

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, March 13, 2024
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 February 14, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Policy Review
 - Review: Community Room Use
 - Assign: Computer and Internet Safety and Use
- VI. Strategic Plan
- VII. Old Business
 - CORA, Sunshine Laws refresher
- VIII. New Business
 - Board Member Profile—Julie
 - Berthoud Literary Festival
 - Other business
- IX. Adjournment

Next Meeting: April 10, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday February 14, 2023
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Alyson Dratch called the meeting to order at 7:03pm.

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

Public Participation - Ella Dratch (Guest)

Oath of Office: Bob Latchaw took the Oath of Office to renew his Board of Trustee membership for four more years.

Consent Agenda:

Motion 0224-01

– Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services Report, Financials, Statistics and Expenditures.

Strategic Plan: The Board had a lively discussion on possible scenarios for the Town of Berthoud in ten years divided into various categories.

Policy Review:

Classes and Events: **Motion 0224-02 made, seconded and carried** to approve the Policy as amended.

Community Room Use Policy: Kathy Mitchell and Bob Latchaw will review and make suggestions for revisions.

Old Business:- None reported

New Business: Staff Appreciation Gifts. – Karen Anderson and Alyson Dratch volunteered to research gifts for Staff Day on April 18.

Adjournment: Alyson Dratch adjourned the meeting at 9:10 pm

Next Meeting: March 13, 2024.

Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
February 2024

Library Operations and Services

Personnel

We continued to deal with staff absences during February, some of which were planned absences for vacations but most of which were unscheduled absences for things like jury duty or illness.

Classes/Services

We hosted a slew of adult classes and events this month, all of which were well attended and well received. Our regular lineup includes Book Club, Writers Group, Food for Thoughts, Knit and Crochet, and Sketching Hour, but this month we were also able to host a Living Better with Critical Thinking workshop, and host classes presented by others like the Audubon Society and Berthoud Local.

Circulation/Collection

We used our funding from the State Grants to Libraries to bolster our e-book collection available on Libby. The circulation of e-books on that platform was up over 300% in 2023, and many of those titles are pay-per-use. We cannot expand our shelf space in this building, but we can expand the number of books available to our community through the use of our e-book platforms.

Building and Grounds

Nothing to report.

Technology

Comcast cut off our service on February 21, erroneously claiming 6 months of nonpayment from us. It took two days to get our internet and phone service restored, and we're still working on a dispute over the billing for our account.

Policies and Procedures

Nothing to report.

Outreach and Publicity

I presented two sessions at the Colorado Library Consortium (CLiC) Winter Workshops, one on creating customer service standards and one on developing strategies. It difficult to gauge the reach of presentations during an online workshop, but several people emailed me afterwards asking for more information, a copy of the materials, and so forth.

Berthoud Downtown Merchants Group hosted a Chocolate Walk on the 10th. Participants who bought tickets were able to go on our walking tour of downtown and pick up chocolate-themed items at each stop. We offered truffles and chocolate scratch-and-sniff bookmarks to ticketholders. About 80 people participated in that event, and it's like to happen again next year.

We kicked off our new podcast season, our 5th season, with an interview with Andrew Wayland, the Museums Manager for the Berthoud Historical Society. We have several more interviews lined up in the next couple of weeks, so stay tuned for new episodes.

Financial

The state government runs on a July to June budget year, and so the State Grants to Libraries were funded for 2023-2024. Since our budget year follows the calendar year, we typically wait until after the first of the year to request those funds even though they've been available since the fall. This year we opted to spend the entire amount on e-book purchases.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Colorado Library Consortium (CLiC) Spring Workshops, February 1 and 2; Legal Issues for HR class, February 8; Colorado Association of Libraries (CAL) Futurist Interest Group meeting, February 14; Larimer County Directors meeting, February 16; Larimer County Office of Emergency Management Hub meeting, February 22

Bella— Website Accessibility webinar

Diane—Upcoming Spring Titles, webinar; Quickbooks training, online

Sarah—Microsoft Excel Course 1; Living Better with Critical Thinking class

Grants and Gifts

State Grants to Libraries, \$9,202

Respectfully submitted,

Amie Pilla

March 7, 2024

February 2024 Youth Services Report to the Library Board

Events:

- Musical moments: Feb 12 and 26, average participation 22
- Story time: average participation 27, Special guest Sherif John Feyen
- Tinker tots: (Gravity and Motion) 16 participants
- Construct and Concoct: 1 participant
- Yoga: 3 participants (2 observers)

Volunteers: Charles, Jackson, Graham, Afton, Leslie

Outreach: New contact at TSD, we hope to connect TSD school IDs to BCLD cards for remote use of databases. Brought more library cards to Carin to BHS.

