

AGENDA - FUNDRAISING COMMITTEE

Friends of the Library, North Las Vegas Library District

Wednesday, FEBRUARY 25, 2015 – 5 p.m.

Location: Aliante Library, 2400 W Deer Springs Way, NLV

View this agenda, materials and minutes on our web page @ www.nlvfriends.org

1. **Welcome** (plus any materials not included with on-line agenda)
2. **Adoption of Agenda, Approval of Minutes**
 - (a) Minutes of October 16, 2014 for approval. Agendas, materials, and signed minutes accessible at www.nlvfriends.org.
3. **Director's Report** – Forrest Lewis
4. **Business Arising**
 - (a) Amazon – Update
 - (b) Book Sales – Update and discussion on possible date for next major book sale event.
 - (c) Proposed Fundraising Event: December 2015 Holiday Luncheon

Chairperson has info gathered to date re venues to hold a (corporate-focused) Holiday Luncheon. Draft scope, timeline, fundraising goal and event budget to be considered. This and the following item 5(b) below for recommendation to the Friends board for approval. **Attachment**
 - (d) Donors - Corporate and/or individual, the generosity of donors will be relied upon for sponsorships, donation of funds, prizes and necessities for success. Discussion re “asks” and the method to be used to attract support in advance of, and to successfully plan, any event. Subsequent recommendation to Friends Board for approval.
 - (e) Volunteers – Time and generosity of dedicated volunteers is paramount to the success of the Friends mission, goals and events. Discussion on the following:
 - Volunteer recruitment, selection and retention
 - Do we share volunteers with the library branches or separate?
 - Chairperson to suggest a logo for volunteer recruitment involving Buddy the Bookworm being rendered into a “WE WANT YOU” campaign/poster.

See other Volunteer items under 5(c)(d) below
 - (f) Recommendation(s) to the Friends Board – Event(s)
 - (i) Event – A recommendation of event scope, location and budget to the Friends Board to be considered regarding any (summer) in-house event;
 - (ii) Donors – Result of discussion of item 4(c) above to become a recommendation to the Friends Board for approval;
 - (iii) Event Coordination- Any successful Friends event will enjoy the synergy and generous efforts of board members, other Friends members, staff and volunteers. Discussion on key early areas.

/Cont'd

5. **New Business**

(a) Fundraising Goals for 2015

Discuss vision, abilities and practicalities of the present Fundraising Cte to augment fundraising for 2015. Efforts to be in concert with the steering choices of the Friends Board and a fundraising goal for 2015. Board has yet to declare this goal. Further, a motion calling for a Fundraising Cte Vice Chair will be put to the Board (if required) at its Apr 21 mtg.

(b) Fundraising Events: Purpose, Goal, Theme, Logo

Successful fundraising events require a solid purpose, goal, and theme. Discussion on ideas and direction. Further a logo involving Buddy the Bookworm for our fundraising events will be proposed.

(c) Volunteering - The Legal Side

For information, Director to speak to background on volunteering on behalf of the 501(c)(3) including protections such as liability, waivers and insurance coverage.

(i) Friends Events - Volunteer Waiver Form

Sample volunteer waiver document attached for consideration and implementation for volunteering at Friends events that are not on City property. *The attached document came up on a simple web search, and is included for its valuable information. It is intended for discussion purposes to develop our own specific document.*

(d) Volunteer Appreciation Function

Request approval for funding a (cake/ refreshments) function at the Aliante Library to highlight *Volunteer Appreciation Month* (April) for the significant number of volunteers serving the Aliante Library.

6. **Representative Reports** (*any member asked to research items for the Cte*)

7. **Correspondence** (*any received*)

8. **Next Meetings**

A meeting date for March 2015 to be decided; **Wednes, March 25th, 5:00 p.m.** is suggested. For April, it is suggested that the meeting directly precede or follow the 5 pm mtg of the Friends Board called for **Tuesday, April 21st.**

9. **Adjournment**

Contact Person regarding agenda items: Forrest Lewis, Director, NLV Library District, 702.633.1070

- Please address any item for an upcoming Agenda to the **Chairperson, Friends of the Library Board, 2250 Las Vegas BLVD N, North Las Vegas, NV 89030.**
 - Items are to include your name and address.
 - Items received at the Library by 9:00 a.m. the Thursday preceding a meeting of the Fundraising Cte will be included on the Agenda.
 - Items arriving after the 9:00 a.m. Agenda deadline will be reserved for the next meeting of the Fundraising Cte.
- For further assistance, please contact the office of the Director at 702.633.1070.

