



Board of Directors Meeting Minutes – February 11, 2021

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Roll Call

- Board Members: Jacki Gordon, Dottie Bellinger, Ralph Gault, Suzanne Grant, Ron Grant, Lina Negrete, Jose Luis Zarate
- Late: Mark Leyes, John Williams, Abraham Torres
- Staff: Adriana Perez
- Guests: Mary Philips, David Myler, Tanya Lapierre, Phil Schlack
- Quorum: Yes
- Start time: 11:05 am

Approval of Agenda

Motion: to approve. Moved: Dottie, seconded: Jose Luis. **Approved**

Approval of Minutes

Motion: to accept for January 14 Meeting. Moved: Suzanne; seconded: Jose Luis. **Approved.**



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Announcements

Welcome to Mary Phillips, a candidate for Secretary.

President's Report

Facility: Jacki, Adriana and John W. met with the landlady and one of the owners of the new hotel being built. No rent increase now, but will be revisited in the summer. They also showed them the detailed plans of the hotel. They also want to change the front face of the library so it matches the hotel, landlord wants OLL to pay for it, but we think they should pay for it. To be revisited.

Staff Salaries: The Executive Committee met and decided that salaries of staff will stay the same for now.

OLL Foundation: Doug Harmon will attend a future meeting to clarify the relationship between the OLL and the Foundation.

Motion: To accept President's Report. Moved: Ralph; Seconded: John W. **Approved.**

Treasurer's Report

Ralph went through January's report and noted the income from the Bazaar on Jan 31, which will be included in the February Treasurer's report

Motion: to accept Treasurer's report. Moved: John W., seconded: Dottie . **Approved**

Outstanding Business

2021 Budget

Ralph presented the 2021 budget with previous years' comparisons. The OLL is projected to have a bit more income than in 2020 but still fall far short of previous years' revenue. The OLL has sufficient savings for the rest of 2021, but there will be little or no reserve. By law the OLL should have a six-month, but the government is unlikely to enforce that given the pandemic. Income should begin to rise later in 2021 if the pandemic abates. This budget is attached and will be presented for approval at the AGAM.

Motion: To accept the budget for presentation of the budget at the AGAM. Moved: Suzanne; seconded: Lina. **Approved.**

Update on Plans for AGAM (Annual General Membership Meeting)

David Myler presented their proposal for conducting a hybrid AGAM meeting that he and John Dumser have been planning. John Dumser will underwrite the cost of renting a large screen so everyone can see everyone else, whether in person or on Zoom. The cost of another organization's expenses for the meeting are also being underwritten.

Actions:

- (1) **David/John** and the organization handling the technical aspects will conduct a run-through a week before the AGAM. This will also involve additional OLL people.
- (2) **David** will check to be sure the OLL's current Zoom account is sufficient for the AGAM meeting.
- (3) **Jose Luis** volunteered to check credentials for Zoom people with **Adriana's** help.
- (4) **Jacki** will contact two people who could run the Zoom meeting and manage the chat feature.



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(5) **Communications Committee:** Publish the meeting time and how to attend. Include statement that the meeting will actually commence at the time published.

Motion: Approve John D's and David M's proposal. Moved: Mark; seconded: Jose Luis.

Approved

Update on Use of the Library

David Myler noted that the appointments have been working smoothly as well as people scheduling pick-ups and drop-offs of materials.

Fundraising

Committee has met twice and set a goal of 1 million pesos. The OLL will kick off the campaign after the AGAM with an email from incoming and outgoing presidents to current and previous members. Board members will be asked to serve as ambassadors to follow up with members who've received a request. Last time all done by personal phone calls. This effort will be a hybrid effort, email and personal contact. Jacki asked for suggestions of a catchy name for publicizing the campaign.

Action: Jose Luis volunteered to create media for the campaign. Jacki noted that we may be able to use Jose Luis's expertise as well as that being used for AGAM to offer a few events remotely. He was invited to attend the next Fundraising Committee meeting.

Bazaar

Report attached. It was a great success. Mary noted how well it was organized and executed. Tanya briefly came into the Board meeting and all thanked her for her outstanding work.

Action: Dottie will send a thank you email to all involved.

Cleaning the Membership Database

Ralph showed that about half of the database has been deleted, those records of older, non-renewing members; report attached. The committee will also develop a process for regular maintenance of the database, including when records should be deleted. He thanked the members of the committee for their work: Dan Walsh, Lina, Dottie, Adriana and her daughter, who helped with the cleaning of the database.

