

**MEETING AGENDA**

**Board of Directors – Friends of the Pikes Peak Library District**

Wednesday, March 8, 2023 – 4:00 p.m.

East Annex, East Library

5550 North Union Blvd, Colorado Springs, CO

**1. Welcome / Call Meeting to Order**

 A. Introductions

**2. Approval of Meeting Minutes** (Rita Jordan)

**3. Pikes Peak Library District Reports**

 A. Teona Shainidze, Interim Chief Librarian and Chief Executive Officer

B. Lance James, Executive Director PPLD Foundation

 C. Bryan Matthews, Mountain of Authors Program Director

**4. Operations Coordinator Report** (Beth Crumrine)

**5. 2023 Calendar of Activities** (Rita Jordan)

**6. Committee Reports**

 A. Executive (Officers)

 B. Membership (Wendy Stotts)

 C. Program (Birdie Miller)

 D. Book Sales (AnnEliz Harford)

E. Branch Libraries (Birdie Miller)

 F. Communications (Meg Shaver)

 G. Finance (Sue Gilbert)

 H. Historian (Bev Diehl)

**7. Discussion / Action Items**

 A. BOD Officers - Secretary

 B. Other Discussion Items

**8. Next Meeting** – Wednesday, April 12, 2023 – 4 pm – Rockrimmon Library

**9. Adjournment**

**FRIENDS OF THE PIKES PEAK LIBRARY DISTRICT**

**BOARD MEETING MINUTES**

**February 8, 2023**

The Board of Directors (Board) of the Friends of the Pikes Peak Library District (Friends) met at the Sand Creek Branch Library on February 8, 2023. President Rita Jordan called the meeting to order at 4 p.m.

Board members present: President Rita Jordan, Vice President Birdie Miller, AnnEliz Harford, Bev Diehl, Meg Shaver, Wendy Stotts, Sandra Damm and Terry Zarsky.

Other attendees: Tammy Sayles, Interim Public Information Officer and Deputy Chief Librarian, Lance James, Chief Development Officer and Foundation Executive Officer, and Sara Sharples, Manager, Sand Creek Library.

**Meeting Minutes:** Meg Shaver moved to approve the January 11, 2023 meeting minutes. Bev Diehl seconded. The motion carried 8 - 0.

Carey Whitfield arrived at 4:12 pm.

**PPLD Report**: Tammy Sayles reported that PPLD will test for Meth at the 3 largest facilities, Penrose, East and Library 21C. The smaller branches will not be tested. The Chief Librarian and Chief Executive Officer position has been posted on the website. A search committee has been established for the vacant Chief Librarian and Chief Executive Officer position. Some of the vacant positions may not been filled due to budget concerns.

**PPLD Foundation Report**: Lance James reported that the Foundation received a $27,000 Estate Gift. He provided the Conflict-of-Interest Form for each Board Member to complete and return to him. The Foundation fundraising event is scheduled for Saturday, October 21st in the evening at Library 21C in the Venue.

Sara Sharples provided updates on the operation of Sand Creek Branch Library and addressed questions. Seven thousand tiles have been fired in the kiln located in the Sand Creek Maker Space. It is the only kiln in the district.

**Operations Coordinator Report:** Beth Crumrine reviewed the Operations Coordinator Report. $12,135 was collected in gross revenue from book sales in January, 2023. Forty -eight District volunteers provided 559 volunteer hours in January, 2023.

Ms. Crumrine is working on Bookstore standards for the 3 regional bookstores. Book resellers will need to provide tax exempt information. Membership drive posters have been delivered to each branch library.

**2023 Calendar of Events:** Rita Jordanled a discussion on the review of the 2023 Calendar of Events.

**Executive Committee**: The Board discussed the need to recruit additional Board members with three members retiring from the Board. In addition, Tim Wolken resigned from the Board because he has moved to Nebraska. We will need to fill the Secretary position.

