

Embudo Valley Library & Community Center
Regular Board Meeting
July 31, 2025 - Thursday, 5:00pm
Library & via Zoom
<https://us02web.zoom.us/j/81022957480>

I. OPENING BUSINESS

- A. Meeting call to order
- B. Roll Call/Quorum established
 - 1. Present:
 - 2. Absent:
- C. Approval of Agenda:
 - 1. Motion to approve by , 2nd
- D. Approval of Regular Board Meeting Minutes 06.26.25
 - 1. Motion to approve by , 2nd

II. AGENDA

- A. Community Input
- B. ED Report
 - 1. Well update/policy review by board
 - 2. Discuss Go Bond available dollars and best use of (from June meeting minutes)
- C. Librarian Report
- D. El Puerto del Embudo de Nuestro Señor de San Antonio Land Grant-Sylvia
- E. Executive Session
 - 1. Personnel Matters to support and discuss the transition of Jennifer Goyette into Executive Director position, bank signatory.
- F. Adjourn

Embudo Valley Library is inviting you to a scheduled Zoom meeting.

Topic: EVLCC Board Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81022957480>

Meeting ID: 810 2295 7480

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I. OPENING BUSINESS

- A. Meeting call to order 4:05pm
- B. Roll Call/Quorum established
 - 1. Present: Jerry Ortiz y Pino, Minna Santos, Kiva Duckworth-Moulton, Jen Wilcomb, Chuck Wright, Darren Griego, Linda Phelps, Sylvia Ernestina Vergera
 - 2. Absent: Susan Herrera
 - 3. Guests in lieu of sign in sheet: Maggie Durham, Nancy Kastning, Jennnifer Una (Dixons Farm), Barbara Polluck, Thea Spaeth, Michael Trujillo (ED/staff), Jennifer Goyette (librarian/staff)
- C. Approval of Agenda: 4:06pm
 - 1. Amend agenda: Create New Business and move/add agenda items: Farmers Market-Jennifer Una, Linda Phelps report and resignation. Agenda item D. moved to Executive Session: update on ED search
 - 2. Motion to approve amended agenda by Darren , 2nd by Kiva 4:10pm
- D. Approval of Special Meeting Minutes 05.20.25
 - 1. Motion to approve by Darren , 2nd by Linda

II. NEW BUSINESS

- A. Community Input 4:11pm-4:33pm
 - 1. Jennifer Una of Dixon Farmers Market-seeking space for Farmers Market. Expressed that the current location is no longer an option. Currently have 20+ participants, musicians, vendors, etc. and possibly more.
 - 2. Discussion of possible use of the orchard, date/time to be shifted to a possible Tuesday morning 8am-12pm.
 - 3. Questions/discussions of parking, liability, etc. prompted a request for a possible contract between EVLCC and Dixon Farmers Market.
 - 4. Mike, ED, communicated he would work with Jennifer Una to come up with a contract to review.

III. AGENDA

- A. ED Report 4:35pm-5:14pm
 - 1. Proposed FY 25/26 Budget approval or disapproval
 - a) Questions from the board and discussion with Mike, ED
 - b) Motion by Darren 4:35pm, 2nd by Jerry, Unanimous vote by board to approve budget
 - c) Community CDBG grant possibility noted
 - 2. CPA quote update - Attachments: MT email, Jennings report & attachments: 4:49pm
 - a) Mike, ED recommends JP Jennings, CPA
 - b) Discussion between board and ED noting monthly CPA contract cost and hours utilizing firm should be closely monitored to ensure we stay within the newly approved budget \$\$
 - c) Darren motions to approve ED's recommendation of using JP Jennings CPA for the new fiscal year, Jen 2nd, Minna votes nay, all remaining board members present vote yes with Susan absent 5:06pm.
 - 3. Go Bond vendor expenditure update
 - a) Go Bond funds will be used for the ADA doors, quote provided by Overhead Door Company of \$7513.10 noted in ED report..
 - b) Go Bond balance will be approximately \$9,000 for fiscal year 25/26.
 - c) AGENDA item for July meeting: Discuss Go Bond available dollars and best use of
 - d) MT, ED brought up that we initially thought to use the solar screen purchase with GoBond funds, but have determined this purchase should come out of general operating funds.
- B. Librarian Report-5:15PM
 - 1. Update on Speaker Series for Sev Fowles - guests totalled 89
 - 2. Wastewater and system maintenance: updated 3 tanks pumped at \$350/tank.
 - a) Allen Environmental last serviced August 2022.
 - b) Getting quote for monthly/quarterly wastewater system maintenance

- C. El Puerto del Embudo de Nuestro Señor de San Antonio Land Grant 5:20pm-6:01pm- Sylvia Ernestina Vergara update
1. Who are the five presenters selected by the community?
 2. Action Plan? Budgets and Cost?
 - a) Sylvia Ernestina, Jen, Kiva to meet June 28th at 8am at the library to produce a calendar of events with cost to present to Mike, ED in order to provide documentation to Nusenda to change the layout of the budget funds. Balance of Nusenda Grant is \$4809.50
 - b) Sylvia Ernestina, Kiva to meet and report to Mike, ED on budget changes. July 1st, Tuesday ?
 - c) Sylvia Ernestina did present several activities that could be initiated within the next months.
 - (1) Sylvia Ernestina mentioned her interest in collecting oral histories from the Embudo Valley's oldest residents and then compiling these into little books that would be a lasting memento of the anniversary.
 - (2) Quotes from Allegra Printing (see attached), Santa Fe to assist with:
 - (a) Genealogy Type Books: story creations
 - (b) Bookmarkers/Calendars/Certs of Appreciation
 - (c) Other References/Support noted:
 - (i) Michael Godal, El Rito Library
 - (ii) NM State Acequia Assoc.
 - (iii) Don J. Usner: Book Sabino's Map
 - (iv) Dancers-tentative August 29th - *Los Coloniales*
- D. Update on ED job search: moved to Executive Session
- E. Used Books-Storage Space: Arthur Fonseca -Email from Mr. Fonseca 6:02pm-6:14pm
1. Mr. Fonseca asked what our status or involvement will be moving forward in re: used books.
 2. Storage is the main issue or lack of:
 - a) Mr. Fonseca has quotes for a used shipping container (\$4500 +\$660 delivery fee) along with a private donor willing to commit funds (\$10,000) towards a storage space initiative.
 3. Minna communicated that the library had sent a contract to Mr. Fonseca with no response. Mike, ED has also provided and reached out to Mr. Fonseca with no response.
 4. Minna voiced concern in regard to the possible income Mr. Fonseca has generated on the library's behalf and that the ED needs to look into. Mr. Fonseca could not respond substantively to this matter.
 5. Resolve: Mike, ED provided Mr. Fonseca's number to establish communication and talk further in regard to the private donor.
- F. May 2025 Community Input Meeting Data Review - 6:15pm
1. Darren suggest prioritizing/cognizant of capacity
 2. Linda: it takes staff time
 3. Kiva: we asked for input and now reflect on:
 4. Top comments: gather and share with the community
- G. La Segunda report updates and resignation - 6:17pm-6:33pm
1. Linda Phelps announced that she is resigning from the board, effective June 30th, but still wants to be a "friend of the library" and work on:
 - a) Policies: Training and Pricing specific to La Segunda
 - b) Gratitude Gather for Charlotte Valdez
 - c) La Segunda History of for library website
 - d) Speaker Series/Events
 - e) Possible board replacement: Celso Archuleta
 - f) Email request 06.27.25 to keep board email until July Board Meeting
 - g) Note: Recent (three) resignations in the past 2 months, the idea of posting in advance prior to board term endings (website, TC, social) came up to notify the community of potential recruitment and to maintain board continuity.

