

NCL Board Minutes

October 23, 2024

6:34PM

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

Present: Elektra Greer, John Eischeid, Scarlett Pontón de Dutton, Dave Powlison, Annie Thayer, Allie Marshall, Rick Rudström, Jonathan Cain, Jessie Ansari

1. Public Comment, 6:30-6:45
2. Minutes approved from the Board Meeting on September 25, 2024
3. Meet and Greet our Town Administrator, Jonathan Cain. Jonathan will provide a survey for the library to share with patrons.
4. Reports

a. **NCL Board President's Report:** The symphony presentation was well received. We will try to do this again, perhaps at a time when we can be sure to allow them to perform in the Reading Garden.

b. **NCL Foundation Report:** Made almost \$600 from last Farmers' market, last fundraiser this year is the Holiday market. Have received nothing but positive responses to the Reading Garden, especially from the voles.

c. **NCL Treasurer's Report:**

September 2024 summary reports

All numbers in this summary are rounded to the nearest dollar

Presented at the October Board meeting on October 23, 2024

1. As of September 30, 2024 checking/savings totaled \$540,630 of which we had \$39,245 in Checking, \$82,390 in our Reserve Fund, \$18,011 in Land Development fund, and \$5,000 in our Long-term Maintenance fund, and \$385,984 in Savings.

1. September 2024 total income was \$6,556 of which \$2,026 was from Total Property Tax Revenue, \$2,430 from Specific Ownership Tax, and \$1,350 was from grants.

2. September 2024 expenses totaled \$43,273. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,6750 for Books and Materials, \$1,043 for maintenance, \$2,069 for Payroll Taxes, \$24,981 for Wages, 4,611 for Professional Fees (of which \$4,000 was for the audit), \$2,038 for Program Development, and 1,167 for utilities.
3. Net income for September was -\$36,718. Net income for fiscal year 2024 at end of June is \$234,153.

Notes on budget re-allocations:

- Of the \$41,392 we had in carryover funds from 2023, \$25,000 was encumbered for HVAC, \$6,391 was the remaining allocation for Pocket Park/Reading Garden landscaping work; \$5,000 was allocated for part-time wages to cover management of the Reading Garden project, and the remaining \$5,001 was put into part-time wages.
- Mid-year, with several changes in staffing, \$5,000 designated as cost of living was re-allocated into part-time wages and \$7,000 became unencumbered from projected health insurance costs and was re-allocated to part-time wages. Please contact me with any questions.
- Respectfully submitted,
Annie Thayer, Treasurer

d. **NCL Director Report:** The HVAC software will have to be replaced. Will run around \$30-35K. Will be addressed in the December meeting.

Summary discussion of Director's Report:

Finances—discussed investment possibilities, which is common among libraries our size.

Discussed new purchasing and contracts policy. Motion made and it was approved.

Strategic Plan: CLIC—statewide library group that provides a quick guide to strategic planning. Will discuss specific goals in our current strategic plan and how well we have met them. Briefly discussed highlights from what we have achieved in the current strategic plan. At December meeting we will more completely review our current strategic plan to evaluate our success at achieving our goals and decided where to go from here.

Gearing up for student advocacy Capitol trip.

A few maintenance items will be taken care of, such as painting touch-ups.

Thinking about what the next exchange will be like.

NCL DIRECTOR'S REPORT OCTOBER 2024



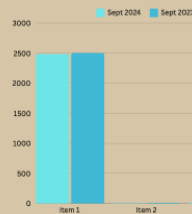
MONTHLY UPDATE

- We hosted a Town Hall with Senator Marchman and Mayor Giblin this week, and one of many things discussed was the strain small and rural communities all over the state will be experiencing next year with the State's budget cuts.
- Backflow testing and submission to the town has been completed.
- Benches have arrived for the Reading Garden. The library is paying to have them professionally installed.
- All of our new hires and new volunteers are doing well; Analisa is working with Kelly to expand our school outreaches, including bilingual storytimes. We had a very successful "Banned Book" outreach programs at NMSHS and Chinook in September; 5 classes!
- We are continuing to research software options for our HVAC system.
- We'll be partnering again this year with the Nederland Food Pantry for our 4th Annual Pie Contest/ Fundraiser on Sunday, November 10th. Mark your calendars!
- We have two new patron-requested bookclubs starting up next month.
- We have begun work on our March 2025 Student Advocacy trip to the Capitol for Library Day. We anticipate doubling our number of students this year.
- We have some facility maintenance work (painting) to get done by the end of the year.
- Staffing has been slightly increased for Election week to be sure everyone feels supported during a potentially challenging time.
- All our Key Performance Indicators are comparable to last year at this time, with a small bump in youth from our STEAM and other programs.
- Myself and Jeanine (from our Netherlands' Sister Library) began work this week on a shared (traveling) photography exhibit of "Fierce and Fearless" Women (our working title) of the 1800-1900s in Nederland, Colorado and Zeeland, the Netherlands.
- We had one library suspension this week, which was handled well by staff and Boulder County Sheriff's Office. There have been increased security incidences in libraries in several areas of the state.

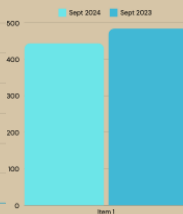
Program Attendance *approx for 9.2023



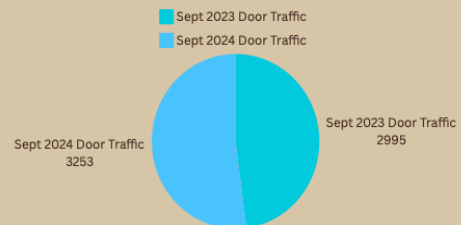
Physical Item Circulation



E-Books Circulation



DOOR TRAFFIC



5. **New Business**

- a. 2025 Budget Hearing
- b. NCL Investment Options (see above)
- c. New NCL Procurement Policy approved.

8:26 PM. Adjourn.