NOTES OF A MEETING
Fundraising Committee of the Friends of the Library
North Las Vegas Library District
Wednesday, October 16, 2014
5:00 p.m.

In Attendance:

Forrest Lewis, Director, NLV Library District
Jan Kuhns, Friends of the Library (Vice Chairperson)
Alanna Carabott, Friends of the Library (Recording Secretary)
Betty Hamilton, Friends of the Library (Member)
Liz Meyer, Friends of the Library (Member)
Lindee Roundy, Friends of the Library (Member)

1. Fundraising Update

Forrest Lewis, Director of the North Las Vegas Library District, spoke to current fundraising efforts for the Friends of the Library (FOTL), noting the following:

- \$20,000 deposit was today made, bringing the FOTL account to approximately \$55,000
- Mayor is directly responsible for approximately \$45,000 of the above amount through targeting corporate sponsors in the city to reach a \$100,000 donation goal, while \$6,000 - \$10,000 has been accrued from book sales at the main branch in preparation for its move to City Hall. All of these funds have been accrued since July, 2014 when FOTL was re-started. We continue to actively pursue and demonstrate other avenues of fundraising as well.
- NV Energy, through a grant from its charitable foundation, has committed to the NLVLD for replacement all 30 of our computers (now at least 7 years old) at the City Hall library branch (as it is our highest volume use) in the early Spring. This replacement is worth approximately \$25,000 and is planned to include the latest software (in a new "virtual" system), such as MS Word, Google Chrome, etc., as well as staff training for same. There will be a \$200 per year licensing fee for each computer that will not be included in the grant. As such licensing fees will cover continual updates to the systems virtually, this is a substantial benefit to our IT Dept. Therefore the City is considering having our Finance Dept. cover the licensing costs as a function (and replacement) of the fund they already have in place for upgrades. A trial is currently running for these new systems through Dell Computers, Inc. to ensure we can proceed. The City would upgrade machines and systems at the other two branches as the budget permits.

2. Planned Fundraising

Heightened Profile and Outreach: As part of the major fundraising efforts of the FOTL, we will want to raise our fundraising profile in the community through events, including a ticketed event such as a Spring reception & silent auction. As these events take much planning, we want to get started forthwith with a framework.

Membership Benefits: With a view to community interest and involvement, the FOTL is active with membership incentives to be integrated in these ideas and events. We have recently re-designed our membership platform and have acquired book bags to go with a membership, plus other incentives (please see the FOTL website and Facebook page for details or refer to the notes of the FOTL Membership Committee). We are also working toward our corporate sponsors donating baskets for auction as well as offering ongoing discounts offered to card-carrying FOTL members.

FOTL stationery is planned in the future while membership information and/or membership cards are in the process of being mailed out and the records to facilitate same are being updated.

Henderson Friends of the Library: The Director and Alanna Carabott met recently with members of the Henderson FOTL. At our request they graciously shared with us about their incentives, ideas, Amazon sales, and events for fundraising. They are very successful in their annual Christmas event, which can raise over \$45,000 for that one event. They also have very successful major, manned rotating branch book sales events and an Amazon sales office/program with dedicated volunteers for same.

Branch Book Sales: Discussion ensued on experiences and improvements to in-house book sales. The Director noted that he would like to start holding a major book sale each month at a different branch, on rotation. These events will also be used to attract new members. Logistics were discussed and it was also noted that sales would be advertised in-house, on our media sites, through flyers, and with “sandwich boards” out for drivers to see. Volunteers at each branch are necessary for these events of course, while a core group of book sale volunteers would be the most beneficial for consistent planning, organizing, and execution of all book sales.