H.. Executive Session

1. Entered at 6:34pm Darren moves to, Kiva 2nd
2. Exit at 7:07pm Darren moves, Linda 2nd
3. At 7:08pm motion by Darren, 2nd by Chuck to offer Jennifer Goyette the Executive Director full time library position with an annual salary of \$39,000 at 32 hours per week with an effective start date of August 1, 2025. At the July Regular Board Meeting, the board will meet with Jennifer Goyette and present short and long term expectations in relation to the Executive Director position to review and provide support of her transition from librarian to Executive Director.
4. Unanimous vote by show of hands.

I.. Adjourn: 7:12pm

Next Regular Scheduled Board Meeting: July 31, 2025 at 5pm

Embudo Valley Library is inviting you to a scheduled Zoom meeting.

Topic: EVLCC Board Meeting

Join Zoom Meeting

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COMMENTS FROM THE COMMUNITY INPUT MEETING 5/15/2025

WHAT IS IMPORTANT TO YOU AT THE LIBRARY?

- a. The Southwest Collection is amazing!
- b. Community programs/ events
- c. Computer help. movies, copies/ notary, lectures, presentations, a place to tutor
- d. The Afterschool Program, programs that bring people together, the park
- e. Books! Printer, seeing people gathering, space to meet, especially kids
- f. Office supplies available, like a printer (don't need to own one)
- g. Seed Library!
- h. 3d printing and design
- i. 3d printing, reading, books, kid's books
- j. More 3d printing
- k. Seed Library, notary, business services, meeting place, printing services, books, audio books, movies
- l. Books, meeting place
- m. The Library is a central meeting venue both formally and informally; a place for sharing info and experiences, i.e. archaeology talks etc.; books__ very important! Would like classes to teach more computer/ laptop skills
- n. I can get computer help sometimes good books! Movies, copies, notary services and fax-very useful
- o. Programming

HOW COULD WE IMPROVE OR SERVE YOU BETTER?

- a. Talk History of the Embudo Valley. Volleyball nets, permanent stage, pamphlets of what there is to do in Dixon
- b. Study Room (opportunity to have a little more peace and quiet)
- c. Computer classes for seniors
- d. Keep reaching out to the community, post often__ Instagram, FB, Town Crier, Dixon through the Grapevine
- e. Try some new programming, different things and at different times. Take a risk.
- f. Color copy price: it would be great if it were more affordable. Other libraries charge .25/copy.
- g. You could have a computer expert come in regularly to help people with problems/issues on the computer and phone with programs and cyber security issues
- h. The atmosphere has changed to be more positive in the last 6 months, so it is easier to feel welcome there. I would be OK with fewer hours/days of the library being open in order to not exceed the budget

HOW CAN WE IMPROVE PROGRAMMING?

- a. Provide periodic sessions with a computer expert to help with updated programs, applications etc, on various devices. How to make fliers
- b. Weekly gathering time especially for older folks, 10AM Friday, coffee, newspapers, time to visit
- c. Stitchers time__ come together to knit crochet, talk and help one another
- d. Conversational Spanish for beginners__ an opportunity to practice and get feedback
- e. Computer Class
- f. It'd be nice to have more lectures, films, presentations, storytelling
- g. Robust 300th Anniversary programming, bring back candidate forums, info on elder issues like, end of life
- h. Support Fiestas
- i. Open mic, playing music, storytelling, poetry readings, meeting place for support groups, grief and depression
- j. Conversational Spanish for beginners and intermediates
- k. More 3d printing
- l. I like the programming! Lectures, videos, local expert talks
- m. Monthly Book Club
- n. More programs for computer literacy
- o. Offer more lectures, presentations, films, storytelling, music
- p. I feel the library grew too large too fast and now has to support this grant structure and all the little extra programs

WHAT FUNDRAISING IDEAS MIGHT YOU HAVE THAT YOU WOULD LIKE TO SEE US PERSUE?

- a. Rent the Community Room to private parties
- b. Slightly higher prices at La Segunda
- c. Reminders on Town Crier, advocate with Legislators
- d. Quarterly letters and eblasts to the community (it used to work)
- e. Auction__ silent or live: Co-ordinate with La Segunda
- f. I know the library is always in need of funds but I get overdosed on fundraising in Dixon. Maybe less programs=less fundraising, or less hours= less fundraising

ANYTHING ELSE THE LIBRARY BOARD SHOULD BE TOLD?

- a. When implementation is limited by staff capacity, ask community members to help w/ tasks__i. e. submit a grant, host an event, etc. desk volunteers are great. I think there is potential for volunteers to help expand programming
- b. Volunteers are wonderful
- c. You all are doing a good job. Thank you
- d. Record talks and post to YouTube page
- e. More space for books
- f. La Segunda building needs maintenance on the front porch. How do we address this?
- g. Thank you
- h. More outreach, regular fliers and visits with folks in the food pick-up, weekly info on Town Crier about services like Museum Passes, notary etc.
- i. Implement Mast Plan__ especially the stage

NEEDS OF NEURODIVERGENT FAMILIES: IDEAS? SENSORY NEEDS? SEATING? BUILDING ACCESS/ BOOK RESOURCES? (Survey Available)

- a. Library needs better acoustics. When working here, you can hear every conversation, because people don't talk softly. Sometimes it is hard to concentrate
- b. A full-sized table in the back corner of the library would make a nicer place to work or tutor
- c. It would be helpful if there could be a "study room" for adults and for kids. Also for tutoring distracted kids.

