

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, September 13, 2023
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - Approval of Board Meeting Minutes of August 9, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Board Training: Using Data for Strategic Planning, Kieran Hixon, Colorado State Library
- VI. Strategic Plan
- VII. Old Business
 - Total Compensation Audit
 - CEO Appraisal
 - Library Board Appointments
- VIII. New Business
 - 2024 Budget Estimates
 - Other business
- IX. Adjournment

Next Meeting: October 11, 2023

Berthoud Community Library District

Regular Board Meeting Minutes

Date: Wednesday August 9 , 2023

7:00 pm

236 Welch Ave, Berthoud, CO and ZOOM

Call to Order: Karen Anderson called the meeting to order at 7:03 pm

Attendees: Julie Oelman, Karen Anderson, Alyson Dratch, Kathy Mitchell, Melissa Robinson, Amanda Thorstensen, CEO Amie Pilla (Bob Latchaw and Amanda Thorstensen excused).

Public Participation - None

Consent Agenda:

Motion 0823-01 – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services Reports, Statistics, Financial Reports and Expenditures.

Policy Review: Motion 0823-02 made, seconded and carried to accept Whistle Blower Policy as amended.

Motion 0823-03 made, seconded and carried to accept the Financial Policy as amended.

Motion 0823-04 made, seconded and carried to accept the Youth Safety Policy as amended.

Old Business:

Upcoming Board Vacancies: **Motion 0823-05** made, seconded and carried to approve Melissa Robinson and Bob Latchaw for another term on the Board. Amie Pilla will inform the County Commissioner.

New Business:

Operating Hours. Due to new employees: Motion 0823-06 made, seconded and carried to approve extended BCLD hours Wednesday and Thursday 10:00 am until 8:00 pm and no longer closing for lunch on Saturday.

CEO Appraisal: Julie Oelman will send the Appraisal forms to members of the Board and an executive session will be in October.

Budget Process Proposition HH: depending on the November election results, the Budget process schedule may vary.

Other Business:

Board Training: September Board Training will be about using data for strategic planning with Kieran Hixon from the Colorado State Library.

Julie Oelman adjourned the meeting at 8:24 pm

Next Meeting: September 13, 2023

Respectfully Submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
August 2023

Library Operations and Services

Personnel

Allison resigned from her position as a Customer Service Specialist effective August 26. Tom K. is our new Customer Service Specialist and began working with us on August 30.

Classes/Services

The second week in August was busy with prize pickup for all of the winners of our drawings for the annual Summer Learning Initiative.

Thora has joined our weekly Writers Group meetings along with a couple new members of the public. That group now averages 6 writers getting together every Monday morning.

Circulation/Collection

We've partnered with the Larimer County Department of Natural Resources to provide our community with five county park passes that can be checked out for one week. That means our borrowers can check out both state park and county park passes from us.

Diane had the opportunity to use some of our dedicated e-book funds in Overdrive to purchase a variety of new titles available to our borrowers in the Libby app.

Building and Grounds

Nothing to report.

Technology

RCom and Comcast worked to get us a new gateway for our internet and to simplify our billing accounts. For the same price we were paying previously, give or take a few dollars, we now have internet speeds that are ten times faster.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Our limited edition library cards arrived and will be available to the public beginning on September 1st for National Library Card Signup Month. In addition to publicity on our own social media, the Berthoud Surveyor ran an article about the limited edition card and it's designer, community member Dagny Tang.

Financial

We received our estimated district valuation from the County, so we'll be able to begin the budgeting process for 2024.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, August 2; The Five Languages of Leadership class, August 3 and August 10; Downtown Development Authority Community Leaders meeting, August 24; Alliance for Suicide Prevention meeting, August 29

Diane— AspenCat Users Group meeting; Movie and DVD Trends webinar; Upcoming Mystery Titles One and Two, webinars

Thora—Empowering Outreach Through Technology, webinar; Safeguarding Intellectual Freedom: How to Counter Censorship and the Criminalization of Librarianship in America, webinar

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
September 6, 2023

Youth Services

Programs and services

Story times:

Participation averaged 28 at Wednesday and Friday morning story time.

Teen / tween programs:

We took a break from teen and tween programs in August.

Children's department:

New play food has been added to the kitchen. The "vet stuffed animals" went missing, so I've removed the carry case and the other accessories at this time. I assume they went home accidentally with someone and may return.

