



Annual General Assembly Meeting

March 2020

Agenda

- ▶ **Motion to accept quorum**
- ▶ **Welcome & Introductions**
- ▶ **COVID - 19 precautions**
- ▶ **Who Are We?**
- ▶ **Highlights of 2019**
- ▶ **Coming up in 2020**
- ▶ **Treasurer's Report for 2019**
- ▶ **Approval of 2020 Budget**
- ▶ **Board Nominations**
- ▶ **New Business**
- ▶ **Adjournment**

COVID-19 precautions

MEX TEL. # 800-004-4800 if you have symptoms

UNTIL APRIL 18 (but re-visited daily)

- ▶ All gatherings & events suspended
- ▶ Sunday fundraiser cancelled due to travel difficulties
- ▶ Suspension of donations to the Bazaar and COMI
- ▶ Suspension of Saturday programs including intercambios
- ▶ Additional cleaning and sanitizing
- ▶ Use of public computers suspended
- ▶ Bathrooms closed except for staff & volunteers & officers

Who we are...

▶ A Lending Library

- ▶ >27,000 books in English (75%) & Spanish (25%)
- ▶ >1700 DVDs and 645 audiobooks in English & Spanish
- ▶ Periodicals by subscription and donation
- ▶ Wish list for books

Who we are...

▶ A Community Center

- ▶ 1689 members (89 children; 827 students)
- ▶ Clubs & Classes: Bridge, Crear y Compartir, Mexican Train Dominoes, Spanish Tutorials (use of space policy)
- ▶ Coffee House
- ▶ Social Events: Christmas, Thanksgiving, Volunteer Appreciation, etc.
- ▶ Newcomer support: “Welcome to Oaxaca”, service binder, NGO binder, bulletin boards & OLL greeters, free WiFi, and public computers
- ▶ In-house events, workshops, hikes, tours
- ▶ A meeting space for members and patrons alike

Who we are...

▶ An Advocate for Literacy and Community

- ▶ Community Outreach: Bazaars, Sellers' Boutiques, Community Organizations
- ▶ Intercambios
- ▶ Literacy programs for children and youth
- ▶ Partnerships with NGOs
 - ▶ Lectures
 - ▶ Meeting space
 - ▶ Memberships
 - ▶ Joint programs



Highlights of 2019

- ▶ Board retreat - Pat Leone facilitator
- ▶ Changes in the Board, added Board specific emails
- ▶ Created an Intranet for Board members (to provide history and document preservation)
- ▶ Expanded Library Hours in the summer season
- ▶ Added lighting in the courtyard
- ▶ New snacks in the cafe
- ▶ Upgraded WiFi, changed the routers, added a printer at the circulation desk for process improvement, added two additional computers in the public use area, new computers for the circulation desk & book processing
- ▶ Increased Spanish collection and relocated it into the main salon
- ▶ Book budget went from \$0 in 2005 to US\$500 in 2010 to MXN\$90,000 (US\$4500) currently

Highlights of 2019 cont'd

- ▶ Added a membership category to be more inclusive of our diverse community needs
- ▶ New microphone (2) and sound system for in-house events
- ▶ Revamped Day of the Dead Program, increased Spanish presentations, in-house events quality improvement
- ▶ Strengthened and expanded our NGO & community relationships
 - ▶ EXPO
 - ▶ Visit to El Punto
- ▶ Added UABJO to our member schools
- ▶ Publicized the OLL via posters in language schools
- ▶ Codified policies and procedures

Outreach - El Punto



Highlights of 2019 - Oaxaca Events website

- ▶ **2nd year of sponsoring oaxevents.com**
 - ▶ More than 80,000 visits (almost double 2018)
 - ▶ More than 46,356 separate individuals
 - ▶ Most popular categories: music/dance, festival, theater/film, art
 - ▶ Most popular venues: Teatro Macedonio Alcalá, La Nueva Babel, Oaxaca Lending Library
 - ▶ 30% of users are primarily Spanish speakers (17% in 2017)