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Final Executive Director's Report – Cover Letter

To: EVLCC Board of Directors

From: Michael Trujillo, Executive Director

Date: July 31, 2025

Re: Submission of Final Directors' Report

Dear Board Members,

As I submit my final Report for your July 31 meeting, I do so with deep gratitude, reflection, and optimism. This report offers insight into operations, infrastructure priorities, financial oversight, and community programming during my final days of service. It marks both a moment of closure and a launchpad for continued progress.

During the reporting period of July 1 through 29, and through subsequent review and alignment, this document highlights key transitions that support EVLCC's long-term resilience. From ADA upgrades and fire safety improvements to ventilation planning, outdoor revitalization, and youth engagement, we have made tangible strides in service to our mission. The financial summary provides clarity on current holdings, notes minor variances for transparency, and underscores our shared commitment to thoughtful stewardship.

This report stands not only as a fulfillment of monthly documentation but also as a leadership handoff. It reflects the organization's readiness to build on established momentum and pursue growth shaped by equity, collaboration, and community needs.

Thank you for the privilege of serving. I remain proud of all we've accomplished together and look forward to seeing EVLCC thrive in its next chapter.

With appreciation,

Michael Trujillo

Outgoing Executive Director

Embudo Valley Library and Community Center

Executive Director's Report

Submitted by: Mike Trujillo

Reporting Date: July 1–July 29, 2025

For Board Meeting: July 31, 2025

Infrastructure Priorities

Safety & Compliance

Fire Code

- Central monitoring system successfully installed in the library.
- Remaining buildings require phased assessment and installation under incoming leadership.
- The exterior fire hydrant requires protective barriers to prevent accidental damage and ensure continued emergency access.

ADA Compliance


Considerable progress has been made on ADA upgrades regarding the doors, but broader property-wide compliance remains essential.

- **Completed & Scheduled Upgrades:**
 - Automatic entry doors scheduled for installation in late August.
 - Fidel's Electric committed to installing two electrical outlets within two weeks, workload permitting.
- **Outstanding Property-Wide Needs:**
 - Accessible Routes: ADA-compliant pathways throughout the grounds
 - Parking & Drop-Off Zones: ADA surface treatments and access aisles
 - Signage & Wayfinding: Braille, tactile signage, high-contrast visual cues

- Lighting & Controls: ADA reach ranges, single-hand operability
 - Program Access: Accessible seating and egress routes for all public programs.
 - **Recommendation:** Conduct full ADA site audit and pursue “readily achievable” upgrades through GO Bond or CDBG funding to align with the 2010 ADA Standards.
-

Ventilation & Climate Control

The library, about 3,000 sq ft with 14-foot ceilings, holds 42,000 cubic feet of air. To maintain safe air quality, **4.0 ACH (air changes per hour)** is recommended.

- **Required System Capacity:** 2,800 CFM (cubic feet per minute)
(Formula: $3,000 \text{ sq ft} \times 14 \text{ ft} \times 4 \text{ ACH} \div 60 \text{ min}$)
- **Strategic Impact:**
 - Promote health and comfort during programming.
 - Enhance seasonal usability and energy efficiency.
- As part of the ongoing assessment of the ventilation and climate control, following up with Fidel’s Electric regarding a pending quote for a ventilation system meeting exceeding 2,800 CFM capacity could help support improved indoor air quality and enhance year-round comfort for library patrons and staff. This specification reflects recommended air change levels based on the building’s volume and usage. Potential funding sources may include the **GO Bond** or CDBG, depending on eligibility and alignment with infrastructure priorities.
-  **GO Bond balance:** \$9,269.77

- Window blinds are needed to improve facility, comfort, and usability; ongoing discussions with Chuck Wright and the incoming Director have addressed potential solutions and installation options.

Facility Projects

Permanent stage for cultural events, amplifying BIPOC voices, local artists, and intergenerational storytelling

- Public Park transformation with inclusive pathways and shaded gathering areas for seasonal programming and wellness activities
- Roofing and leach field upgrades to ensure long-term viability of library, community center La Segunda and Coop Market operations
- La Segunda renovation to expand thrift store capacity, support youth entrepreneurship, and sustain library funding through earned income
- Ongoing maintenance of 3,000 sq ft library, 2,500 sq ft Co-op, and 2,000 sq ft La Segunda, preserving essential services for Dixon and surrounding rural communities
- Energy-efficient retrofits, including passive solar heating, water conservation systems, and insulation upgrades across all buildings
- Culturally responsive space design, integrating bilingual signage, land acknowledgment displays, and flexible indoor/outdoor zones for community-led programming

Technology & Utilities

- 24/7 Wi-Fi and public computing access, addressing ongoing inadequacies in current Library connectivity
- Telehealth and virtual education infrastructure to bridge healthcare and learning gaps for rural and underserved residents

- Accessibility upgrades for BIPOC elders and neurodivergent community members, including adaptive devices and multilingual tech support
 - Solar-powered backup systems to ensure continuity of virtual services during outages or emergencies
 - Dedicated telehealth spaces for private use, especially important for Indigenous and rural residents navigating confidential care in shared households
 - Digital literacy workshops and mentorship programs, designed to empower community members historically excluded from tech access
-

Agricultural & Outdoor Spaces

- Infrastructure for farmers market and seasonal events
 - Seed bank upgrade and acequia support for traditional agriculture
 - Support for BIPOC-led agricultural initiatives, ensuring inclusive access to market space, technical assistance, and culturally relevant programming
 - Preservation and revitalization of Indigenous land stewardship practices, such as acequia systems, intergenerational seed saving, and ceremonial crop cycles
 - Access pathways for underrepresented producers, including training, microgrants, and collaboration opportunities for Black and Indigenous growers
-

Recommended Operational Upgrades

- Insulation, windows, and HVAC efficiency improvements to reduce energy costs and ensure year-round comfort across all facilities
- Storage and accessibility enhancements for programming materials, including modular shelving, secure cabinets, and mobile carts for outreach events
- Integrated inventory systems to streamline supply tracking for library programs, thrift store operations, and cooperative goods
- Shared-use equipment upgrades, such as commercial-grade printers, AV systems, and refrigeration units to support cross-site programming and seasonal events
- Lighting retrofits and passive solar enhancements, improving visibility, safety, and energy efficiency in public and staff areas
- Flexible workspace configurations, enabling multipurpose use of La Segunda and the Community Center for youth programs, pop-up clinics, and community meetings
- Resilient infrastructure planning, including surge protection, water leak detection, and backup power options to safeguard operations during outages

Strategic Funding Opportunity: CDBG Alignment in Partnership with Rio Arriba County

