Pueblo Library Foundation

Board of Directors Meeting
Meeting: 11:30 a.m., January 10, 2018
Bret Kelly, Room A, 1st Floor
Rawlings Library ★ 100 E. Abriendo Ave. ★ Pueblo, Co 81004

M I N U T E S

A. Welcome and Call to Order .... Jim Stuart

Mr. Stuart called the meeting to order at 11:34 a.m.

B. Roll Call and Verification of Quorum .... Gloria Madrill

Board Members Present– Jim Stuart, Vice President; Michael Voute, Treasurer; Carol King, Secretary, Lyndell Gairaud, Dustin Hodge and Lindsay Moore

Absent– Julie Rodriguez, President; Gala White

A quorum is met with 6 out of 8 (75%) members present.

Staff Present–Jon Walker, Midori Clark, Sherri Baca, Jeanette Cortez and Gloria Madrill

C. Modifications to Agenda for January 10, 2018 Meeting .... All

The 2016 Annual Report was added as an item under the Director's Report.

D. Approval of Minutes of October 11, 2017 Meeting .... All

Mr. Voute made a motion to accept the minutes. Seconded by Ms. Gairaud. All in Favor. Motion passes.

E. Treasurer's Report .... Michael Voute

4th Quarter 2017 Raymond James Investment Statement

Mr. Voute shared Mr. Salardino was not able to join today's meeting but will come in April. Mr. Voute presented the fourth quarter investment report and reported the year to date performance on investments was 15.79%. The investments contain growth oriented and some risk adverse investments and made a little more than $16,000.00 after deducting $738.42 in expenses. Mr. Voute believes overall Mr. Salardino has done an excellent job managing the investments for the Foundation and opened discussion for any comments or questions about whether any changes to investors should be considered. No comments were given. Mr. Voute reported the Finance and Investment committee met two days ago and the general consensus is they are happy with the financial advisers. Ms. Baca noted there are no recommendations from Mr. Salardino to make changes to the investments.

December 31, 2017 Financial Report

Ms. Baca began reviewing the financials covering the year end for 2017. Ms. Baca said as the year closes out we will be getting ready for the audit. The financials presented is a preliminary report. Adjustments will take place before the audit occurs and there may be some slight changes. Ms. Baca began reviewing the balance sheet including the assets, liabilities and equity. The total liabilities and equity was $199,220.31. Ms. Baca also shared the investment fund was marked to market and should match the 4th Quarter 2017 Raymond James statement. She also noted expenses include the prepaid D&O Insurance.

Ms. Baca reviewed the Preliminary Statement of Revenue and Expenditures next. She noted the column on the far right showed how we did this year and what the variance was to the 2017 budget. Ms. Baca reviewed revenues reminding the board In-Kind contributions include staff salary amounts. She reported unrestricted revenues over expenditures were $33,874.00 for the fourth quarter and year to date revenues $33,148.00 above budget showing a positive variance of 39%. Ms. Baca also went over the three categories of expenditures noting Office Supplies includes postage, lunch costs and fees, the Bank Charges include Blackbaud fees and expenditures for PCCLD are usually contributions that are passed through to the library. Ms. Baca reported overall we are under budget on expenditures for 2017. Mr. Stuart asked if bank charges line item was over budget because of volume of transactions. Ms. Baca said yes more transactions came through by credit card. Ms. Gairaud asked if there are credit card fees with donations or just purchases. Ms. Clark said there is a fee for every transaction.

Ms. Baca then reviewed the Summary of Restrictions which shows donor restrictions not yet satisfied. Total restrictions are $95,026.00 with $69,976.00 in the Raymond James account. Ms. Gairaud asked about the enterprise restrictions. Ms. Baca said enterprise restrictions is money that has been set aside for the purpose of the project and Enterprise Zone dollars can go towards anything the library does that fits in the project. Mr. Walker added that funds will need to go towards a specific purpose but it is written pretty broadly at the moment it can go to activities, literacy or capital campaign projects. The state may ask us how the funds were spent and it is tracked. Mr. Moore commented that she has not seen Enterprise zone reported on financials for other organizations but said they may not be reporting it because they could be using it as they come in. Mr. Walker commented that was done for the capital campaign because we had money come in for construction costs. Ms. Baca said an audit is unlikely but we want to have the records just in case. Mr. Voute noted it can be a burden to staff because it follows two types of accounting systems. For donations that are restricted and also for the auditors on GAAP principles. The two accounting systems don't necessarily match and it is unfortunate that regulatory authorities can't have the system match more. Mr. Voute asked if there was any questions on the financials. There were no questions. Mr. Voute made a motion to accept the financials for filing. All in Favor. Motion passes