Professional Development: Safe Kids Meeting highlights - tip restraints, safe gun storage, cleanser storage, car passenger safety.

Display: Women's History, St.Patrick's Day, March Madness

Berthoud Community Library Statistics February 2024

Statistics	Feb-23	Feb-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	3339	4603	38%	7682	9321	21%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	149	404	171%	411	919	124%
People counter	1576	3197	103%	4232	6616	56%
Ebooks	256	257	0%	553	613	11%
OverDrive	377	701	86%	778	1403	80%
Interlibrary Loans						
Borrowed	10	53	430%	15	86	473%
Loaned*	0	51	#DIV/0!	0	105	#DIV/0!
Aspen-Cat						
Borrowed	729	936	28%	1345	1677	25%
Loaned	260	283	9%	605	590	-2%
Registered Patrons						
New cards	29	122	321%	94	180	91%
Total number of card holders	9813	10689	9%	9813	10689	9%
Residents	8158	8887	9%	8158	8887	9%
Non-Residents	1655	1802	9%	1655	1802	9%
Collection						
Materials added	95	174	83%	324	354	9%
Materials withdrawn	272	726	167%	580	841	45%
Total materials owned	25104	25410	1%	25104	25410	1%
Technology						
Computer use	73	225	208%	162	450	178%
Web usage	5013	9000	80%	5690	16327	187%
Tech Coaching	76	237	212%	270	482	79%
Volunteer hours worked	10	21	105%	18	53	199%

Berthoud Community Library District
Balance Sheet
 As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,418.62
Petty Cash	100.00
10000 · Independent Bank Checking	460,223.05
Total Checking/Savings	790,741.67
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	804,260.27
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,020,521.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-521.09
Total Accounts Payable	-521.09
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	236.00
22200 · CO Unemployment Tax	12.30
22300 · Federal Taxes (941)	1,481.65
22400 · Federal Unemployment (940)	39.16
Total 22000 · Payroll Liabilities	1,769.11
22001 · Payroll Clearing	-466.28
Total Other Current Liabilities	1,302.83
Total Current Liabilities	781.74
Total Liabilities	781.74
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	1,005,744.01
Net Income	-41,918.64
Total Equity	1,019,739.83
TOTAL LIABILITIES & EQUITY	1,020,521.57

