

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, December 6, 2023
Immediately following the Budget Hearing
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - Approval of Board Meeting Minutes of November 8, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Strategic Plan
- VI. Old Business
- VII. New Business
 - Wellness Leave
 - 2024 Holiday and Closure Schedule
 - 2024 Board Meeting Schedule
 - Staff Appreciation
 - Other business
- VIII. Adjournment

Next Meeting: January 10, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday November 08, 2023
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:07 pm

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

Public Participation - Ella Dratch (Guest)

Consent Agenda:

Motion 1123-01 – Made, seconded and unanimously carried to accept and approve as amended: Board Minutes, CEO Report, Youth Services Report, Statistics, Financial and Expenditures were submitted.

Policy Reviews: **Motion 1123-02** Made, seconded and carried to accept all the Policy Reviews as presented.

Library Operations

Code of Conduct

Borrowing and Loans

Code of Service –will be determined in 2024 if it is needed Policy and be overhauled if needed.

Old Business:

CEO Appraisal: Julie Oelman reviewed the results of the CEO Appraisal Survey submitted by the Library Board and the Library Staff. The Board approved an increase of seven percent for Amie Pilla’s yearly salary.

Holiday Schedules: The Board decided to eliminate the floating holiday and add Juneteenth (June 19) as the tenth paid holiday.

New Business: 2024 Library Board Officers: Bob Latchaw and Karen Anderson will be nominating the Board Officers for 2024 at the December Meeting. The current Officers have indicated their willingness to continue if nominated:

Julie Oelman, President, Amanda Thorstensen, Vice President, Melissa Robinson, Secretary.

Other Business: Amie Pilla presented the Board with a representation of a proposed new sign for the front of the Library. Amie Pilla will work with the Blacksmith, who is building the sign, to be sure that the lighting comes from behind the letters of the sign

rather than being reflected up from the ground.. Also the placement of the sign in relationship to the fire hydrant needs to be researched.

Julie Oelman adjourned the regular Board Meeting at 8:45 pm.

Next Meeting: December 6, 2023

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Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
November 2023

Library Operations and Services

Personnel

We were able to work with the Town of Berthoud to secure a discounted membership for all library staff to the Berthoud Recreation Center.

Classes/Services

We hosted two write-in events as part of NaNoWriMo (national novel writing month). NaNoWritMo is a global challenge to write 50,000 words towards a novel or other writing piece during the month of November. While none of the participants in our write-ins were working toward that particular goal, we did experience good writing time in the company of others.

We hosted the NoCo Humane Society as our guests for this month's Food for Thoughts. In addition to learning more about the Humane Society, people from our library donated food and toys for pets who are waiting to be adopted.

Circulation/Collection

We completed inventory of the adult items and started on the youth items. Our goal is to take advantage of some of the quiet time we get in late December and finish inventory before the end of the year.

Building and Grounds

Our replacement front desk arrived, and arrived in pristine condition. With its installation, our interior remodel is officially complete.

Technology

Nothing to report.

Policies and Procedures

In order to bring more classes and events to the library and to help local organizations find a suitable place to host classes and events, we've partnered with a couple of local organizations, Foothills Audubon and Berthoud Local, to provide programs during the end of this year and the first part of 2024. Co-hosting classes and events is a new procedure for us, and both these groups were kind enough to test this new process with us.

Outreach and Publicity

We upgraded our plan for our email newsletter service in order to send out weekly emails about events happening at the library. Those emails have been largely well received.

Financial

The State Legislature pushed through a temporary tax relief measure during a special session following the defeat of Proposition HH in the November election. The exact impact of that measure on the library's revenues for 2024 has not yet been determined.

Strategic Plan

I am participating on a state-wide task force that is assisting the State Library with revising the Colorado Public Library Standards. I'm working specifically with the HR Standard and the Planning and Evaluation Standard. The process will take several more months, but the goal is to have the new standards released during the first part of 2024.