Displays:

Back to school books and Dog days of Summer were on display.

Children's events:

We offered story time August 9 – August 30, Wednesdays and Fridays at 10:30 A.M.

Volunteers:

I've started four new volunteers in August.

**Berthoud Community Library District
Statistics August 2023**

Statistics	Aug-22	Aug-23	% change	YTD 2022	YTD 2023	% change
Circulation						
Circulation	4201	5352	27%	33626	36278	8%
Reference Questions	0			0	0	#DIV/0!
Program attendance	130	83	-36%	1949	2908	49%
People counter	2631	3400	29%	22894	23755	4%
3M Ebook	229	337	47%	1963	2304	17%
OverDrive	141	571	305%	1436	3153	120%
Interlibrary Loans						
Number of items borrowed	11	19	73%	75	88	17%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
AspenCat						
Borrowed	470	713	52%	4115	5552	35%
Loan	294	368	25%	2205	2567	16%
Registered Patrons						
New cards	130	69	-47%	585	502	-14%
Total number of card holders	8734	10224	17%	8734	10224	17%
Resident	7245	8499	17%	7245	8499	17%
Non-Resident	1489	1725	16%	1489	1725	16%
Collection						
Materials added	224	239	7%	1503	1618	8%
Materials withdrawn	19	117	516%	1731	1810	5%
Total materials owned	24855	25176	1%	24855	25176	1%
Technology						
Computer use	259	340	31%	1839	1423	-23%
Web usage	4100	9800	139%	28191	19439	-31%
Tech Coaching	196	354	81%	1637	728	-56%
Volunteer hours worked	2	52	2475%	47	335	612%

Berthoud Community Library District
Balance Sheet
As of July 31, 2023

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08/04/23
Accrual Basis

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	330,418.62
Independent Bank Savings	100.00
Petty Cash	646,701.04
10000 · Independent Bank Checking	977,219.66
Total Checking/Savings	13,518.60
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	990,738.26
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,206,999.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · Payroll Liabilities	720.00
22100 · CO Income Tax	36.46
22200 · CO Unemployment Tax	4,798.86
22300 · Federal Taxes (941)	69.64
22400 · Federal Unemployment (940)	5,624.96
Total 22000 · Payroll Liabilities	8,699.74
22001 · Payroll Clearing	14,324.70
Total Other Current Liabilities	14,324.70
Total Current Liabilities	14,324.70
Total Liabilities	14,324.70
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	840,447.77

Berthoud Community Library District
Balance Sheet
As of July 31, 2023

	Jul 31, 23
Net Income	296,312.63
Total Equity	1,192,674.86
TOTAL LIABILITIES & EQUITY	1,206,999.56

**Berthoud Community Library District
Profit & Loss Budget vs. Actual
January through July 2023**

	Jan - Jul 23	Budget
Ordinary Income/Expense		
Income		
Copies	909.85	408.35
Donations		
Friends of the Library	1,908.81	
Grants	8,928.00	8,200.00
Memorials/Designated	6,249.34	2,683.35
Undesignated	699.74	583.35
Total Donations	17,785.89	11,466.70
Fees	471.82	291.70
Interest Earned	2,474.29	58.35
Property Tax	688,306.56	413,743.20
Reserve Fund/Remodel	0.00	0.00
SOT Tax	20,798.60	23,333.35
Total Income	730,747.01	449,301.65
Gross Profit	730,747.01	449,301.65
Expense		
Accounting / Payroll Service	10,253.00	7,000.00
Advertising	6,271.73	7,000.00
Attorney	0.00	8,750.00
Collection Development		
Audiovisual		
Adult Audiobooks	1,998.02	2,916.70
Children's Audiobooks	464.62	875.00
DVD - Adult	2,071.80	2,333.35
DVD - Youth	35.21	875.00
Audiovisual - Other	141.95	
Total Audiovisual	4,711.60	7,000.05
Digital Materials		
E Books	4,000.00	2,333.35
Total Digital Materials	4,000.00	2,333.35
Online Resources	2,927.35	6,416.70
Print Materials		
Adult	6,456.21	9,333.35
Children's	4,622.94	9,333.35
Periodicals	791.50	2,041.70
Total Print Materials	11,870.65	20,708.40
Video Streaming	500.00	291.70
Total Collection Development	24,009.60	36,750.20
Copier Lease	2,024.51	2,041.70
Courier	0.00	2,333.35
Donation		
Friends of the Library	26.46	
Grants	8,927.85	4,783.35
Memorials/Designated	8,100.28	2,683.35
Undesignated	87.78	583.35
Total Donation	17,142.37	8,050.05
Furnishings	50,040.85	29,166.70
Hospitality	27.58	437.50
Lost book refund	148.93	145.85
Maintenance		
Carpet Cleaning	0.00	1,458.35
Custodial Services	3,900.00	5,833.35
Lawn Care/Snow Removal	3,514.35	5,833.35
Repairs	4,401.19	8,750.00