Berthoud Community Library District
Profit & Loss Budget vs. Actual

January 2024

Accrual Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Copies	272.20	0.00	272.20	100.0%
Donations				
Grants	0.00	8,900.00	-8,900.00	0.0%
Memorials/Designated	0.00	0.00	0.00	0.0%
Undesignated	33.27	4,000.00	-3,966.73	0.8%
Total Donations	33.27	12,900.00	-12,866.73	0.3%
Fees	202.90	300.00	-97.10	67.6%
Interest Earned	758.98	2,500.00	-1,741.02	30.4%
Property Tax	2,939.92	958,727.00	-955,787.08	0.3%
SOT Tax	8,155.57	40,000.00	-31,844.43	20.4%
47200 - Program Income	0.00	0.00	0.00	0.0%
Total Income	12,362.84	1,014,427.00	-1,002,064.16	1.2%
Gross Profit	12,362.84	1,014,427.00	-1,002,064.16	1.2%
Expense				
Accounting / Payroll Service	272.85	12,000.00	-11,727.15	2.3%
Advertising	122.13	12,000.00	-11,877.87	1.0%
Attorney	0.00	12,500.00	-12,500.00	0.0%
Collection Development				
Audiovisual				
Adult Audiobooks	343.93	5,000.00	-4,656.07	6.9%
Children's Audiobooks	0.00	1,500.00	-1,500.00	0.0%
DVD - Adult	140.19	4,000.00	-3,859.81	3.5%
DVD - Youth	0.00	1,500.00	-1,500.00	0.0%
Audiovisual - Other	0.00	0.00	0.00	0.0%
Total Audiovisual	484.12	12,000.00	-11,515.88	4.0%
Digital Materials				
E Books	0.00	6,000.00	-6,000.00	0.0%
Total Digital Materials	0.00	6,000.00	-6,000.00	0.0%
Online Resources	0.00	15,000.00	-15,000.00	0.0%
Print Materials				
Adult	49.14	16,000.00	-15,950.86	0.3%
Children's	0.00	16,000.00	-16,000.00	0.0%
Periodicals	663.00	4,500.00	-3,837.00	14.7%
Total Print Materials	712.14	36,500.00	-35,787.86	2.0%
Video Streaming	1,000.00	1,000.00	0.00	100.0%
Total Collection Development	2,196.26	70,500.00	-68,303.74	3.1%
Copier Lease	314.22	3,500.00	-3,185.78	9.0%
Courier	0.00	4,200.00	-4,200.00	0.0%
Donation				
Grants	6,000.00	8,900.00	-2,900.00	67.4%
Memorials/Designated	0.00	0.00	0.00	0.0%
Undesignated	0.00	4,000.00	-4,000.00	0.0%
Total Donation	6,000.00	12,900.00	-6,900.00	46.5%
Furnishings	0.00	3,000.00	-3,000.00	0.0%
Hospitality	215.39	1,000.00	-784.61	21.5%
Lost book refund	0.00	300.00	-300.00	0.0%
Maintenance				
Carpet Cleaning	0.00	3,000.00	-3,000.00	0.0%
Custodial Services	0.00	10,000.00	-10,000.00	0.0%
Lawn Care/Snow Removal	1,143.90	13,500.00	-12,356.10	8.5%
Repairs	4,832.49	125,000.00	-120,167.51	3.9%
Security/Alarm	0.00	3,500.00	-3,500.00	0.0%
Supplies	136.27	1,800.00	-1,663.73	7.6%
Window Cleaning	0.00	1,200.00	-1,200.00	0.0%
Total Maintenance	6,112.66	158,000.00	-151,887.34	3.9%
Pension	1,147.07	14,000.00	-12,852.93	8.2%
Professional Development	899.95	12,000.00	-11,100.05	7.5%
Professional Memberships	1,015.07	8,000.00	-6,984.93	12.7%
Programming				
Adult	0.00	30,000.00	-30,000.00	0.0%
Youth	0.00	30,000.00	-30,000.00	0.0%
Total Programming	0.00	60,000.00	-60,000.00	0.0%
Reserves	0.00	0.00	0.00	0.0%
Supplies				
Library Cards	20.74			
Library Supplies	588.39	6,000.00	-5,411.61	9.8%
Office Supplies	127.61	3,500.00	-3,372.39	3.6%
Programming supplies	298.20	10,000.00	-9,701.80	3.0%
Staff Appreciation	0.00	2,000.00	-2,000.00	0.0%
Total Supplies	1,034.94	21,500.00	-20,465.06	4.8%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.0%
Technology				
Computer Maintenance	0.00	28,740.00	-28,740.00	0.0%
Hardware	0.00	8,000.00	-8,000.00	0.0%
ILS	3,226.10	3,000.00	226.10	107.5%
Internet Connection	36.86	0.00	36.86	100.0%
Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Software	46.34	15,000.00	-14,953.66	0.3%
Total Technology	3,309.30	56,240.00	-52,930.70	5.9%
Telephone	0.00	0.00	0.00	0.0%
Utilities				
Data Connection	0.00	5,500.00	-5,500.00	0.0%
Power	0.00	12,000.00	-12,000.00	0.0%
Trash Removal	40.00	500.00	-460.00	8.0%
Water	119.31	1,500.00	-1,380.69	8.0%

**Berthoud Community Library District
Profit & Loss Budget vs. Actual**

January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Total Utilities	159.31	19,500.00	-19,340.69	0.8%
60000 · Insurance				
60100 · Aflac	0.00	0.00	0.00	0.0%
60200 · Medical/Dental/Vision	3,266.41	41,000.00	-37,733.59	8.0%
60250 · Property & Liability	0.00	10,000.00	-10,000.00	0.0%
60350 · Worker's Compensation	0.00	1,700.00	-1,700.00	0.0%
Total 60000 · Insurance	3,266.41	52,700.00	-49,433.59	6.2%
65000 · Operations				
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.0%
Total 65000 · Operations	0.00	0.00	0.00	0.0%
65100 · Other Types of Expenses				
65130 · Interest Expense - General	0.00	0.00	0.00	0.0%
Total 65100 · Other Types of Expenses	0.00	0.00	0.00	0.0%
66000 · Payroll Expense				
66100 · Payroll Tax Expense	2,152.52	40,000.00	-37,847.48	5.4%
66200 · Salaries	25,819.17	390,000.00	-364,180.83	6.6%
Total 66000 · Payroll Expense	27,971.69	430,000.00	-402,028.31	6.5%
66900 · Reconciliation Discrepancies	244.23			
Total Expense	54,281.48	983,840.00	-929,558.52	5.5%
Net Ordinary Income	-41,918.64	30,587.00	-72,505.64	-137.0%
Net Income	-41,918.64	30,587.00	-72,505.64	-137.0%