2018 Budget

Mr. Voute shared the preliminary 2018 budget was reviewed at the October board meeting and presented an updated final version. The budget is trying to be conservative and realistic with $35,050.00 in revenue over expenditures. Ms. Moore asked if we are budgeting less expenses in 2018. Ms. Baca said we are budgeting more than we spent last year but less than the budgeted expenses for 2017. Ms. Baca reminded that the budget is a management tool and Mr. Stuart added there is no legal requirement to have one but agreed it is a guideline. Mr. Voute said it is an internal document and made a motion to approve the budget. All in Favor. Motion passes.

Moving banking services to Bank of the San Juans

Ms. Baca spoke about the RFP process for selecting new banking services. A RFP was sent out and five banks submitted a proposal: Bank of the San Juans, US Bank, Vectra, Wells Fargo and Legacy. The proposals were scored on a number of items (including fees) and the banks with the top three scores were invited back for interviews. After interviews, the top two banks were evaluated based on their online banking software and Bank of the San Juans received the highest overall score getting the contract for the next three years. Ms. Baca commented larger banks want an organization to hold more in checking and the move will allow PCCLD to put funds in other venues that would potentially earn more. Ms. Baca said PCCLD will benefit from the move (including seeing less fees for 2018) and can see the Foundation benefiting as well. Mr. Voute made a motion to move the Foundation banking to Bank of the Juans. Seconded by Ms. Moore. All in Favor. Motion passes. Signers on the accounts will be Ms. Gairaud, Mr. Voute and Mr. Stuart.

F. Director's Report.. Midori Clark

Q4 Fundraising Report

Ms. Clark reported this quarter was the second largest quarter of 2017 with $50,875.72 in gifts. She thanked Mr. Voute for a generous contribution and highlighted some additional gifts received, including a large gift from the Southern Colorado Community Foundation in support of the nonprofit resource center at Rawlings and a gift from Mr. Scott Gregor in memory of his daughter for the purchase of puppets for children to enjoy. Ms. Clark also noted the Jacob Press Foundation sent in a gift in Q4 in support of the Greenhorn Valley Library.

Ms. Clark shared there were several fundraisers in Q4 with the totals listed on the agenda. Anna Marie and Tom Giodone helped with the Give Thanks for the Library Fundraiser, which raised $1,600 at a one hour luncheon and no expenses (Anna Marie and Tom donated the food). The annual End of Year Direct Mail Campaign also occurred in Q4 and $1,875 was raised. Ms. Clark also said employees were also asked this year if they would like to give through payroll deductions and several elected to do so. Ms. Clark commented it was great to see so many of colleagues excited and wanting to do it.

Ms. Clark then reviewed the district gifts received in Q4 noting the number one supporter is the Friends of the Library, who gave $10,000.00 in support of All Pueblo Reads. Other large gifts to the district included $7,200.00 from the NEA Big Read Grant and revenue from the Booklovers Blacktie Ball.

Ms. Clark also reviewed transfers recommended at the Finance Committee meeting including $15,225.23 in Q4 gifts, $17,241 PCCLD elected to donate from Booklovers Blacktie Ball revenue and $5,000 the Trustees elected to move from a special revenue fund. The total recommended transfer to the investment fund was $37,466.23. Ms. Clark also reported gifts received for certain projects and libraries (highlighted in purple) totaled $3,400.00 and was recommended for transfer to PCCLD.

All Pueblo Reads Reports

Ms. Clark presented two reports, on APR programs and APR revenue. At the start of the program there were concerns that it was not the best known book or author, but it was the program's second highest participation year. Ms. Clark shared a number of important things happened this year. First, the successful selection of the companion book, *I Survived Hurricane Katrina*, of which 3,500 copies were given away to schools because of the prolific hurricane season. CSU-Pueblo and the Center for Teaching and Learning were great partners, paying for the resource guide and the William Shakespeare Chautuaqua, and encouraging students to attend events. Emily St. John Mandel also held a talk on the CSU-Pueblo campus. An All Pueblo Reads author has not spoken on the campus since Sherman Alexie in 2010. Also this year we were awarded the NEA Big Read Grant. Ms. Clark reported there were almost 11,000 check outs.

