

**MEETING AGENDA**

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

Wednesday, June 14, 2023 – 4:00 p.m.

Library 21c, Ent Conference Center

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

 A. Introductions

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

**3. Pikes Peak Library District Reports**

 A. Teona Shainidze, Chief Librarian and Chief Executive Officer

B. Lance James, Executive Director PPLD Foundation

 C. Melissa Schloesser, Library 21c Supervisor

**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)

 - Linda- LA author selection sub-committee

 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. Erika Graham, BOD application

 B. Retreat topics

**8. Next Meeting** – Wed, July 12, 2023 - 4 pm - **East Library, F1**

**9. Adjournment**



**FRIENDS OF THE PIKES PEAK LIBRARY DISTRICT**

**BOARD MEETING MINUTES**

**May 11, 2023**

The Board of Directors (Board) of the Friends of the Pikes Peak Library District (Friends) met via a Zoom call on May 11, 2023. President Rita Jordan called the meeting to order at 4:03 p.m.

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

Other attendees: Beth Crumrine, Friends Operations Coordinator, Brett Lobello, Directory Regional History and Genealogy.

**Meeting Minutes:** Wendy moved to approve the April 12, 2023 meeting minutes. Terry seconded. The motion carried 9 - 0.

**PPLD Report**: No report was given.

**PPLD Foundation Report**: The Foundation report was presented by Rita. The Foundation received a $200,000 grant from the City of CO Springs Digital Grant program. The Library Giving campaign through April received 735 gifts - $57,786. They also received a $30,000 grant from El Pomar from the Robert Hilbert nonprofit trust.

**Sponsored Program Report:** Brett Lobello stated his departments role is to preserve history of the community; provide access to the community and engage the community to interpret and participate in history. He presented on the Regional History Symposium. The symposium began 20 years ago. This year’s events theme is “art and entertainment.” There are 3 events – May 20th – Film Festival at Penrose; June 10th – 6 presenters at East; and June 12th – virtual event with 4 presenters.

**Operations Coordinator Report:** Beth Crumrine referenced the Operations Coordinator Report. $11,179 total sale April. Current regular volunteer count is 45 for District Friends; 552 volunteer hours in April. Beth is working on sorting guidelines to increase consistency in labelling of books and increase efficiency. Beth will be on vacation June 14 – 20, 2023.

**2023 Calendar of Events:** Rita Jordanasked Board members to volunteer to attend PPLD events that the Friends is sponsoring. Bev has put together a list of the events which Rita will circulate to the Board. Board members should get back to Bev on their availability. Beth also noted that there are volunteers that can help at these events.

**Executive Committee**: Rita referenced the Executive Committee report. Rita, Birdie, and Aida attended the “Get on Board” sponsored by Leadership Pikes Peak on May 3rd. There were 5 people who expressed interest in a Board position. Rita will follow -up.

**Membership Committee**: Wendy Stotts referenced the Membership Committee report. reported that we have 1176 members as of the end of April. The Membership Committee will continue to think about ideas/contests for seeking new members. Discussed promoting memberships as a “gift” idea for teachers and/or for holiday gifts. Wendy will follow-up with PPLD on their plan for promoting BookBrowse and seek information from BookBrowse on usage statistics.

**Program Committee**: Birdie Miller referenced the Program Committee report. The Committee has decided that after the July Author Talk, we will discontinue this program. We will work with Brian Matthews from PPLD to determine who we can support and advocate for their author events. Literary Awards is the top priority until the event. Birdie referenced the article in the Gazette. An email blast will be sent out on May 19th as a final push for attendance.

**Branch Libraries Committee:** Birdie Miller referenced the Branch Committee report. The next Branch meeting is June 14th at Monument. Sand Creek will host the Sept. 20th meeting.

**Communications Committee:** Meg Shaverreferenced the Communications Committee Report. The Volunteer Round up had 18 entries. The May flower contest has 16 entries so far. The Coms committee roles and responsibilities are outlined in the report.