Why Dixon Qualifies

Dixon meets multiple CDBG eligibility criteria:

- **Poverty Rate:** 40.9% overall; 54% of children; 46%+ of disabled female residents

- **Hispanic Population:** 73.5%
- **Median Income:** \$43,148 (vs. NM average of \$62,125)
- **Rural Designation:** Census-defined area with 134.5 people/sq mi
- **Infrastructure Gaps:** ADA, fire safety, wastewater deficiencies

Strategic Positioning

- Align EVLCC priorities with Rio Arriba County's ICIP (Infrastructure Capital Improvement Plan)
- Present Library as shovel-ready asset for regional investment

Potential Funded Projects

- ADA routes and infrastructure
- HVAC installation
- Leach field upgrades.
- Fire system expansion.
- Roofing and preservation

FY 2026 CDBG Timeline

- **Fall 2025:** Contact County Grants Office; ICIP inclusion.
 - **Winter–Spring 2026:** Data gathering, draft scope and budget.
 - **Spring–Summer 2026:** Community engagement, DFA workshop, final application.
-

Financial Overview

Bank Balance (as of July 27): \$74,564.70

→ Includes restricted program allocations.

\$ Designated & Restricted Funds (\$46,904.45)

- Dixon Co-op: \$20,000
- Fiesta de Santa Rosa: \$7,919.32
- KLDK Community Radio: \$9,257.28
- Dixon 300th: \$4,696.78
- Neighborhood Watch: \$5,031.07

Board-Controlled & Investment Holdings


-  Reserve Fund: \$26,072.62
- ∞ \$ Endowment Fund: \$37,881.64

\$ Unrestricted Operating Funds

- **\$27,660.25** is currently available to support EVLCC's daily operations, including staffing, utilities, and core services, until additional funding is expected in mid-August.

(Total balance minus restricted and board-controlled funds)

July Financial Activity-Based on the Profit and Loss Statement

- **Net Operating Revenue totaled \$18,114.99**, surpassing the forecasted budget of \$14,860.44 by \$3,254.55 (a **21.9% increase** over forecast) ←
- The surplus was primarily driven by a **restricted \$20,000 grant**, not usable for general operating purposes.
- **Total expenditure for July was \$18,241.54**, representing **7.02%** of the annual operating budget.
-  **Insurance Review:** Current premiums remain disproportionately high relative to operating capacity. As part of ongoing fiscal stewardship, the

incoming director is encouraged to evaluate alternative providers to identify more cost-effective coverage options that maintain adequate protection.

- Overall, while restricted grant income drove strong financial performance, the availability of unrestricted operating funds remains modest, and warrants continued monitoring.

Supplemental Financial Summary – July 2025

Revenue Overview

Fund #	Category	Actual	Budget	% of Budget	Status
6001	Foundation Grants – Coop	\$20,000.00	\$20,963.07	95.4%	● ↑ Excellent start
4002	Government Grants	\$0.00	\$94,727.37	0%	● ↓ Awaiting drawdown
4018	Fiscal Sponsor Income	\$0.00	\$1,096.00	0%	● ↓ Pending activity
4040	Fundraising & Donations	\$13,593.19	\$125,156.00	10.9%	● → Modest traction
4100	Program Service Income	\$224.95	\$3,783.00	5.9%	● ↓ Early-stage
4210	Coop Rental	\$2,458.39	\$28,434.00	8.6%	● ↓ Below pace
4220	Facility Rental	\$80.00	\$296.00	27.0%	● ↑ Strong month
4300	Interest Income	\$0.00	\$36.00	0%	● ↓ Inactive
—	Services	\$0.00	\$52.00	0%	● ↓ Inactive
—	Uncategorized Income	\$0.00	\$1.00	0%	● ↓ Inactive

- ◆ **Total Revenue:** \$36,356.53
- ◆ **Total Budgeted Revenue:** \$274,544.44

Expense Overview

Fund #	Category	Actual	Budget	% of Budget	Status
6000	Program Services	\$13,619.56	\$200,119.00	6.8%	● ↑ Within range
6400	Management & General	\$2,152.50	\$47,951.00	4.5%	● ↑ Efficient spending
6500	Fundraising Expense	\$61.74	\$1,368.00	4.5%	● ↑ Controlled
—	Payroll Tax	\$878.18	\$9,427.00	9.3%	● ↑ On track
6820	Building Fund Expense	\$1,416.84	\$0.00	0%	● → One-time cost-not budgeted
9012	Operating Costs - La Segunda\$0.00	\$0.00	\$850.00	100%	● ↓ Inactive
—	Reimbursements	\$112.72	\$0.00	0%	● → Minor operational
—	Variance based on excel budget and quick books;	\$0.00	-31.00	0%	○ → Minor Variance

- ◆ **Total Expenditures:** \$18,241.54
- ◆ **Total Budgeted Expenses:** \$259,684.00

Footnote

As part of the July reconciliation review, I noted a minor variance of -\$31.00 (less than 0.5 percent) between the QuickBooks actuals and the FY26 Excel budget. After checking through the entries, the difference appears to stem from rounding and some minor category level shifts. Everything has been verified, and no adjustments are needed this variance has been noted for transparency.

Upon analysis, the variance appears to result from:

- **Rounding differences** due to extended decimals in imported data.
- **Categorization adjustments** across similar budget lines (e.g., postage, software subscriptions).

✓ 💰 **\$18,114.99**

This figure reflects the Profit and Loss total revenue of **\$36,356.53** minus total expenditures of **\$18,241.54**. It is a healthy margin for the month, especially considering the strong performance in grant funding and donor-directed income.

Footnote

💡 *Note: This figure includes \$20,000 in Fiscal Sponsor Income allocated specifically for the Dixon Cooperative Market. Excluding this restricted funding, the library's operating activities for July 1–27, 2025 would reflect a net deficit of approximately \$1,885.01.*

Program Highlights

Caterpillar Club

A vibrant bilingual early literacy series hosted in the Community Center, fostering joyful family engagement through storytelling, songs, and movement. The indoor setting offers a welcoming and accessible space for children and caregivers to connect through language and play.

Arts & Wellness Initiative

Weekly gentle yoga and guided life drawing sessions, where participants sketch from live models or natural objects in a supportive environment. The program promotes creative exploration and mindfulness, with high attendance reflecting strong community interest.

Summer Reading Adventures

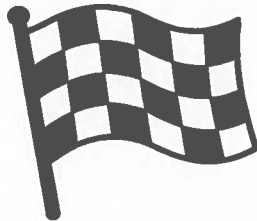
Embudo Valley Library's Summer Reading Adventures offer bilingual story times in English and Spanish, hands-on arts and crafts, STEAM workshops including archaeology and 3D printing, guest visits from educators and wildlife experts, Youth Opera Nights, and outdoor activities. Healthy snacks and lunches are provided through local partnerships to support full-day engagement.

