

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, February 14, 2024
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office
- IV. Public Participation
- V. Consent Agenda
 - Approval of Board Meeting Minutes of January 10, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- VI. Strategic Plan
- VII. Policy Review
 - Review: Classes and Events
 - Assign: Community Room Use
- VIII. Old Business
- IX. New Business
 - Staff Appreciation Gifts
 - Other business
- X. Adjournment

Next Meeting: March 13, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday January 10, 2024!
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:05pm.

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

Public Participation - Ella Dratch (Guest)

Oath of Office: Melissa Robinson took the Oath of Office to renew her Board of Trustee position.

Election of Officers: **Motion 0124-01** made, seconded and carried to Re-Elect: Julie Oelman, President; Amanda Thorstensen Vice President; Melissa Robinson Secretary.

Consent Agenda:

Motion 0124-02 – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Financials, Statistics and Expenditures.

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

New Business

Annual Administrative Resolution: **Motion 0124-03** made, seconded and carried to approve the Resolution.

Policy Review: Amie Pilla presented the schedule for Policy Reviews for 2024. Classes and Events Policy- due in February. Amanda Thorstensen and Melissa Robinson will review and make suggested changes if needed.

2024 Projects and Goals: Julie Oelman suggested that the Board be responsible for Staff Appreciation gifts in the future.

Other Business: **Motion 0214-04** made, seconded and carried to approve two thousand dollars for Amie Pilla and Diane Trojahn to receive a one-year Annual Pass for Employers Council classes.

As Julie Oelman and Amanda Thorstensen will not be able to attend the February Board meeting, Alyson Dratch volunteered to chair the meeting.

Julie Oelman adjourned the regular Board Meeting at 8:44 pm.

Next Meeting: February 14, 2024 – Bring a food offering!

Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
January 2024

Library Operations and Services

Personnel

Pay raises for all staff members went into effect on January 1.

Some of our part-time staff members have taken on some additional work hours. We're trying to build enough redundancy or margin into our regular schedule to ensure that one staff member calling out doesn't require us to alter everyone else's schedule for the week.

Classes/Services

Larimer County Sherriff John Feyen joined us for our Food for Thoughts breakfast this month to discuss law enforcement throughout Larimer County. We consistently have a wait list of people wanting to come to our Food for Thoughts events because they fill so quickly.

NoCo Credit Union presented a course about budgeting. The class was small but engaged, and one of the instructors may be interested in helping with the Friends of the Library.

Our regular weekly or monthly events—including Writers Group, Sketch Hour, and Book Club—are all well-attended and appreciated.

Circulation/Collection

Nothing to report.

Building and Grounds

Several of our parking lot light poles weren't working. All have been repaired and our parking lot is well-lit again.

Everything that gets tracked into our building—including mud, trash, and Ice Melt—is rough on vacuum cleaners. We have purchased another new vacuum with more replaceable parts that we hope will last longer because it can be repaired more easily.

People from the County's elections department came through our Community Room to determine whether or not they could host an in-person election site in our building for the November election. Unfortunately, they determined that the space is not big enough for the number of people they are expecting to have come to vote.

Technology

Nothing to report.

Policies and Procedures

Several bills have been introduced in the state legislature that have been flagged by the Special District Association (SDA) and/or the Colorado Association of Libraries (CAL) as needing our attention. As those bills progress, I will share any advocacy opportunities.

Outreach and Publicity

The Friends of the Library hosted their first Book Sale on the 27th. Due to good publicity, and the fact that the Habitat Restore's monthly sale occurred on the same day, we had over 400 people come through the library building that day, and the event raised over \$1,200 for the Friends.

Financial

The state Department of Local Affairs (DOLA) accepted our budget documents for this calendar year.

We completed our annual Workers Compensation audit to match actual payroll numbers from 2023 with our estimates. We'll see a very small refund coming as a result of that reconciliation.

