



## **BOARD OF DIRECTORS**

### **FOUNDATION MEETING**

**Monday, January 23, 2017**

**3:00 pm**

**HPLD Administration and Support Services Building  
2650 W 29<sup>th</sup> Street, Greeley, CO 80631**

#### **1.0 OPENING OF MEETING**

##### **1.1. Roll Call**

Present: Lucile Arnusch, Chairman; Joe Slobojan, Vice-Chairman; Kay Broderius, Kathy Oliver, Stan Sameshima

Excused: Brian Larson, Jaci Maslowe

Staff: Rochelle Mitchell-Miller, Gail Craig, Natalie Wertz, Alex Rockwood

##### **1.2. Approval of Agenda**

The agenda was approved as presented.

##### **1.3. Approval of Minutes**

The minutes from October 23, 2016 were approved as presented.

#### **2.0 FINANCIAL REPORT**

##### **2.1. 2016 Wrap-up**

Wertz pointed out that the endowment is essentially supported by the investments and has almost reached \$300,000.

There were variances in revenues and expenditures in the projected and actual amounts of the 2016 budget due to emphasis being put on fund raising projects instead of grant writing. The expenditures on outside contracted services were greater due to the the architectural evaluation of the Greeley City Building which was essentially paid for by a grant that was received in 2015.

There is also some variance in outside contract services. The architectural evaluation of the Round Building was essentially paid by a grant but the revenue showed up in 2015.

There is a variance in the capital campaign of approximately \$76,000 due to the Erie parking lot, playground for Riverside and the Kersey Library projects being delayed. That amount is reflected in the 2017 budget to move forward with those projects if possible.

Slobojan asked if the finance committee could meet to review the budget in June for readjustment if needed.

## **2.2. Finance Committee Report and Recommendations**

Slobojan reported that we have an increase of donations in 2016 and offered congratulations to the Foundation team.

The committee's recommendations are as follows:

- Move \$18,000 to the endowment fund from investments.
- Add a 20 hour/week Foundation assistant position. The cost would be \$20,054/year but increase revenues by \$34,000. We have a need because we have chosen to not go forward with a VISTA volunteer this year.
- This year, HPLD has a need for grants from the Foundation. The recommendation is to give \$5800 to the District for the summer reading program and book giveaways. There is a formal process for libraries to apply for these monies and there are expected outcomes and measurement reports due at the end.

Alex Rockwood presented information about VISTA and a brief overview of her year with HPLD. She played a major role in the success of the Foundation through assistance of the staff liaisons, Writer in Residence, Dinner with Diana, Links for Literacy, the endowment feasibility study, the Technology Donation Program and Colorado Gives Day to name a few.

## **3.0 DIRECTOR'S REPORT**

### **3.1 2016 Wrap-up**

Mitchell-Miller reviewed the year touching on many of the key events listed above. The next WOW author event will likely be in 2018 to allow the committee to plan and pool funds as well as keep things fresh. Other notables were:

Board giving was much higher in 2016 than last year.

The Board revised one policy and added one new board member.

Grants: 20% Rate of Return

Donor Perfect list of donors has grown from less than 300 to 1500 as we have realized a long term payoff in keeping accurate donor data.

The average gift level is growing over the last 3 years.

Book sales to Thrift Books is bringing in a considerable sum of money.

HPLD is showing growth on Colorado Gives Day.

### **3.2 Grants report**

We have written or applied for \$36,000 in grants in 2017. Two applications have been denied.

### **3.3 Writer in Residence**

We received an email from Jaydine Rendell stating her first book is due at the end of February and the second in July. She will be sitting in on the

committee to review this year's applications. The application is on [mylibrary.us](http://mylibrary.us) and the deadline is March 10<sup>th</sup>.

### 3.4 Links for Literacy sponsorships

We are already receiving sponsorships and would be glad for any recommendations you might suggest. We will definitely fill all of our spots this year and might have some new sponsorship opportunities.

## 4.0 ITEMS FOR INFORMATION/ACTION

### 4.1. Board Committees/Officer Positions (action)

The following committees and officers were decided by consensus:

- Philanthropy:
  - Kersey fund raising: Stan Sameshima, Joe Slobojan and Lucile Arnusch
  - Lincoln Park fund raising: Kay Broderius, Kathy Oliver, Jaci Maslowe
- Note: These are temporary committees. Each committee will meet with Reid and Mitchell-Miller to get an overview of options. Then the committee may arrange meetings as desired.
- Finance: Joe Slobojan, Brian Larson
- Nominating committee: Jaci Maslowe, Kay Broderius, Lucile Arnusch.

Lucile Arnusch, Chairman  
Joe Slobojan, Vice-Chairman  
Jaci Maslowe, Secretary/Treasurer

### 4.2. Budget Adjustments for 2017 (action)

Wertz reviewed changes stating that there will be no WOW event this year therefore revenue and expenditures are removed. The budget reflects the increased grant amount addressed by Finance committee and the subsidy for the increased hours of the Foundation assistant. There is also a significant increase in the grants target.

Motion: Kathy Oliver moved to accept the proposed 2017 budget adjustments.

Second: Stan Sameshima

Discussion Joe asked people to think about things they want to budget for the libraries so we can plan and tell people what we want it for.

Vote: The motion passed 5-0.

### 4.3. Transfer to the Endowment funds of \$18,000 (action)

Motion: Joe Slobojan moved to transfer \$18,000 from Colo Trust to the endowment fund.

Second: Kay Broderius

Discussion: none

Vote: The motion passed 5-0.

It was decided to move the Foundation meeting on April 24<sup>th</sup> to 2:30 pm.  
The Directors asked to have the agenda format changed to have motions directly follow the item it addresses on the agenda.

**5.0 ADJOURNMENT 4:30**

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**HPLD Foundation Vice-Chairman  
Joe Slobojen**

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**Recording Secretary  
Gail Craig**