

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, April 9, 2025
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 March 12, 2025
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Policy Development
 - Review:
 - Assign: Record Retention; Public Records Request
- VI. Old Business
 - Legislation and Advocacy
- VII. New Business
 - Request for Reconsideration
 - Scheduling for Mission Statement Rewrite
 - Other business
- VIII. Adjournment

Next Meeting: May 14, 2025

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday March 12,2025
236 Welch Ave, Berthoud, CO

Call to Order: Amanda Thorstensen called the meeting to order at 7:01 pm

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

Public Participation - None

Consent Agenda:

Motion 0325-01 made, seconded and carried to approve Board Minutes of February 12, 2025, CEO Report Youth Services Report, Financials, Statistics and acceptance of Expenditures.

Strategic Plan: Quarterly Review: Amie Pilla handed out a review sheet with the current Mission Statement including a review of the Purpose, Core Services and Library Innovation that have been completed or are in progress.

Policy Review: **Motion 0325-02 made, seconded and carried** to approve the Privacy Policy as amended.

Public Records Request tabled until State Bill is resolved.

Old Business: Audit for Fiscal Year 2024: our Audit firm field work will be due mid-April.

New Business: Banking RFD: for banking services has been issues and proposals are due mid-April.

Colorado Lobby Day March 26, 2025 to review the Colorado Legislative Issues that may affect Libraries.

Amie Pilla reviewed the bills that are pending in the Colorado Legislature. She will send Board Members information on how to contact Representatives to comment on the proposed bills.

Adjournment: Amanda Thorstensen adjourned the meeting at 8:38 pm.

Next Meeting: April 9, 2025

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
March 2025

Library Operations and Services

Personnel

Leko joined us as our new Digital Navigator through a partnership with the Loveland Public Library and an AmeriCorps grant. She will be at our library multiple days a week, available for technology help and education through both appointments and drop-in times.

Classes/Services

Our newest class, Meditation is for Everyone, kicked off this month. The group will meet every other week to learn about and practice meditation together, led by long-time practitioners Melissa (library board member) and Vickie (former library board member). We're grateful for their expertise.

As part of Women's History Month, our POPCO discussion centered around the introduction to Simone De Beauvoir's *The Second Sex*. Group discussion was the perfect combination of lively and respectful.

Circulation/Collection

We finished weeding the adult nonfiction section, clearing up some shelf space and deselecting items that were outdated or no longer used. This freed up enough shelf space to move the young adult nonfiction books over to the end of the adult nonfiction and make some much-needed room on the teen and kid shelves.

Building and Grounds

We had a couple of interactions with the people from Tuff Shed regarding the shingles on the roof of our new shed, which kept blowing off. The second contractor to come confirmed our suspicions that the shingles had been installed incorrectly and fixed them.

Technology

Nothing to report.

Policies and Procedures

We received a Request for Reconsideration of a library resource from a community member this month. Since it's a young adult title, Christy and I will be reviewing the book and making a decision in the next thirty days regarding the item, per our Collection Development Policy.

Outreach and Publicity

Berthoud Weekly Surveyor readers were treated to an article about our recent ceiling tile painting project. We love being on the top half of the front page, so many thanks to the Surveyor staff.

Financial

As a local government, we opted out of FAMLl leave a couple years ago, but with the option to handle the wage reporting and premium deductions for any staff members who choose to opt into the program. The FAMLl division made multiple errors regarding our account and the account of a staff member who chose to opt in, which our payroll company is helping us correct.

Strategic Plan

Part of our operations strategy includes establishing efficient, smooth operations and demonstrating good fiscal management. Since it's been many years and a couple of bank buy-outs since the last time we chose a bank, we issued an RFP for banking services mid-month.

Meetings and Workshops

Amie— Present at PLA Conferences webinar, April 3; Introduction to Project Management class, March 5 and 6; Leading for Creativity: Habits and Practices to Shape the Work Environment webinar, March 11; Town Rebranding Focus Group meeting, March 12; ALA Advocacy webinar, March 13; Colorado State Library Directors Hot Topics meeting, March 20; A Very Merry Berthoud planning meeting, March 24; Statewide Internet Portal Authority meeting, March 26

Bella— Recite Me website accessibility meeting; 247 pdf remediation meeting

Sam—Sunshine and Stories podcast

Thora— Digital Navigators meeting; POPCO meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

April 4, 2025

March 2025 Youth Services Report to the Library Board

Events:

- Musical moments: March 3, 17, 31
- Story time Tuesdays, Wednesdays, and Fridays.
- Tinker Tots: 2 participants. This science class for 3-6 yo focused on the life cycle of a frog. This class is now offered on the first Friday instead of the first Thursday.
- Budding Artists: 10 participants This art class for 7yo + focused on art styles this month.
- Construct and Concoct: 0 participants
- Yoga: 1 participant Two were signed up. One participant called in sick.
- Fundamentals of play: 5 Participants This is a time for relaxing free play with lego and play doh.
- Dr. Seuss birthday storytime 3 participants.

Volunteers: Leslie and Shelby are back on Wednesdays for storytime, Tisha continues to lead the Musical Moments every other Monday. Sam filled in on March 17th for Tisha.

Professional Development:

Research reading about reading -

Proust and the squid: the story and science of the reading brain

Wolf & Stoodley - Harper Perennial - 2017

HOW WE READ NOW: strategic choices for print, screen, and audio

BARON - OXFORD UNIV PRESS US - 2022

I have applied to present the above reading for the ARSL convention in September. I have not heard if my presentation was accepted yet.