While our new internet speed is working well, we're having issues with the Comcast billing system. We are currently not being charged for our internet and phone connections, and none of the people at Comcast we've spoken to are able to explain why.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, January 3; Town Nonprofits meeting, January 4; Unbiased Interviewing class, January 9; CAL Futures Interest Group meeting, January 10; State Library Colorado State Standards meeting, January 12; Chamber Gala, January 12; SDA Legislative Briefing, January 23; Chamber Business After Hours, January 25; Creating a High-Performance Culture class, January 30

Diane— Effective Listening class; Quickbooks training

Thora— Friends of the Library meeting, January 3; Larimer County Office on Aging meeting, January 5; Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation webinar

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

February 9, 2024

January report to the board

Events:

- Musical Moments: Volunteer Tish Goodemate now leads preschool music classes every other Monday.. In January, she averaged 7 participants per class.
- Story time participation: 28 average in Wed / Friday storytime. We will have a guest storytime reader on January 26; a firefighter.
- Tinker Tots: 10 participants (Problem solving)
- Construct and concoct (watercolor techniques): 0 participants
- Kids Stuff Exchange: about 100 participants

Volunteers: Charles, Adien, Tish

Outreach:

- Connected with Carin at BHS to collect library card applications from students.

Professional development:

- Empathetic listening webinar
- Strap and Snap training for bike safety

Display:

- Valentine books on display
- Black History books on display

Purge and reorganize:

- Disposed of old and outdated professional development resources.
- Combine like items

Respectfully submitted by Christy Headrick

**Berthoud Community Library
Statistics January 2024**

Statistics	2023 Jan	2024 Jan	% Change	YTD 2023	YTD 2024	% Change
Circulation						
Circulation	4343	4718	9%	4343	4718	9%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	262	515	97%	262	515	97%
People counter	2656	3419	29%	2656	3419	29%
3M Ebooks	297	356	20%	297	356	20%
OverDrive	401	702	75%	401	702	75%
Interlibrary Loans						
Number of items borrowed	5	33	560%	5	33	560%
Number of items loaned	0	54	#DIV/0!	0	54	#DIV/0!
AspenCat						
Borrowed	616	0	-100%	616	0	-100%
Loaned	345	0	-100%	345	0	-100%
Registered Patrons						
New cards	65	58	-11%	65	58	-11%
Total number of card holde	9786	10567	8%	9786	10567	8%
Residents	8137	8793	8%	8137	8793	8%
Non- Residents	1649	1774	8%	1649	1774	8%
Collection						
Materials added	229	180	-21%	229	180	-21%
Materials withdrawn	308	115	-63%	308	115	-63%
Total materials owned	25301	25960	3%	25301	25960	3%
Technology						
Computer use	89	225	153%	89	225	153%
Web usage	677	7327	982%	677	7327	982%
Tech Coaching Sessions	194	245	26%	194	245	26%
Volunteer Hours Worked	7.75	32.5	319%	7.75	32.5	319%

Berthoud Community Library District

Balance Sheet

As of December 31, 2023

01/08/24

Accrual Basis

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,418.62
Petty Cash	100.00
10000 · Independent Bank Checking	441,305.46
Total Checking/Savings	771,824.08
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	785,342.68
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,001,603.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,188.81
Total Accounts Payable	1,188.81
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	720.00
22200 · CO Unemployment Tax	36.46
22300 · Federal Taxes (941)	4,798.86
22400 · Federal Unemployment (940)	69.64
Total 22000 · Payroll Liabilities	5,624.96
22001 · Payroll Clearing	8,699.74
Total Other Current Liabilities	14,324.70
Total Current Liabilities	15,513.51
Total Liabilities	15,513.51
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
Net Income	89,728.24
Total Equity	986,090.47
TOTAL LIABILITIES & EQUITY	1,001,603.98