Transition Reflections

As I conclude my time as Executive Director, EVLCC enters FY 2025–26 with:

- Transparent financial systems, including reconciled budgets, clear reporting structures, and stronger grant alignment
- Aligned infrastructure and equity goals, with documented priorities that reflect community needs and long-term resilience
- Strong public programming momentum, supported by active engagement and responsive planning

Through sustained collaboration and thoughtful problem-solving, we have established a resilient foundation. The incoming Director will have an opportunity to move EVLCC forward by building a foundation shaped by transparency, strengthened community relationships, and clear organizational priorities. With financial operations stabilized, infrastructure needs documented, and programming momentum underway, the next phase of leadership can deepen impact and reinforce EVLCC's role as a vital resource in the Embudo Valley.



The End

Thank you for the honor of serving.

Michael Trujillo
Outgoing Executive Director

Profit and Loss July Embudo Valley Library

July 1-27, 2025

	TOTAL
Revenue	
4000 Grants and Contracts	
4018 Fiscal Sponsor Income	20,000.00
Total 4000 Grants and Contracts	20,000.00
4040 Fundraising and Donations	1,783.90
4040-00 Donor Directed Giving Funds	4,000.00
4040.03 Fidelity Charitable Fund Grant Award	5,000.00
Total 4040-00 Donor Directed Giving Funds	9,000.00
4051 La Segunda	2,359.29
4052 KLDK	250.00
4054 Fiesta de Santa Rosa	200.00
Total 4040 Fundraising and Donations	13,593.19
4100 Program service income	
4102 Copy, fax	169.95
4105 Booksale	55.00
Total 4100 Program service income	224.95
4210 Coop Rental Income	2,458.39
4220 Facility Rental	80.00
Total Revenue	\$36,356.53
GROSS PROFIT	\$36,356.53
Expenditures	
6000 Program Services	
6001 Collections	
6002 Books	122.30
6003 Videos/DVDs/Audio Materials	129.39
Total 6001 Collections	251.69
6010 Occupancy	
6011 Telephone/Internet	5.85
6012 Other Bldgs. Utilities	66.87
6013 Contract Labor	120.00
6014 Insurance-Property	1,327.00
6015 Building Repairs & Maintenance	
6017 R & M Labor	922.14
Total 6015 Building Repairs & Maintenance	922.14
6018 Supplies	181.93
6019 Library Utilities	26.25
Total 6010 Occupancy	2,650.04
6025 Organization	
6026 Website	70.38
6027 Office Supplies	244.39
6028 Events	150.00
6029 Licenses, Fees, Memberships	74.64
6030 Postage and Delivery	

Profit and Loss Embudo Valley Library

July 1-27, 2025

	TOTAL
6030-1 Postage and Delivery - Inter Library Loans	19.92
Total 6030 Postage and Delivery	19.92
Total 6025 Organization	559.33
6058 Personnel	
6061 Wages	9,540.50
Total 6058 Personnel	9,540.50
6300 Summer Reading Program Serv Exp	349.76
6360 Caterpillar Club	268.24
Total 6000 Program Services	13,619.56
6400 Mngmnt & Genl	
6434 Accounting	2,152.50
Total 6400 Mngmnt & Genl	2,152.50
6500 Fundraising Expenses	28.26
6515 Merchant Services	33.48
Total 6500 Fundraising Expenses	61.74
6820 BuildingFundExpenses	
6826 MiscExpense	1,416.84
Total 6820 BuildingFundExpenses	1,416.84
Payroll Expenses	
Taxes	878.18
Total Payroll Expenses	878.18
Reimbursements	112.72
Total Expenditures	\$18,241.54
NET OPERATING REVENUE	\$18,114.99
NET REVENUE	\$18,114.99

Embudo Valley Library Community Center Grant Tracking

FY2025

NO. Appropriation Title		Appropriation ID	Admin Agency	Reversion Date	Fund & Budget	Appropriation Amount	Expended Amount	Current Balance	Total as of this date	Encumbered	Notice of Obligation	Grant Status
1	STATE OF NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS FUND 89200 APPROPRIATION PROJECT	GO Bond-A22-65372	Rio Arriba County	6/30/2026	4002-01-Grants and Contracts :Govt. Grants: GoBonds	\$16,782.87	\$7,513.10	\$9,269.77	N/A	\$0.00	Yes	Pending
2	State in Aid Grant	NMSA 1978, Section 18-18-2	State Library	6/30/2025	4002-Grants and Contracts :Govt. Grants	\$10,287.08	\$10,287.08	\$0.00	5/17/25	\$0.00	N/A	Closed
3	Rural Library Endowment Grant	NMSA 1978, Section 18-18-2	State Library	6/30/2025	4002-Grants and Contracts :Govt. Grants	\$15,363.84	\$15,363.84	\$0.00	5/17/25	\$0.00	N/A	Closed
4	United Way	N/A	EVL	9/1/2025	6001-Program Services: Collections	\$15,000.00	\$14,398.24	\$601.76	7/27/25	\$0.00	N/A	Pending

Embudo Valley Library Community Center Grant Tracking FY2025

Notice of Obligation												
Admin			Total as of this date			Encumbered			Grant Status			
NO.	Appropriation Title	Appropriation ID	Agency	Reversion Date	Fund & Budget	Appropriation Amount	Expended Amount	Current Balance	Total as of this date	Encumbered	Grant Status	
5	Brindle Foundation	N/A	EVL	11/30/2025	6001-Program Services: Collections	\$13,500.00	\$4,753.53	\$8,746.47	7/27/25	\$0.00	N/A	Pending
6	New Mexico Foundation Donation for insurance	2023-12734	EVL	Restricted	6001-Program Services: Collections	\$15,000.00	\$11,970.60	\$3,029.40	7/27/25	\$0.00	N/A	Pending
7	Zimmer Foundation-September 30, 2024-No Restrictions	N/A	EVL	Unrestricted	6001-Program Services: Collections	\$7,500.00	\$5,144.26	\$2,355.74	7/2/25	\$0.00	N/A	Pending
8	Ala Grant Restricted	N/A	EVL	4/30/2025	6001-Program Services: Collections	\$10,000.00	\$0.00	\$10,000.00	6/26/25	\$0.00	N/A	Pending
The Funds Below are not Grants but are Donations												
9	Rio Arriba county Donation	1060070-Deposit 6/14/24	Rio Arriba County	6/30/2025	4040-02 Annual Campaign	\$10,000.00	\$9,999.88	\$0.12	5/5/25	\$0.00	N/A	Closed

