

Nederland Community Library District
Board of Trustees Meeting Minutes
January 25, 2023
The meeting was called to order at 6:35 p.m.

ROLL CALL

Present: Scarlett Ponton de Dutton, Scott Papich, Andrew Bliss, Lisa Ryder, Annie Thayer, Allie Marshall

Library Staff: Elektra Greer

PUBLIC COMMENT

MINUTES

Allie motioned to approve the January 25 meeting minutes. Scarlett seconded. Motion passed unanimously.

REPORTS

NCL Director's Report

January 25, 2023

Foundation Liaison Report: The Foundation is organizing their first Fundraising mini-gala event, the evening of February 11th. Please spread the word and hopefully attend. They would like to have a table with easels set up with information about the East Property expansion to start generating enthusiasm for the idea. **We would love a Board member to also be a fun "auctioneer" and greeter during the event.**

The Foundation made close to \$700 at the HMM this year; in part due to our Winter Wonderland event.

Facilities and IT: We still have not had a maintenance walk-around of the building. We are working with the Cavalry church on parking lot signage that states "no overnight parking." There have been some issues with overnight camping in cars.

Library Usage

Physical Items circulation: 2788 physical items (consistent with previous numbers)

Patron E- Circulation: 421 Checkouts (204 e-audiobooks; 217 ebooks; 0 videos)

Door Traffic: December had 2398 patrons visit us; consistent with prior months (slightly up despite days closed for the Holidays); averaging 77 patrons per day.

FB Reach: Fun data points!

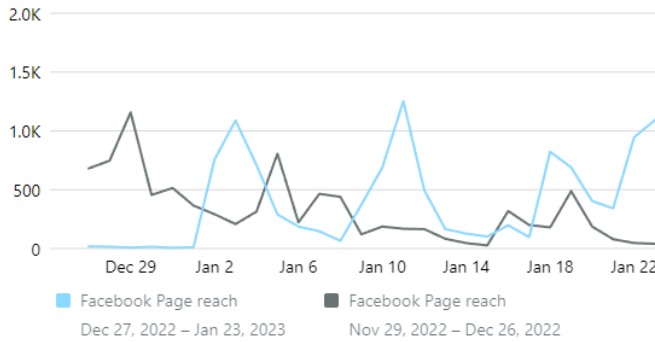
Facebook Page reach ⓘ

3,370 ↑ 9.4%

Paid reach ⓘ

0 0%

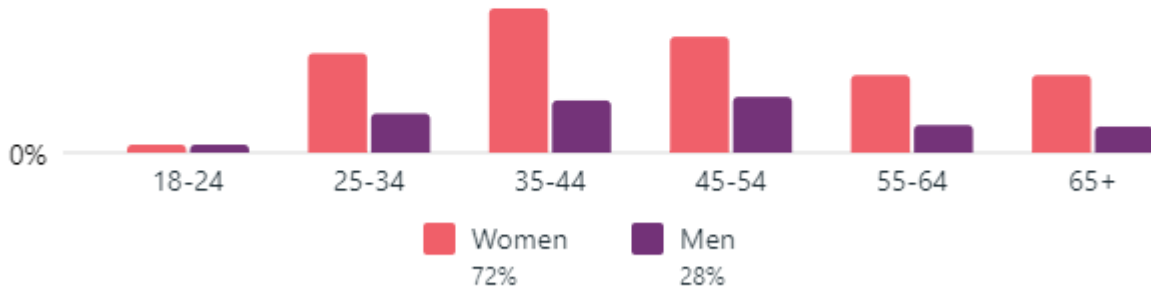
Daily Cumulative



Facebook Page likes ⓘ

1,340

Age & gender ⓘ



Programming and Outreach

January's programs are off to a strong start: Stuffy Sleepover was a huge hit and we had 115 patrons in the library Saturday morning and afternoon (many to pick up their stuffies!). Sci-Fi bookclub is still going very strong (21 at last meeting) and we will be having our February meeting at Very Nice Brewery for a change in location and possibly spread the word further. Both our after-school math programs are doing well and we have over 25 people registered for our Math Literacy Bingo night. Our Virtual AI program was not as well attended as I'd hoped and feedback was mixed; we have been asked to do a program on cybersecurity and Matt Reynolds will be helping us with that.

Our 2022/2023 WRP program ended with slightly higher numbers than last year:

- 48 people registered (up from 42 last year)
- we had a 69% completion rate (up from 64% last year)
- The majority of registrants was in the K-5th grade range.

In February, we will begin work in earnest with the Nederland Area Historical Society, starting with three days of having materials spread out in the meeting rooms to get a sense of the scope of the digitization work. We will also be revisiting our oral histories program with Jana Butler (a Nederland resident and library patron) helping with interviews.

We are also beginning an “Authors from the Stacks” program in February, launching with Kay Turnbaugh.

The library has been asked to participate in March’s Netherdays Winter festival, March 24 and 25th, and we have a few ideas we’re working on in partnership with the Historical Society.