New Business

Slate of Nominees for next Board of Directors

David noted that the nominating committee is the one and only committee of the AGAM and does not report to the Board. This avoids a conflict of interest with the existing Board.

Actions:

(1) The **Nominating Committee** will present the slate at the AGAM and supervise the election.

(2) The **Nominating Committee** will contact candidates about making a short presentation about themselves and their interest in serving on the Board at the AGAM.

(3) **David** will also make sure that John W. knows he will take over chairing the AGAM after the election of new officers.



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OLL Foundation

Doug Harmon could use some help, particularly in bookkeeping. **Jacki** asked for people to notify her if they know someone who would be willing to help Doug.

OLL Intercambio

Ralph mentioned that Doug Long just sent an email that not many people are attending the intercambios on Saturday afternoons. Last week there were 4-5 English speakers but no Spanish speakers. He's thinking of ending it. David and Lina noted that 2 pm is not a good time for Mexicans and suggested moving it to earlier in the day. Jose Luis volunteered to publish it on LPP's Facebook page, which is in Spanish. Phil suggested that it be posted at the OLL; perhaps Adriana could have a poster made up for a new time of day. Suzanne said she would contact Kay, the Chair of the Outreach Committee, about contacting the English tutoring FOFA participants.

Action: **Ralph** will contact Doug about making those changes and that the Board is fully supportive of continuing the intercambio.

Standing Committee Reports

- **Outreach Committee:** No report. Jacki thanked Lina for delivering hats and scarves made by the knitting group. They went to several villages but some are not open to nonresidents. They still have some, but many people were happy to have them.
- **Book Committee:** No report
- **Communications Committee:** Routine communications sent during the past month. Will shortly be posting information about the AGAM and how members can attend/vote.
- **Events:** No report. This committee is inactive due to the pandemic.
- **Social:** No report.
- **Volunteer:** See Update on Use of the Library, above.

Jacki commented that we need to have an alert to committee chairs 10 days before Board meetings that they are expected to submit a report to the Board, so they can be circulated.

Next Meeting

The next **regular** Board meeting is scheduled for: March 10, 2021, via Zoom, at 11:00 AM.

Adjournment

Motion: Adjourn. Moved: Ralph, seconded: Lina. **Approved.** Meeting adjourned at 12:47 pm

Attachments

1. Budget Report for January and Proposed 2021 Budget
2. Bazaar Report
3. Data Cleanup Report

TREASURER REPORT TO THE BOARD OF DIRECTORS

For the Month of January 2021

Distribution to the Board on February 11, 2021

OLL		OLL Foundation	
Cash Positions	MXN	Activity	USD
Chequeing	20,307.41	Cash Balance	6,040.71
Cash	18,007.33	Donations	309.00
PayPal	1,318.48	Adobe Systems	9.99
Total	39,633.22	MailChimp	125.98
Savings	450,777.95	Bank Fees	1.40
Total	490,411.17	Book Purchases	69.92
		PayPal Fees	7.10
		Oaxaca Events	309.39
		Total	523.39
		Net Available	5,517.32

Net Income for January 2021 is **-\$-34,930**

Total Income \$24,940

3,298 Donations

4,130 Library Services and Sales

16,750 Memberships

762 Interest earned

Total Expenses \$59,870

3,248 Collection

24,465 Building

21,557 Personnel

2,354 Bazaar

594 PayPal

2,640 Office

2,108 Prof. Services

2,904 Depreciation

Net Income for January 2021

Actual - **34,930**

Budget - **13,001**

Over budget 21,929

Treasurer's Comments:

The Bazaar income of \$15,703 was recorded in February while the related expense of \$2,354 was recorded in January.

Sincerely,

Ralph Gault
OLL Treasurer

Attachments:

1. Introduction to the Budget 2021
2. Profit & Loss 2018 – 2020 Plus Budget 2021
3. Budget 2021 Overview Detail

Introduction to the OLL 2021 Budget

The budget for 2021 was prepared by the treasurer with input from a few groups like Collections, Personnel, Lectures, Hiking and trips, Outreach and office management.

The year 2020 was difficult globally because of the effects of the Covid-19 pandemic. As a result of this pandemic the library has been effectively shut down since mid-March with a book "pickup at the door" service introduced in late summer.

Revenue normally expected from September through to the end of the year has not materialized. This revenue generated by the activities around the winter visitors has not happened and will not support the financial needs of the library. This means that any short-falls in operating revenue will be met by draws from savings.

In the summer of 2020 the ability to renew or obtain a library membership was introduced in the online store. This feature has generated a new source of revenue especially during the quiet summer period and has encouraged donations.