OLL Public Profile - website

- ▶ Average of 68 visits daily, 412 visits weekly and 1600 monthly visits
- ▶ Total of 11,000 users, spending an average of 4 minutes per session
- ▶ Top three pages: Home page (14,866 views), Calendar (9,075 views), Hike Descriptions (3,900 views)
- ▶ The majority of our traffic is between October and February
- ▶ Users are predominantly on our site on Sundays between 9 am and 10 pm and Mondays between 8 am and 3 pm
- ▶ Traffic originates from (Top 3): Mexico (52.6%), the USA (35.3%) and Canada (7.4%) - this is a change in where people access our site from, which may have to do with advance purchasing for events

2019 by the numbers

► Library circulation:

- ~ 30,000 titles
- >1700 DVDs
- ~ 650 audio books

2019 by the numbers cont'd

► Events and Lectures:

- More than 50 events: 16 sold out (>60 attendees)
- 1,733 patrons served (Average: 35 patrons per event)
- Lectures in Spanish
- > 50 volunteers

► Hoofing It in Oaxaca

- 33 day hikes: 4 overnight weekend hikes
- >1100 patrons served

► Out and About in Oaxaca

- 17 trips
- 3 Day of the Dead cemetery tours; one joint tour with En Via to Teotitlan
- ~525 patrons served

2020 - Things to Come

- ▶ Given the pandemic - much tbd
- ▶ Board Retreat
- ▶ NGO Synergies
- ▶ Building Woes
- ▶ Continue efforts to broaden awareness of the OLL into the extended Oaxaca community
- ▶ Strengthen our volunteer & member services
 - ▶ Film Night
 - ▶ Repaint & Redecorate, improve lighting for bookshelves
 - ▶ Continue improving processes and procedures

We are mostly volunteers...

► Staff

- Adriana Pérez Maldonado - Library Manager
- Oscar Jimenez Cordova - Circulation Desk Clerk
- Mireya Préez Maldonado - Cleaning Person on contract

► Board of Directors

- Jacki Gordon, President (term expires 2021, moves to President)
- John Dumser Miranda, Past President (term expires 2020)
- Tanya Lapierre, Secretary (term expires 2020*)
- Ralph Gault, Treasurer (term expires 2021)
- Dottie Bellinger, At Large Director acting as Vice President to 2020 (term expires 2022)
- Fay Henderson de Díaz, At Large Director (term expires 2020)
- Marcia Reddy, At Large Director (term expires 2020)
- John Harvey Williams , At Large Director (term expires 2020*)
- Ron Grant , At Large Director (term expires 2020*)
- Suzanne Grant, At Large Director (term expires 2022)

The of the Organization - Committees

- ▶ eBlast - Joanie Harmon
- ▶ Website - Tanya Lapierre
- ▶ Book Committee - Siobhan Grogan
 - ▶ Fay Henderson Diaz, Tom Dunham, Peter McCallion, David Myler, Liz Renn, Shannon Sheppard Peter McCallion, Jo Ann Wexler
 - ▶ In-house Events - Suzanne Lyons
 - ▶ Robert Carpenter, Jacki Gordon, Ron Grant, Kay Michels, Ann Mitchell, David Raphael, Mila Raphael
- ▶ Outreach Committee - Fay Henderson Diaz
 - ▶ John Dumser, Jacki Gordon, Suzanne Grant
- ▶ Social Committee - Kate Hart
 - ▶ Mary Rankin, Larry Ginzky, David Myler
- ▶ Technology Committee Ralph Gault
 - ▶ Tanya Lapierre, Dwight Tuinstra

The of the Organization

► Bazaars - Margie Barclay

- Dottie Bellinger, Veronique Buckingham, Karen Carter, Stuart Carter, Christine Charneski, Susan Connor, Fay Henderson Diaz, Roger Fisher, Karen Fletcher, Carol Forcier, Lynn Forster, Jacki Gordon, Suzanne Grant, Siobhan Grogan, Teri Gunderson, Allison Hackbarth, Terri Hamlin, Joan Harmon, Kate Hart, Susan Koenig, Enid Lynn, Peter McCallon, Jordan Meredythe, Paul Mittendorff, Carl Owens, John Parker, Pat Parsons, Mary Rankin, Marcia Reddy, Liz Renn, Jane Robison, Cynthia Roderick, Elaine Russell, Oreen Scott, Sally Sell, Martha Sorensen, Jimmie Spulecki, Mary Stecher, Kyle Watts, Bliss Wilson, Nancy Yarwood