**Finance Committee:** Sue referenced the Finance Committee report.

**Book Sale Committee:** AnnEliz reported that there are no new updates.

**Historian:** Bev Diehl referenced the Historian report.

Discussion Items: the retreat is August 26th. Rita asked Board members to send topics for the retreat to her by May 26, 2023. The Executive Committee will put together the agenda for the meeting.

The meeting adjourned 5:43 p.m.

**Next Meeting** – Wednesday, June 14, 2023 – 4 pm at 21c.

**June 2023 FPPLD Operations Report**

|  |  |  |
| --- | --- | --- |
| Sales for May | (Gross) |  |
|  | Amazon | $1,412 |
|  | eBay | $4,763 |
|  | Web storefront | $95 |
|  | East Bookstore | $3,223 |
|  | Library 21C | $1,681 |
|  | Penrose | $344 |
|  |  |  |
| TOTAL SALES |  | $11,518 |
|  |  |  |

Our current regular volunteer count is 47 for District Friends; volunteer hours for May totaled 637.

Our East volunteers have been able to easily keep up with the pace of donations lately and some days have even run out of books to process! We’ve increased the number of boxes allowed at the bookstore without an appointment to 3 per person/day. A volunteer is available at Library 21c every day except Tuesday, so we’ve increased the number of days donations can be brought in there. Penrose guidelines are unchanged at 1 box per person for Tue./Thu./Sat.

In April, eBay instituted an International Shipping Program for qualified Top Rated Sellers. We were able to opt in, and our first international sale was to Mexico on April 12th. We have since sold books to the United Kingdom, Poland, and Germany. We ship to an eBay location in the US; eBay completes the extra paperwork and forwards the item to the buyer, who is responsible for all extra shipping, customs charges and taxes.

I will be on vacation from June 14th through the 20th.

Submitted 6/7/2023

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

**February**

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

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

**March**

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

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

March 11 *Kindergarten Roundup* - 1pm - Sand Creek Library

March 17 Branch Meeting – 1pm - Cheyenne Mountain Library

**April**

April 4 Library Giving Day

April 8 Meet the Author – 1pm - East Library

April 12 Friends Board Meeting – 4pm – Rockrimmon Library

April 14 *Homeschool Resource Fair* – 10:00 am to 1:00 pm – Library 21C

 Worked by Bev, Sandra, and Meg,

April 23 – 29 National Library Week

**May**

May 3 Get on Board 4:30 to 6:30 pm – Penrose House

May 6 *Mountain of Authors* - Library 21c – 12 noon to 4:30 pm

 Worked by Meg, Rita, Wendy, Birdie and Terry

May 11 Friends Board Meeting – Thursday 4pm – ZOOM meeting

**Board Objectives**: Preparation for Literary Awards event

**June**

June 3 Literary Awards Luncheon – 11:30 - Doubletree Hotel

June 7 *Summer Lawn Concert* – 6:00 to 7:30 pm – Manitou Library

June 10 History Symposium - 9:30 am - 1:00pm - East Library

June 14 Friends Board Meeting – 4pm - Library 21c; Ent Conference Cntr

June 14 *Summer Lawn Concert* – 6:00 to 7:30 pm – Old Manitou Library

June 21 *Summer Lawn Concert* – 6:00 to 7:30 pm – Old Manitou Library

June 28 *Summer Lawn Concert* – 6:00 to 7:30 pm – Old Manitou Library

 Worked by: see event schedule

**Board Objectives:** Review Literary Awards event

**July**

July 5 *Summer Lawn Concert* – 6:00 to 7:30 pm – Old Manitou Library

 Worked by: see event schedule

July 12 Friends Board Meeting – 4pm – TBD

July 12 *Summer Lawn Concert* – 6:00 to 7:30 pm – Old Manitou Library

July 15 Meet the Author - 1:00 - East Library

July 21 *Summer Adventure* Party - 10:00 am to 12 noon - East party;