**Membership Committee**: Wendy Stotts reported that we have 1117 members as of the end of January*. BookBrowse* is now available, earlier than was expected. The committee will do a membership drive on Saturday, February 11, 2023 from 1 – 3 p.m. at the regional libraries.

**Program Committee**: Birdie Miller reported that the 2023 Meet the Author events are planned for April 8, July 15, and October 7. The 2023 Literary Awards has been scheduled for June 3, 2023 and the committee has initiated securing sponsors for the event. The committee has agreed to meet monthly and the schedule of the meetings is attached to the report.

**Branch Libraries Committee:** Birdie Miller reported that the next quarterly meeting for the Branch Friends will be hosted by Cheyenne Mountain Branch Friends on Friday, March 17, 2023 @ 1:00 pm.

**Communications Committee:** Meg Shaverreported that the new website has generated a great response. Ms. Shaver reviewed the website activity. Meg and Bev attended the Col Mustard’s Cribbage Night on January 15th. There was good conversation and we received a $350.00 donation.

**Finance Committee:** The complete 2023 **Friends of the Pikes Peak Library District Sponsorship/Staff Support Agreement with Pikes Peak Library District** was emailed to all Board Members. There was no Treasurer’s Report presented, due to Sue Gilbert (Treasurer) not being present.

**Book Sale Committee:** AnnEliz Harford reported that the gentleman who took the gaylords for us after the Fall Book Sale has moved to Denver and will not be available in March to take gaylords. We need to find another vendor.

**Historian:** Bev Diehl requested Friends historical documentation from Board members. She will be archiving some of the documents.

The meeting adjourned at 5:20 p.m.

**Next Meeting:** Wednesday, March 8, 2023 – 4 p.m. – East Annex, East Library

March 2023 FPPLD Operations Report

|  |  |  |
| --- | --- | --- |
| Sales for February | (Gross) |  |
|  | Amazon | $1,261 |
|  | eBay | $3,479 |
|  | Web storefront | $24 |
|  | East Bookstore | $3,874 |
|  | Library 21C | $2,139 |
|  | Penrose | $355 |
|  |  |  |
| TOTAL SALES |  | $11,132 |
|  |  |  |

Our current regular volunteer count is 49 for District Friends; volunteer hours for February totaled 584.

The bookstore standards meetings have been delayed until after the book sale.

We lost one very hard-working Penrose volunteer due to the closure; we will need a Saturday replacement. The workroom is fully staffed, as is the East Bookstore for 10-4 shifts. Beginning recruiting for 4-6 M-Th. Library 21c needs an additional Wednesday person.

All book sale volunteer positions are filled. New this time around – 1) conducting a survey of attendees to learn how they heard about the sale, and 2) posting a door monitor to attempt a head count. Other news about the book sale will be in the Book Sale Chair’s report.

Submitted 3/2/2023

Beth Crumrine

**Friends of Pikes Peak Library District**

**2023 Calendar of Events**

**January**

January 11 Friends Board Meeting – 4 pm – East Library

January 14 Friends Annual Meeting – 10am – 21C

Board Objectives:

* Review officer / committee structure

**February**

February 8 Friends Board Meeting – 4 pm – Sand Creek Library

February 11 Membership Drive - 1 - 3 pm - East, 21c & Penrose Libraries

Board Objectives:

* Preparation for Spring Big Book Sale
* Coordinate staff appreciation/Valentine’s Day event

**March**

March 8 Friends Board Meeting – 4pm – East Annex, East Library

March 10 – 12 Friends Spring BIG Book Sale - East Library

March 17 Branch Meeting – 1pm - Cheyenne Mountain Library

Board Objectives:

* Focus on Spring BIG Book Sale

**April**

April 4 Library Giving Day

April 8 Meet the Author - 1:30 - East Library

April 12 Friends Board Meeting – 4pm – Rockrimmon Library

April 23 – 29 National Library Week

**May**

May 6 Mountain of Authors - Library 21c

May 10 Friends Board Meeting – 4pm – Monument Library

Board Objectives:

* Preparation for Literary Awards event

**June**

June 3 Literary Awards – 11:30 - Doubletree Hotel

June 14 Friends Board Meeting – 4pm - TBD

Board Objectives:

* Review Literary Awards event

**July**

July 12 Friends Board Meeting – 4pm – TBD

July 15 Meet the Author - 1:30 - East Library

Board Objectives: Prep for BOD Retreat

**August**

August 9 Friends Board Meeting – 4pm – TBD

August 26 Friends Board Retreat - 7:30 - 5:00 - Penrose House

Board Objectives:

* Preparation for Latina Voices event
* Initiate bylaws review / amendments

**September**

September 13 Friends Board Meeting – 4pm – TBD

September 30 Latina Voices – 10:30 am - 21c Library

Board Objectives:

* Preparation for Fall BIG Book Sale
* Initiate PPLD Sponsorship process
* Initiate Nominating Committee process

**October**

October 7 Meet the Author - 1:30 - East Library

October 13 - 15 Friends Fall BIG Book Sale - East Library

October 11 Friends Board Meeting – 4pm – TBD

October 15 – 21 National Friends of the Library Week

October 21 Foundation Fundraiser – 6:00 pm - Library 21C

Board Objectives:

* Initiate Volunteer of the Year nominations
* Prep annual budget
* Approve PPLD sponsorships for upcoming year

**November**

November 8 Friends Board Meeting – 4pm – TBD

Board Objectives:

* Select Volunteer of the Year (Executive Committee)
* Approve bylaw amendments
* Initiate creation of upcoming year’s committees / goals

**December**

December 3 Holiday Sip n’ Shop – 2pm – East Library

December 13 Friends Board Meeting – 1:30pm – Penrose Library – Columbine A (joint meeting with Branch Friends Group)

Board Objectives:

* Complete officer elections
* Approve annual budget
* Approve PPLD sponsorship Agreement
* Complete Operations Coordinator annual review

**Executive Committee Report**

**March, 2023**

**Committee Members**

Rita Jordan, President

Birdie Miller, Vice President

Sue Gilbert, Treasurer

**Committee Responsibilities**

The members of the Executive Committee consist of the four elected officers and the immediate Past President. The immediate Past President shall serve in an advisory capacity without a vote and regardless of the ten-year term limitation. Friends employees and PPLD staff representatives are considered ex-officio members of the Executive Committee and are invited to meetings of the committee on an ad hoc basis. The Executive Committee shall meet at the call of the President as often as necessary. The Executive Committee shall set the time and place for all meetings of the Board, approve the members of the Nominating Committee as appointed by the President and perform duties as the Board may designate.

**2023 Special Projects**

1) Fully populate the Board to 15 members

2) Conduct the biennial retreat / create strategic plan

3) Track progress on officer / committee special projects

**Committee Updates**

1) The Board currently has ten members, with the Secretary position open. Goal of fully populating the Board to 15 members by the end of the year.

2) The Executive Committee encourages committee chairs to focus on completing agreed upon special projects that are identified on the 2023 board / committee worksheet.

3) Friends will again participate in the Leadership Pikes Peak “Get on Board” event scheduled for May 3rd, designed to help recruit board volunteers.

**Friends of the Pikes Peak Library District**

**Membership Committee Report March 2023**

**Committee Members:**

Wendy Stotts, chair

Sandra Damm-Hamblin

Beverly Diehl

Meghan Shaver

Carey Whitfield

**Committee Responsibilities**:

The Membership Committee shall encourage membership in the Friends by actively recruiting and retaining members.

**2023 Projects:**

1. Coordinate a Friends Membership Drive.
2. Facilitate membership presence at sponsored events when appropriate and feasible.
3. Coordinate with PPLD Collection Management to provide an online book recommendation resource on the new Friends website.
4. Determine best method (mail/email/other) for membership renewals.
5. Review/update Membership levels.

|  |  |  |
| --- | --- | --- |
|  | **January** | **February** |
|  |  |  |
| Junior Bronze | 6 | 7 |
| Adult Bronze | 154 | 158 |
| Family Bronze | 286 | 292 |
| Senior Bronze | 162 | 162 |
| Senior Family Bronze | 183 | 193 |
| Gold Family | 2 | 2 |
| Lifetime | 324 | 324 |
|  |  |  |
| Total: | 1117 | 1138 |
| Households: | 797 | 808 |

NOTE: 74 members are on auto-renewal to date.