Meetings and Workshops

Amie— Leadership Skills Through Mindfulness Class, November 1; Friends of the Library Meeting, November 1; Town Nonprofits Meeting, November 2; DDA Interest Meeting, November 9; Kiley's Mid-Term Evaluation Meeting, November 14; Front Range Public Library Directors Meeting, November 17;

Diane—Dazzling Debuts Webinar; Prospector Resource Sharing Meeting; Stack Map Meeting; Spring 2024 Previews Webinar; AI and Special Districts Webinar; Adult Favorites Winter and Beyond Webinar; CLiC Reports Meeting; FMLA Administration Class

Thora—Friends of the Berthoud Library Meeting; Digital Navigators of Larimer County Meeting; Colorado Office of Film, Television, and Media Meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
December 4, 2023

November report to the board

Events:

- Musical Moments: Volunteer Tish Goodemate continues to lead preschool music classes every other Friday. In November, she averaged 12 participants per class.
- Story time participation: 28 average in Wed / Friday storytime.
- Tinker Tots: 16 participants
- Construct and concoct (paper folding): 3 participants
- Kids yoga: 0 participants (4 signed up)
- Big Kids Book Club: 0 participants (0 signed up)

Volunteer: Charles F. worked 3 hours

Outreach:

- Visited Head Start and read for 15 participants
- Attended chamber meeting for Lemonade Day 2024

Display:

- Winter and winter holiday books on display

Respectfully submitted by Christy Headrick

**Berthoud Community Library District
Statistics November 2023**

Statistics	Nov-22	Nov-23	% change	YTD 2022	YTD 2023	% change
Circulation						
Circulation	4285	4214	-2%	46383	49668	7%
Reference Questions	0	0		30316	0	-100%
Program attendance	173	306	77%	1896	3607	90%
People counter	2566	2875	12%	26369	32711	24%
3M Ebook	225	0	-100%	2681	2906	8%
OverDrive	361	516	43%	2351	3990	70%
Interlibrary Loans						
Number of items borrowed	2	24	1100%	93	165	77%
Number of items loaned	0	43	#DIV/0!	0	95	#DIV/0!
AspenCat						
Borrowed	613	0	-100%	5984	7075	18%
Loaned	244	0	-100%	3131	3265	4%
Registered Patrons						
New cards	65	55	-15%	827	742	-10%
Total number of card holders	9691	10464	8%	9691	10464	8%
Residents	8061	8704	8%	8061	8704	8%
Non-Residents	1630	1760	8%	1630	1760	8%
Collection						
Materials added	188	233	24%	2145	2338	9%
Materials withdrawn	40	18	-55%	1795	1945	8%
Total materials owned	25228	25812	2%	25228	25812	2%
Technology						
Computer use	183	212	16%	2530	2082	-18%
Web usage	3590	4400	23%	39539	33671	-15%
Tech Coaching	143	193	35%	685	1301	90%
Volunteer hours worked	14	15	7%	73	407	457%

12:26 PM
11/06/23
Accrual Basis

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

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,418.62
Petty Cash	100.00
10000 · Independent Bank Checking	<u>531,322.76</u>
Total Checking/Savings	861,841.38
Other Current Assets	
Building Fund CD 1014	<u>13,518.60</u>
Total Other Current Assets	<u>13,518.60</u>
Total Current Assets	875,359.98
Fixed Assets	
Building	60,000.00
Remodel	<u>156,261.30</u>
Total Fixed Assets	<u>216,261.30</u>
TOTAL ASSETS	<u><u>1,091,621.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>85.92</u>
Total Accounts Payable	85.92
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)	<u>69.64</u>
Total 22000 · Payroll Liabilities	5,624.96
22001 · PayrollClearing	<u>8,699.74</u>
Total Other Current Liabilities	<u>14,324.70</u>
Total Current Liabilities	<u>14,410.62</u>
Total Liabilities	14,410.62
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	<u>180,848.43</u>
Total Equity	<u>1,077,210.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,091,621.28</u></u>