 George Fellows Park (behind EA library)

July 26 *Summer Adventure* Celebration; Steve Weeks concert -

 6:00 to 7:30 pm - Old Manitou Library

July 28 *Summer Adventure* Party – 10:00 am to 12 noon – Fountain Library; (Aga Park)

**Board Objectives:** Prepare for BOD Retreat

**August**

August 4 *Summer Adventure* Celebration; Steve Weeks concert -

 6:00 to 7:30 pm – Limbach Park, Monument

August 9 Friends Board Meeting – 4pm – TBD

August 11 *Summer Concert* - 6:00 pm – Palmer Lake Village Green

August 18 *Summer Concert* - 6:00 pm – Palmer Lake Village Green

August 25 *Summer Concert* - 6:00 pm – Palmer Lake Village Green

 Worked by: see event schedule

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 9 PPLD Conference

October 11 Friends Board Meeting – 4pm – TBD

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

October 15 – 21 National Friends of the Library Week

October 21 Night at the Library (Foundation Gala) – 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 2 Yule Ball - afternoon

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

Italics indicates PPLD events sponsored by Friends with tables at event.

**Executive Committee Report**

**June, 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 Friends Board Retreat is scheduled for August 26, 7:30am to 5pm, at Penrose House. We are seeking topics for discussion.

**Friends of the Pikes Peak Library District**

**Membership Committee Report June 2023**

**Committee Members:**

Wendy Stotts, chair

Sandra Damm-Hamblin

Beverly Diehl

Meghan Shaver

Carey Whitfield

Terry Zarsky

**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.

**Membership Statistics:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **January** | **February** | **March** | **April**  | **May** |
|  |  |  |  |  |  |
| Junior Bronze | 6 | 7 | 9 | 9 | 9 |
| Adult Bronze | 154 | 158 | 201 | 176 | 177 |
| Family Bronze | 286 | 292 | 375 | 304 | 303 |
| Senior Bronze | 162 | 162 | 174 | 168 | 171 |
| Ind Silver |  |  | 1 | 1 | 1 |
| Senior Family Bronze | 183 | 193 | 206 | 192 | 183 |
| Gold Family | 2 | 2 | 2 | 2 | 2 |
| Lifetime | 324 | 324 | 324 | 324 | 324 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total: | 1117 | 1138 | 1292 | 1176 | 1170 |
|  |  |  |  |  |  |
| Households: | 797 | 808 | 897 | 834 | 835 |

NOTE: 149 members are on auto-renewal to date (up from 143)

**MailChimp:**

Subscribers: 1764 subscribers (down from 1766)

Friends Members: 709 (up 1)

Lifetime Members: 139

**Renewal Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Renewals | Deleted | Total: | Percent renewing: |
| January  | 7 | 9 | 16 | 44% |
| February | 20 | 14 | 34 | 59% |
| March | 31 | 79 | 110 | 28% |
| April | 7 | 8 | 15 | 47% |

***BookBrowse:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Jan | Feb | Mar | Apr | May |
|  |  |  |  |  |  |  |
| IP Logins |  | 15 | 27 | 98 | 214 | 58 |
| Remote Access | 46 | 397 | 203 | 103 | 84 |
| Page Views |  | 115 | 1199 | 1939 | 882 | 1053 |

**Thinking Cap items**:

As we prepare to plan for next year, Membership Committee members can think about:

* What kinds of things might we want to give prizes for? Another Valentine’s Day thank you to current members? Something for Friends of the Library week?
* What could we do to try to retain members? For example, solicit businesses for discounts for Friends member? Free or discounted entry days (like at the Olympic Museum, Cheyenne Mountain Zoo? A free selection from the East book store for renewing members? (I could notify them in renewal letter/email.)

What would the Membership Committee like to focus on for 2024?

