

April 26, 2023

6:30 PM

NCL District Board Meeting

(If needed, please contact the library for remote participation information.)

Lisa called the meeting to order at 6:31 pm.

ROLL CALL

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

1. Public Comment, 6:30-6:45 (15 minutes)
2. Minutes from the Board Meeting on April 4, 2023

Lisa moved to approve the minutes from April 4. Rick seconded the motion.

Allie moved to approve the minutes from February 28. Lisa seconded the motion.

3. Reports

b. Foundation Report

Elektra reported that the Foundation generously supported Library projects including \$25,000 for development of the East Property and \$5,000 for the student exchange program with the Netherlands.

c. Treasurer's Report

February

1. As of February 28, 2023 checking/savings totaled \$ 425,816 of which we had \$8,327 in Checking, \$82,390 in our Reserve Fund, \$50,000 in Land Development fund, and \$30,000 in our Long-term Maintenance fund, and \$255,099 in Savings.
2. February 2023 total income was \$156,489 of which \$153,626 was from Total Property Tax Revenue, and \$1,777 was from Total Specific Ownership Tax.
3. February 2023 expenses totaled \$49,865. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement:

\$9,911 for Books and Materials, \$4,824 for Insurance, \$1,976 for Payroll Taxes, \$23,871 for Wages, \$1,344 for Professional Fees, \$2,539 for Program Development, and \$1,372 for utilities.

4. Net income for February was \$106,624. Net income for fiscal year 2023 at end of February is \$108,057.

March

1. As of March 31, 2023 checking/savings totaled \$550,573 of which we had \$17,679 in Checking, \$82,390 in our Reserve Fund, \$50,000 in Land Development fund, and \$30,000 in our Long-term Maintenance fund, and \$532,895 in Savings.
2. March 2023 total income was \$159,430 of which \$153,626 was from Total Property Tax Revenue, \$1,777 was from Total Specific Ownership Tax, and \$2,810 was from a Foundation Donation.
3. March 2023 expenses totaled \$34,625. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,249 for Books and Materials, \$1,781 for Payroll Taxes, \$22,090 for Wages, \$1,997 for Program Development, and \$1,491 for utilities.
4. Net income for March was \$124,804. Net income for fiscal year 2023 at end of March is \$232,861.

d. Director's Report

Library Usage

2022 Public Library Annual Report is complete and submitted to the State. Annual Data is posted on our website.

Physical Items circulation: 3,415 items (very close to our monthly average for March)

E- Circulation: Maintaining steady circulation

Door Traffic: 3256 patrons; very strong March numbers (Nederdays programming and very popular meeting room usage for outside groups as well as library programs)

Website visits: Website visits were down about 6% this month.

FB and YouTube: Our FB engagements were slightly down (but not significantly)

Foundation Liaison Report:

The Foundation agreed to fund \$5,000 toward the Student International Exchange Program (to be expended by years' end 2023) and \$20,000 toward the Pocket Park (by year's end 2023).

They are very enthusiastic about both programs, and are excited to have a focus for their 2023-2024 fundraising.

They will be hosting their big annual book sale at our Summer Reading Kick-off event on Thursday, May 25th.

Facilities and IT: We have scheduled a second opinion regarding our **HVAC system** for Thursday, May 4th at 10AM. We will be donating one of our unused PC's to Wild Bear as we begin our remodel of our patrons space.

We will be installing key locks on both our **bathroom** doors. With increased usage, we've seen an increase in theft of toilet paper and paper towels. We also have had an increase in poor bathroom manners.

We have had issues with our **Fire Panel** and false alarms; it was repaired this week.

Financials

As a governmental organization, we are currently unable to **bank** at a credit union; I am researching other options.

This is our first year where we are getting a substantial amount of our programming costs reimbursed through grants or patron fees; I am entering all programming reimbursements as Income in QB, which may, inaccurately, make our monthly reports look overspent in the **Programming** category.

Our **audit** was completed early this year. I have copies available. Everything looks good.

East Property/Pocket Park Development

I would suggest we include a beautiful, library-themed, lockable fence (Emmit Hoyl?) to our property development plans property to clearly delineate it is a library pocket park. This will keep it safer and cleaner for patron usage, and reduce staff time managing the park.

Programming

Summer Reading 2022! Universe of Learning! (See flyers!)

Please help out at our kick-off event Thursday, May 25th.

Sci Fi BookClub goes to the Movies! Filling up!