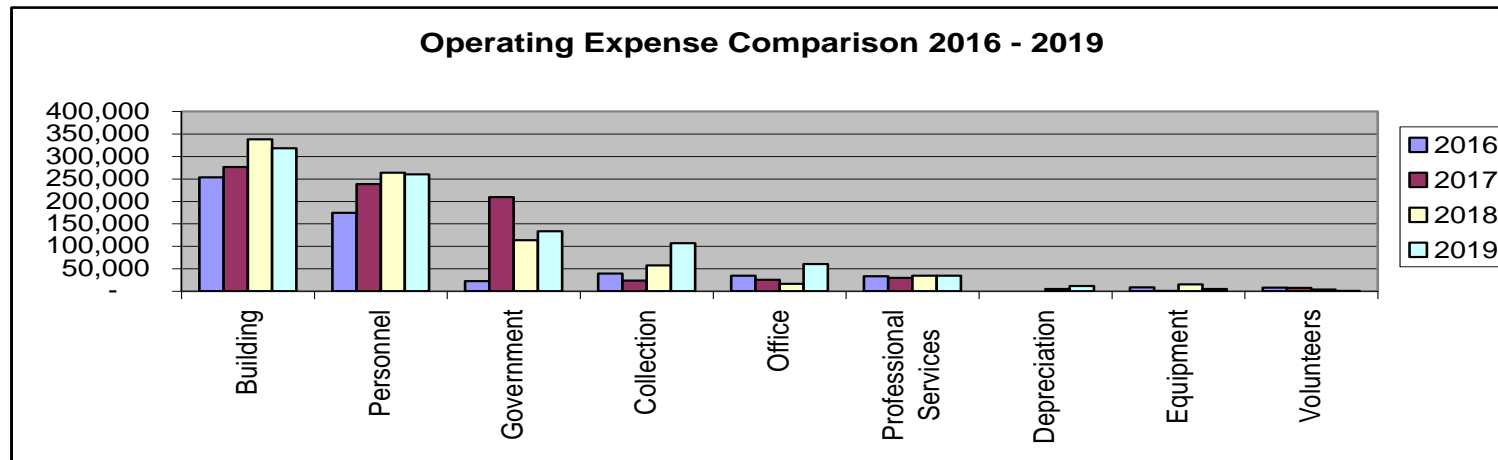
► Welcome to Oaxaca - Jane Robison

- Margie Barclay, John Burch, Susan Connor, Larry Ginzkey, Siobhan Grogan, Rich Lang, Peter McCallon, Cathy Pikel, Bill Pumphrey, Bliss Wilson, Karen Wuebbens

Treasurer's Report for 2019

2019 Operating Expense

Operating Expenses	2016	2017	2018	2019
Building	253,559	276,404	337,758	317,944
Personnel	174,564	238,494	263,869	259,755
Government	22,231	209,176	113,180	133,558
Collection	39,358	23,739	57,188	106,570
Office	34,352	25,598	16,023	60,599
Professional Services	33,385	29,454	34,460	34,567
Depreciation	-	-	5,025	11,469
Equipment	8,289	812	15,036	4,973
Volunteers	7,749	6,988	3,838	464
Totals	573,487	810,665	846,377	929,899



Notes:

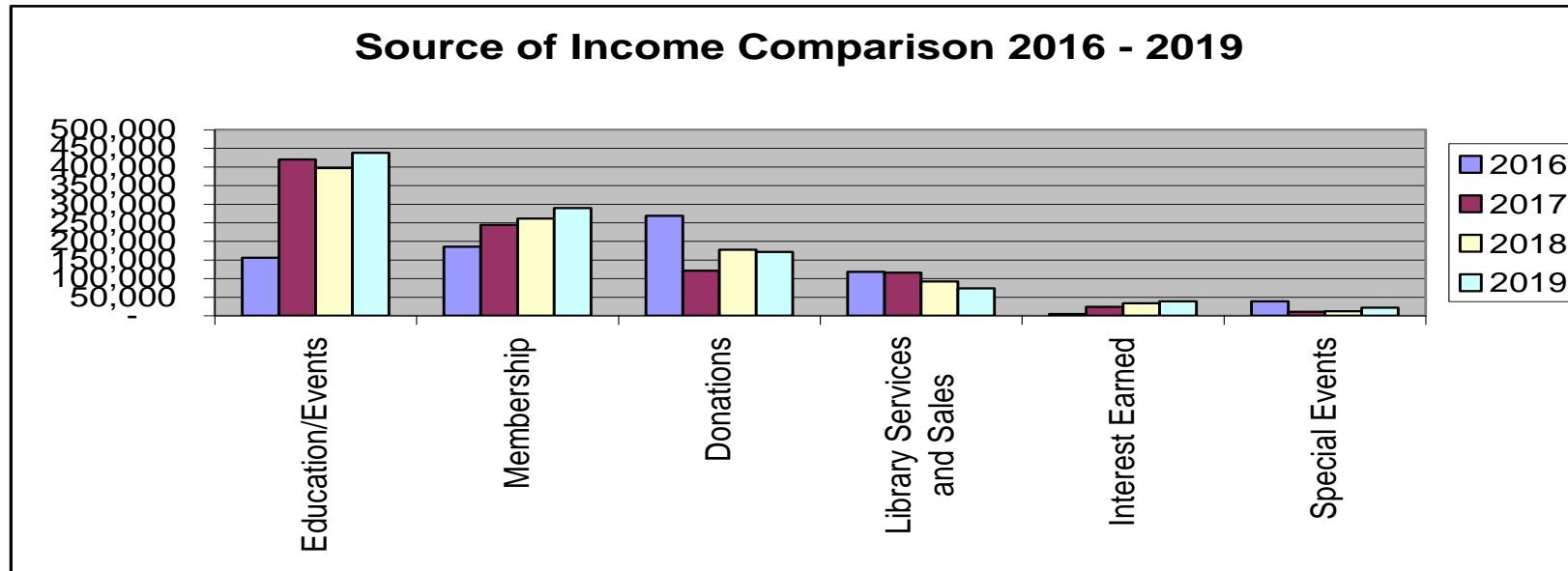
Building includes Rent; Cleaning; Utilities; Furnishings; Insurance and security

Personnel includes benefits and employee taxes

Equipment does not include capital additions

2019 Sources of Income

Sources of Income	2016	2017	2018	2019
Education/Events	156,018	419,854	396,938	437,394
Membership	185,695	244,120	261,050	289,200
Donations	268,658	121,223	177,003	171,120
Library Services and Sales	118,073	115,413	92,321	73,380
Interest Earned	4,260	24,043	33,084	38,800
Special Events	38,597	10,678	12,045	21,804
Totals	771,301	935,331	972,441	1,031,698



Notes:

Edus/Events includes Excursions; Lectures; Sat. Children's Pgms and Outreach

Donations includes General; Cluns; Bazaar and LpP

Services and Sales includes Café; Books; Late Fees and E-Blast Ads

Balance Sheet

As of December 31, 2019

Assets

Current Assets

Operations	280,709
Savings	700,533
Total	981,243

Fixed Assets

Computer Equipment	70,769
Acc. Depreciation	- 16,493
Total	54,275

Total Assets \$ **1,035,518**

Liabilities and Equity

Equity

OLL Net Assets	364,408
Unrestricted Net Assets	569,315
Net Income	101,795

Total Liabilities and Equity \$ **1,035,518**

2019 Technology Investments

► Circulation Desk:

- Book spine scanner for the volunteer to be able to provide faster checkout
- New computer and monitor for faster response to catalog lookups and online store bookings
- New WiFi cabling to increase reliability of direct internet connections
- New cash register to replace the one that failed
- Addition of a printer to provide patrons with a detailed receipt of event bookings

► Book Processing:

- New laptop computer for faster processing of books to get them on the shelf sooner
- Better internet cabling for access reliability

2019 Technology Investments cont'd

► **Lecture Events:**

- Addition of 2 new quality microphones in response to patrons' requests

► **Public Access:**

- Addition of 2 computers to bring access up to 4 users
- Upgrade the service level for internet access by replacing the routers to meet demand

► **Office Management:**

- Migrated the accounting system to the web for world-wide access to those in need

The investment to accomplish the above was \$90,515 pesos from patron support through memberships, donations and participation in our lectures and outside social and cultural activities.