**Program Committee Report**

**June 14, 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. (**Accomplished!**)

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

**Committee Updates**

The committee met on Wednesday, May 24, 2023 at 12:00 noon at the Penrose House and via Zoom. All members were present except Sandra Damm. Beth Crumrine also attended the meeting.

At the meeting, we discussed all of the details necessary for the Literary Awards Luncheon to be a success.

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

**Final Sponsor Update**

**Gold** $2,000 Anonymous

**Silver** $1,000 El Pomar Foundation

**Bronze** $500 Anonymous

**Bronze** $500 Frank Waters Foundation

**Bronze** $500 Michelle Blessing (Blessing Hurt)

**Bronze** $500 PPLD Foundation

**Final Table Sponsors**

1. Rhyolite Press

2. Sue Gilbert and Wendy Stotts

3, Kathleen Ricker

4. James and Shirley Stewart

5, Peoples United Methodist Church

6. Rita Jordan

7. Carolyn Pace and Sharon Grady

8. Birdie Miller

9.” Hooks” Jones Chapter of the Tuskegee Airmen

10.Pikes Peak Library District

11.High Prairie Branch Friends

12. Rockrimmon Branch Friends

13. Old Colorado City Branch Friends

**Donations**

Scheels $200.00

Doris Mitchell $ 50.00

Greg Jamieson $ 50.00

We sold **43** individual tickets before the event. We collected $317.00 on the day of the event.

The final financial report will soon be available.

The committee will meet on June 14th at 3:00 pm to discuss what worked and what improvements we need to make for next year’s event.

**A BIG Thank you to the Program Committee, Beth Crumrine and the other Board Members for making this event a HUGE success!!**

2. **Meet the Author: Mike Torreano -** East Library - Saturday, July 15, 2023 @ 1:00 pm



**Mike Torreano** is a traditional western novelist who has written 4 novels. Mike has lived in Colorado Springs since 1977. A retired Colonel, USAF, he is also a retired financial advisor with Northwestern Mutual of 35 years. He has a Master of Arts in Mass Communications from the University of Denver and a Bachelor of Arts in International Affairs from the United States Air Force Academy.

List of Torreano’s books

**The Reckoning** published in 2016

**The Renewal** published in 2018

**A Score to Settle** published in 2020

**White Sands Gold** published in 2022

He also wrote **The Trade** which is a short story.

3. **Latina Voices**:

Saturday, September 30th @ 10:30 am at Library 21C in the Venue

Latina Voices recognizes the leadership, civic engagement, and dynamic role Latina women play in the Pikes Peak community. This free event is open to all, to listen to the first-hand stories Latina women share about their challenges and opportunities.
This year we are honoring Mia Ramirez, Program Manager for Colorado Trust; Keeley Griego, Community Educator for Inside Out Youth Services, Ginelle Curincita, Entrepreneur and Ballet de Folklorico de Barajas and their executive director, Leonor Gonzales.

We will serve a light lunch after the event.

We are looking for sponsors for Latina Voices.

The next sub-committee meeting is scheduled for June 15th @ 1:30 pm @ East Library.

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

Wednesday, June 14, 2023

Booksales

Subject: May recap and update for June meeting

* Webstore inventory is over 250 items. The highest number of items listed for sale. We have had 3-5 sales in May. Hoping to get more sales as site visits increase.
* Ebay inventory is also doing well as we continue to have more items to list. Sold another set of encyclopedias this month and listed a few more big sets.
* Amazon remains steady as we typically get a few sales a day.
* This year I am trying not to buy shipping supplies and just use/recycle the ones we get to cut down on cost. It has been very successful. Volunteers and other Library employees bring me bubble wrap and small boxes to keep me in constant supply. I have not had to place an order this year.
* We continue to take donations to stock the store and box the overflow for the October book sale. We would like to do another Children’s book drive later in the summer to increase our inventory for the sale. Currently, brainstorming new ideas and more productive ways of running the Booksale. Always thinking about how we can increase our sales and make the Booksale enjoyable for all who attend.