Berthoud Community Library District
Expenses by Vendor Summary
January 2024

	<u>Jan 24</u>
Aflac	309.00
Canon Financial Services, Inc.	314.22
Cardmember Services	2,456.60
Center Point Large Print	49.14
Charles Schwab	1,147.07
Colorado Library Consortium	3,226.10
Comcast - Busniess	36.86
Demco - supplies	540.41
EasyTrack Payroll	221.00
Employers Council , Inc.	51.85
Facility Solutions Group	407.49
Hay's Market	12.39
Innovation Forge LLC	4,425.00
Kanopy Inc.	1,000.00
McCrary and Sons LLC	1,143.90
MetLife	163.43
Midwest Tape	484.12
Mountain View Commercial Cleaning	136.27
ODP Business Solutions LLC	67.35
OverDrive, Inc.	6,000.00
Public Sector Health Care Group	3,109.68
Special District Association	920.07
Town of Berthoud - Water	119.31
United Waste Systems	40.00
TOTAL	<u>26,381.26</u>



Full Cash Requirements Report

January 1 to January 14, 2024

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513

Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$14,235.09
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$14,392.94

Debits Summary: Debit Date 2024-01-16

Total Direct Deposits	\$10,038.73
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,196.36
Total Debit	\$14,235.09

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85



easytrack
PAYROLL

Berthoud Community Library District • Payroll submitted on Jan 29, 2024

Full Cash Requirements Report

January 15 to January 28, 2024

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513

Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$15,022.48
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,180.33

Debits Summary: Debit Date 2024-01-30

Total Direct Deposits	\$10,612.75
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,409.73
Total Debit	\$15,022.48

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85

Date	Transaction Name	Amount
1/3/2024	DEBIT BERTHOUD AREA CHAMBER BERTHOUD CO	-150 Gala
1/3/2024	DEBIT LONGMONT TIMES CALL BOULDER CO	-663 Renewal
1/4/2024	CREDIT AMZN Mktp US Amzn.com/bill WA	11.45
1/5/2024	DEBIT MOUNTAIN STATE EMPLOYE 3038395177 CO	-275 Class Christy
1/5/2024	DEBIT DNH*GODADDY.COM TEMPE AZ	-46.34 Domain
1/8/2024	DEBIT REAL WORLD TRAINING 214-5150577 TX	-599.95 Quickbooks
1/8/2024	DEBIT AMZN Mktp US*TK2AH9WZ0 Amzn.com/bill WA	-98.08
1/10/2024	DEBIT AMZN Mktp US*TK9YS6I32 Amzn.com/bill WA	-18.89
1/11/2024	DEBIT WWW.NOCOFOUNDATION.ORG FORT COLLINS CO	-25 Class Amie
1/19/2024	DEBIT SQ *CORNERSTONE CAFE Berthoud CO	-174.48 Food for Thoughts
1/19/2024	DEBIT FSP*CAL-COASSOCLIBRARI ARVADA CO	-95 Diane Membership
1/19/2024	DEBIT AMZN Mktp US*R87517EJ2 Amzn.com/bill WA	-26.99
1/23/2024	DEBIT AMZN Mktp US*R85FP47D2 Amzn.com/bill WA	-97.88
1/25/2024	DEBIT FSP*ALLEGRA LOVELAND LOVELAND CO	-122.13 Patron Packet insert
1/29/2024	CREDIT PAYMENT THANK YOU	2456.6
1/30/2024	DEBIT SQ *GARDEN SPOT SWEETS gosq.com CO	-106.93 Volunteer Dinner
1/30/2024	DEBIT AMZN Mktp US*R01WM5I72 Amzn.com/bill WA	-64.38
1/30/2024	DEBIT AMZN Mktp US*R23JD9XT0 Amzn.com/bill WA	-60.87

Credit Card Purchases