**MailChimp:**

Subscribers: 1675 subscribers (up 10)

Friends Members: 680 (up 16)

Lifetime Members: 141 (down 1)

**Membership Drive:**

Board members and volunteers were at Penrose, East, and 21C on Saturday, February 11 from 1 – 3. While there were no memberships sold that day, there were great interactions, and our materials (brochures, coloring books, etc.) were given out. It is impossible to tell if anyone joined as a direct result, however we added 21 members this February vs. 8 last February.

It is also plausible that the recognition shown to our current members helped drive renewals, which were slightly better in February. I would like to focus on retention efforts in the future (we have discussed working on value adds for our members, for example.) Toward that end, starting in 2023, I am tracking the monthly percentage of renewals.

The Member Sweepstakes was a hit. 165 Members entered in the drawing (and thus, paid a visit to our web site!) Library patrons also enjoyed the scavenger hunt and trivia contest. Thank you to all who participated and helped to make it happen!

It was suggested that we continue this drive in the future to coincide with National Make a Friend Day – February 11. (Which unfortunately falls on a Sunday in 2024.)

Winners of the drawings were as follows:

Trivia contest:

                2/13       Erica Carter

                2/14       Michael Ratai

                2/15       Rebeca Gonzalez

                2/16       Geneva Torres

                2/17       Jennifer Wei

Membership website signup:

                2/13       Gary Moore

                2/14       Pauline Wojnaroski

                2/15       Marcia Sage

                2/16       Gennie Mayberry

                2/17       Sharon Hartnett

***BookBrowse:***

The *BookBrowse* subscription is now active. Links can be found on the Friends web site, and at PPLD.org under Find A Good Book (alphabetically under *BookBrowse* as well as featuring ReadAlikes.) It is listed alphabetically in the Research tab as well in All Databases.

Statistics for February are below. We will continue to monitor them, and hope for added growth as our materials and promotions take effect. Table tents and bookmarks have been received, and will be placed in our book sale locations as well as locations throughout the libraries. It is my hope to feature one aspect of *BookBrowse* in each newsletter to try to drive traffic.

|  |  |
| --- | --- |
| ***2023-02-28*** |  |
|  | ***Platform*** |  | ***Jan-2023*** | ***YTD Total*** |  |  |  |  |  |  |  |  |  |  |  |
| *Total RPA Logins (Library Authorized)* | *BookBrowse.com* | *Est. Sessions\** | *0* | *0* |  |  |  |  |  |  |  |  |  |  |  |
| *Total IP Logins* | *BookBrowse.com* | *Est. Sessions\** | *15* | *15* |  |  |  |  |  |  |  |  |  |  |  |
| *Total RPA Access (BookBrowse authorized)* | *BookBrowse.com* | *Est. Sessions\** | *46* | *46* |  |  |  |  |  |  |  |  |  |  |  |
| *Total Page Views* | *BookBrowse.com* | *Est. Pages\** | *115* | *115* |  |  |  |  |  |  |  |  |  |  |  |

**Miscellaneous:**

Is there a Board member who would be interested/willing to be trained in the membership procedures to act as my backup?

**Program Committee Report**

**March 8, 2023**

**Committee Members**

Birdie Miller (Co-Chair)

Linda DuVal (Co-Chair)

Sue Gilbert

Meg Shaver

Bev Diehl

Aida Richardson

Sandra Damm

Terry Zarsky

**Committee Responsibilities**

The Program Committee shall organize and sponsor programs that enhance the Friends and PPLD’s missions and make the community more aware of PPLD’s purpose. The Program Committee Chairperson is responsible for appointing sub-committees to organize programs.