Puzzle Race! **Waiting list!**

Strangebyrds Songwriting Workshop—**waiting list!**

Staffing and Volunteers

We have hired Mary Huber as a **seasonal staff member** (summer) since we anticipate a very busy summer and we will need coverage for staff vacations. Marni will be gone on a trip for three weeks.

Narcan training. We are hosting a **voluntary staff Narcan training** and will have some available at the circulation desk in case of emergencies.

We are adding **volunteer liability insurance** to our general insurance. I am currently researching two different plans.

Book Challenges

Our colleagues around the state and nation are continuing to face a range of challenges on various materials. There has been a rise in LGBTQ+ staff members being harassed.

Lisa moved to open a budget hearing at 7:20. Scarlett seconded the motion.

4. New Business

a. A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT OF COLORADO.

WHEREAS,

There is a need to transfer appropriated monies from the Nederland Community Library District's 2023 Long term Maintenance Fund to Nederland Community Library District's 2023 Operational Maintenance to upgrade the library HVAC system, an unforeseen expense for 2023.

AND WHEREAS, the money will come from the Library's 2023 Long term Maintenance Fund. NOW, THEREFORE, BE IT RESOLVED BY THE NEDERLAND COMMUNITY LIBRARY DISTRICT BOARD OF TRUSTEES OF THE BOULDER COUNTY NEDERLAND COMMUNITY

LIBRARY SPECIAL DISTRICT OF COLORADO;

Section 1. That the sum of \$25,000 is hereby transferred from the 2023 Long term Maintenance Fund to 2023 Operational Maintenance.

Section 2. That the appropriation for the 2023 operations is hereby increased from \$20,000 to 45,000 for the following purpose:

Upgrading and maintaining the Library HVAC system.

Votes:

Scarlett Ponton de Dutton - Yes
Andrew Bliss - Yes
Allie Marshall - Yes
Scott Papich - Yes
Annie Thayer - Yes
Rick Rudstrom - Yes
Lisa Ryder - Yes

b. A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT OF COLORADO.

WHEREAS,

There is a need to transfer appropriated monies from the Nederland Community Library District's 2023 Land Development Fund to Nederland Community Library District's 2023 Land Development operations, to provide partial funds for an East Property Land Development project, grant funded by the Nederland Community Library Foundation.

AND WHEREAS, the money will come from the Library's 2023 Land Development Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE NEDERLAND COMMUNITY LIBRARY DISTRICT BOARD OF TRUSTEES OF THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY SPECIAL DISTRICT OF COLORADO;

Section 1. That the sum of \$49,000 is hereby transferred from the 2023 Land Development Fund to 2023 Land Development Operations.

Section 2. That the appropriation for the 2023 Land Development operations is hereby increased from \$5,000 to \$ 54,000 for the following purpose:

Developing Nederland Community Library District's East Property.

Votes:

Scarlett Ponton de Dutton - Yes
Andrew Bliss - Yes
Allie Marshall - Yes
Scott Papich - Yes
Annie Thayer - Yes
Rick Rudstrom - Yes
Lisa Ryder - Yes

Lisa closes the Budget Hearing at 7:40 p.m. Scarlett seconded the motion.

c. Pocket Park Updates and Discussion—Scott Papich

Scott provided updates on the pocket park. Quotes are expected by the end of May. Board will meet on May 23 to vote on quotes and next steps. Scott asked Board members to review examples from potential vendors.

8:30 PM. Adjourn.

Lisa adjourned the meeting at 8:38. Scarlett seconded the motion.

RESOLUTION FOR BUDGETARY TRANSFER

(Pursuant to Section 29-1-109, C.R.S.)

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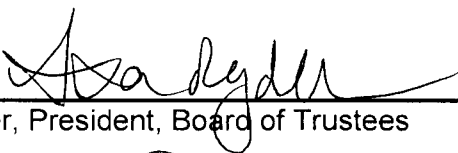
Section 2. That the appropriation for the 2023 operations is hereby increased from \$20,000 to

\$ 45,000 for the following purpose:

Upgrading and maintaining the Library HVAC system.

ADOPTED, this day of April 26,, A.D., 2023.

Attest:



Lisa Ryder, President, Board of Trustees



Andrew Bliss, Secretary

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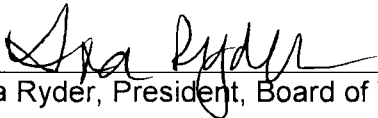
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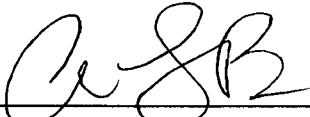
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Lisa Ryder, President, Board of Trustees



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