

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, July 10, 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 June 12, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Policy Review
 - Review: Use of Surveillance Information; Gifts/Sponsorships
- VI. Old Business
 - Board Profile—Bob
 - Mission/Vision/Strategy project
- VII. New Business
 - 2024 Audit Report
 - Other business
- VIII. Adjournment

Next Meeting: September 11, 2024

Berthoud Community Library District
CEO Report
June 2024

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

We hosted a series of group ukulele and guitar lessons for four weeks during June. Our instructor was Jason Hunt, a classically-trained guitarist and music teacher. Our own Kelly expanded her musical skills as the official staff host for that group.

POPCO (the philosophy outreach program of Colorado) from CU Boulder came to lead a discussion on echo chambers and confirmation bias. Attendees were excellent participants, and the professors will come for another discussion on a different topic in July.

Educators from the Butterfly Pavilion came to do an introduction to invertebrates for our community. Visitors included a tarantula and cockroaches, among others, all of whom happily made their way back to the Butterfly Pavilion at the end of the evening. Some staff members enjoyed that presentation too, while others stayed far away from it, emphasizing the importance of hiring a diverse staff.

Circulation/Collection

We added an online resource this month called Comics Plus. Your library card now gives you access to thousands of comic books and graphic novels on your internet-enabled devices.

Building and Grounds

An irrigation line in one of our front raised beds sprung a leak and required a repair by McCrary and Sons. Everything is now running properly and all of our gardens are planted.

Our remaining signs to help direct people where to find materials in our building have been produced and installed. If you're not sure where those signs are, the next time you walk into the building, look up.

Technology

We've been given a grant to help make any pdfs on our website accessible to those with disabilities. We will concentrate first on any new additions to our website, and will also go back and convert pdfs we have previously uploaded to an accessible format. The project may take a bit of time, but the grant covers the cost of the accessibility software for the next year.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Our latest podcast episode featured guests from House of Neighborly Service explaining the role of that organization in our community, who they serve, and how our community members can help. Whenever we post a new episode, we see an uptick in the number of people who listen to previous episodes as well.

Financial

Nothing to report.

Strategic Plan

Our annual Summer Learning Initiative kicked off on June 1st. All ages are able to participate for a couple of reasons. First, we like to help prevent the “summer slide” of learning loss that happens when students don’t participate in learning activities over the course of the summer. Second, we know that children and teens are far more likely to become life-long readers if they see adults enjoying their own reading.

Meetings and Workshops

Amie— Envisionware Software meeting, June 4; CAL Futurist Interest Group meeting, June 5; Fundamentals of HR Management class, June 19 and 20; SDA Legislative Briefing webinar, June 26

Diane—AspenCat Reports meeting; Mental Wellness in the Workplace webinar; Employers Council Law Update webinar

Grants and Gifts

Non-monetary software license grant from SIPA (Statewide Internet Portal Authority)

Respectfully submitted,

Amie Pilla

July 8, 2024

June 2024 Youth Services Report to the Library Board

Events:

- Musical moments: June 3, 17, average participation 10.
- Story time Tuesday, Wednesday and Friday: average participation 21.
- Wednesday performers at New Freedom Outreach Center: average participation 37.
- Thursday tween / teen events: average participation 6.
- Author visit event Lulu Buck: 20 participants

Volunteers: Charles, Jackson, Leslie and Shelby, Tisha. Summer volunteers: Scott, Carson, Van, Cameron, Mia, Morgan, and Jessica.

Outreach: Worked at a table at Pedalpalooza on June 8th and talked to 75 people.

Professional Development:

Take Me Outside Certification - a 30 hour certification for educators bringing students outdoors that I am working on in 2024.

Display: Wild animal books and summer learning prizes on display.

Children's area: Set up a table for the teen volunteers to register patrons for SRI and to hand out prizes.