**2023 Special Projects**

1. Explore modifications to the Latina Voices event to include locations, format and potential sponsors.

2. Expand the number of sponsors for the Literary Awards.

3. Offer four Meet the Author events (annual meeting, April, July and October) and expand the diversity of presenting authors.

**Committee Updates**

1. **Meet the Author:** Linda has reserved April 8, July 15 and Oct. 7 at East Library in the Community Room. All events will be **free** events and we will accept reservations.

Thanks to Linda for confirming Barbara J Bowen and Mike Torreano. We are hoping to get Michael Hague in October.

Barbara J, Bowen April 8, 2023

Mike Torreano July 15, 2023

Michael Hague October 7, 2023

The events are featured on our website. We will advertise Meet the Author in our Newsletter and contact Book Clubs in the Pikes Peak Region to promote the events and hopefully increase the number of attendees. At this time, we have 7 Book Club presentations confirmed.

We have asked each Friends group to promote the Meet the Author event at or near the bookstores. A Meet the Author flyer was sent along with the BookBrowse flyer.

We will ask Beth to do the book sales at the April 8th Meet the Author event.

2. **Literary Awards 2023:** The 2023 Literary Awards Luncheon is June 3rd at the DoubleTree by Hilton in the Elevations Room – 1775 East Cheyenne Mountain Blvd., Colorado Springs, Colorado 80906 at 11:30 am.

Linda has contacted Kelly Lujan at the Doubletree. This is the menu:

GRILLED CHCIKEN, MIXED GREENS TOSSED IN A ROASTED GARLIC VINAIGRETTE WITH CHOPPED BACON, HARD-BOILED EGG, FRESH TOMATOES, AVOCADO, AND CRUMBLED GORGONZOLA

ROLLS, DESSERT, COFFEE. ICED TEA AND WATER

Our cost will be about $32 per person, including tax and gratuity. The luncheon tickets will be $45; we will make about $13 on each attendee. Our goal is to have 150 in attendance this year.

Sue has given Kelly the required tax-exempt documents.

We are going to present Peggy Shivers with a special **“Best Friend”** award. Linda, Aida and Birdie took Peggy Shivers to lunch on Thursday, February 9th to let her know that she will be honored at the Literary Awards this year. She was surprised and thrilled to be selected and will attend the event to accept the award.

We will send out a press release announcing this year’s recipients. A Save the Date email will be sent after the Big Book Sale on March 13th. Reservations and payments will be accepted on our new website.

Thanks to Sue for updating the Sponsorship Packet.

Terry Zarsky has prepared a list of possible sponsors for the Literary Awards Luncheon. The list includes individuals, businesses and foundations that have given to Friends groups previously. Terry, Aida, Sue, Linda, Bev and Birdie have decided who will contact each of the possible sponsors.

Birdie will contact all of the honorees to get a list of their contacts. We will send email invitations to those on their lists on behalf of the honorees.

Sue contacted Scheels and they will not sponsor this year. She has submitted an application to ENT Federal Credit Union.

Linda has contacted the Frank Waters Foundation in Boulder.

Birdie has contacted Colorado College and State Farm Insurance.

Bev has contacted Flying W, Big R and Boot Barn.

We will have the same sponsorship levels that we had in 2022 –

GOLD $2,000

SILVER $1,000

BRONZE $500

TABLE SPONSOR $360 for a table of 8

**Terry Zarsky is our first Bronze Sponsor. Many thanks to Terry!**

**Entertainment:** Meg Shaver’s son, SJ Shaver will provide the entertainment. He will bring his keyboard and speakers.

**Decorations:** Meg Shaver will do balloon arches and centerpieces again this year. Aida, Bev, Sue and Terry will help with the decorations and centerpieces.



 Approved Centerpiece

The centerpieces and the balloon arch will cost approximately $160.

We can reuse the vases and mirrors to cut down on cost for future years.