Berthoud Community Library District

Profit & Loss Budget vs. Actual

January through October 2023

11:54 AM
12/04/23
Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Copies	1,571.30	583.34	987.96	269.4%
Donations				
Grants	8,928.00	8,200.00	728.00	108.9%
Memorials/Designated	13,502.15	3,833.34	9,668.81	352.2%
Undesignated	923.93	833.34	90.59	110.9%
Total Donations	23,354.08	12,866.68	10,487.40	181.5%
Fees	678.86	416.68	262.18	162.9%
Interest Earned	4,467.97	83.34	4,384.63	5,361.1%
Property Tax	718,800.96	591,061.68	127,739.28	121.6%
Reserve Fund/Remodel	0.00	0.00	0.00	0.0%
SOT Tax	20,798.60	33,333.34	-12,534.74	62.4%
47200 - Program Income	12.00			
Total Income	769,683.77	638,345.06	131,338.71	120.6%
Gross Profit	769,683.77	638,345.06	131,338.71	120.6%
Expense				
Accounting / Payroll Service	10,835.00	10,000.00	835.00	108.4%
Advertising	7,046.87	10,000.00	-2,953.13	70.5%
Attorney	411.67	12,500.00	-12,088.33	3.3%
Collection Development				
Audiovisual				
Adult Audiobooks	3,326.73	4,166.68	-839.95	79.8%
Children's Audiobooks	861.76	1,250.00	-388.24	68.9%
DVD - Adult	3,376.02	3,333.34	42.68	101.3%
DVD - Youth	205.53	1,250.00	-1,044.47	16.4%
Audiovisual - Other	141.95			
Total Audiovisual	7,911.99	10,000.02	-2,088.03	79.1%
Digital Materials				
E Books	4,000.00	3,333.34	666.66	120.0%
Total Digital Materials	4,000.00	3,333.34	666.66	120.0%
Online Resources				
Print Materials	4,422.35	9,166.68	-4,744.33	48.2%
Adult	9,382.45	13,333.34	-3,950.89	70.4%
Children's	8,161.92	13,333.34	-5,171.42	61.2%
Periodicals	1,914.45	2,916.68	-1,002.23	65.6%
Total Print Materials	19,458.82	29,583.36	-10,124.54	65.8%
Video Streaming	500.00	416.68	83.32	120.0%

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

11:54 AM
12/04/23
Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Total Collection Development	36,293.16	52,500.08	-16,206.92	69.1%
Copier Lease	2,577.97	2,916.68	-338.71	88.4%
Courier	3,790.89	3,333.34	457.55	113.7%
Donation				
Grants	8,927.85	6,833.34	2,094.51	130.7%
Memorials/Designated	13,470.74	3,833.34	9,637.40	351.4%
Undesignated	87.78	833.34	-745.56	10.5%
Total Donation	22,486.37	11,500.02	10,986.35	195.5%
Furnishings	50,040.85	41,666.68	8,374.17	120.1%
Hospitality	222.22	625.00	-402.78	35.6%
Lost book refund	258.37	208.34	50.03	124.0%
Maintenance				
Carpet Cleaning	0.00	2,083.34	-2,083.34	0.0%
Custodial Services	5,100.00	8,333.34	-3,233.34	61.2%
Lawn Care/Snow Removal	3,598.35	8,333.34	-4,734.99	43.2%
Repairs	4,717.30	12,500.00	-7,782.70	37.7%
Security/Alarm	1,127.20	250.00	877.20	450.9%
Supplies	844.35	1,250.00	-405.65	67.5%
Total Maintenance	15,387.20	32,750.02	-17,362.82	47.0%
Pension	10,148.26	11,666.68	-1,518.42	87.0%
Professional Development	8,518.05	8,333.34	184.71	102.2%
Professional Memberships	4,570.00	4,666.68	-96.68	97.9%
Programming				
Adult	2,743.89	2,916.68	-172.79	94.1%
Youth	4,069.17	4,583.34	-514.17	88.8%
Total Programming	6,813.06	7,500.02	-686.96	90.8%
Reserves	8,353.27	41,666.68	-33,313.41	20.0%
Supplies				
Library Supplies	3,130.81	2,916.68	214.13	107.3%
Office Supplies	1,969.01	2,250.00	-280.99	87.5%
Programming supplies	1,900.96	2,083.34	-182.38	91.2%
Staff Appreciation	0.00	1,250.00	-1,250.00	0.0%
Total Supplies	7,000.78	8,500.02	-1,499.24	82.4%
Tax Collection Fees	9,773.58	14,166.68	-4,393.10	69.0%
Technology				
Computer Maintenance	19,130.00	7,000.00	12,130.00	273.3%
Hardware	19,307.07	4,166.68	15,140.39	463.4%
ILS	2,153.50	2,083.34	70.16	103.4%
Internet Connection	2,785.91	2,666.68	119.23	104.5%
Office Equipment	42.67	1,250.00	-1,207.33	3.4%

