

Book Committee

Members: Sara Boskovich, Diana Carr, Siobhan Grogan, Kate Hart, Joyce Hinton, Gabrielle Larew, Peter McCallion, David Myler, Cathy Pekel, Liz Renn, Patricia Saull, Lissa Waite.

Circulation: 850 items

Book Sale income: 5,990 pesos

Fines income: 2,652 pesos

ACTIVITIES:

Shelved books, magazines and DVDs

Trained new volunteer (Mariana) in shelving and other tasks

Gave tours to visitors and new members

Staffed Circulation Desk

Catalogued new and donated books

Managed Wish List and communicated with donors

Accepted, evaluated, and organized book donations

Managed Book Sale

Provided readers advisory to users

Added policy and form for Book/ Material Challenge to the Collection Development Policy

Mobile Book Display: Graphic Novels and Pride month

Continued to update "Recommended Reading" on OLL website

Began weeding DVDs according to Collection Development Policy

Began "Did You Know" addition to OLL newsletter (via Janie Harmon)

Improved signage

- Siobhan Grogan

Welcome to Oaxaca

The Welcome to Oaxaca has nothing new to report for May. It was a quiet month.

-Bliss Wilson

Tech Committee

The Tech committee met with Abe, Coni, Mireya and Bonny for Zoom training. Nothing else to report.

- Doug Long

Social Committee

The freedom fest on the 4th of July is scheduled and tickets are currently on sale Social committee has nothing else to report.

-l. enaj schlak

Terrace Talks

Terrace Talks is pretty quiet, but David Myler and Linda Farthing are beginning programming for high season.

- Gail Ament

Facilities & Design Committee

Facilities Committee Report

ACTION ITEMS :

1. Terrace project - Regulatory requirements - In progress with Municipality
2. Salon chairs in process of re-upholstery - Vendor contracted and administrative actions taken

- John Dumser

Comité de Vinculación y Divulgación (Outreach)

ACTION ITEMS :

1. Collaboration agreement with ESC #6 is being reviewed . Teachers strike created uncertainty on timing
2. UABJO agreement of collaboration has been presented and being reviewed by the university
3. Contacted CANFRO for possible joint project on child literacy -
 - a. Vehicle for donations by Canadians
 - b. Tie in to OLL children's library - stronger ties with LpP

- John Dumser

Volunteer Committee

No report

- Dottie Bellinger

Excursion Committee

Tanya and I met with the hikes van provider about the next season's contract. Expect to finalize a contract in August. Jacki, who heads up the tours, is in Arizona for the foreseeable future, being treated for a serious illness. I asked the Executive Committee for permission to hire Tanya Lapierre to plan two tours this summer and Gail Ament approved the request. Expect to have more information next month.

- Dottie Bellinger

Fundraising Committee

No report

- No Chair

OLL Finance Committee Meeting Notes

June 10, 2025

Time: 1:00 pm

June 11, 2025

Present: Ralph Gault, Gordon Hawley, Adriana at Library

Absent: Marirose Lecher, John Dumser

Announcement: The treasurer and member of the Finance Committee, Teresa Cokl resigned on June 5, 2025.

Notes:

The meeting today was informal due to the limited number of committee members available. General discussions covered:

- Treasurer's Mandate and the Finance Committee Description were edited and attached. Final edits were done by Ralph G. and are attached. The intent is to submit the finals to be accepted by the Board at next week's Board meeting. Spanish versions will be required.

- The OLL President (Gail) has been agreed by the leadership of OLL and OLLF as the point person for the discussions between the organizations.

- o OLLF (Doug H.) agreed that financial transactions made by the OLLF related to the OLL shall be remitted to the OLL (Gail) monthly:

- o Gail will forward the OLLF monthly report to the OLL treasurer or Ralph G. for monthly reporting to the Board.

- o The OLLF is undergoing by-law changes related to a new grantee contract which may have features that may be of interest to the OLL organization. Doug H. has agreed to share these by-law changes to the OLL (Ralph G.)

- o The planned meeting between the OLL and OLLF to discuss policies and processes is cancelled/deferred while the OLL assesses possible impacts of the OLLF by-law changes on the OLL.

- CANFRO/OLL Joint Project has been of interest to the Outreach Committee. The Finance Committee may provide advise when setting up bank accounts for a project and financial actions. Until the Outreach Committee provides a plan this committee will stand aside.