Ms. Clark continued her review going over revenue. She thanked Ms. Madrill for her assistance with silent auction donations and sponsorships both of which were up. She also thanked the Friends of the Library for being a wonderful partner with this program. In addition to the $10,000 sponsorship, the Friends of the Library purchased an additional $1,500 in tickets so CSU-Pueblo students could attend the ball. The students that attended the ball were from the MAESTRO program and may not have had the opportunity to attend otherwise. Mr. Hodge mentioned the MAESTRO students are first generation college students that stay on the CSU-Pueblo campus for 30 days for six days a week earning credit hours. Speakers are brought in during the week and all day tutoring occurs Sundays. The students visited the Friends of the Library meeting this past fall with hand written thank you letters and were appreciative of the experience. Ms. Gairaud commented it was great seeing the students so excited at the event. Ms. Clark also thanked Black Hills Energy for their generous sponsorship and hosting two additional tables. At one of the tables, Black Hills Energy sponsored children from the Boys and Girls Club to attend the event. Ms. Clark commented it was awesome to see them there as well and great for these groups to provide young people access to the event.

2017 Overall Fundraising Results and Leadership Institute Update

Ms. Clark reported overall fundraising was $188,343.06 for the Foundation and PCCLD. She commented, the amount can be bigger but in a year without a capital campaign it was pretty good. Ms. Clark also provided an update on the Leadership institute. Three applications were received and the application deadline was extended to January 26. Mr. Hodge asked for a reminder on the grades the program is targeting. Ms. Clark said the girls in program are in grades 10, 11 and 12. Ms. Moore asked if any of the applicants were from Pueblo County High School and Ms. Clark said no. Ms. Clark said that next year we will tweak the timeline so it doesn't occur during winter break. Ms. Moore suggested possibly moving it to November to avoid the holidays. Ms. Clark also reported we will continue applying for grants including grants from the Southern Colorado Community Foundation, San Isabel Electric and Pueblo Day Nursery. She also shared Junior League has expressed an interest and supported the program in past. Mr. Stuart also recommended reaching out to Dave Shaw who controls different foundations saying he may be interested in the leadership aspects of the program.

2016 Annual Report

Ms. Clark distributed the 2016 Annual Report for review. Ms. Gairaud asked if the 2018 All Pueblo Reads book was selected yet. Ms. Clark said she's hoping soon but one has not yet been selected.

G. Announcements .... Jim Stuart

Mr. Stuart presented an opportunity to participate in the Outstanding Women Awards with nominations due on Feb. 9. The Friends of the Library have submitted nominees in the past. Mr. Stuart said to please let us know if there is an interest to submit a nomination. The cost is $60 per honoree which includes the fee and lunch for the honoree. Board members are invited to attend the luncheon at $20 per reservation. Mr. Stuart said he believed it was a good idea and expressed his support. Ms. Gairaud agreed. Ms. Clark said that names could be submitted offline and information could be shared about previous honorees for the award. Ms. Gairaud made a motion for the Foundation to submit two nominees for the 2018 Outstanding Women Awards. Seconded by Mr. Hodge. All in Favor. Motion passes.

H. New Business .... Jim Stuart

New Prospect for Board Vacancy

Mr. Stuart reported there is one opening and one application for a board position. Ms. Vigil's term expired in 2017. The available position reverted to the Friends of the Library and a candidate from their board, Jessi Ones, applied. Her application was included in the packets for review. Mr. Hodge shared that she is heading up the Friends new publicity committee. Mr. Hodge made a motion to accept Ms. Ones as the recommendation to the Trustees for the open position. Seconded by Ms. Moore. All in Favor. Motion passes.

Officer Elections

Mr. Stuart shared Julie Rodriguez was ready to step down and the other officers would like to continue their positions. Mr. Stuart opened nominations for President. Ms. Moore nominated Ms. Gairaud and she accepted. Ms. Moore made motion to nominate Ms. Gairaud and the electing slate of officers presented (Ms. Gairaud, President; Mr. Stuart, Vice President; Mr. Voute, Treasurer; Ms. King, Secretary). Seconded by Mr. Hodge. All in Favor. Motion passes.

Committee Assignments and Board Meeting Dates

Mr. Stuart passed out Committee Assignment signup sheet. Mr. Stuart also presented a list of suggestion dates for meetings (April 11, July 11, October 10 and January 9). Ms. King made a motion to accept the dates presented as the 2018 meeting dates. Seconded by Ms. Gairaud. All in favor. Motion passes.

I. Old Business .... Jim Stuart

No old business to report.

Next Meeting: Wednesday, April 11, 2018

Adjourned 12:51 p.m.

Respectfully submitted,

Gloria Madrill
Recording Secretary