$288,525 with \$9,000 income, resulting in total FOAL output of \$279,525. David C. expressed concern that certain library materials have not been adequate, such as pages ripped from magazines, etc. Julia stated that while unfortunate this type of thing does happen and David C. should bring it to the library staffs' attention. Eva made a motion to adopt the FY2016 Proposed Budget. Kate seconded the motion. David E. and others discussed the issue of what FOAL should do about the fact that it is spending more than bringing in. David E. stated that if there is a one-time expenditure that caused a budget deficit that would not be an issue, but he sees a troubling trend. He asked if there are programs that FOAL should not fund? Eva asked whether Arlington County would pay for the Center for Local History project but Julia said it would not. Eva suggested that FOAL should work to bring in more income. David E. stated that FOAL should discuss ways to increase income at a future meeting. The Board discussed

fund raising suggestions such as asking community members to sponsor library programs, a corporate FOAL membership, selling ad space on the FOAL website, and approaching school PTAs for funding. Kate stated that she would look into fundraising opportunities. Kimberly asked for a vote on the motion to approve the FY2016 Proposed Budget. Motion passed unanimously.

- III. **Library Staff Report:** Julia requested that FOAL sponsor a \$100 prize for a library staff reading challenge prize. This would be a separate prize for the library staff. All agreed. Julia stated that registration for the reading challenge could be completed online or at the Library. The prize for kids is a book for the first completion and raffle tickets to enter a grand prize drawing for subsequent completions - up to three. Teens decided to forgo a prize this year and donate all prize money to charity. Adults may enter a raffle to win one of 5 \$100 gift cards to local restaurants. Kids and Pre-K are together this year.
- IV. **Membership:** David E. stated that there was no real change since last time. He did send out notices to all members whose membership was about to expire.
- V. **Annual Meeting:** Kimberly asked if someone from FOAL could sell books at the annual meeting, the Barnes & Noble employee who normally sells the books is unavailable. The books are sold at cost. David C. volunteered to sell the books.
- VI. **Book Sale:** Kate, with help from Neil and Kimberly, is writing the manual for the Book Sale and Barbara Goldstein will answer any questions by email. Kimberly stated that Neil does not work on Friday or Saturday of the Book Sale. Kimberly stated that FOAL should have 2 people - one Friday and one Saturday - that will be the POC for the day. Neil will do the build-up and will work on Thursday and Sunday for Member's Night. Julia stated that either she or Shari would be there each day for support. The September Book Sale will be held from 9/16/2015-9/20/2015 with Wednesday 16th being set-up. David C. volunteered to do one of those days. Kimberly proposed another book sale meeting to figure out roles and divide-up tasks for the book sale. It was agreed that the book sale meeting would take place on June 17, at 7:00 PM.
- VII. **Point of Sale:** Kimberly stated that for the long term FOAL should obtain a cash register that can process both credit card and cash transactions. Eva stated that it is very difficult to process cash transactions on a cash register at the book sale. Julia stated that the Library Staff would like to explore ways to record cash transactions. David E. stated that both Triangle and Square would support a printer. Julia stated that the Library IT Staff has gathered information about this issue and can make the information available at FOAL's book sale meeting. Eva stated that FOAL should find out how much it would cost for the machine terminal, software, maintenance & cost of proper cash drawer.

VIII. **Old Business:** Linda agreed to be the branch representative for Cherrydale. A new representative for Aurora Hills is needed.

IX. **Next Meeting:** June 15, 2015, 6:30 PM. Book Sale Meeting June 17, 2015, 7:00 PM
Meeting Adjourned: 8:45 PM