Budget for 2020

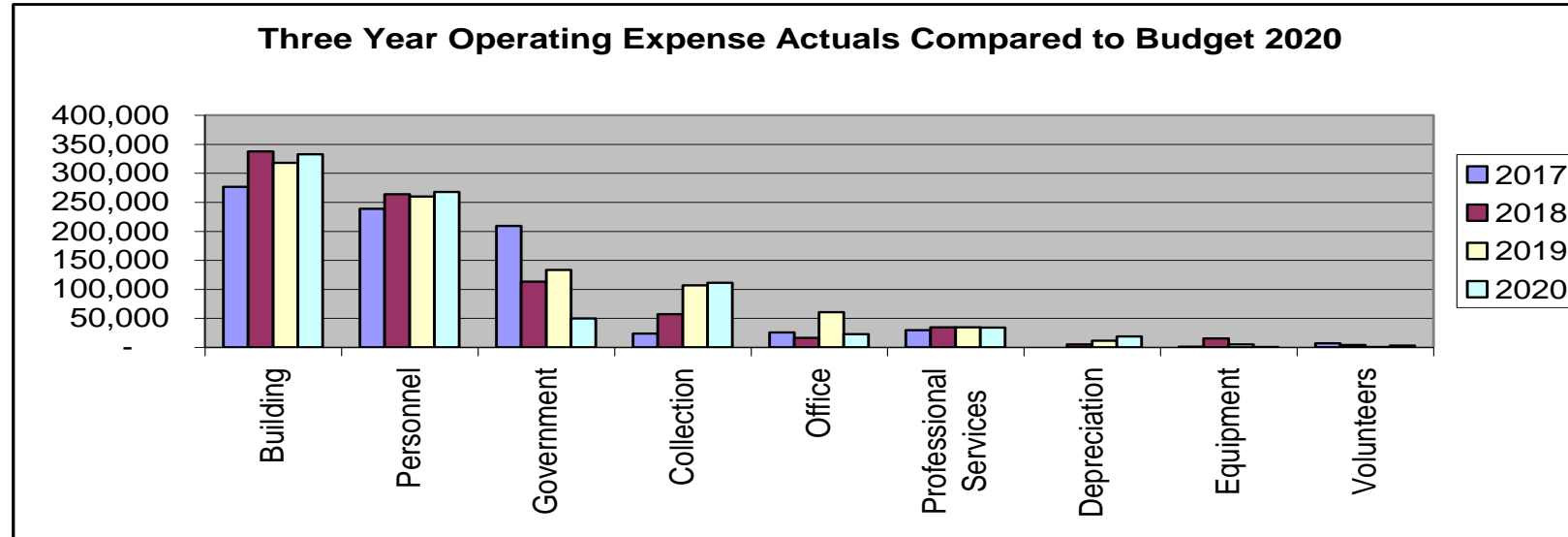
The background of the slide features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Budget Preparation Considerations

- ▶ The OLL is a Not-for-Profit organization
- ▶ Objective is to support programs
- ▶ Maintain staff compensation above average
- ▶ Achievable, conservative, bottoms-up budget
- ▶ Board opportunity to review and support