The Director advised that there are thousands of weeded books that need to be moved out of the vacated main branch. He plans to seek approval from the FOTL board for a U-Haul rental and to gather volunteers to mobilize, pack and move these books on a weekend to the three branches for future book sales. The +1,000 books pulled for future Amazon sales are also suggested to be moved in this way to the Alexander branch.

The Aliante branch was suggested for our premier major book sale (it has a number of volunteers established) for **Saturday, November 15th** from 10 a.m. to 3 p.m. with a “*Buy 5 books get a 6th book FREE*” offered to members (including as a draw to purchase while helping set everything up on Friday night!). The event will be planned with set-up Friday, November 14th starting at 4:00 p.m. The Director will ask Kim Fletcher to use her artistic talent to create a great sandwich board sign for the sale.

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Library Mascot: The Director noted that a new “Bookworm” mascot has been ordered. It will be ready for future book sales and campaigns. He will be introduced at an upcoming City Council meeting and a naming campaign will be held.

3. Major Event

Discussion turned to planning a major fundraising event, such as a reception and silent auction. Specific thought was given to how successful the Henderson Library District has been with its 11 years of an evening event near Christmas. It was stressed that we do not want to compete with them and their theme at that time of year.

Any major event would involve ticket sales and an auction and raffle. A months-long effort to mobilize corporate sponsors to donate to us for, to give baskets or new items for baskets, is anticipated.

Ideas and themes for a Spring event at the Aliante library were discussed, as well as other celebrated seasonal times, such as around Valentine’s Day, May Day, and Cinco de Mayo. Ms. Carabott suggested a boisterous Christmas luncheon with keynote speakers and a quartet geared toward the business community and their staffs, backed by gifts all donated from corporate donations. This idea was mirrored after very successful annual Christmas COC luncheons she had attended in another city. The luncheon would include keynote speakers to draw, as well as an attractive venue with a served lunch and possible cash bar, such as those available at the local golf course, large local clubhouses, or the Aliante Casino & Resort. Ms. Roundy noted that she could research venues (including when and if they decorate), lunch service (for a 3-hour rental/2-hour lunch), bar service, and also securing interesting keynote speakers.

It was thought that the FOTL would not be prepared to present two events in 2015 (one in Spring and another at Christmas). A Christmas luncheon for 2015 was the favored choice. This choice would not be in competition with the Christmas event being presented by the Henderson FOTL as it was a sit-down luncheon with keynotes and a major raffle (perhaps a few major items for silent auction only) and would attract a different audience.

4. Adjournment

The above ideas will be researched and meeting will be planned for this committee again in **January, 2015**. The meeting concluded at 6:15 p.m.

Forrest Lewis, Director, Chairperson

Alanna Carabott, Recording Secretary

(WWW.SMILE.AMAZON.COM)

About AmazonSmile

Get started 

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. You can choose from nearly one million organizations to support.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile (smile.amazon.com), you need to select a charitable organization to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

Can I change my charity?

Yes, you can change your charity any time. Your AmazonSmile purchases after the change count towards your newly selected charity. To change your charity, sign in to smile.amazon.com on your desktop or mobile phone browser and simply select "Change your Charity" in "Your Account."

What charities can I choose from?

You can choose from almost one million eligible 501(c)(3) public charitable organizations.

What if my selected charity does not register to participate in the AmazonSmile program or becomes ineligible?

If an organization does not register to participate or becomes ineligible, you will have a chance to select a different organization or we will redistribute donations earned among other organizations receiving donations.

If I represent a charitable organization, how can I learn more about registering my organization for AmazonSmile?

Go to org.amazon.com to learn how to register your organization to receive donations.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases. The purchase price is the amount paid for the item minus any rebates and excluding shipping & handling, gift-wrapping fees, taxes, or service charges. From time to time, we may offer special, limited time promotions that increase the donation amount on one or more products or services or provide for additional donations to charitable organizations. Special terms and restrictions may apply. Please see the relevant promotion for complete details.

Can I receive a tax deduction for amounts donated from my purchases on AmazonSmile?

Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

How can I learn more about AmazonSmile?

