

## NCL Board Agenda

July 24, 2024

6:30PM

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

*Present: Scott Papich, John Eischeid, Scarlett Ponton de Dutton, Lisa Ryder, Dave Powlison, Electra Greer, Annie Thayer, Allie Marshall (remote), Tim Rehder*

1. Meeting called to order at 6:31. No public Comment, 6:30-6:45 (15 minutes)
2. Minutes from the Board Meeting on June 6, 2024. Scott moved to approve, Scarlet seconded. Minutes approved.

### 3. Reports

**a. President's Report**—The Foundation is continuing to fund our programs and selling at the farmers' market.

**b. Foundation Report**—Farmer's market book sales made \$154. Next sale in 2 weeks. Might try to coordinate with the next concert series.

**c. Treasurer's Report**—May 2024 summary reports

Detailed reports are attached

*All numbers in this summary are rounded to the nearest dollar*

Presented at the July Board meeting on July 24, 2024

1. As of May 31, 2024 checking/savings totaled \$565,547 of which we had \$36,678 in Checking, \$82,390 in our Reserve Fund, \$18,011 in Land Development fund, and \$5,000 in our Long-term Maintenance fund, and \$518,547 in Savings.

1. May 2024 total income was \$36,364 of which \$24,809 was from Total Property Tax Revenue, \$2,190 from Specific Ownership Tax, \$5,878 from the Foundation, \$350 from grants and \$2,475 from the Sister City Exchange.
2. May 2024 expenses totaled \$57,525. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,006 for Books and Materials, \$2,666 for equipment, \$1,115 for maintenance, \$2,047 for Payroll Taxes, \$26,140 for Wages, \$2,377 for marketing, \$15,469 for Program Development (of which \$12,363 was allocated to the International Sister City Exchange), and \$1,176 for Professional Services.
3. Net income for May was -\$21,161. Net income for fiscal year 2024 at end of May is \$259,070.

Notes:

- Total income to date from the International Sister City Exchange is \$23,780. Expenses to date for the program are \$19,080.
- The HVAC line item appears overspent, but is covered by unspent funds brought over from 2023 into our beginning balance.
- Part-time wages look overspent at half-way through the budget year. However, there is some reallocation of total budgeted wages that will take place. We are underspent in the Patron Services/Asst. Director position (Jessie's position) and the Library Operations Manager position (Marni's position). Some of those budget line funds will go toward part-time. Also, once all the accounting is completed for the International Exchange program and the new Reading Garden, a portion of the director salary and some part-time hours will be covered by grant funds.
- The Children's Program budget item looks overspent, but additional funds from the Foundation have already been donated to supplement this budget item. Please contact me with any questions. Respectfully submitted,

Annie Thayer, Treasurer

**d. Director's Report—July 24, 2024**

Summer Overview

June and July have been busy months with our International Exchange, Reading Garden project, Summer Reading Program, and managing staff and volunteer vacations. Jessie has also continued working on our nonfiction children's area redesign.

Jessie and I will present a full report at our August meeting on the Summer Reading Program, International Exchange and Reading Garden, projects which will be finished up at the end of this month (and early August).

May-June 2024 Usage numbers

	May 2024	June 2024	May 2023	June 2023
Door Traffic	2994* closed two days for remodel	2772	3054	3425
Total Program attendance	773 *closed up SRP kick-off a bit early for bad weather	141	969	263

Physical Item Circulation	2568	2692	2878	3118
E-books	492	496	493	495

Goldie: the Last of the Wild West Cowgirls presentation, 7pm August 1st at the Mining Museum. Please consider attending ! Great program.

Reading Garden: Please mark your calendars for our Ribbon Cutting/Garden Party on Saturday, August 10th from 5-7PM. We will have live music, refreshments, root beer floats and some simple children’s activities. The Reading Garden was quite a bit behind schedule, but we finally got it done! We have been paying Amy LaRue to help organize the bench purchases and Scott and I have had to do quite a bit of “general contracting.”

International Exchange– huge success for students and families. Myself and Jeanine (Dutch counterpart) will be doing a full program evaluation in August: participant feedback, librarian feedback, financials. There will be a write-up of the program in our August Board report.

September Board meeting (September 25th). Sharon Morris from the State Library will facilitate an NCL Board of Trustees workshop here at NCL o welcome our new Board members and enable us to begin to prepare for strategic planning.

The Colorado Association of Libraries conference is being held at Beaver Run Resort Wednesday September 4th–Friday September 6th, with a Trustees track on Thursday, September 5th. Is there interest in going? We may have to ask the Foundation to sponsor part of it this year, if there’s enough interest.

ARSL Conference, September 10th-14th. Jessie will be attending as part of the Leadership Institute!

Revisions to Request for Reconsideration Policy and Collection Development Policy, per new Library Law (CRS Title 24, Article 90, Section 24-90-122).

Personnel–Shayna Beckham and Asa Allegra-Berger are both moving to new states and leaving the library. Jessie has moved from a salaried position to an hourly position (same rate of pay and 30 + hours) to allow her more flexibility with time off. We will be hiring two new page positions in the Fall.

#### 4. **New Business**

a. Elect new Board of Trustees President—Scarlet was nominated by Lisa, Annie seconded. Nomination approved.

b. Board of Trustees track at Colorado Association of Libraries September Conference September 4-6. Trustee track day September 5.

c. Reading Garden updates. John is going to mow the grass. People are to stay off the new grass for 3 weeks—until around August 10. Should be moved before people are

allowed on it. We can spread fertilizer on it, if we wish, but not necessary. Sprinkler system goes off in sections, including the new trees. We need to be sure to clear water out of the system in the fall. Need to be flushed with compressed air.

d. Lisa was acknowledged for 8 years of service to the board.

e. Jessie will be attending a library leadership program.

f. Several paid positions will be available soon.

g. Jessie—still working on renovations inside the library.

h. Considered and updated two policies.

1) Reconsideration policy (when books are challenged). This will be listed on the Nederland Community Library website under Materials and Programming Reconsideration Policy. Lisa moved to approve the revisions to this policy. Annie seconded. Motion passed.

2) Collection development policy revision also considered. Lisa moved the motion. Scarlet seconded. Motion passed.

i. A Boulder quartet from the Boulder Philharmonic will be performing at the reading garden in September or perhaps before. Scarlet is arranging this. The quartet has a grant to support events like this.

7:29 PM. Adjourn.