Berthoud Community Library District Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Copies	1,909.53	700.00	1,209.53	272.8%
Donations				
Grants	8,928.00	8,200.00	728.00	108.9%
Memorials/Designated	13,502.15	4,600.00	8,902.15	293.5%
Undesignated	1,448.18	1,000.00	448.18	144.8%
Total Donations	<u>23,878.33</u>	<u>13,800.00</u>	<u>10,078.33</u>	<u>173.0%</u>
Fees	837.18	500.00	337.18	167.4%
Interest Earned	6,674.14	100.00	6,574.14	6,674.1%
Property Tax	704,998.73	709,274.00	-4,275.27	99.4%
Reserve Fund/Remodel	0.00	0.00	0.00	0.0%
SOT Tax	47,779.53	40,000.00	7,779.53	119.4%
Total Income	<u>786,077.44</u>	<u>764,374.00</u>	<u>21,703.44</u>	<u>102.8%</u>
Gross Profit	786,077.44	764,374.00	21,703.44	102.8%
Expense				
Accounting / Payroll Service	11,207.00	12,000.00	-793.00	93.4%
Advertising	7,046.87	12,000.00	-4,953.13	58.7%
Attorney	445.03	15,000.00	-14,554.97	3.0%
Collection Development				
Audiovisual				
Adult Audiobooks	4,457.94	5,000.00	-542.06	89.2%
Children's Audiobooks	1,071.33	1,500.00	-428.67	71.4%
DVD - Adult	3,852.31	4,000.00	-147.69	96.3%
DVD - Youth	369.87	1,500.00	-1,130.13	24.7%
Total Audiovisual	<u>9,751.45</u>	<u>12,000.00</u>	<u>-2,248.55</u>	<u>81.3%</u>
Digital Materials				
E Books	4,000.00	4,000.00	0.00	100.0%
Total Digital Materials	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Online Resources	7,017.35	11,000.00	-3,982.65	63.8%
Print Materials				
Adult	12,714.77	16,000.00	-3,285.23	79.5%
Children's	12,795.03	16,000.00	-3,204.97	80.0%
Periodicals	2,648.45	3,500.00	-851.55	75.7%
Total Print Materials	<u>28,158.25</u>	<u>35,500.00</u>	<u>-7,341.75</u>	<u>79.3%</u>
Video Streaming	500.00	500.00	0.00	100.0%
Total Collection Development	<u>49,427.05</u>	<u>63,000.00</u>	<u>-13,572.95</u>	<u>78.5%</u>
Copier Lease	3,150.41	3,500.00	-349.59	90.0%
Courier	3,790.89	4,000.00	-209.11	94.8%
Donation				
Grants	8,927.85	8,200.00	727.85	108.9%
Memorials/Designated	13,470.74	4,600.00	8,870.74	292.8%
Undesignated	463.83	1,000.00	-536.17	46.4%
Total Donation	<u>22,862.42</u>	<u>13,800.00</u>	<u>9,062.42</u>	<u>165.7%</u>
Furnishings	51,340.85	50,000.00	1,340.85	102.7%
Hospitality	347.09	750.00	-402.91	46.3%
Lost book refund	286.36	250.00	36.36	114.5%
Maintenance				
Carpet Cleaning	0.00	2,500.00	-2,500.00	0.0%
Custodial Services	6,900.00	10,000.00	-3,100.00	69.0%
Lawn Care/Snow Removal	4,465.85	10,000.00	-5,534.15	44.7%
Repairs	4,717.30	15,000.00	-10,282.70	31.4%
Security/Alarm	1,412.84	300.00	1,112.84	470.9%
Supplies	1,237.89	1,500.00	-262.11	82.5%
Total Maintenance	<u>18,733.88</u>	<u>39,300.00</u>	<u>-20,566.12</u>	<u>47.7%</u>
Pension	12,313.38	14,000.00	-1,686.62	88.0%
Professional Development	8,783.05	10,000.00	-1,216.95	87.8%
Professional Memberships	4,570.00	5,600.00	-1,030.00	81.6%
Programming				
Adult	2,946.54	3,500.00	-553.46	84.2%
Youth	4,069.17	5,500.00	-1,430.83	74.0%
Total Programming	<u>7,015.71</u>	<u>9,000.00</u>	<u>-1,984.29</u>	<u>78.0%</u>
Reserves	8,353.27	50,000.00	-41,646.73	16.7%
Supplies				
Library Supplies	3,797.15	3,500.00	297.15	108.5%
Office Supplies	2,620.85	2,700.00	-79.15	97.1%
Programming supplies	2,505.08	2,500.00	5.08	100.2%
Staff Appreciation	810.91	1,500.00	-689.09	54.1%
Total Supplies	<u>9,733.99</u>	<u>10,200.00</u>	<u>-466.01</u>	<u>95.4%</u>
Tax Collection Fees	9,773.58	17,000.00	-7,226.42	57.5%
Technology				