**Program:** Meg Shaver will do the program again this year. The deadline for printing is ­­­­­­­­­­­May 20th.

3. **Latina Voices**: The sub-committee has met twice and decided that the event will be at 10:30 am. on Saturday, Sept 30th at Library 21C. Linda has reserved The Venue. We are looking at a slightly different format. We plan to do short videos of various successful Latinas, and have them on hand to answer questions. We also will have a “live” keynote speaker. At noon, we will serve a light lunch. We will need to get donations to pay for the lunch. The next sub-committee meeting is March 16th.

4. **Sip and Shop**: December 3 - Holiday Sip n’ Shop – 2pm – East Library

Bev Diehl will take the lead on this event and we will assist her with all tasks.

**Branch Libraries Committee Report**

**March 8, 2023**

**Committee Members**

Birdie Miller, Chair

Gloria Lesher, Secretary (High Prairie)

Friends’ representatives from Branch libraries

**Committee Responsibilities**

The members of the Branch Committee consist of representatives from the various Branch library Friends groups. The “mission” of the Branch Friends is to connect with other Branch Friends groups, share ideas and information, and build cohesiveness between Branch Friends. This mission was decided upon by its members when the group/committee first formed. The Branch Committee meets quarterly to receive reports from the Friends BOD, the Foundation and PPLD and to share information regarding their activities.

**2023 Objectives**

1) Finalize Branch Guidelines

2) Recruit Friends volunteers for selected Branches

3) Explore opportunities to enhance the interaction with regional libraries

**Committee Updates**

A) We have asked each Friends group to promote the April 8th Meet the Author event at or near the bookstores. A Meet the Author flyer for April 8th was sent by email along with the *BookBrowse* flyer on February 24th.

B) The next quarterly meeting for the Branch Friends will be hosted by Cheyenne Mountain Branch Friends on Friday, March 17, 2023 @ 1:00 pm. Board members are encouraged to attend this meeting.

**Communications Committee Report
March 2023**

**Committee Members**

Meg Shaver
Beverly Diehl
Sandra Damm
Birdie Miller
Linda DuVal
AnnEliz Harford

**Committee Responsibilities**

The Communications Committee is responsible for the development and distribution of quarterly Friends e-newsletters, managing and updating the Friends website, coordinating communications opportunities with PPLD Communications staff, coordinating marketing opportunities from sponsored PPLD programs, and other communication efforts.

**2023 Special Projects**

1. Develop a brand standard communication system (both internal and external) to include a goal of 8 email / social media blasts/posts; four of which will be the quarterly newsletter consistently published on the 1st Monday of January, April, July, and Oct.

2. Seek out/develop a minimum of four public awareness opportunities where Friends reps can speak at and/or orchestrate an awareness campaign.

3. Launch and maintain the new website

**Committee Updates**

1. **Website**

 Below is a graph of the daily number of visitors to the website:



Feb 9 (launch of the We Love Our Members campaign) saw the highest # with 149 visitors, followed by Feb 27 with 78 (unsure what drove this #). Feb 5 saw the lowest with only 11 visitors.

Insight reports indicate that:

1. Home page is still the most popular page
2. There were a total of 603 unique visitors with past month (277 by desktop, 313 on a mobile device and 13 other)
3. There were 994 site sessions in March and 2,791 page views

Changes in the site from February going into March are

* Added a new graphic to the Home page
* Added the lightbox to the home page to promote Sponsorship Opportunities
* Added Become a Sponsor Page
* Linked Sponsorship Package to the Board/Committee Member page
* Updated the Volunteer Only page
* Updated the Event Calendar
* Added Sponsors to the Latina Voices event on the Friends Programs page
* Updated the Meet-the-Author information on the Friends Programs page

OF NOTE:

* We are still waiting for a decision has been made on what form of payment we want to link to the website.