**Branch Libraries Committee Report**

**June 14, 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**

The Branch Friends met on Wednesday, June 7, 2023 at Monument Library. All branches were represented except Ruth Holley, Manitou Springs, Fountain Sand Creek, Old Colorado City, and Calhan. In addition, Rita Jordan, and Wendy Stotts from the District Friends’ Board of Directors and Beth Crumrine, Operations Coordinator, were in attendance.

***Report Summaries*** -

Rita Jordan – The Literary Awards luncheon was a success. The Board will be having a retreat on August 26th. We are seeking a Memorandum of Understanding document from the past.

Beth Crumrine – The Friends made $12,788.00 net on the March 2023 book sale. 1239 people attended the sale and 63 volunteers worked 426 hours. If you have good books for sale (with no place to store them) put them in a box and send them to Beth at East Library.

Sue Gilbert – (Reported by Birdie) – Thank you to all who completed the new Signature Forms. $196.00 deposit dated April 25th has not been claimed by any branch. If this is your deposit, please contact Sue.

Wendy Stotts – The membership roster for July may be a bit late. Any ideas for retention of Friends members are appreciated.

Meg Shaver – (Reported by Birdie) – Please send pictures from any of your branch activities to Meg. And don’t forget to check our website!

Birdie Miller – We have 2 upcoming events

July 15, 2023: **Meet the Author**, Mike Torreano, at East Library at 1:00 pm

September 30, 2023: **Latina Voices** at 21C at 10:30 am

We are grateful to the individual Branch Friends who attended the Literary Awards and to the Branches that purchased a table for the event; High Prairie, Old Colorado City, and Rockrimmon,

**Discussion Item**

There is no limit to the amount of money that a Branch Friends can donate to their branch library. If you are planning an unusually large donation or purchase, please contact Rita Jordan and Sue Gilbert in advance.

**2023 Quarterly Meetings**

First Quarter: Friday, March 17th @ 1:00 pm at Cheyenne Mountain Library

Second Quarter: Wednesday, June 7th @ 1:00 pm at Monument Library

3rd Quarter Meeting - September 20th – Sand Creek Branch Library @ 1:00 pm

4th Quarter Meeting – December 13th @ 1:30 pm @ Penrose Library – Columbine A - Joint Meeting with the District Friends Board

**Recruitment of Friends volunteers for selected Branches**

We need to recruit Friends volunteers for Manitou Springs, Fountain, Ruth Holley and Sand Creek.

**Communications Committee Report - June 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**

 We had 880 site sessions and 611 unique visitors in May (this is up).

Insight reports indicate that:

1. The avg session duration is down from 3 min 55 sec to 2 min 27 sec
2. Direct traffic continues to be our most popular source
3. Home page took the lead for the most visited page (likely the contest)

Website improvement/maintenance plans in June are

* Update homepage with Literary Awards recapture (done)
* Create the homepage Great Outdoors contest (done)
* Update Events, Programs and Community Corner page
* Update the Latina Voices event information on calendar
* Update Become a Sponsor page with Latina Voices info
* Update Latina Voices sponsor info on Programs page

May Flower Contest

* Had 37 entries, A photo of the winner Linda U. receiving her prize will be in our upcoming newsletter (thank you Bev for getting such a cute prize together)

Community Corner

* 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. Bev was able to secure a wonderful prize donation from Cheyenne Mtn State Park: a book on plants and trees of CO and a state park mug. Bev also added in a park passport booklet for the winner to track their park visits!
* July - BBQ recipe contest!! Asking users to send in their favorite BBQ recipes. 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)

