

**Poudre River Friends of the Library Monthly Board Meeting**  
**Old Town Library**  
**January 21, 2025**



**Board Members Present:**

X	Kathy Marquis, President	X	Char Micek, Member at Large
X	Robin Gard, Past President	X	Bob Viscount, Member at Large
X	Maggie McDonald, Vice President/Secretary	X	Samantha Ye, Member at Large
	Maya Curtis, Treasurer	X	Emmalee Severson, Member at Large
X	Barbara Walton, Assistant Treasurer	X	Robert Micek, Member at Large
X	Monica Gavin, Member at Large		Ava Jackson, Teen Representative

**Ex Officio Board Members Present:**

	Diane Lapierre, Library Executive Director	X	Linda Hopkins, Library Trust
X	Selena Paulsen, Library Development Officer		Peggy Reeves, Library Trust
	Hilary Herrmann, Library District Board of Trustees		

**Other Guests Present:**

**Call to Order:** Kathy called the meeting to order at 4:02 pm. Barbara moved, Bob seconded, and the minutes from 12/17/24 were unanimously approved. Board Members present signed the annual Conflict of Interest statement.

**Treasurer’s Report (Barbara Walton for Maya Curtis):**

- Barbara reported on the 2024 financials. 2024 Total Operating Revenue was \$144,920, \$30,000 better than budget and helped significantly by the 10,000 anonymous donation. Membership dues came in at \$5,539, \$1400 better than budget. Book Sales (\$44,892) and Amazon Sales (\$19,585) were stellar. Operating expenses came in \$34,452, \$4,000 less than budget. This resulted in an approximate \$17,000 increase in revenue for 2024 to benefit the library. A fantastic year!

**Library District Report (Selena Paulsen):**

- Selena reviewed the background and rationale for the 2025 Summer Adventure Prize Book proposal to the Friends. The Library was able to raise \$4,000 from other sources, modifying the total remainder needed to raise to \$11,000. The Library Trust recently approved \$5,500; the modified request to the Friends is also \$5,500. After 2025, the funding for the prize books at registration will be absorbed by the Library, pending transfer of the Book Fest operations to a community non-profit organization.
- Southeast Community Center planning continues with detailing space needs. The plan is to present options to the community once the planning is more solidified.
- Without a formal Library District Board of Trustees report, Selena reported that the Board receives periodic complaints regarding provision of services to the unhoused population. Incident reports have significantly decreased since providing navigation services at the Library. For reference, Library Park is owned by the Library District and managed by the City of Fort Collins.

**Library District Board of Trustees Report:**

- No report

## **Library Trust Report (Linda Hopkins):**

- Linda reported that the Trust had their Annual Meeting in January. In 2024, the Trust received approximately \$60,000 in donations, approximately \$32,000 from Colorado Gives and \$27,000 in other donations. The Trust donated \$5,500 to support the Summer Adventure prize books. Although this donation doesn't strictly meet the Trust's policy, the Trust saw this as a very worthwhile investment in a very successful Library program.

## **Unfinished Business:**

### **2025 Budget & Wish List**

- The Board discussed the proposed 2025 Budget and the \$5,500 request from the Library for the Summer Adventure prize books.
- VOTE – Robin moved, Char seconded, and the Board unanimously approved accepting the proposed 2025 Budget with the addition of \$5,500 to the Wish List to include the Summer Adventure prize books request.
- This brings the Wish List total to \$70,500 for 2025, similar to last year's total of \$69,750. The approved budget now projects using approximately \$14,000 of our healthy savings. Barbara will amend the budget as approved and send out to the Board.

### **January 2025 Book Sale Update**

- Due to late-breaking movement on the construction schedule, the sale will now be held in the Front Range Community College Student Union. Robin has been working hard to coordinate the set-up, logistics, signage and communications for this new location. Book loading/unloading by volunteers is always daunting and physically difficult, and it has been difficult to reach the Fijis for help. Robin proposed running an experiment using 2 different moving companies instead. This could become our future model. Thank you Robin for all of your work!!!
- VOTE – Monica moved, Char seconded, and the Board unanimously approved up to \$1,500 for moving services for the January sale.
- Kathy also mentioned the idea of using DreamBooks to pick up unsold books directly from the sales. More to come on this exciting prospect.

### **MOD Squad Update**

- Samantha, Emma and Robert met to plan for 2025 and uses for the \$1,000 marketing and outreach budget. Ideas include increased social media outreach, promotion events (like the successful Ben & Jerry's fundraiser!) giveaways, and a bookmark design contest. The goal is to create a consistent marketing plan/checklist. The group is having regular monthly meetings prior to the Board meeting.
- Robert reported the automated membership renewal process through HubSpot is going very well!

## **New Business:**

### **Credit Card Update**

- Barbara reported that Office Depot is canceling their credit card program effective January 31, 2025. Barbara will pursue replacement VISA credit cards through FNBO for Friends-related purchases and see if they can print our tax exempt number right on the card. Kathy will coordinate a list of Board members who should have a card and the spending limit. We will need to create a purchasing card policy.

### **Book Sale Review Retreat**

- The Board supported Kathy's idea of having a weekend day retreat to review and improve Book Sale Operations. Invitees will be the Board and lead book sale volunteers. Issues for the retreat include: sale frequency, staffing and transport, oversupply at the warehouse (it currently holds 200% of what we need for an entire year and is quite crowded) and weeding plans. Kathy, Monica, Char and Maggie will be the planning committee. Stay tuned for more information.

### **DreamBooks Update**

- Kathy shared the year-end recap from DreamBooks. In 2024, we diverted 17,000 pounds of books and raised \$400. DreamBooks have been a dream to work with!
- Kathy will coordinate a tour when it gets a bit warmer.

### **SciFi Book Sale?**

- The Board discussed a potential one-day SciFi Book Sale (and maybe another genre or two) in the Spring to pare down our significant inventory of SciFi.
- Kathy will inquire about room availability at Old Town – the Story Time Room or perhaps half of the Community Room.

**Adjournment:** The meeting adjourned at 5:17 pm. The next meeting is February 18, 2025, at 4 pm. Location TBD.

*Respectfully submitted by Maggie McDonald, Secretary*