Website improvement/maintenance plans going into March are

* Continue to update Events and Programs page as more details are determined

**2. Publications / Email Blasts Report**

 Q2 Newsletter goes out on April 1. Planned content for Q2 includes

* A spring logo graphic (Meg)
* Upcoming Events
	+ Literary Awards Luncheon (Linda)
	+ Meet the Author (Linda)
* Recent Events:
	+ Big Book Sale (Meg)
	+ Col Mustards Cribbage Night
	+ Kinder RoundUp
* Sponsor Appreciation (Meg)
* Digital Corner (Sandra)
* History Section (Bev)
* Branch Friends Content (Branches)

Email Blasts included

* We Love Our Members Sweepstake
612 recipients, 390 opens and 1 unsubscribe
* BookBrowse Announcement
1669 recipients, 782 opens, 2 unsubscribes
* Spring Big Book Sale FYI’s
1676 recipients, 1087 opens, 0 unsubscribes

Planned March Social Media / Email Blasts Posts

* Literary Awards, Save-the-Date, March 13 (after Book Sale)
* April 8 Meet-the-Author Reminder, March 28

**3. Social Media**

A huge thank you to Beth and AnnEliz for all the work they are doing with our Facebook and Instagram pages. The published 23 posts this past month. Insights report indicate:

* 14k reached
* 1.5k post engagements
* 23 new likes

**4. Friends Public Presentation Opportunity**

* Birdie will be speaking with the YAK Book Club: Was March 1 but has been postponed; new date TBD
* Birdie did present on March 3rd for the Cheyenne Mountain Fiction Book Club with 14 in attendance. Friends Brochure, Friends 2023 At-a-Glance bookmark, flyer for Meet the Author - B J Bowen and the Friends magnet were distributed. Of Note: This Book Club had B J Bowen to attend one of their meetings, they have read her book. Many of them have autographed copies of her book.
* Birdie has confirmed other presentation opportunities with Book Clubs. She will send the entire list of dates and may need help from committee members for some of the meetings.
* Kinder Round Up March 11, Meg and Sue will set up a table with kid fun and parent information

**5. Additional Marketing Material Made in February**

* Book Sale Header and blog
* Sponsorship Levels one-pager
* 2023 Friends At-A-Glance bookmark
* April 8 Meet-the-Author full page and half page flyers

**6. Streamlining Communications**

* Reviewed the Literary Awards Project template with the LA Committee

**7. New Business**

The Comm’s Team monthly meeting saw lively discussion over two new concepts:

* Creating more opportunity for users to engage with the website (thank you Wendy and the Membership Sweepstakes for modeling the way on this)
* Engaging the public with print/media

For the first bullet, the website team has decided to generate a themed, monthly “activity” for users to participate in. Some of the activities may simply be responding and other activities may be small competitions with donated prizes. Nothing will be big and overwhelming - just easy, manageable engagements.
The web team will create a Community Corner Page on the website for submissions to be displayed on and enjoyed by all.

Here is the lineup for March – June:

March – National Reading Month, asking users to send in a book review. Each review is also an entry to win a $15 gift certificate to the Friends Online Webstore (thank you Beth!). Drawing to be held on April 1. (Tie-in: Reading books)
OF NOTE: As of March 3, we have received 4 book reviews so far.

April – National Poetry Month, poetry contest! Asking users to write a haiku poem. Submissions will be judged (hopefully) by the current Pikes Peak Poet Laureate, Ashley Corneilus. If she is unable to, then we will ask Jim Cilletti as the former PP Poet Laureate. Meg to find a small prize donation appropriate for contest (book of poems, small gift card, et) (Tie-in: poetry books)

May – National BBQ Month, BBQ contest!! Asking users to send in their favorite BBQ recipes. Unless we were to arrange a sampling of the BBQ (yum! but not likely) then names will be drawn for this winner too. Meg/Bev will look into finding a small, suitable donation like a bottle of sauce or packet of rub or something like that. (Tie-in: Cookbooks)

June – National Great Outdoors Month. Asking users to answer the question “how do you enjoy the great outdoors in Colorado?” Submissions will also receive entry to prize. Meg/Bev to try to hunt down a small outdoor themed prize like a piece of camping equipment.

