

# FOUNDATIONS

Wyoming Library

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## **Meet Jeanne Hartman: State Treasurer's Office**

When libraries have questions about submitting their endowment totals for match, Jeanne Hartman is the go-to person in the State Treasurer's Office. And she is always happy to offer assistance.

"I like dealing with the people and trying to help," she said. "You can tell when someone's getting frustrated."

Jeanne has a long background in accounting. She has worked for the State of Wyoming for nearly 30 years, mostly in the State Auditor's Office. She



joined the State Treasurer's staff about a year and a half ago. In addition to the library endowment, she deals with endowments for the University of Wyoming, community colleges and hospitals. She handles distributions, such as mineral severance, and accounts payable for her office.

One of the big questions she has been fielding lately has been a change to what information library foundations need to submit with their requests for state matching funds. Previously, when libraries submitted their match requests, they only needed to submit the list of donations for that chunk of money. Now, they are to include a list of all donations back to the beginning of the program.

Hartman noted that this was not put in place to create extra work for library foundations, but in response to problems in reconciling amounts. For various reasons, totals were not matching up under the old system. She also pointed out this will help if the library and its foundation is audited. "If an auditor came in," she noted, "they would probably want to look at the program as a whole, not just your last filing."

Jeanne is always glad to help with questions. She may be contacted at [jeanne.hartman1@wyo.gov](mailto:jeanne.hartman1@wyo.gov) or 307-777-8602.

## How much can you spend from your endowment?

One of the questions Jeanne Hartman in the State Treasurer's Office often gets is how much you can spend from your endowment. The idea of the endowment is that you do not spend the principal, but you can spend from the earnings.

The issue of endowment spending is addressed in Wyoming Statute 17-7-304, which is part of the Uniform Prudent Management of Institutional Funds Act. As a foundation board member, you may want to familiarize yourself with the entire Act. The State Library includes it in *Wyoming Library Laws*, found at [will.state.wy.us/slpub/LibLaws.pdf](http://will.state.wy.us/slpub/LibLaws.pdf).

The State Treasurer's Office and the State Library can point you to the relevant statute, but neither agency can interpret it for you. To determine how much of your endowment you can spend to enhance library services, it is best to consult with your legal counsel and financial advisor.

## Hone your fundraising skills with online toolkits and resources

Not feeling confident about fundraising? Or just wanting to take your skills to the next level? There are many online resources and toolkits to help. You may want to look at these three:

- **American Library Association Frontline Fundraising Toolkit**  
[www.ala.org/advocacy/advleg/frontlinefundraising](http://www.ala.org/advocacy/advleg/frontlinefundraising)  
“The guide covers the basics of annual funds, memorials and tributes, online giving and planned giving. It will also teach you how to deepen relationships with your donors and move your donors from being one-time givers to long-term library supporters.”
- **Joyaux Associates Free Download Library**  
[www.simonejoyaux.com/learning-center/free-download-library/](http://www.simonejoyaux.com/learning-center/free-download-library/)  
Simone Joyaux is a nonprofit consultant. The free download library on the site has “Lots of great tips for staff and board on fund development, boards, planning, and more.”
- **Association of Connecticut Library Boards Public Library Trustee Handbook, Chapter 9**  
[www.aclb.org/wp-content/HB/CH9.pdf](http://www.aclb.org/wp-content/HB/CH9.pdf)  
Although written for library board trustees, this chapter of the handbook offers valuable advice for developing a strategic approach to fundraising and includes resources to assist with fundraising.

This *Wyoming Library Foundations* newsletter is sent to the Wyoming county library directors for distribution to their library foundation and library board members. Individuals interested in viewing this can bookmark [will.state.wy.us/slpub/foundations](http://will.state.wy.us/slpub/foundations). Comments on the content of this publication or contributions to share with other library foundation board members can be sent to Jamie Markus at [jamie.markus@wyo.gov](mailto:jamie.markus@wyo.gov) or Susan Mark at [susan.mark@wyo.gov](mailto:susan.mark@wyo.gov). *Please note: Inclusion of links to fund raising websites does not imply endorsement of their products or services.*