On February 7th, myself, Scarlett and Susan Kelly from the Foundation will be presenting at the BOT meeting sharing information on the Nederland-Nederland Student Exchange Program. Funding is looking good (Library Foundation and the Lions Club) and we hope to launch information to our patrons in April.

Safety and Security: Things are remaining quiet in our building (thank you Scott Papich for the walk-throughs) and it’s been great to have our Mental Health Partners liaison back. Also, we have fielded several calls about bathroom safety (as it relates to some high profile cases of methamphetamine usage in two Colorado libraries). So far, there is no indication that we have the problem at NCL, though we are monitoring it and have often considered the advantages/disadvantages of locking our restrooms.

Nederland Sister City International Student Exchange

Attached is the draft timeline for the 2023-2024 exchange. Myself, Scarlett and Susan Kelly (the Library Foundation President) will be presenting to the BOT on Tuesday, February 7th about the program.

Colorado Association of Libraries; International Conference, March 6 and 7th; Myself and Susan Kelly will be presenting on the program.

NCL will soon be an official Sister Library of the International Federation of Library Associations

March Library Advocacy Events

I have been asked to be part of a Colorado Library delegation for an American Library Association “Legislative Fly-in” to Washington D.C. on March 8th and March 9th; and I am hoping to attend and represent rural mountain libraries.

March 13th is Colorado Lobbying Day for Libraries and I’m hoping to bring several volunteers, staff members and students from Mountain Coalition for Youth to advocate for our library.

Treasurer's Report

November

1. As of November 30, 2022 checking/savings totaled \$361,952 of which we had \$80,067 in Checking, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$119,495 in Savings.
2. November 2022 total income was \$6,506 of which the majority was: \$2,455 from copies & notary, grants, bond redemption, and general fund income; and \$2,834 from total Specific Ownership Tax.
3. November 2022 expenses totaled \$38,662. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,936 for books and materials, \$1,016 for equipment, \$1,629 for maintenance, \$1,738 for payroll taxes, \$22,198 for wages, \$2,859 for Program Development, and \$1,201 for utilities.
4. Net income for November was -\$32,156. Net income for fiscal year 2022 at end of November is \$86,442.

December

1. As of December 31, 2022 checking/savings totaled \$327,855 of which we had \$64,038 in Checking, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$101,427 in Savings.
2. December 2022 total income was \$3,658 of which the majority was from: \$1,522 from grants, and \$1,454 from bond redemption and general fund income.
3. December 2022 expenses totaled \$37,755. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$1,511 for books and materials, \$1,810 for marketing, \$3,334 for equipment, \$1,991 for payroll taxes, \$25,416 for wages, \$1,326 for Professional Fees, \$2,077 for Program Development, and \$1,175 for utilities.
4. Net income for December was -\$34,097. Net income for fiscal year 2022 at end of December was \$52,345.

2022 Budget

As of 12/31/22, we had received the income we budgeted for plus an additional \$16,984. A large portion of this came from more than estimated SOT income and more grant funds than expected. Total expenses at year end were \$51,728 under the budgeted amount. Larger areas of the budget that were not utilized were over \$11,000 in books and materials, almost \$16,00 in maintenance, \$4,500 in payroll taxes, and over \$7,000 in professional fees. See the 2022 budget vs actuals for further detail. The budget for 2023 will have a carry-over of \$10,000, with the remainder going into savings.

2023 Budget

Important features of the 2023 Budget for Nederland Community Library District are:

- Income of an estimated \$412,797.00 from general property tax levy for the General Operating Fund, and an estimated \$10,000 in specific ownership tax for the General Operating Fund.
- An estimated \$38,200 to be received from donations, grants, copies and interest.
- Approximately \$51,400 of tax revenue will be devoted to the purchase, processing, cataloging, circulating and accessing of books, audio books, DVDs, databases, Experience passes, periodical subscriptions, e-books and e-audiobooks, and streaming content. This includes courier costs, and materials costs, but not human resources costs.
- Approximately, \$10,000 of tax revenues will be for program development costs, including materials, and speaker fees.
- Approximately 48% of the budget will be devoted to Human Resources, including wages, benefits, insurance, taxes, FMLI Leave Act, and professional contract services (accounting, legal, marketing and IT support services).

Please contact me with any questions.

New Business

- a. 2023 Budget submitted to Division of Local Government, pursuant to Section 29-1-113, C.R.S,

Elektra, Allie, and Scott discussed final 2022 expenses and the final 2023 budget that was submitted to the state. Both budgets will be available on the Library's website.

- b. Development of East Property, Architectural drawings update—Scott Papich

The Board reached agreement to support and move forward with the design presented by Scott.

- c. Volunteer Liability Insurance

Elektra shared challenges with getting volunteer liability insurance this year but found a good option through the Special Districts Association.

- d. February Board Presentation from State Librarian, Review of Board Roles & Responsibilities and "Staying out of Hot Water: Legal Considerations, Library Values and Speaking up for the Library"

The Board meeting will be rescheduled to February 28th. The presentation may be rescheduled to this date, or a later date to be determined. Board roles and responsibilities will be part of that meeting agenda.

Old Business

Lisa moved to adjourn the meeting at 8:17. Seconded by Scarlett. All in favor.