Embudo Valley Library Community Center Grant Tracking
FY2025

Notice of Obligation												
NO.	Appropriation Title	Admin Agency	Reversion Date	Fund & Budget	Appropriation Amount	Expended Amount	Current Balance	Total as of this date	Encumbered	Obligation	Grant Status	
10	SF Community Foundation	N/A	EVL	Santa Fe Community Foundation on behalf of Doris Goodwin Walbridge Foundation	4040-02 Annual Campaign	\$3,750.00	\$0.00	\$3,750.00	6/24/25	\$0.00	N/A	Pending
11	SF Community Foundation	N/A	EVL	Santa Fe Community Foundation on behalf of Liberty Ranch Infinite Possibilities	4040-02 Annual Campaign	\$3,750.00	\$0.00	\$3,750.00	6/24/25	\$0.00	N/A	Pending
12	New Mexico Foundation Grant received 9-30-2024	12621	EVL	Restricted	4040-02 Annual Campaign	\$3,000.00	\$3,759.35	-\$759.35	5/17/25	\$0.00	N/A	Closed
13	Nucenda Grant Restricted for 300th Celebration	348825	EVL	Restricted 300th celebration	4040-02 Annual Campaign	\$5,000.00	\$303.22	\$4,696.78	7/27/25	\$0.00	N/A	Pending

Embudo Valley Library Community Center Grant Tracking
FY2025

NO.	Appropriation Title	Admin Appropriation ID	Agency	Reversion Date	Fund & Budget	Appropriation Amount	Expended Amount	Current Balance	Total as of this date	Encumbered	Notice of Obligation	Grant Status
14	SFCF - Helen S Keller Fund	66847	EVL	Used for charitable and educational activities	4040-02 Annual Campaign	\$3,372.24	\$0.00	\$3,372.24	6/24/25	\$0.00	N/A	Pending
15	Dr. Douglas Smith /Merrill Lynch	211045271	EVL	Unrestricted	4040-02 Annual Campaign	\$5,000.00	\$0.00	\$5,000.00	6/24/25	\$0.00	N/A	Pending
16	24-25 Lehman Grant	Donor Grant	EVL	Restricted for Books		\$485.71	\$488.89	-\$3.18	6/27/25	\$0.00	N/A	Closed
					Total	\$137,791.74	\$83,981.99	\$53,809.75		\$0.00		

July, 2025 Librarian Board Report

Jennifer Goyette / Nicole DeMaret / Brynn Crockett

General

This report is a brief overview of activities over the last month and it includes statistical data for the fiscal year ending 2025. Of note, this month we welcome Brynn Crockett as our new part time librarian. We also completed our 2025 Summer Reading Program.

Of special note - Minna helped us catalog a library of medical devices that are being provided for loan to patrons by Barbara Schwathe. This idea was something Barbara had been working on with Annete Maestas and it is a wonderful addition to our service.

Meetings

I had several grants and program meetings, I met with Lori Kindler and Kiva to discuss grant writing assistance, met briefly with Minna and Kris regarding ALA Grant management. I met with Eva Behrens with EVTA to confirm details of our Afterschool program for this next academic year.

I also met with the volunteers of La Segunda to discuss briefly how we will each participate in the Dixon Studio Tour this year. We will provide community center space as we have in past years for the Tour's group show, and in trade we will have a spot on the map to host our annual book sale.

Finally, I am attending monthly STEAM coalition meetings hosted by LANL - which has been a really positive experience.

Facility Notes

Heat maintenance - We have selected material / UV blocking screens and will move ahead soon with purchase and installation (I am discussing GO Bond approval with Patricia Moore). Mike has included electrical work within the door installation plan to power a fan above the entryway which should help improve cooling in the evenings.

Chuck is assisting review of security cameras and once we have confirmed we can request GO Bond funds for this item.

There is still a problematic sulphur smell in the Community Center which has gotten worse since the daily water use of Afterschool has stopped. Zene has investigated the problem and is sourcing a part for the hot water heater.

Finally, we have placed a sign at the spigot and asked for community members to limit use for potable / household needs only. I dialogues with past board and past Director's and determined that agricultural use was outside of our intention in access to our well. We are looking at adding

a meter to better determine how much of this resource is used by our property needs vs needs outside of the EVLCC.

Programming

- **Afterschool** - We will collect applications for Afterschool Coordinator until August 11th and then interview to fill this position beginning the start of September. We have an estimated start date of September 15th for programming and have confirmed with the EVTA our program focus for the year and that we will provide 30 weeks of programming.
- **Caterpillar Club (Nicole)** - Caterpillar Club saw a clear upward trend in attendance since its inception in mid-April, with total attendance doubling between the months of May and June. At this stage of program development, I am fine-tuning the schedule with a mix of unique activities with repeat programming which keeps children interested while also helping them build vocabulary, and develop confidence in their skills. In addition, I reached out to both "Tips by Text" (a text-message program designed to help parents and caregivers get their child ready for kindergarten) and "Imagination Library" (free monthly books for children under 5 years old) to get refreshed program information and began introducing these literacy resources to Caterpillar Club parents during our gatherings. Lastly the children are having a great time and parents have expressed gladness about how the program is progressing, with some inviting out-of-town friends to join in. As program coordinator, further skills acquisition as an early childhood educator is warranted, but the program is progressing nicely!
- **Fiscal Sponsors** - We have reported to Fiestas on donations received for their own outreach and have invited them to the office to co-write thank you letters. We have also determined we can participate this year in the Fiestas by offering a photobooth. This is due to the generosity of NM Children's Foundation who have allowed us to extend the Summer Reading Program for this one weekend in August. We will reach out to families who have attended all of our youth programming over the last year, and to the community at large to come and enjoy Fiestas and have a commemorative item to take home and keep. We will alert all participants that we plan to add these photos to our collections archive as a visual / archival snapshot of our community during its 300th year.
- **Saturday STEAM** - We are in dialogue with Steve Cox to develop what our STEAM program will look like this year. We are actively working to better house our equipment and increase availability for patron use and active programming. I will report more in coming months. I expect we will relaunch activities by late September.
- **Seed Library** - No news here. We might begin to look for a volunteer who could coordinate the social aspects of the Seed Library. Such as maintaining the associated email address, and hosting seed gatherings.

- **Speaker Series** - We are currently coordinating the scheduling of more speakers in August and September.
- **Summer Reading Program** - We had a great year and went out on a real positive note with Elena Osuna hosting a family based tutorial on Flamenco. We hope to work more with her in the future as all attendees had a great time. For statistics please view Table one.