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Computer Maintenance	26,315.00	8,400.00	17,915.00	313.3%
Hardware	19,741.92	5,000.00	14,741.92	394.8%
ILS	2,153.50	2,500.00	-346.50	86.1%
Internet Connection	3,137.32	3,200.00	-62.68	98.0%
Office Equipment	42.67	1,500.00	-1,457.33	2.8%
Software	1,772.12	7,000.00	-5,227.88	25.3%
Total Technology	53,162.53	27,600.00	25,562.53	192.6%
Telephone	1,404.08	2,200.00	-795.92	63.8%
Utilities	11,443.81	12,000.00	-556.19	95.4%
60000 · Insurance				
60100 · Aflac	-97.93			
60200 · Medical/Dental/Vision	34,582.74	40,000.00	-5,417.26	86.5%
60250 · Property & Liability	9,732.00	7,700.00	2,032.00	126.4%
60350 · Worker's Compensation	682.00	1,500.00	-818.00	45.5%
Total 60000 · Insurance	44,898.81	49,200.00	-4,301.19	91.3%
66000 · Payroll Expense				
66100 · Payroll Tax Expense	24,620.14	34,000.00	-9,379.86	72.4%
66200 · Salaries	317,024.03	345,000.00	-27,975.97	91.9%
Total 66000 · Payroll Expense	341,644.17	379,000.00	-37,355.83	90.1%
Total Expense	681,734.23	799,400.00	-117,665.77	85.3%
Net Ordinary Income	104,343.21	-35,026.00	139,369.21	-297.9%
Net Income	104,343.21	-35,026.00	139,369.21	-297.9%

2:50 PM

01/08/24

Accrual Basis

Berthoud Community Library District
Expenses by Vendor Summary
December 2023

	<u>Dec 23</u>
Aflac	309.00
Berthoud Weekly Surveyor	45.00
Canon Financial Services, Inc.	277.93
Cardmember Services	3,089.76
Center Point Large Print	49.14
Charles Schwab	1,082.66
Christy Headrick	40.17
Comcast	137.16
Demco - supplies	246.25
EasyTrack Payroll	186.00
Fort Morgan Public Library	16.99
Hay's Market	45.62
Ingram	4,742.76
Johnson Controls Security Solutions	285.64
Jones Plumbing	752.10
McCrary and Sons LLC	605.00
MetLife	163.43
Midwest Tape	1,126.39
Mountain View Commercial Cleaning	1,225.00
ODP Business Solutions LLC	67.35
Public Sector Health Care Group	3,013.48
RCOM Computer Services	5,224.85
Town of Berthoud - Water	109.59
United Waste Systems	40.00
Value Line Publishing LLC	2,595.00
Xcel Energy	1,588.71
TOTAL	<u>27,064.98</u>