Berthoud Community Library District
Profit & Loss Budget vs. Actual
January through July 2023

	Jan - Jul 23	Budget
Security/Alarm	841.56	175.00
Supplies	699.01	875.00
Total Maintenance	13,356.11	22,925.05
Pension	6,900.88	8,166.70
Professional Development	4,408.10	5,833.35
Professional Memberships	970.00	3,266.70
Programming		
Adult	1,259.43	2,041.70
Youth	3,936.95	3,208.35
Total Programming	5,196.38	5,250.05
Reserves	8,353.27	29,166.70
Supplies		
Library Supplies	1,303.96	2,041.70
Office Supplies	1,365.56	1,575.00
Programming supplies	1,432.17	1,458.35
Staff Appreciation	0.00	875.00
Total Supplies	4,101.69	5,950.05
Tax Collection Fees	9,773.58	9,916.70
Technology		
Computer Maintenance	11,945.00	4,900.00
Hardware	19,182.12	2,916.70
ILS	2,153.50	1,458.35
Internet Connection	2,051.06	1,866.70
Office Equipment	42.67	875.00
Software	1,061.02	4,083.35
Total Technology	36,435.37	16,100.10
Telephone	1,047.33	1,283.35
Utilities	6,520.45	7,000.00
60000 · Insurance		
60100 · Aflac	-208.58	
60200 · Medical/Dental/Vision	19,495.18	23,333.35
60250 · Property & Liability	0.00	4,491.70
60350 · Worker's Compensation	0.00	875.00
Total 60000 · Insurance	19,286.60	28,700.05
65000 · Operations		
65020 · Postage, Mailing Service	126.00	
Total 65000 · Operations	126.00	
66000 · Payroll Expense		
66100 · Payroll Tax Expense	15,130.35	19,833.35
66200 · Salaries	193,360.10	201,250.00
Total 66000 · Payroll Expense	208,490.45	221,083.35
66900 · Reconciliation Discrepancies	-450.40	
Total Expense	434,434.38	466,317.50
Net Ordinary Income	296,312.63	-17,015.85
Net Income	296,312.63	-17,015.85

Berthoud Community Library District Profit & Loss Budget vs. Actual January through July 2023

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Copies	501.50	222.8%
Donations		
Friends of the Library		
Grants	728.00	108.9%
Memorials/Designated	3,565.99	232.9%
Undesignated	116.39	120.0%
Total Donations	6,319.19	155.1%
Fees	180.12	161.7%
Interest Earned	2,415.94	4,240.4%
Property Tax	274,563.36	166.4%
Reserve Fund/Remodel	0.00	0.0%
SOT Tax	-2,534.75	89.1%
Total Income	281,445.36	162.6%
Gross Profit	281,445.36	162.6%
Expense		
Accounting / Payroll Service	3,253.00	146.5%
Advertising	-728.27	89.6%
Attorney	-8,750.00	0.0%
Collection Development		
Audiovisual		
Adult Audiobooks	-918.68	68.5%
Children's Audiobooks	-410.38	53.1%
DVD - Adult	-261.55	88.8%
DVD - Youth	-839.79	4.0%
Audiovisual - Other		
Total Audiovisual	-2,288.45	67.3%
Digital Materials		
E Books	1,666.65	171.4%
Total Digital Materials	1,666.65	171.4%
Online Resources	-3,489.35	45.6%
Print Materials		
Adult	-2,877.14	69.2%
Children's	-4,710.41	49.5%
Periodicals	-1,250.20	38.8%
Total Print Materials	-8,837.75	57.3%
Video Streaming	208.30	171.4%
Total Collection Development	-12,740.60	65.3%
Copier Lease	-17.19	99.2%
Courier	-2,333.35	0.0%
Donation		
Friends of the Library		
Grants	4,144.50	186.6%
Memorials/Designated	5,416.93	301.9%
Undesignated	-495.57	15.0%
Total Donation	9,092.32	212.9%
Furnishings	20,874.15	171.6%
Hospitality	-409.92	6.3%
Lost book refund	3.08	102.1%
Maintenance		
Carpet Cleaning	-1,458.35	0.0%
Custodial Services	-1,933.35	66.9%
Lawn Care/Snow Removal	-2,319.00	60.2%
Repairs	-4,348.81	50.3%