**Berthoud Community Library District
Statistics June 2024**

Statistics	Jun-23	Jun-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	5473	5098	-7%	25923	28509	10%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	643	493	-23%	2356	2724	16%
People counter	3555	3825	8%	17314	20025	16%
3M Ebook	280	339	21%	1681	1862	11%
OverDrive	445	725	63%	1072	3527	229%
Comic Plus	0	88	#DIV/0!		88	
Interlibrary Loans						
Number of items borrowed	10	39	290%	52	237	356%
Number of items loaned	0	30	#DIV/0!	0	266	#DIV/0!
ASPENCAT						
Borrowed	633	629	-1%	4182	4833	16%
Loaned	289	324	12%	1924	2014	5%
Registered Patrons						
New cards	91	82	-10%	374	430	15%
Total number of card holders	10088	10928	8%	10088	10928	8%
Residents	8384	9065	8%	8384	9065	8%
Non-Residents	1704	1863	9%	1704	1863	9%
Collection						
Materials added	176	120	-32%	1170	1133	-3%
Materials withdrawn	389	391	1%	1682	1494	-11%
Total materials owned	24581	25445	4%	24581	25445	4%
Technology						
Computer use	303	296	-2%	1086	1583	46%
Web usage	4364	3900	-11%	23596	34527	46%
Tech Coaching	197	254	29%	1002	1405	40%
Volunteer hours worked	159	64	-60%	215	178	-17%

Berthoud Community Library District

Balance Sheet

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	880,296.41
Independent Bank Savings	497,473.35
Building fund cash	0.00
Total Independent Bank Savings	497,473.35
Petty Cash	100.00
Programming supplies	235.96
Total Bank Accounts	\$1,378,105.72
Other Current Assets	
15150 Payroll Clearing	0.00
Building Fund CD 0405	0.00
Building Fund CD 1014	13,518.60
Payroll Corrections	0.00
Payroll Refunds	-36.49
Total Other Current Assets	\$13,482.11
Total Current Assets	\$1,391,587.83
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	\$216,261.30
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,607,849.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	359.30
Total Accounts Payable	\$359.30
Other Current Liabilities	
22000 Payroll Liabilities	0.00
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

Berthoud Community Library District

Balance Sheet

As of May 31, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,769.11
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,302.83
Total Current Liabilities	\$1,662.13
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$1,662.13
Equity	
2011 Budget Transfer	0.00
30000 Opening Balance Equity	1,733.86
32000 *Fund Balance Unreserved	1,005,744.01
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
Remodeling	0.00
TABOR Reserve	30,000.00
Net Income	542,794.67
Total Equity	\$1,606,187.00
TOTAL LIABILITIES AND EQUITY	\$1,607,849.13

Berthoud Community Library District
Budget vs. Actuals: FY_2024 - FY24 P&L
 January - December 2024

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
47200 Program Income	0.00	0.00	0.00	
Copies	1,077.23	1,000.00	77.23	107.72%
Donations	0.00	0.00	0.00	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	183.27	4,000.00	-3,816.73	4.58%
Total Donations	\$ 9,385.27	\$ 12,900.00	-\$ 3,514.73	72.75%
Fees	408.98	300.00	108.98	136.33%
Interest Earned	3,906.63	2,500.00	1,406.63	156.27%
Property Tax	642,848.54	958,727.00	-315,878.46	67.05%
SOT Tax	26,633.91	40,000.00	-13,366.09	66.58%
Total Income	\$ 684,260.56	\$ 1,015,427.00	-\$ 331,166.44	67.39%
Gross Profit	\$ 684,260.56	\$ 1,015,427.00	-\$ 331,166.44	67.39%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	16,325.35	41,000.00	-24,674.65	39.82%
60250 Property & Liability	0.00	10,000.00	-10,000.00	0.00%
60350 Worker's Compensation	0.00	1,700.00	-1,700.00	0.00%
Total 60000 Insurance	\$ 16,170.85	\$ 52,700.00	-\$ 36,529.15	30.68%
65000 Operations	0.00	0.00	0.00	
65020 Postage, Mailing Service	0.00	0.00	0.00	
65050 Telephone, Telecommunications	412.18	0.00	412.18	
Total 65000 Operations	\$ 412.18	\$ 0.00	\$ 412.18	
65100 Other Types of Expenses	0.00	0.00	0.00	
65130 Interest Expense - General	0.00	0.00	0.00	
Total 65100 Other Types of Expenses	\$ 0.00	\$ 0.00	\$ 0.00	
66000 Payroll Expense	1,331.51	0.00	1,331.51	
66100 Payroll Tax Expense	13,449.31	40,000.00	-26,550.69	33.62%
66200 Salaries	167,842.68	390,000.00	-222,157.32	43.04%
Total 66000 Payroll Expense	\$ 182,623.50	\$ 430,000.00	-\$ 247,376.50	42.47%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	1,196.40	12,000.00	-10,803.60	9.97%
Advertising	1,538.83	12,000.00	-10,461.17	12.82%
Attorney	1,774.00	12,500.00	-10,726.00	14.19%
Collection Development	0.00	0.00	0.00	

Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	1,708.62	5,000.00	-3,291.38	34.17%
Children's Audiobooks	223.58	1,500.00	-1,276.42	14.91%
DVD - Adult	1,093.18	4,000.00	-2,906.82	27.33%
DVD - Youth	131.19	1,500.00	-1,368.81	8.75%
Total Audiovisual	\$ 3,156.57	\$ 12,000.00	-\$ 8,843.43	26.30%
Digital Materials	2,500.00	0.00	2,500.00	
E Books	0.00	6,000.00	-6,000.00	0.00%
Total Digital Materials	\$ 2,500.00	\$ 6,000.00	-\$ 3,500.00	41.67%
Online Resources	3,749.24	15,000.00	-11,250.76	24.99%
Print Materials	0.00	0.00	0.00	
Adult	5,896.60	16,000.00	-10,103.40	36.85%
Children's	6,784.66	16,000.00	-9,215.34	42.40%
Periodicals	2,183.38	4,500.00	-2,316.62	48.52%
Total Print Materials	\$ 14,864.64	\$ 36,500.00	-\$ 21,635.36	40.73%
Video Streaming	1,000.00	1,000.00	0.00	100.00%
Total Collection Development	\$ 25,270.45	\$ 70,500.00	-\$ 45,229.55	35.84%
Copier Lease	1,424.05	3,500.00	-2,075.95	40.69%
Courier	0.00	4,200.00	-4,200.00	0.00%
Donation	0.00	0.00	0.00	
Friends of the Library	0.00	0.00	0.00	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	34.98	4,000.00	-3,965.02	0.87%
Total Donation	\$ 9,236.98	\$ 12,900.00	-\$ 3,663.02	71.60%
Furnishings	0.00	3,000.00	-3,000.00	0.00%
Hospitality	787.10	1,000.00	-212.90	78.71%
Lost book refund	76.88	300.00	-223.12	25.63%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	1,477.00	3,000.00	-1,523.00	49.23%
Custodial Services	3,475.00	10,000.00	-6,525.00	34.75%
Lawn Care/Snow Removal	2,701.40	13,500.00	-10,798.60	20.01%
Repairs	8,005.50	125,000.00	-116,994.50	6.40%
Security/Alarm	285.64	3,500.00	-3,214.36	8.16%
Supplies	729.95	1,800.00	-1,070.05	40.55%
Window Cleaning	0.00	1,200.00	-1,200.00	0.00%
Total Maintenance	\$ 16,674.49	\$ 158,000.00	-\$ 141,325.51	10.55%
Pension	5,735.35	14,000.00	-8,264.65	40.97%
Professional Development	4,093.30	12,000.00	-7,906.70	34.11%
Professional Memberships	2,001.07	8,000.00	-5,998.93	25.01%
Programming	0.00	0.00	0.00	
Adult	6,298.95	30,000.00	-23,701.05	21.00%
Youth	2,959.49	30,000.00	-27,040.51	9.86%
Total Programming	\$ 9,258.44	\$ 60,000.00	-\$ 50,741.56	15.43%

Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	3,017.80	6,000.00	-2,982.20	50.30%
Office Supplies	790.97	3,500.00	-2,709.03	22.60%
Programming supplies	1,618.24	10,000.00	-8,381.76	16.18%
Staff Appreciation	1,731.04	2,000.00	-268.96	86.55%
Total Supplies	\$ 7,158.05	\$ 21,500.00	-\$ 14,341.95	33.29%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	11,995.00	28,740.00	-16,745.00	41.74%
Hardware	6,875.00	8,000.00	-1,125.00	85.94%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	1,084.45	0.00	1,084.45	
Office Equipment	84.33	1,500.00	-1,415.67	5.62%
Software	3,494.54	15,000.00	-11,505.46	23.30%
Total Technology	\$ 26,759.42	\$ 56,240.00	-\$ 29,480.58	47.58%
Telephone	2,104.80	0.00	2,104.80	
Utilities	0.00	0.00	0.00	
Data Connection	1,904.94	5,500.00	-3,595.06	34.64%
Power	4,482.75	12,000.00	-7,517.25	37.36%
Trash Removal	200.00	500.00	-300.00	40.00%
Water	681.10	1,500.00	-818.90	45.41%
Total Utilities	\$ 7,268.79	\$ 19,500.00	-\$ 12,231.21	37.28%
Total Expenses	\$ 321,809.16	\$ 983,840.00	-\$ 662,030.84	32.71%
Net Operating Income	\$ 362,451.40	\$ 31,587.00	\$ 330,864.40	1147.47%
Other Expenses				
Reconciliation Discrepancies-1	-166,476.14	0.00	-166,476.14	
Total Other Expenses	-\$ 166,476.14	\$ 0.00	-\$ 166,476.14	
Net Other Income	\$ 166,476.14	\$ 0.00	\$ 166,476.14	
Net Income	\$ 528,927.54	\$ 31,587.00	\$ 497,340.54	1674.51%

Monday, Jun 10, 2024 07:54:14 AM GMT-7 - Accrual Basis

Berthoud Community Library District

Bill Payment List

May 2024

DATE	NUM	VENDOR	AMOUNT
10000 Independent Bank Checking			
05/21/2024	6846	United Waste Systems	-40.00
05/21/2024	6847	Xcel Energy	-602.64
05/21/2024	6848	Midwest Tape	-608.06
05/21/2024	6849	Rallo's	-777.00
05/21/2024	6850	Christy M Headrick	-15.69
05/21/2024	6851	McCrary and Sons LLC	-5.00
05/21/2024	6852	Park County Libraries - Lake George Branch	-18.00
05/21/2024	6853	RCOM Computer Services	-4,370.05
05/21/2024	6854	Ingram	-2,888.95
05/21/2024	6855	Mountain View Commercial Cleaning	-695.00
05/21/2024	6856	Colorado Library Consortium	-4,064.80
05/21/2024	6857	Center Point Large Print	-49.14
05/21/2024	6858	Connecting Signs Inc	-170.82
05/21/2024	6859	Demco - supplies	-954.54
05/21/2024	6860	Town of Berthoud - Water	-180.16
05/21/2024	6861	Charles Schwab	-1,147.07
05/31/2024	6862	Christy Headrick	-62.21
05/31/2024	6863	Frances Mclachlan	-10.99
05/31/2024	6864	Ace Hardware	-4.00
05/31/2024	6865	Association of Rural and Small Libraries	-225.00
05/31/2024	6866	Hay's Market	-13.68
05/31/2024	6867	Ingram	-2,145.95
05/31/2024	6868	Midwest Tape	-2.42
05/31/2024	6869	RCOM Computer Services	-2,415.00
05/31/2024	6870	Security Public Library	-16.00
05/31/2024	6871	Xcel Energy	-695.18
Total for 10000 Independent Bank Checking			\$ -22,177.35