Please see complete AmazonSmile program details.

Questions? [Learn more about AmazonSmile](#)

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The Friends of the Library Presents *The Lunch Before Christmas 2015*

DRAFT SCOPE, TIMELINE, BUDGET

Scope, Timeline

This "first annual" December event to be a business-style, served luncheon for 90-100 attendees. Planned to be memorable to build on success in future years. Event to include an entry price to cover all expenses, while profit will focus on sales of (raffle) tickets for donated prizes. Sponsors and donors will be sought and secured as a priority each month. Planning will be split into all remaining 10 months w specific TBD goals each month. The event will be fast-paced fun from 11:30 – 1:30. Proceeds from the event to benefit specific NLVLD program/s that will be highlighted in a luncheon presentation. The Friends and Director to MC the event, with visits from Special Guests. A fundraising goal of \$2000-4000 from raffle expected, while donations may follow for extra benefit. Strategy continues for sales and prize offerings to maximize potential.

Venue, Food Service Costs

-Room Rental, Deposit (Deposit toward total)	\$700
-Meal per person, inclusive of fees	\$3200
-Tax waived w 501(c)(3) letter filed	NIL
- Add Entry Ticket Sales	\$4500-5000
Entry Profit	\$1100-1600
Simple Raffle Ticket Projected Sales	\$2000-4000
Sub Total Profit	\$3100-5600

Equipment, Linens, Decor

-Microphone, Podium	Included
- 2 easels	Included
- Coat Check Counter, use of room	Included
- Decorated Christmas trees, simple table centerpieces-	Included
- Tablecloths, napkins, table runners	Included
- display tables, table skirts	Included
- Holiday "Musac" background (volume to suit)	Included

Third-Party Vendors

-Invitations, tix (paperstock, printing)	\$150 (In-house, Staples, Costco?)
- prize ticket rolls (est 20)	\$150
- Santa Hats, Aprons for floor ticket sellers x 10	\$100
- Postage (adverts/tickets)	\$200
- Decorations, supplies	\$100
Total Sundry Expenses	\$700

TOTAL Profit (not incl cash donations) \$2400-4900

Donations / In-House Contributions

- PRIZES (collect all year, starting w requests/invites)
- Musical Entertainment
- Video Presentation + Equip
- Marketing, Media postings, mailings
- Luncheon Ticket Sales, Processing
- Invitation Artwork, set-up
- Table Décor / Centerpieces x 10-12
- Festive Aprons w Pockets for ticket sellers x 10
- Raffle Ticket boxes, decorated, some for larger prizes, Earlybird, etc.
- Photo Op décor: giant wreath-frame, decorated gift boxes+bows, etc.
- Photographer for Photo ops behind wreath/frame on arrivals, lunch highlights, etc.
- Buddy the Bookworm attendance at Luncheon
- Board members at the podium for Welcome, MC'g, ticket drawing, pep-rallying for ticket sales/ Advocacy items
- Special Guest (invite Mayor Lee to attend)
- Volunteers at luncheon to sell lengths of tix, man coat check, prize tables, run prizes to podium + winners

SAMPLE: VOLUNTEER WAIVER

The FRIENDS OF THE LIBRARY, NLVLD
A 501(c) (3) Public Charity

Volunteer Waiver and Release of Liability Form

This is a Waiver and Release of Liability for The FRIENDS OF THE LIBRARY, NLVLD, (HEREINAFTER FOTL) its officers, directors, staff/employees, agents, contractors and volunteers, et al.

By signing this waiver, I _____, verify that I am 18 years of age or older; that I desire to volunteer for The FOTL and engage in activities related to _____; that I have read and completely understand The FOTL Volunteer Waiver and Release of Liability Form and that I agree to be bound by all of its terms.

I agree that in consideration for being permitted to volunteer for THE FOTL, I hereby release, forever discharge and hold harmless _____, its officers, directors, staff/employees, agents, contractors and volunteers, et al, from any and all liability, causes of action, claims or demands of any kind or nature, either by law or in equity, which arise from my volunteer activities with The _____ FOTL.