Date	Name	Amount	
12/1/2023	PAYMENT THANK YOU	1106.43	
12/4/2023	SEPHORA CENTERRA LOVELAND CO	-150	} Staff Appreciation
12/4/2023	SEES CANDY 0273 LOVELAND CO	-50	
12/4/2023	TST* HENRY'S PUB LOVELAND CO	-150	
12/4/2023	BATH AND BODY WORKS 45 LOVELAND CO	-100	
12/6/2023	AMZN MKTP US*HO9OI2N43 SEATTLE WA	-135.14	- staff Appreciation
12/11/2023	METROLUX DINE IN CINEM LOVELAND CO	-150	} Food for thoughts
12/12/2023	SQ *RISE ARTISAN BREAD gosq.com CO	-66.29	
12/12/2023	SQ *RISE ARTISAN BREAD gosq.com CO	-14.84	- staff Appreciation
12/12/2023	SQ *GET PLATTERED gosq.com CO	-156.88	- renewal
12/12/2023	LOVELAND REPORTER HERA LOVELAND CO	-689	
12/14/2023	AMZN Mktp US*YE15G4643 Amzn.com/bill WA	-11.45	
12/14/2023	USPS PO 0707200378 BERTHOUD CO	-5.7	-return movie
12/15/2023	AMZN Mktp US*4B87M6BQ3 Amzn.com/bill WA	-41	
12/15/2023	AMZN Mktp US*DP9J61X93 Amzn.com/bill WA	-7.99	
12/21/2023	AMZN Mktp US*3F4HR2K43 Amzn.com/bill WA	-190.56	

Credit card expenses

Full Cash Requirements Report

December 18 to December 31, 2023

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

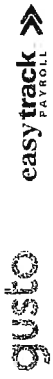
Total Cash Remitted By Gusto	\$13,420.90
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$13,578.75

Debits Summary: Debit Date 2024-01-02

Total Direct Deposits	\$9,591.19
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,829.71
Total Debit	\$13,420.90

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



Full Cash Requirements Report

December 4 to December 17, 2023

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

Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$13,685.38
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$13,843.23

Debits Summary: Debit Date 2023-12-19

Total Direct Deposits	\$9,796.71
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,888.67
Total Debit	\$13,685.38

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

CLASSES AND EVENTS POLICY

The Berthoud Community Library District (BCLD) supports its mission of educating, enriching, and connecting the community. (delete by developing and presenting classes and special events.)

Class development and events are (delete is) an integral component of Library service that:

- supports BCLD's role as (delete the) a public educational institution;
- introduces new people to library materials and resources;
- provides opportunities for cultural engagement;
- provides early (delete &) and lifelong literacy opportunities;
- expands the visibility of BCLD;
- implements goals from BCLD's strategic plan.

BCLD utilizes library staff expertise, - materials, services and appropriate facilities in developing and delivering classes and events. The following criteria are used in making decisions about topics, speakers, and presenters:

- community needs and interests;
- availability of event space;
- treatment of content for intended audience;
- presentation quality;
- presenter background/qualifications in content area;
- library programming budget;
- historical or educational significance;
- connection to other community classes, exhibitions, or events;
- relation to library materials, exhibits and classes.

In addition, BCLD draws upon other community resources in developing classes and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public classes. Professional performers and presenters that reflect specialized or unique expertise may be hired. Performers and presenters will not be excluded from consideration because of their origin, background, (delete or) views, or because of possible controversy. (What kind of controversy? Political?) Library staff who present classes do so as part of their regular job and are not hired as outside contractors for classes.

All library classes are open to the public and admission is free for most classes. However, at the discretion of the Library CEO, the following will be permissible:

- fund raising to benefit BCLD;
- sale of books by an author as part of a library event;
- transportation costs, tickets, and other similar expenses primarily for off-site events, or to offset cost of materials (e.g. craft classes). (Who pays for that? Who benefits?)

BCLD's philosophy of open access to information and ideas extends to library classes and events, and BCLD does not knowingly discriminate through its class offerings. Classes and events may not be used for commercial purposes to solicit business.

Library sponsorship of a class or event does not constitute an endorsement of the content of the event or the views expressed by participants. Event topics, speakers and resources are not excluded because of possible controversy.

All press releases, fliers, posters, etc. for all classes and events sponsored or co-sponsored by BCLD must be pre-approved by the Library CEO or a designee.

Registration may be required for planning purposes or when space is limited. Classes and events may be held on site or off site.

BCLD also provides space for events that are initiated by the public and held in the Community Room. Use of the Community Room is covered in the Community Room Use Policy.

Library staff will report statistics for events and will evaluate classes and events regularly based on quality, attendance, and community feedback.

Adopted 1/5/12
Revised 6/8/16
Reviewed 9/12/18
Revised: 5/12/21