

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**December 16, 2019**

**Members Present:** Diana Ripperger, Jeff Merrill, Greg Robinson, Marva McCarty, John Forbes, Steve Lytle, Greg Ward, and Al Kaduce

**Staff Present:** Julie Wells, Katherine Manion, Laura Sauser, Jenny Goulden, and Susan Nass

**Call to Order:** President John Forbes called the meeting to order at 5:00 P.M. Greg R. read the Character Counts Statement.

**Citizen's Forum:** None

**Approve Agenda:** Greg W. made a motion to approve the agenda. Marva seconded the motion. All voted in favor and the motion passed.

**Approve Minutes:** Greg R. made a motion to approve the September 23 minutes. Jeff seconded the motion. All voted in favor and the motion passed.

**Treasurer's Report:** The Foundation members reviewed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. Steve made a motion to approve the statement. Greg W. seconded the motion. All approved and the motion passed.

**Unfinished Business:**

A. 2019 Fundraising Campaign Update: Julie provided final numbers on the campaign: 311 donations received as of 10/31/2019, totaling \$31,899.76

**New Business:**

A. 2020 Fundraising Campaign: 191 donations received as of 12/13/2019, totaling \$18,245.00

B. Summer Reading Program Funding Request: It was requested that the Foundation provide up to \$9,500 to fund the 2020 Summer Reading Program. Funding will be used to support:

- Summer Reading Prizes --\$2,700
- Presenters and Programming Costs--\$4,300
- Summer Reading Internship--\$2,700

Steve made a motion to approve up to \$9,500 to fund the 2020 Summer Reading Program. Marva seconded the motion. All voted in favor and the motion passed.

C. Tote Bags Funding Request: It was requested that the Foundation provide funds to purchase a new supply of tote bags. The annual summer reading program vendor has a tote bag available for \$1.00 per bag. The request is for 500 bags, which would total \$500. Or, a tote bag could be imprinted with *Urbandale Public Library Foundation* and the Foundation logo for approximately \$1.80 per bag, and a \$50 set up fee. This would be for an approximate cost of \$900 for 500 bags. Greg R. made a motion to approve funding for the Foundation logo bags. Diana seconded the motion. All voted in favor and the motion passed.

D. Staff In-Service Funding Request: The department managers requested \$1,025 to pay a presenter to provide a workshop on customer service practices for the Staff In-Service. The fee includes program development, delivery, materials, and mileage. Marva made a motion to approve the request. Greg W. seconded the motion. All voted in favor and the motion passed.

E. Volunteer Luncheon Funding Request: The volunteer coordinator requested up to \$2,400 for next year's Volunteer Luncheon. Greg R. made a motion to approve the funding. Steve seconded the motion. All voted in favor and the motion passed.

F. Collections Funding Request:

1. Wonderbooks – Katherine requested \$1,000 to purchase a new product that includes a digital read-along device along with juvenile books to help them learn to read. This amount would allow us to provide an initial collection of 25-30 items.
2. Hoopla—Katherine requested that the Foundation sponsor two months of hoopla to help defray expenses. At approximately \$1,500/month the request is for \$3,000. Greg W. made a motion to approve both of the funding requests. Steve seconded the motion. All voted in favor and the motion passed.

Steve made a motion to adjourn. Greg W. seconded the motion. All voted in favor and the meeting was adjourned at 5:35.

Respectfully submitted,

John Forbes  
President

Attest: Susan Nass