Next meeting: July 8, 2025

- Ralph Gault

Finance Committee Description

General Description

The role of the committee is to assist in the provision of financial oversight of the organization, and to help ensure it has the necessary resources to sustain its mission to the community. The committee will advise and present financial policy and strategy options to the Board of Directors, Treasurer and Committees.

Scope of Work

1. Support the development of financial policy and strategy and review the selection of investment options.
2. Assist the Treasurer in the preparation of the annual budget.
3. Develop internal controls to ensure compliance with all financial regulations.
4. Active participant in risk management for the organization.

Interface With Others

- Board -Provide advice and receive directions.
- Committees – Advise on financial activity and budgeting.
- Library Manager – Advise on Chart of Accounts management and book keeping questions.
- Accountant – Review government financial reporting.
- OLLF – Audit the reporting of donations and expenses.

Membership Composition and Qualities

- OLL Board Treasurer
- Board members and Library members with accounting and finance backgrounds
- Library Manager

Go-To-Person(s) for The Committee

- Chair
- President

Time Commitment

As needed. Extended time requirements during the budget creation period

Position Description: OLL Treasurer

General Description

The Treasurer is normally nominated by the Election Nominating Committee (ENC), but he/she also may be nominated from the floor at the Annual General Assembly Meeting (AGAM). Like all Officer positions, the Treasurer's term of office is for two-years. The Treasurer may decide to seek re-election for another additional term. The OLL Bylaws limit the Treasurer to two terms.

As an Officer of the Board, the position is managerial. Together with the Board, the Finance Committee and the OLL Office Manager, he/she oversees the financial management and fiscal situation of the OLL, including sustainability strategies, policies, and operating procedures.

The OLL uses a financial management software system named QuickBooks to track and manage its finances. All data is input into the system either automatically or by the OLL Office Manager. The Treasurer should not be manipulating QuickBooks data other than for presentation purposes.

Scope of Work:

Treasurer Report

- Each month the Treasurer presents a Report of financial condition to the Board (example attached).
- The Report will show the OLL's cash position for the prior month, along with income and expenses. Two reports from QuickBooks will be particularly helpful to the production of the Treasurer Report: The Balance Sheet Report and Budget vs. Actuals.
- The Treasurer can scan the QuickBooks' reports for significant changes/differences, unexpected income or expenses, and resolve any questions with the Office Manager
- The Treasurer will also review for accuracy, contributions and expenditures made to, or on behalf of, the OLL as reported by the Oaxaca Lending Library Foundation (OLLF), a U.S. 501(c)(3) with which the OLL has a relationship. OLLF information is emailed to the Treasurer monthly by the OLLF Treasurer.
- The Treasurer may add some explanatory notes to a Report.

Collaboration

- The Treasurer serves as the contact person for the OLLF and will set up meetings with the OLLF and the Board when requested, facilitate the payment of expenses in U.S. dollars, as approved by the Board, and take other necessary actions.
- The Treasurer will work with the Office Manager to resolve any outstanding financial, or financial software issues, and will initiate transfers from OLLF savings (with Board approval) as required for cashflow reasons or by the budget.
- The Treasurer and the Office manager shall collaborate to ensure QuickBooks line items remain current, e.g., the OLL may add programs or expenses; new line items will need to be added to QuickBooks by the Office Manager.
- The Treasurer will work with the outside accountant and Office Manager on issues raised by the outside accountant relating to regulatory changes, tax matters, donataria autorizada and salaries for staff.

Position Description: OLL Treasurer

- The Treasurer shall respond to Member financial queries, with advice and counsel of the Board and/or the Finance Committee, as appropriate.
- The Treasurer may liaise with other Committees on request.

Budget and AGAM

- The Treasurer will work with the Finance Committee to prepare a budget for the coming year that is subject to Board and AGAM approval.
- The Treasurer will present the Board-approved budget to AGAM, along with a brief report on the financial condition of the OLL.

Skills

- a. Basic proficiency with MS Word or its equivalent.
- b. General understanding of basic accounting terms, along with a basic math proficiency.

Go-To-People

- a. Past Treasurers - available for assistance as required.
- b. Library Manager – for questions about QuickBooks entries.
- c. Finance Committee – provides ongoing assistance and knowledge.
- d. OLLF Treasurer – for extra detail on contributions and expenses.

Time Commitment

Three-to-four hours per month. Additional time required during the two-month budget process.