**2. Publications / Email Blasts Report**

 Q3 Newsletter goes out on July 1. Planned content includes

* Website Contest Winners (Meg)
* Salute to Birdie Miller and her recent recognition (Meg)
* Upcoming Events
	+ Manitou Springs and Palmer Lake concert in the Park Series
	+ Summer Adventure (4)
	+ Latina Voices
* Recent Events:
	+ Literary Awards Luncheon (Linda)
	+ Homeschool Resource Fair (Meg/Bev/Sandra)
	+ Manitou Concert in the Park series (Meg/Bev/Sandra)
	+ Mountain of Authors
* Sponsor Appreciation (Meg)
* Library Digital Resources (Sandra)
* History Section (Bev)
* Branch Friends Content (Branches)

Additional Print Material this month include

* Donation Guidelines Bookmark (Beth request)
* Draft of Latina Voices flyer and poster
* Draft of Latina Voices social media posts (IG and FB)

Email Blasts included

* Literary Awards Tickets on Sale Now, 887 opens, 1 unsubscribe
* PLANNED FOR LATE JUNE: Reminder to attend the Mike Torreano Meet-the-Author event on July 14

Press Releases

* Linda will have a press release for the PPLD newsletter regarding the Mike Torreano Meet-the Author in July.

**3. Friends Public Presentation Opportunities (June - July)**

* Literary Awards Luncheon (June 3) worked by the LA Committee
* Summer Lawn Concert (June 7) worked by Bev, Meg and Rita
* History Symposium (June 10) worked by Bev & Beth (Rita, Birdie and AnnEliz present)
* Summer Lawn Concert (June 14) being worked by Bev, Meg and Sandra (others?)
* Summer Lawn Concert (June 21) being worked by Bev, Meg and Sandra (others?)
* Summer Lawn Concert (June 28) being worked by Bev, Meg and Sandra (others?)
* Summer Lawn Concert (July 5) being worked by Bev, Meg and Sandra (others?)
* Summer Adventure Party (July 10, 10am-12pm, East Library) being worked by ?
* PENDING: Summer Lawn Concert (July 12) being worked by ?
* Meet the Author, (July 15, 1:30pm, East) being worked by ?
* Summer Adventure Party (July 26, 7:30pm, Old Manitou Library) being worked by ?
* Summer Adventure Party (July 28, 10am-12pm, Fountain Library) being worked by Rita and ?

**Friends of the Pikes Peak Library District**

**Finance Committee Report**

**June 14, 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**

The Finance Committee did not meet in May.

Open items:

* Review Q1 results. The committee thought it would be helpful to review the financial results year over year to look at trends, changes, future budgeting, and planning. *ACTION: Sue to pull together information for past 5-7 years.*
* *ACTION: by year end, seek competitive bids for Accountant. Erika will start to look into possible vendors.*
* Next meeting: June/July.

**Historian Report - June 14, 2023**

1. This month was more of participation than of generation. I assisted with the draft for a Memorandum of Understanding, secured contest prizes, assisted with the planning and conduct of the Literary Awards, and continued the representation scheduling. I will be seeking other volunteers for 7 of the representation table/activity services.
2. Still 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. I have discussed electronic archive methods with both Meg and Cara Ramsay, PPLD archivist.
3. Because it is important also to have some documents or items available to staff and officers at our office, I am preparing to establish a drawer in the ”East warehouse” for historically appropriate file to remain for consultation and as a continuum. As well, this drawer should store the publications we have generated over the years or ones deemed most valuable to retain. (Such as Frank Waters titles or book business references.)
4. Still seeking newsletters to file next with the Friends archive in PPLD Special Collections, trying to complete the remaining scrapbooks to place the into the archive. I cannot assure that the contents of the books are archivally secure but the scrapbooks themselves will be archivally boxed.
5. I am adding to the Friends’ history summary, but I am still seeking membership numbers from 2001-2020 and donations to PPLD from 2002-2015, if those records are retrievable.
6. I have and will continue to provide a Moment in History for the quarterly newsletter.
7. I have been updating the web page for Sponsorship and donor appreciation and clarity, and I have been listing events on the free calendar outlets.

1. Also, I continue to serve on the Communications, Program, and Membership Committees.