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

11:54 AM
 12/04/23
 Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Software	1,180.42	5,833.34	-4,652.92	20.2%
Total Technology	44,599.57	23,000.04	21,599.53	193.9%
Telephone	1,316.74	1,833.34	-516.60	71.8%
Utilities	9,523.52	10,000.00	-476.48	95.2%
60000 · Insurance				
60100 · Aflac	-208.58	33,333.34	-5,123.75	84.6%
60200 · Medical/Dental/Vision	28,209.59	6,416.68	-6,416.68	0.0%
60250 · Property & Liability	0.00	1,250.00	-1,250.00	0.0%
60350 · Worker's Compensation	0.00			
Total 60000 · Insurance	28,001.01	41,000.02	-12,999.01	68.3%
65000 · Operations				
65020 · Postage, Mailing Service	192.00			
Total 65000 · Operations	192.00			
65100 · Other Types of Expenses				
65130 · Interest Expense - General	16.17			
Total 65100 · Other Types of Expenses	16.17			
66000 · Payroll Expense				
66100 · Payroll Tax Expense	21,753.57	28,333.34	-6,579.77	76.8%
66200 · Salaries	279,013.87	287,500.00	-8,486.13	97.0%
Total 66000 · Payroll Expense	300,767.44	315,833.34	-15,065.90	95.2%
66900 · Reconciliation Discrepancies				
Total Expense	588,840.41	666,167.00	-77,326.59	88.4%
Net Ordinary Income	180,843.36	-27,821.94	208,665.30	-650.0%
Net Income	180,843.36	-27,821.94	208,665.30	-650.0%

12:23 PM
11/06/23
Accrual Basis

Berthoud Community Library District
Expenses by Vendor Summary
October 2023

	<u>Oct 23</u>
Aflac	245.04
Bella Schramm	10.57
Canon City Public Library	18.00
Canon Financial Services, Inc.	270.00
Cardmember Services	2,738.40
Center Point Large Print	49.14
Charles Schwab	2,164.92
Christy Headrick	99.47
Colorado Library Consortium	3,790.89
Comcast	253.80
Demco - supplies	85.92
Diamond Lake Books	189.91
Dolores County Public Library	17.00
EasyTrack Payroll	186.00
Hay's Market	13.23
Ingram	2,296.66
Innovation Forge LLC	400.00
McCrary and Sons LLC	138.60
MetLife	163.43
Midwest Tape	1,252.02
Mountain View Commercial Cleaning	600.00
ODP Business Solutions LLC	67.35
Public Sector Health Care Group	3,013.48
RCOM Computer Services	2,395.00
Red Feather Lakes Community Library	17.00
Safeguard	375.14
Seter & VanderWall, P. C.	395.67
Town of Berthoud - Water	200.34
United Waste Systems	40.00
Willow Lane Education	147.94
Xcel Energy	746.55
TOTAL	<u><u>22,381.47</u></u>

Full Cash Requirements Report

September 25 to October 8, 2023

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

Total Cash Remitted By Gusto	\$13,385.45
Total Check Payments	\$0.00
Total Liabilities	\$125.87
Total Payroll	\$13,511.32

Debits Summary: Debit Date 2023-10-10

Total Direct Deposits	\$9,578.51
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,806.94
Total Debit	\$13,385.45

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

October 9 to October 22, 2023

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

Total Cash Remitted By Gusto	\$13,480.30
Total Check Payments	\$0.00
Total Liabilities	\$125.87
Total Payroll	\$13,606.17

Debits Summary: Debit Date 2023-10-24

Total Direct Deposits	\$9,649.98
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,830.32
Total Debit	\$13,480.30

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

Berthoud Community Library District Staff Information – Wellness Hours Pilot 2022/2023

Who is eligible for Wellness Hours?

All full or part-time staff members working 10 or more regularly scheduled weekly hours are eligible for wellness hours.

Is there a list of approved activities for which Wellness Hours can be used?

No. Wellness hours may be used for activities supporting the prevention, treatment and/or promotion of your emotional/mental, financial, environmental, intellectual, social, occupational, physical and spiritual well-being and, as such, we cannot provide a full list.

Some examples include, but are not limited to:

- Wellness events (e.g., 5K)
- Care Circles
- Affinity Group Meetings
- Online or in-person learning (e.g., finance, mental health)
- Preventative visits
- Meditation
- Fitness sessions

Is documentation required to utilize Wellness Hours?

No. Documentation is not required. However, the expectation is that you will utilize this program for its intended purpose.