The closing of the library in mid-March cut off all activities except the ongoing maintenance of the building and contents. Fortunately the library was able to maintain personnel and basic operating costs through a healthy bank balance and the savings account.

It is expected that the library will begin 2021 with total funds of approximately \$500,000 pesos which is half of what the beginning balance was for 2020. The 2021 budget for expenses averages \$72,000 pesos per month and average revenue per month is \$40,000 pesos leaving a monthly short-fall of \$30,000 pesos.

Tourism and library visitors are expected to slowly increase during 2021 with the most significant increases after September. As the library opens up with public access operating expense and revenue will increase. The average monthly loss of \$30,000 or \$360,000 pesos for the year may be covered from current savings of \$500,000 pesos leaving a 2021 year end cash balance of \$140,000. Of course this all depends on the validity of the budget for 2021.

The treasurer believes that the library will be able to operate and provide service to its membership during next year leading into a more stable year 2022. The greatest risk is the unforeseen such as forced building relocation due to fire or earthquake or even another pandemic. In the past the library maintained a cash reserve to cover 6 months of operating costs for such emergencies. Opportunities to regenerate this cash reserve should be sought.

Respectively submitted,

Ralph D. Gault
OLL Treasurer

Oaxaca Lending Library AC

Profit and Loss

January 2018 - December 2021

	Jan - Dec 2018	Jan - Dec 2019	Jan - Dec 2020	Budget 2021 Jan - Dec 2021	Pct of 2021
Income					
Membership	261,050	289,200	236,300	192,475	52.9%
Donations	177,003	171,120	83,871	102,397	28.2%
Education Events	396,938	437,394	62,242	37,165	10.2%
Services and Sales	100,527	94,715	61,796	30,276	8.3%
Interest Earned	33,084	38,780	20,738	1,200	0.3%
Total Income	968,602	1,031,209	340,463	363,513	100%
Expenses					
Personnel	263,869	259,754	246,954	247,078	32.0%
Building	337,758	317,943	320,115	337,857	43.8%
Collection	57,189	106,570	94,656	80,500	10.4%
Taxes	113,180	133,558	43,332	18,547	2.4%
Office	70,546	111,609	83,436	87,868	11.4%
Total Expenses	842,542	929,435	788,493	771,850	100.0%
Net Income	126,060	101,774	- 448,030	- 408,337	

Tuesday, Feb 02, 2021 01:28:31 PM GMT-8 - Cash Basis

Oaxaca Lending Library AC
 BUDGET OVERVIEW: FY_2021 - FY21 P&L
 January - December 2021

	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
NET OPERATING INCOME	\$ -13,100.62	\$ -39,382.15	\$ -39,452.76	\$ -48,782.56	\$ -53,484.77	\$ -56,685.56	\$ -76,801.72	\$ -31,930.06	\$ -3,849.18	\$ -20,000.05	\$ -6,846.53	\$ -18,011.17	\$ -408,537.13
Other Income													
7000 Other Income													\$0.00
7002 Interest	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
Total 7000 Other Income	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
Total Other Income	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
NET OTHER INCOME	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
NET INCOME	\$ -13,000.62	\$ -39,282.15	\$ -39,352.76	\$ -48,682.56	\$ -53,384.77	\$ -56,585.56	\$ -76,801.72	\$ -31,830.06	\$ -3,849.18	\$ -19,900.05	\$ -6,746.53	\$ -18,911.17	\$ -408,337.13

Bazaar Summary Report

Prepared for the OLL Board by Tanya Lapierre on February 2, 2021

Cash Raised: \$18,020 pesos

We think it should be noted in writing that this bazaar was held during the COVID pandemic, with few tourists in town. We had no idea if we would be successful. We think the amount we raised is awesome considering it was a different location, during a global pandemic, and a by-appointment model. Running it differently worked out fine.

Expenses:

- Large Posters: \$320 (factorable)
- Printing of Flyers: \$1300 (factorable)
- Table Rental: \$626 (factorable)

In Kind: AT&T Chip (\$125) Bags (\$145), Volunteer Table (coffee, conchas, fruit, cookies and cakes), gas for pickups, man hours

Net: \$15,774

Volunteers: (Lead team in BOLD font)

- **Tanya Lapierre** : tanyalapierre@hotmail.com
- **Ralph Gault** : rdgault65@gmail.com
- **Allison Hackbarth** : allisonhackbarth@hotmail.com
- **Christine Charneski** : chcharneski@gmail.com
- Phyllis Logan PhyllismLogan@yahoo.com
- Elvira Sanchez emsalaz99@gmail.com
- Mary Phillips mbp89us@yahoo.com
- Jimmie Spulecki jimmieleespu@gmail.com
- Kay Michaels klbmichaels@gmail.com
- Dean Michaels winebydean@gmail.com
- Enaj Schlak enajsc@gmail.com
- Linda Harbert lindaharbert111@gmail.com
- Mary Randall oaxoax@att.net
- Doug Long dlong707@gmail.com
- Theresa Quirt contact through Mary

It should be noted that Adriana opened the OLL for us on the Sunday afternoon to bring borrowed items back and restock the bodega with hangers, Tupperware, etc.