Date	Name	Amount
5/1/2024	AMZN Mktp US*0Z1A120C3 Amzn.com/bill WA	-28.97
5/2/2024	LOVELAND LASER TAG LOVELAND CO	-100 Summer Learning
5/2/2024	AMZN Mktp US*KB36E4T73 Amzn.com/bill WA	-25.98
5/3/2024	FORT FUN (E-COMMERCE) 000-000-0000 CO	-119.96 Summer Learning
5/6/2024	AMAZON MAR* 112-686769 SEATTLE WA	-323.99
5/6/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95 Quickbooks
5/6/2024	AMAZON.COM*6P1TH1QH3 SEATTLE WA	-39.58
5/6/2024	USPS PO 0707200378 BERTHOUD CO	-5.61 Postage - return
5/6/2024	CONNECTING SIGNS FORT COLLINS CO	-170.82 New Signs
5/7/2024	AMZN Mktp US*8A3C71KY3 Amzn.com/bill WA	-114.06
5/7/2024	COMCAST BUSINESS 888-485-8036 PA	-1067.68 Phone + Internet
5/9/2024	GRAND JCT CENTRAL LIBR GRAND JUNCTIO CO	-33
5/20/2024	SPRINGHILL STS GRND JN GRAND JUNCTIO CO	-583 } Director's Retreat
5/21/2024	AMZN Mktp US*V16Z52MO3 Amzn.com/bill WA	-143.1
5/22/2024	SP AUNT FLOW COLUMBUS OH	-54 Sanitary Products
5/28/2024	PAYMENT THANK YOU	2026.6
5/28/2024	AMZN Mktp US*8Y16U3XH3 Amzn.com/bill WA	-18.56
5/28/2024	AMZN Mktp US*ON18C3Q73 Amzn.com/bill WA	-213.23
5/28/2024	AMZN Mktp US*IR63O1VR3 Amzn.com/bill WA	-30.39
5/28/2024	USPS PO 0707200378 BERTHOUD CO	-72.13 Stamps + return
5/29/2024	INTERNET PAYMENT THANK YOU	1147.41
5/29/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-70 -Online Subscription
5/29/2024	AMZN Mktp US Amzn.com/bill WA	143.1

Credit Card Expenditures



Full Cash Requirements Report

April 22 to May 5, 2024

Payroll Type: Regular Address: 236 Welch Ave, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$16,076.02
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$16,233.87

Debits Summary: Debit Date 2024-05-07

Total Direct Deposits	\$11,509.23
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,566.79
Total Debit	\$16,076.02

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

May 6 to May 19, 2024

Payroll Type: Regular Address: 236 Welch Ave, Berthoud, CO 80513
 Accountant(s) : Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$15,665.93
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,823.78

Debits Summary: Debit Date 2024-05-21

Total Direct Deposits	\$11,210.85
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,455.08
Total Debit	\$15,665.93

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

SECURITY CAMERA POLICY

Security cameras and the associated recordings are intended to:

- Promote safety and security of the staff, community members and library facilities,
- Support enforcement of BCLD's rules of conduct,
- Discourage inappropriate and illegal behavior, and
- Aid in the apprehension and prosecution of offenders.

Recordings will be obtained and used in manner that is consistent with the Privacy policy.

Retention

Security camera recordings are stored digitally on hardware under the control of the Berthoud Community Library District staff. Recordings are generally maintained for a minimum of 30 days or until system capacity is reached, at which point the oldest recordings are automatically deleted. If an incident comes to the attention of library staff, the related recordings may be retained for as long as necessary.

Recordings are confidential and secure to the extent permitted by law. Typically, the recordings are not monitored or reviewed. The location of security cameras is limited to areas that do not violate a person's reasonable expectation of privacy. If an incident comes to the attention of library staff, the related recordings may be reviewed, retained, and saved for as long as necessary.

Signage

Signs are posted at the entrance of library facilities indicating the use of security cameras for monitoring and recording activity in public areas of library property.

Liability

This policy shall not impose any responsibility on BCLD, its employees, or the Library Commission to protect against or prevent personal injury or loss of property.

Public Disclosure

Pursuant to state law C.R.S. section 24-90-119, members of the public are generally prohibited from viewing security camera recordings that contain information that identifies library users. There are very limited exception circumstances under which this information will be disclosed. If BCLD receives a request from a member of the general public to inspect security camera recordings, the requestor will be instructed to submit a request for this information pursuant to the BCLD Colorado Open Records Act (CORA) Policy C.R.S. sections 24-72-201, et seq., and staff will determine whether disclosure is permitted.

Adopted 8/11/21