Are there increments in which Wellness Hours can be used?

Yes, the minimum amount of time you can request is one ½ hour. Maximum cannot exceed 4 hours per quarter.

Will unused Wellness Hours roll over to the next quarter?

No. To encourage you in habits of regular care, we are providing these hours by quarter. The hours will not roll over to the next quarter.

Can I use Wellness Hours if I need to call off work on the same day?

No. Wellness Hours are intended to be utilized for health-promotion activities which should be scheduled ahead of time. These hours count towards your weekly scheduled hours, meaning they cannot be used for overtime.

Is there a designated accrual bank for Wellness Hours?

Yes, the Office Director will track how many Wellness Hours staff members have accrued and used.

Can Wellness Hours be used for dependents?

No, Wellness Hours are provided for staff-focused wellness needs.

Will Wellness Hours be paid out at the end of employment?

No, these hours are not eligible for payout.

How far in advance do I need to request use of my Wellness Hours?

Request Wellness Hours through your supervisor just as you would other time off such as vacation leave.

How many Wellness Hours do staff accrue each quarter? Is it different for 20h, 30h, and 40h staff?

No, all eligible staff will accrue 4.0 Wellness Hours per quarter, regardless of FTE status.

This sounds like the definition of vacation or sick leave hours. How are these different?

Wellness Hours are a quarterly benefit that accrue and are to be used for a specific purpose, whereas vacation time can be used for any reason and sick leave can be used for illness or medical appointments. In addition to this, Wellness Hours are a BCLD pilot program and may not become permanent.

If I am injured while participating in Wellness Hours, will I be covered by Workers Compensation?

No, the Wellness Hours program is a voluntary program, and self-care activities taken outside of BCLD property will not be covered by Workers Compensation. Staff will need to follow up with their medical plan's healthcare provider if an injury occurs.

Do I need to tell my supervisor what I'm doing during my Wellness Hours?

You do not to give details, but staff must specify which dimension of wellness they are targeting when requesting use of Wellness Hours. This data will be looked at to help the supervisor approve the time off request and better provide offerings for staff.

Can these hours be combined with sick or vacation time?

No, the Wellness Hours benefit's intention of self-care needs to be honored and cannot be added to extend planned or emergent time off.

Is there tracking or penalty if folks don't use these hours?

No penalty will occur due to non-usage of the Wellness Hours. However, we will access data and feedback to ensure this program is working, to make self-care a cultural reality and to help decide to continue the Wellness Hours benefit beyond the pilot program.

At what point will these hours start accruing?

April 1st, 2022. This is a BCLD pilot program and will run April 1, 2022, through December 31, 2022. On November 9, 2022, the BCLD Board of Trustees voted to extend this pilot program through December 31, 2023.

Do I have to use Wellness Hours for my scheduled doctor or therapist appointments? Or can I continue to use my sick leave?

Usage of Wellness Hours is at an employee's discretion. You are not mandated to use them and can use them for any wellness related purpose; i.e., if you want to use your Wellness Hours for healthy meal planning, meditation and fitness training you can still utilize your sick leave for scheduled appointments.

Can I attend wellness opportunities on unpaid time?

Yes, of course! The Wellness Hours program is intended to give you space for wellness during your regular (paid) work time, but we hope you're finding ways to incorporate wellness into all aspects of your life.

2024 Library Closures

*Monday, January 1, 2024—New Years Day

Thursday, April 18—Staff Development Day

*Monday, May 27—Memorial Day

*Wednesday, June 19—Juneteenth

*Thursday, July 4—Independence Day

*Monday, September 2—Labor Day

*Monday, November 11—Veterans Day

**Thursday and Friday, November 28 and 29—Thanksgiving

**Tuesday and Wednesday, December 24 and 25—Christmas Eve and Christmas

Close at 2:00 PM, Tuesday, December 31—New Year's Eve

(*Wednesday, January 1, 2025—New Year's Day)

* Denotes paid holiday

2024 Board Meeting Schedule

Wednesday, January 10, 2024

Wednesday, February 14, 2024

Wednesday, March 13, 2024

Wednesday, April 10, 2024

Wednesday, May 8, 2024

Wednesday, June 12, 2024

Wednesday, July 10, 2024

Wednesday, August 14, 2024

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Wednesday, November 13, 2024

Wednesday, December 4, 2024