Hours

- In total, Lead Team volunteers contributed about 30 hours each, between various tasks (planning, sorting, communications & distribution, more sorting, pricing, and execution the day of the event).

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- Day-of volunteers worked from about 8 AM to about 2 PM, some came later and a few had staggered shifts.

Model of Bazaar

- We had a mixed model as there were a variety of large items. We had a Buy-the-Bag section as well as a boutique and large item section which was individually priced.
- For COVID protocols, we had 20-minute shopping appointments by reservation. We got a dedicated number from AT&T (prepaid SIM) and Elvira manned the phone, god bless her, as well as helped people the day of who could not find the location.

Summary

- We moved 14 boxes from the Bazaar Bodega at the OLL to Tanya's House, where her studio bedroom was converted into Bazaar Central (and the living room, too). No small task but likely not required again, hopefully!
- Part of the success of donations was Tanya going to pick them up. In total, she made arrangements for pickup from about 7 households and there were about the same volume of people who donated by bringing things to Tanya's house.
- Electronics and electric housewares were accepted only if they worked, and we tested them when they arrived or shortly afterwards.
- We printed flyers for the OLL as well as provided them to three volunteers for pasting around the city.
- There were two larger plastic *llonas* printed, one went at the OLL and the other at Tanya's house.
- All reservations for shopping finished at 11:20. Afterwards we simply maintained a 12-person limit in the general shopping area. There were several walk-ins between 1:00 and 1:30.
- 20 minutes seemed to be sufficient for people to shop the general area.

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Suggestions

- We would suggest three hours for the bazaar is sufficient, with the last 30 minutes before packing stuff up, bag prices be dropped to half price, same with large items.
- Getting things out to the tables in the morning is hard work, so volunteers able to carry heavier items is useful.
- The location was a little difficult for some people to find. If having it at an alternate location in the future, some additional directions or landmarks are useful.
- The sun/shade timing could have been better planned for as well.
- Several customers mentioned that they couldn't get ahold of Elvira by phone to book an appointment. One showed up at the bazaar without an appointment. Elvira's phone worked fine, so we don't know what the issue was. Perhaps there was an issue with the cell phone carrier in those particular moments (lack of coverage). If bazaars in the future utilize a phone appointment model, perhaps offer a back-up way to book appointments.

Safety

- We had one volunteer fall on the outside stairs in the Callejon.

- Everyone complied with the COVID protocols put in place.

Contacts

- **Bags** : Plásticos « VEVA », Victoria # 405 « A”, Centro, Oaxaca, 951 516 16 36 or cell 951 226 9647
- **Tables**: Alquileres Orión 951-544-2590 – we rented 12 tables, delivered the night before and picked up at 3PM after the Bazaar and the cost was ~\$600 pesos. Tables were 2.4meters in length
 - Alternative for tables: alquileres las Vigas 951 513 0738
- **Llonas**: *impression*, Ave Hidalgo # 1901-B, Colonia Postal, Oaxaca, C.P 68080. 951 515 4786 or 51 851 09. www.impression.com.mx (RFC is under Tania, The Oaxaca Lending Library)
- **Printing**: Office Depot

Volunteer Feedback

We solicited feedback from the volunteer team after the event and those who responded said they enjoyed the experience, it was well organized and they would volunteer again.

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Bazaar Floorplan Diagram
Bazaar Flyer

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Oaxaca Lending Library Membership Review

Type	October 26, 2020	February 10, 2021	Reduction
Basic	21	19	2
Benefactor	9	7	2
Supporter	1	1	-
Reduced	2	2	-
Individual	777	471	306
Individual	810	500	310
Family	208	153	55
Child	855	534	321
Student	1,779	551	1,228
Visitor 1 Mth	810	383	427
Visitor 2 Mth	277	130	147
Visitor 3 Mth	161	96	65
Visitor Other	2	2	-
Visitors	1,250	611	639
Life	24	24	-
Misc.	40	22	18
Total	4,966	2,395	2,571

Prepared by: Ralph Gault