I understand that I volunteer with The _____ at my own risk, and that attendant risks for volunteering with The _____ include all risks associated with HANDLING/MOVING BOOKS, VOLUNTEER activities, including, but not limited to, injuries, illnesses, death, property damage, or any other kind of harm (pecuniary, bodily or emotional) to me caused by THESE; moving heavy objects; bending, lifting or stooping; _____; working with other volunteers who are _____; driving to and attending _____ fundraising events; engaging in office-related and administrative tasks; transporting GOODS; and/or transmitting animal diseases or conditions to my own companion animals. FROM ITEMS + PUBLIC SPACES TO ME OR MY BELONGINGS.

I understand that my volunteer activities with The _____ include but are not limited to the aforementioned risks, and I hereby expressly and specifically assume the risk of injury, illness, death, property damage or any other harm of any nature whatsoever (pecuniary, bodily or emotional) that may arise from these activities, and release The _____, its officers, directors, staff/employees, agents, contractors and other volunteers, et al, from all liability for injury, illness, death, property damage or any other harm of any nature whatsoever resulting directly or indirectly from these activities.

I hereby grant and convey unto The _____ all rights, title, and interest in any and all photographs, images, video and audio recordings made by me or my associates during my activities with The _____, including, but not limited to, any royalties, donations, proceeds, or other benefits derived from such photographs, images, video and audio recordings. I further permit The _____ to publish these photographs, images, video and audio recordings at will on their Web site and in other media or social media venues for the purposes of advertising and/or fundraising so long as they are pertinent to the _____ goal of SUPPORTING THE LIBRARIES OF THE NLVLD.

In the event that any clause or provision in this Waiver/Release is held to be invalid by any court of competent jurisdiction, I further agree that the invalidity of such clause or provision shall not otherwise affect the Waiver/Release's remaining clauses or provisions, which shall continue in full force and effect.

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Volunteer Waiver and Release of Liability Form (Cont.)

Volunteer Name (Print): _____ Phone: _____ Email: _____
Signature of Volunteer: _____ Date: _____
Street Address: _____ City: _____ State: _____ Zip: _____

As a volunteer for The [REDACTED] I understand and agree my services are charitable in nature and entirely voluntary and that I will not receive monetary compensation of any kind. I understand that The [REDACTED] volunteers are covered as additional insured on The [REDACTED] General Liability Insurance and that this insurance will only protect me for claims of injuries or property damage caused by me that arise out of duties performed within the scope of my being a volunteer for The [REDACTED]. This is liability insurance and does NOT cover injuries to myself. Additionally, I may be personally liable to injured parties if injuries result from my negligence.

I understand The [REDACTED] does NOT maintain automobile insurance for volunteers. It is my responsibility to maintain and provide proof of my own automobile insurance to The [REDACTED] in the event I volunteer to drive my personal vehicle for purposes relevant to The [REDACTED]. The [REDACTED] liability insurance does NOT pay for any damages done to my vehicle or provide personal liability, property damage, medical compensation or any other insurance, in part or in whole commensurate with my volunteer activities.

I will indemnify, hold harmless, release and defend The [REDACTED], its officers, directors, staff/employees, agents, contractors and volunteers, et al, from and against any and all action, claims damages, disabilities or expenses that may be asserted by any person or entity arising out of or in connection with my participation as a volunteer for The [REDACTED].

This statement is executed freely and voluntarily and with full knowledge by the undersigned.

Volunteer's Name (Print) _____

Volunteer's Signature: _____ Date: _____

Witness: The [REDACTED] (Print) _____

Witness: The [REDACTED] (Signature) _____ Date: _____

It is the policy of The [REDACTED] to provide opportunities for volunteer service to all qualified persons regardless of race, color, creed, nation origin, ancestry, age, sex, disability, religion, citizenship, marital status, sexual preference or any other characteristic protected by law.

Accuracy and completeness of this form are important factors in determining acceptability for a volunteer position with The [REDACTED]. Please be aware we can decline to accept any volunteer help and can ask you to leave without prior notice.

We appreciate your services and hope you enjoy your time volunteering with The [REDACTED].