I want to especially thank NM River Adventures for gifting a grand prize of a river trip for a family of four. We had a drawing after our last program of the summer and will alert the three prize winners as well as invite all participants to come and visit us for a reading incentive.

We received funding from NM Children's Foundation as Summer Reading support which includes a small amount for materials for YA and Children's areas. This is wonderful as it will allow us to be ready for this school year with fresh material, and amply resupply our depleted reading prizes. As mentioned above they are also allowing us to extend our program for an event during Fiestas.

Finally, we also hosted Radio Tomada presented by Axle Contemporary. Recordings from this event are available to listen to in the collections portion of our website.

- **Annual Book Sale** - Donations are coming in though I still have not officially announced we are accepting! We are at a pretty manageable level currently and I do not want to pass our tipping point without designated volunteers. I do think we will have a smaller than historical - but still nice - annual book sale.

TABLE ONE: FYE25 PROGRAM TOTALS AND ATTENDANCE

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL Particip ants	TOTAL Programs
Caterpillar Club	-	2	4	4	86	10
Youth	-	7	14	27	48	-
Adult	-	5	11	22	38	-
STEAM	.	.	.	2	4	2	4	4	5	2	3	.	327	26
Youth	.	.	.	19	42	18	35	28	33	18	22	0	215	
Adult	.	.	.	9	19	8	19	16	21	8	12	0	112	
Afterschool	23 (212)	28 (309)	31 (207)	30 (313)	21 (240)	.	1283	133
Lectures	0	1 (49)	0	0	1 (15)	0	0	0	0	1 (60)	1 (30)	2 (149)	303	6
SRP Activities	7	79	7
Youth	13	.	.
Teen / Young Adult	18	.	.
Adult	33	.	.
SRP Readers	15	.	.
TOTAL PROGRAM	2405	182

* Lectures and Afterschool = number of events (attendees)

Collection Management

We are seeing many check outs of Large Print books from NMSL, resupply is coming in August. We are continuing to actively outreach for resources that address needs of people with sight limitations, dyslexia, or cognitive impairment.

We continue to chip away at inventory and I hope to report that we have finished by the end of September.

Community Center

Regular weekly programming run by community members is still occurring and includes things such as yoga, upcoming meditation, tutoring, meetings, and more.

Communications

Jeff has added the audio files from our Radio Tomada event to our online collections. We have yet to switch the main page but we will work on this in the fall.

Other communications - As always we continue to update the webpage and are very active on instagram and facebook, reposting to the Grapevine and the Town Crier. Paper fliers are used at all community hubs. Email outreach occurs to community partners, and direct email invitations are offered to education program participants from this year. We sent one Mailchimp to share Mike's news of retirement and our ED transition.

TABLE TWO: FYE25 USAGE STATS

Patron Visits	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTALS
Ref Qs	13	7	2	5	3	1	1	0	2	2	2	5	43
Computer Uses	166	135	113	105	126	148	162	157	159	152	175	153	958
Essential Services	70	50	57	73	79	83	79	92	94	79	108	103	967
WiFi Uses	349	239	247	246	214	191	184	182	184	188	157	172	2553
Patron Visits	769	692	599	609	709	567	593	641	689	717	725	752	8062
Inter-library Loan Requests	3	4	16	5	8	13	10	6	11	9	11	5	101
Community Center - Patrons	27	35	43	38	14	43	9	55	69	105	269	51	758

Circulation Statistics

Please review Table Two above for complete patron usage statistics for FYE25. For those interested in reviewing trends I am copying the entire annual circulation (Table Three) at the very end of the report. To synthesize - we are seeing a continued upward trend in overall checkouts. I attribute this to our efforts to provide new material quarterly and our increased effort in displays, programming, and outreach. Our lowest usage month was July of 2024, and our highest usage month was June of 2025 - notable is the increase in YA checkouts. Our patrons checked out 8828 items in FYE25.

In eMedia there was a noticeable decline in overall checkouts - though there was an interesting increase in eVideo. Adult eBook and eAudio remain the strongest use points of digital media.

Volunteers: This is just a brief note to indicate that in the last fiscal year we had 49 volunteers who donated 3,563 hours of labor to our library and community center. I suspect the number is higher as our volunteers are generous and under-report their time! Thank you so much to all of you for your support.

Fundraising:

Annual Report! This has taken the majority of my time this month but I have also confirmed the reporting process with NM Foundation and will complete that report shortly as it is fully expended. I have been in touch with Santa Fe Community Foundation and completed filing for various donor directed giving amounts received or incoming.

TABLE THREE: FYE25 CIRCULATION STATISTICS

	Checked in	Checked out	Renewed	Overdrive Digital services	Hoopla Digital Services	Monthly Total CheckOut
July 2024						
Adult Book	131	155	22	96	37	441
Adult Audio	.	.	.	54	26	.
Adult eBook	.	.	.	42	11	.
YA	52	69	8	13	3	145
YA Audio	.	.	.	5	2	.
YA eBook	.	.	.	8	0	.
Video (total)	1	.
Total	183	224	30	109	40	586
August 2024						
Adult Book	177	184	29	94	24	508
Adult Audio	.	.	.	54	22	.
Adult eBook	.	.	.	40	2	.
YA	48	59	16	13	14	150
YA Audio	.	.	.	10	8	.
YA eBook	.	.	.	3	4	.

Video (total)	2	.
Total	225	243	45	107	38	658
September 2024						
Adult Book	214	201	28	122	30	595
Adult Audio	.	.	.	88	26	.
Adult eBook	.	.	.	34	4	.
YA	59	60	28	8	6	161
YA Audio	.	.	.	5	1	.
YA eBook	.	.	.	3	3	.
Video (total)	2	.
Total	273	261	56	130	36	756
October 2024						
Adult Book	174	184	33	111	37	539
Adult Audio	.	.	.	76	31	.
Adult eBook	.	.	.	35	6	.
YA	54	40	0	8	13	115
YA Audio	.	.	.	7	0	.
YA eBook	.	.	.	1	4	.
Video (total)	9	.
Total	228	224	33	119	50	654
November 2024						
Adult Book	239	233	24	113	27	636
Adult Audio	.	.	.	60	22	.
Adult eBook	.	.	.	53	5	.
YA	68	98	0	11	15	192
YA Audio	.	.	.	8	1	.
YA eBook	.	.	.	3	2	.
Video (total)	12	.