Berthoud Community Library District
Profit & Loss Budget vs. Actual
January through July 2023

	\$ Over Budget	% of Budget
Security/Alarm Supplies	666.56	480.9%
	-175.99	79.9%
Total Maintenance	-9,568.94	58.3%
Pension	-1,265.82	84.5%
Professional Development	-1,425.25	75.6%
Professional Memberships	-2,296.70	29.7%
Programming		
Adult	-782.27	61.7%
Youth	728.60	122.7%
Total Programming	-53.67	99.0%
Reserves	-20,813.43	28.6%
Supplies		
Library Supplies	-737.74	63.9%
Office Supplies	-209.44	86.7%
Programming supplies	-26.18	98.2%
Staff Appreciation	-875.00	0.0%
Total Supplies	-1,848.36	68.9%
Tax Collection Fees	-143.12	98.6%
Technology		
Computer Maintenance	7,045.00	243.8%
Hardware	16,265.42	657.7%
ILS	695.15	147.7%
Internet Connection	184.36	109.9%
Office Equipment	-832.33	4.9%
Software	-3,022.33	26.0%
Total Technology	20,335.27	226.3%
Telephone	-236.02	81.6%
Utilities	-479.55	93.1%
60000 · Insurance		
60100 · Aflac		
60200 · Medical/Dental/Vision	-3,838.17	83.6%
60250 · Property & Liability	-4,491.70	0.0%
60350 · Worker's Compensation	-875.00	0.0%
Total 60000 · Insurance	-9,413.45	67.2%
65000 · Operations		
65020 · Postage, Mailing Service		
Total 65000 · Operations		
66000 · Payroll Expense		
66100 · Payroll Tax Expense	-4,703.00	76.3%
66200 · Salaries	-7,889.90	96.1%
Total 66000 · Payroll Expense	-12,592.90	94.3%
66900 · Reconciliation Discrepancies		
Total Expense	-31,883.12	93.2%
Net Ordinary Income	313,328.48	-1,741.4%
Net Income	313,328.48	-1,741.4%

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08/04/23

Accrual Basis

Berthoud Community Library District
Expenses by Vendor Summary
July 2023

	<u>Jul 23</u>
Aflac	245.04
Berthoud Open Studios	70.00
Canon Financial Services, Inc.	372.73
Cardmember Services	2,832.06
Center Point Large Print	49.14
Charles Schwab	900.19
Coast to Coast	145.65
Comcast	126.90
Comcast - Busniess	311.97
Demco - supplies	384.65
Diamond Lake Books	144.87
Dolores County Public Library	6.00
EasyTrack Payroll	174.00
Ingram	986.14
MetLife	163.43
Midwest Tape	633.53
Mountain View Commercial Cleaning	1,200.00
Public Sector Health Care Group	3,022.48
Safeguard	795.44
Shelf Image Inc.	12,743.80
Town of Berthoud - Water	193.85
United Waste Systems	40.00
Xcel Energy	1,821.30
TOTAL	<u>27,363.17</u>

Full Cash Requirements Report

July 3 to July 16, 2023

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$11,173.47
Total Check Payments	\$0.00
Total Liabilities	\$125.87
Total Payroll	\$11,299.34

Debits Summary: Debit Date 2023-07-18

Total Direct Deposits	\$7,900.85
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,272.62
Total Debit	\$11,173.47

Liabilities Summary

Total Benefits (Employee and Company)	\$75.89
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$49.98
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$125.87



Full Cash Requirements Report

July 17 to July 30, 2023

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$11,306.10
Total Check Payments	\$0.00
Total Liabilities	\$125.87
Total Payroll	\$11,431.97

Debits Summary: Debit Date 2023-08-01

Total Direct Deposits	\$7,991.45
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,314.65
Total Debit	\$11,306.10

Liabilities Summary

Total Benefits (Employee and Company)	\$75.89
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$49.98
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$125.87