We will be including this information in the upcoming newsletter to give folks time to prepare for the activities that they want to participate in and perhaps share the information with family/friends they know that might be interested in participating.

For the second bullet, the Comms team discussed an old booklet that the Friends of PPLD formerly made to introduce new parents to the best way to read to their babies (thank you Bev for finding this gem in your Historian work). The idea being to get kids enjoying books and engaging with them at a young age. Hopefully, these early efforts will foster a lifelong love of reading (and perhaps pull them away from technology some). The booklet would need to be redone and translated to English (the version Bev found is in Spanish). The Comm’s team is advocating for both versions to be produced. They are also looking at options of another organization to partner with in distribution. For example, Dolly Parton’s Imagination Library and giving a free book to the family with the booklet. The team will be researching options and coming back together to discuss in future meetings. We are looking at this a project to launch in 2024.

**Finance Committee Report**

**March, 2023**

**Committee Members**

Sue Gilbert

Jane Thacker

Erika Graham

**Committee Responsibilities**

Provide oversight on the fiscal management practices and procedures of the Friends of PPLD. Areas of oversight include: annual budget, recommendations on annual financial contributions to PPLD, periodic review of external vendors used for managing finances, and periodic review of hardware inventory. Provide back-up to Treasurer duties.

**2023 Special Projects**

1. Review computer inventory and develop replacement plan for equipment.
2. Evaluate vendors for cost effectiveness and service levels.

**Committee Updates**

1. Erika Graham has joined the Finance Committee. Erika is an accountant who is currently working

 as a software implementer. She started volunteering at East in November 2022. I met her at

 East recently and asked her to participate on the Finance Committee. She is also reviewing a

 Board application and may apply to be a Board member.

**Historian Report**

**March, 2023**

1. Working to collect as many records, reports, clippings, and publications from the period of 2002-2022 Friends’ efforts. It is my intention to save the end-of-the year reports for committees, board, and financial history as well as project promotion publications. It is interesting to note that former boards presented a highlight sheet of the year’s work at each annual meeting. I think it wise to renew this idea.
2. Finalized and delivered the Betty Field Memorial Youth Writing Contest materials to Special Collections. That archive included the series of existing winning stories booklets, a list of names on the plaques, a name index to the plaques, and a summary description of the contest. To date, the Winners Plaques, which were donated to Special Collections with the history and indices, may be returned to us due to a lack of storage. Another destination?
3. Thinking of a safe display and destination for the framed Gutenberg page calligraphic copy as well as possible uses for the Myron Wood prints given in the past in thanks to the Friends. Those three could be sold, framed and displayed, given as awards, or several other options. Currently, it may be that none of these are insured.
4. I am adding to the Friends’ history summary untouched since 2002. I am seeking membership numbers from 2001-2020 and donations to PPLD from 2002-2015.
5. I have and will continue to provide a Moment in History for the quarterly newsletter.
6. I have drafted a list of facts to use for sponsorship requests that detail the historic impact of Friends’ contributions to the library and to the Friends individual programs. Meg, Sandra, and I have drafted an additional web page for Sponsorship and recognition. Further, I am currently approaching 6 businesses about sponsorship.
7. Working to trace the Baby’s First Book Project and Friends’ sheet of recommendations for parents about the importance of reading and readiness. I have just the Spanish version, but I am actively looking for more history and partnership organizations. Such a project would again get into new parent home, create a broader awareness of the Friends, and constitute positive actions toward literacy.
8. I am researching former vision statements with an eye to revising and enhancing the one in current use. The goal will be to foster an adequate umbrella for the projects we do.
9. Also, I continue to serve on the Communications, Program, and Membership Committees.
10. Our Sand Creek volunteer and I presented boxes of chocolates and fresh cookies to the staff on Valentine’s Day. We continue to inquire about ways to help with the staff lounge redecoration. St. Patrick’s Day cookies are on tap for this month!