Total	307	331	24	124	42	828
December 2024						
Adult Book	178	181	22	87	28	496
Adult Audio	.	.	.	57	25	.
Adult eBook	.	.	.	30	3	.
YA	64	53	2	7	10	136
YA Audio	.	.	.	6	0	.
YA eBook	.	.	.	1	1	.
Video (total)	9	.
Total	242	234	24	94	38	632
January 2025						
Adult	251	297	35	104	45	732
Adult Audio	.	.	.	61	41	.
Adult eBook	.	.	.	43	4	.
YA	41	34	27	7	21	130
YA Audio	.	.	.	5	1	.
YA eBook	.	.	.	2	10	.
Video (total)	10	.
Total	292	331	62	111	66	862
February 2025						
Adult	259	273	47	83	37	699
Adult Audio	.	.	.	50	31	.
Adult eBook	.	.	.	33	6	.
YA	36	38	9	13	10	106
YA Audio	.	.	.	3	1	.
YA eBook	.	.	.	10	8	.
Video (total)	1	.
Total	295	311	56	96	47	805

March 25						
Adult	218	183	45	93	12	551
Adult Audio	.	.	.	68	9	.
Adult eBook	.	.	.	25	3	.
YA	32	19	4	18	24	97
YA Audio				14	2	.
YA eBook				4	10	.
Video (total)	12	.
Total	250	202	49	111	36	648
April 2025						
Adult Book	197	206	31	116	32	582
Adult Audio	.	.	.	80	29	.
Adult eBook	.	.	.	36	3	.
YA	71	52	12	20	33	188
YA Audio	.	.	.	15	1	.
YA eBook	.	.	.	5	7	.
Video (total)	25	.
Total	268	258	43	136	65	770
May 2025						
Adult Book	191	181	39	102	31	544
Adult Audio	.	.	.	57	27	.
Adult eBook	.	.	.	45	4	.
YA	87	82	13	11	17	210
YA Audio	.	.	.	9	2	.
YA eBook	.	.	.	2	8	.
Video (total)	7	.
Total	278	263	52	113	48	754
June 2025						

Adult Book	239	216	49	89	32	625
Adult Audio	.	.	.	45	30	.
Adult eBook	.	.	.	44	2	.
YA	114	108	11	4	13	250
YA Audio	.	.	.	0	0	.
YA eBook	.	.	.	4	0	.
Video (total)	13	.
Total	353	324	60	93	45	875
Adult Total						6948
YA Total						1880
Total FYE 25	3194	3206	534	1343	551	8828

A report Email to board before board meeting.

AAAAAAAAAAAAAAAAAAAA

Hello Board Members,

1. I did reach out to Nusenda Credit Union to let them know that **I was the program project Director for the grant. They told me that the end date for them is Oct 15 of 2026!** Also, they told me that the funds for the photographic part (\$2,400) are unrestricted and also all the funds for the grant in general. Yes, they just sent me their logo for use on all materials. I think they said 10 days for alerting them about how their logo is going to be used. **They were very nice and we had a very productive and positive conversation.** I have reached out to them by email and by phone and we are in good communication. **I will send those emails to you that went between I and Nusenda soon.**

I request that the end date be extended for this project to January 17, 2026. Any type of extension would help to make the project go smoother with grace, and ease.

2. I have scheduled the Coloniales dancers to come and present on Saturday at August 16 with a reserve for them from 1pm to 5pm. I have reserved both the library and the community room. They cannot come at any other day or time except this time. It is fine to remove the reserve for Sunday August 15 and August 15 Friday night. I will not be scheduling anything else on those dates. Please keep Sunday reserved. I know there are no folding chairs available on that day, but there are other hardback chairs that will suffice for the event
3. They will get dressed and ready from 1pm to 1:45pm/start their presentation at 2pm to 4pm which will include a lecture on the history of the dances/do some of the dances and teach some of the dances to the audience from 2pm to 4pm. A short reception for the dancers is planned from 4pm to 4:45 with clean up ending at 5pm.
I have their promotional materials and will get that over to Jennifer tomorrow.
4. Am setting the calendar as swiftly as possible with other confirmed speakers. I do have Juanita Lavadie's promotional information ready and will send her date in tomorrow and I have Jose Griego's confirmation of participation.
5. I did reach out to the Santa Rosa Fiesta Council this week about having a Hispanic Author's table of books at the fiesta and they said yes. They said that all entertainment slots are filled. It looks like they did not reserve the community

room. I am not sure of this, but perhaps some poetry readings of the Hispanic authors, that don't interfere with the entertainment on the grand stand could be done in the community room or in the library with the Council's permission. I want to be on the right page with everyone. **The Santa Rosa Fiesta Council agreed to the Hispanic writer's book table and that the writers could sell their books.**

6. I hope to have most of the scheduling done by the end of this weekend. I do hope you extend the date of this amazing project.

**Sinceramente,
Sylvia Ernestina Vergara**

ED Onboarding/Expectations by the EVLCC Board of Directors

ONBOARDING

1. Prepare documentation for the ED: employment contract, tax forms, and benefits information.
2. Provide a review of the organization's history, values, norms, and social environment.
3. Send a welcome email (to staff). Should also include the ED's work schedule.
4. Set up and give access to organizational accounts. This should include signatory authorization to the organization's bank accounts.
5. Organization's policy acknowledgement (if not previously signed).
6. Develop a transition plan outline with outgoing ED.
7. At the first board of directors meeting, establish short and long term goals.
8. Identify professional development needs.
9. Develop a schedule for regular check-ins with the board president. This should include ongoing guidance and resources to assist the ED in performing their role.
10. In conjunction with the board of directors establish quarterly evaluation reviews and "check-ins".

EXPECTATIONS

Organization Administration

1. Oversee all organization's business operations.
2. Provide supervision of all employees and volunteers.
3. Maintain ongoing business relations with external contractors.
4. Maintain ongoing business relations with tenants, fiscal sponsorships, and the community at large.
5. Maintain established expense/income budgets in conjunction with the organization's external CPA firm. Ensure adherence to restricted budgets (expense/income).
6. Increase the organization's FY 2025-2026 unrestricted revenue budget by 5%. In conjunction with the Board of Directors, develop a plan to increase the ED's salary (weekly work hours) based on the increased unrestricted revenue realised.
7. Enforce the organization's approved policies and procedures. Make recommendations to the board of directors new/modified policies and procedures.
8. In conjunction with the outgoing ED, create a transition plan.

Board of Directors Relations

1. Coordinate with the board president agendas for regular and special board meetings.
2. Provide timely board reports to be reviewed at regular board meetings. Specifically, board reports should be provided at least five days before a board meeting.
3. Notify the board president of any potential liability issues.
4. Respond to emails within 24 hours????