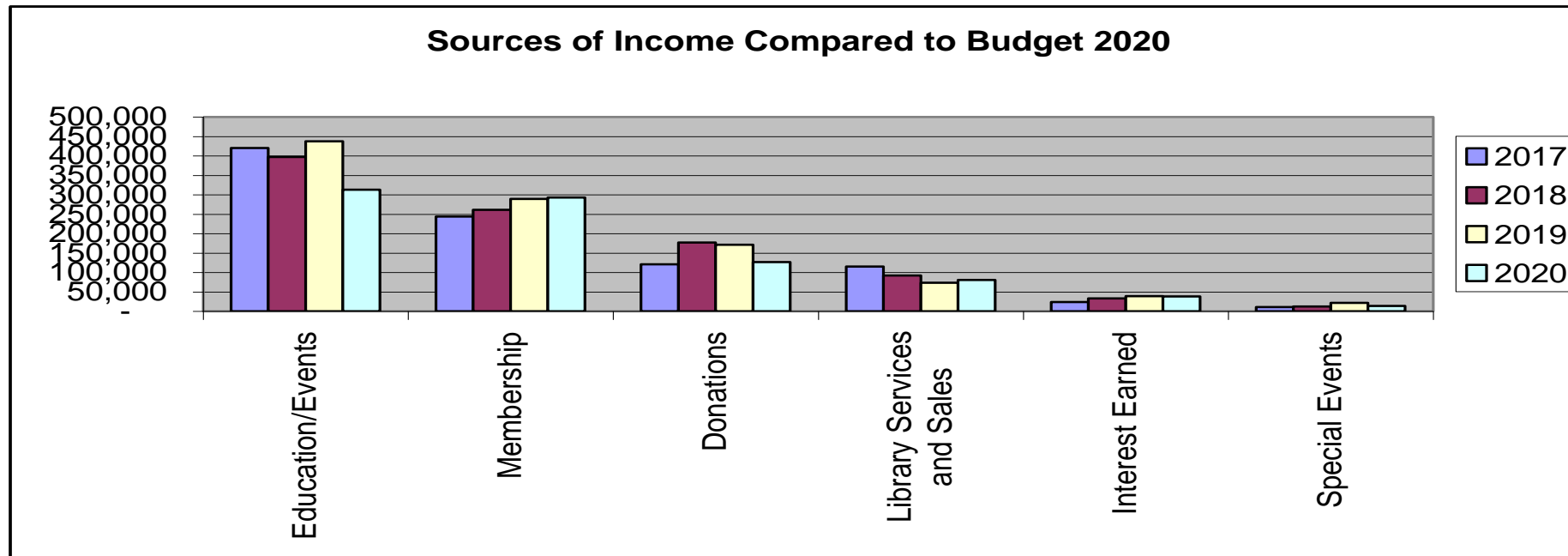
Budget 2020 Operating Expense

Operating Expenses	2017	2018	2019	2020
Building	276,404	337,758	317,944	332,597
Personnel	238,494	263,869	259,755	267,539
Government	209,176	113,180	133,558	49,601
Collection	23,739	57,188	106,570	111,000
Office	25,598	16,023	60,599	22,460
Professional Services	29,454	34,460	34,567	33,824
Depreciation	-	5,025	11,469	18,861
Equipment	812	15,036	4,973	348
Volunteers	6,988	3,838	464	3,000
Totals	810,665	846,377	929,899	839,230



Budget 2020 Sources of Income

Sources of Income	2017	2018	2019	2020
Education/Events	419,854	396,938	437,394	312,974
Membership	244,120	261,050	289,200	293,010
Donations	121,223	177,003	171,120	126,733
Library Services and Sales	115,413	92,321	73,380	80,407
Interest Earned	24,043	33,084	38,800	38,200
Special Events	10,678	12,045	21,804	13,500
Totals	935,331	972,441	1,031,698	864,824



Motion to Accept

- ▶ I move that the budget for 2020, as presented, be approved by the Membership.

Nominations

John Dumser; Sibohan Grogan

OFFICERS

Vice President - John Harvey Williams

- ▶ Nomination(s) from the floor
- ▶ Vote

Secretary - Michelle Trumbull McAllister

- ▶ Nomination(s) from the floor
- ▶ Vote

Nominations - cont'd

DIRECTORS AT LARGE

Ron Grant

Mark Leyes

Lina Martinez

Abraham Torres

Jose Luis Zarate

- ▶ Nomination(s) from the floor
- ▶ Vote

Nominations for Nominating Committee 2020-2021

New Business



Thank You

► Motion to Adjourn