INDIAN VALLEY PUBLIC LIBRARY
Board of Trustees Meeting July 15, 2021

Beth Styer, IVPL Board vice-president, called the July 15, 2021 meeting of the Board of Trustees to order at 8 AM.

Present – Cassie Balzer, Darren Johnson, Wendy Leshinskie, Suzi Leonard, Margie Stern, Beth Styer and Victor Verbeke. Guest Bud Leister, FOF. Jonathan Leister IVPL staff

Absent- Alexander Grande, JoAnne Strom, and Penny Price,

Lacking a quorum, no formal votes could be taken

Minutes of the June17 meeting were reviewed.

Reports:

• Treasurer's Report/ Financial Statements were reviewed. Monies received were as expected. ERC- Employee Retention Credit – 1st quarter refund was received. ERC is employer taxes that would be paid during period of closure during pandemic. Total refund projected to be approximately $100,000. Expenses tracking generally on budget.

• Director's Report
   o Circulation continues to grow at a steady pace. The library was open for patrons 29 days in June.
   o Teen and adult programs continue to be held virtually. Children's programs are held both virtually and in-person.
   o This month, we saw a vast increase in library usage in the Children's Room.
   o A Red Cross blood drive was held on June 25. 32 lifesaving pints of blood on a goal of 24 pints was collected. We exceeded our goal by 8 pints of blood.
   o Axis 360 and Overdrive - transfer from Axis 360 to Overdrive started July 5 and should be completed by August 2.
   o Envisionware updated June 21. Mobile printing initiated.
   o Staff continues to attend workshops and training sessions. 31 full and part-time staff attended in-service training.
       ▪ Staff recognition Years of service Gail, Renee and Victoria (5 years), Tyler (10 years), Barb (15 years) and Mimi (20 years).
       ▪ Nicole and Robbie were notified that they are PaLA Youth Services Division Best Practice Award winners.

- ▪ DeAnne participated in PALS as a presenter.

• Monthly Statistics Circulation up particularly in digital downloads. Circulation slightly down from June 2019.

• Report to the Municipalities Focus on electronic services.

Committee Reports
  o Facilities – Work continues on the roof. Green roof lush with all the rain, 3 alarm calls due to storm.
  o Foundation of Friends - Bud reported that FoF is working on reverse raffle as a new fundraising event. (see attached) The Dinner in White is scheduled for August 21.
Old Business
  o Joint meeting with all municipalities – Joint meeting with Board, FofF and municipalities, and the regional planning commission to request regional plan for the library, from the commission (paid for by country).
  o LSTA/Roof celebration – grant requires event to celebrate reception of grant. Suzi and others from the Facilities Committee will work on this.
New Business
  o The Telford representative shared a complaint brought up at the recent Telford Borough Council meeting about a library display on Gay Pride Month. Margie will follow up.
  o September – the library will return to normal hours: Mon-Thurs. 9-9; Fri 10-9; Sat 10-5; Sun 1-5.

Public Comment – none

Wendy Leshinskie moved to adjourn 9:09, Suzi Leonard seconded. Motion approved

Respectfully submitted, Catherine S. Balzer, Secretary

Next Meeting: September 16, 2021 No meeting in August
Save the Date: DIW August 21

Foundation of Friends attachment

Library Foundation of Friends – Community Visibility and Fund Raising

The Event: **A Reverse Lottery – January 2022**

In a conventional raffle tickets are sold and winning number(s) are drawn. The drawing of the winning ticket(s) is sometimes done at a public event. A program of some type (speeches, entertainment, etc.) can precede the drawing. Drawing the winning numbers is a relatively short activity limiting the drama of the ticket holders.

In a Reverse Raffle all the numbers are picked making the remaining number at the end of the drawing the winner. The tickets for a reverse raffle are sold just the same as a conventional lottery. In the prize drawing, all of the losing tickets are drawn first awarding subordinate prizes at intervals, and then the grand prize winner at the very end.

For example, say you sold 100 tickets for your raffle. The first 10 tickets that you drew would not win, the 11th wins a runner-up prize that the ticket holder choses from a prize table. You continue picking numbers and the 21st ticket wins another runner-up prize and so on. **The final ticket left in the container is the grand prize winner**.

Timing:

In order not to interfere with other events or fund raising campaigns, it was agreed that the raffle event should be held Saturday Jan 29, 2022 from 5:30 to 7:30 PM with Saturday Feb 5, 2022 being the Snow Date.

Program Capsules: During the raffle after a certain number of tickets have been drawn there will be an interval when a runner-up prize ticket is announced, an entertainment or information element (short video, comedian, opera singer, impersonator [think Linda Kenyon], etc.) will be introduced. Those waiting for the final winning number would be entertained. Adding to the attractive element of the program, to keep everyone engaged for the duration, losing tickets are placed in a bowl, and just after that final winning number is revealed, a ticket is drawn from the loser's bowl and that winner is given a consolation prize of value and of a humorous or gang nature (wrapped) only to be opened by the loser bowl winner in front of the crowd.

Staging a reverse raffle [Virtual, Live, Hybrid]

This activity lends itself well to being staged as a hybrid event (live and virtual). The live event, the reverse raffle will be held at the IVPL, but you can't legally require winners to be present. A reverse raffle isn't as much fun if the winners aren't there to sit through the tension of the losing tickets being drawn. The IVPL Community Room is perceived as being adequate but as

has been done for the Wine Tasting, the entire library space can be used if the attendance exceeds the community room limit. With projected 150 ticket books sold (750 tickets @$50/ea.) the attendance could exceed 100.

In a live event a great way to keep track of who is there, (so you don't get all the way to the end only to find out that the grand prize winner isn't present), is to **have people put their tickets in the drawing container as they arrive at the raffle**. You can verify ticket holders that are drawn by either having them put their names on the back of the ticket, or having them hold on to another part of the ticket that has the same number on it as the ticket that was put in the container.

If a lot of reverse raffle tickets are sold, the drawing is going to take some time to get through. To keep people from getting bored as mentioned in **program capsules**, other things will be going on at the same time. Numbers drawn are posted on an electronic scoreboard so the MC doesn't need to interrupt the program until a runner-up prize number is announced.

Refreshments will be served; hence, **eating will give the raffle participants something to do while the drawing is going on. It will be a BYOB event in order to reduce costs (and liability). The event will start at least one half hour before the drawing starts to allow folks to socialize and also purchase tickets if they haven't done so already. A ticket will be required for admission to the event.**

A permit for a charity raffle will be required. Legal counsel should be sought.

Financial Scenario:
Net Revenue Goal: $25,000
Prize Budget: Grand Prize: **Caribbean Holiday – an all-expense paid trip for two.**
                        [Or winner can choose $5000 cash prize]
                    1st Runner-up: $2500
                    2nd Runner-up: $1000
                    Interim prize budget: $1000
                    Event expenses: $3000

Gross Revenue: $37,500, less event costs of $12,500
Tickets @ $50/each; 300 books of 5 tickets; $250 times 300 = $75,000
Note: Recommended that 350 ticket books be printed and sent to FOF members which exceed 300. With a 50% ticket return rate the gross revenue would be approximately $37,500.

Event Organizing Team:
Sub teams:
Financial/administrative – ticket printing, handling of receipts
Program development – entertainers, speakers, videos,
Marketing – promotion, printed materials, media, solicitation of event sponsorship through prize   donations, etc.
Event operations – contractor arrangements, event staffing, set up and clean-up