Display: Women's History Month, YA books that have not yet been checked out.

Children's area: A regular cleaning schedule has been put together and staff are taking turns taking the children's toys to be laundered once a month.

Request for reconsideration: March 21, 2025 the library received a request for reconsideration. The book in question has been taken off the shelf. Please see attached report for more information.

Dear members of the board and CEO of Berthoud Community Library District,

Recently a patron submitted a request for reconsideration for the book "Let's Talk About It" by Erika Moen and Matthew Nolan. This report will summarize the book through the lens of the Collection Policy for BCLD, analyze its adherence or deviation from the policy, and end with my recommendations.

Berthoud Community Library Statistics March 2025

Statistics	Mar-24	Mar-25	% change	YTD 2024	YTD 2025	% change
Circulation						
Circulation	4625	6473	40%	13946	19138	37%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	445	460	3%	1364	1338	-2%
People counter	3348	3541	6%	9964	10337	4%
3M Ebook	293	0	-100%	906	611	-33%
Overdrive	732	882	20%	2135	2567	20%
Comic+	0	0	#DIV/0!	0	0	#DIV/0!
Interlibrary Loans						
Number of items borrowed	21	31	48%	107	123	15%
Number of items loaned	51	53	4%	156	152	-3%
ASPENCAT						
Number of items borrowed	901	0	-100%	2578	1415	-45%
Number of items loaned	361	0	-100%	951	776	-18%
Registered Patrons						
New cards	56	91	63%	236	269	14%
Total number of card holders	10742	11588	8%	10742	11588	8%
Residents	8921	9568	7%	8921	9568	7%
Non-Residents	1821	2020	11%	1821	2020	11%
Collection						
Materials added	203	181	-11%	557	789	42%
Materials withdrawn	29	319	1000%	870	1455	67%
Total materials owned	25596	26034	2%	25596	26034	2%
Technology						
Computer use	296	348	18%	746	881	18%
Web usage	4200	4300	2%	20527	17400	-15%
Tech Coaching	262	152	-42%	744	623	-16%
Volunteer hours worked	15	14	-7%	69	60	-12%

Balance Sheet

Berthoud Community Library District

As of February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	\$937,854.81
ColoTrust	\$100,609.59
Independent Bank Savings	\$398,813.21
Building fund cash	
Total for Independent Bank Savings	\$398,813.21
Petty Cash	\$100.00
Programming supplies	\$1,205.84
Total for Bank Accounts	\$1,438,583.45
Accounts Receivable	
Other Current Assets	
15150 Payroll Clearing	
Building Fund CD 0405	
Building Fund CD 1014	\$13,518.60
Payroll Corrections	
Payroll Refunds	-\$36.49
Total for Other Current Assets	\$13,482.11
Total for Current Assets	\$1,452,065.56
Fixed Assets	
Building	\$60,000.00
Remodel	\$156,261.30
Total for Fixed Assets	\$216,261.30
Other Assets	
Deposits	
Total for Other Assets	0
Total for Assets	\$1,668,326.86

Balance Sheet

Berthoud Community Library District

As of February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-\$1,140.77
Total for Accounts Payable	-\$1,140.77
Credit Cards	
Other Current Liabilities	
22000 Payroll Liabilities	0
22100 CO Income Tax	\$236.00
22200 CO Unemployment Tax	-\$326.53
22300 Federal Taxes (941)	\$1,481.65
22400 Federal Unemployment (940)	\$39.16
Total for 22000 Payroll Liabilities	\$1,430.28
22001 Payroll Clearing	-\$466.28
Direct Deposit Liabilities	
Total for Other Current Liabilities	\$964.00
Total for Current Liabilities	-\$176.77
Long-term Liabilities	
TOB Roof Repairs	
Total for Long-term Liabilities	0
Total for Liabilities	-\$176.77
Equity	
Retained Earnings	\$1,358,087.69
Net Income	\$252,767.62
2011 Budget Transfer	
30000 Opening Balance Equity	\$1,733.86
Building Fund Reserve	\$13,107.90
Literacy Fund Reserve	\$12,806.56
Remodeling	
TABOR Reserve	\$30,000.00
Total for Equity	\$1,668,503.63
Total for Liabilities and Equity	\$1,668,326.86

Berthoud Community Library District
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
 January - December 2025

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
Copies	407.44	1,700.00	-1,292.56	23.97%
Donations	562.06	0.00	562.06	
Friends of the Library	0.00	3,500.00	-3,500.00	0.00%
Grants	0.00	9,200.00	-9,200.00	0.00%
Total Donations	\$ 562.06	\$ 12,700.00	-\$ 12,137.94	4.43%
Fees	286.29	500.00	-213.71	57.26%
Interest Earned	623.27	2,500.00	-1,876.73	24.93%
Property Tax	360,154.97	934,395.00	-574,240.03	38.54%
SOT Tax	14,037.50	45,000.00	-30,962.50	31.19%
Total Income	\$ 376,071.53	\$ 996,795.00	-\$ 620,723.47	37.73%
Gross Profit	\$ 376,071.53	\$ 996,795.00	-\$ 620,723.47	37.73%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	0.00	0.00	0.00	
60200 Medical/Dental/Vision	7,001.92	42,500.00	-35,498.08	16.48%
60250 Property & Liability	0.00	12,000.00	-12,000.00	0.00%
60350 Worker's Compensation	0.00	2,000.00	-2,000.00	0.00%
Total 60000 Insurance	\$ 7,001.92	\$ 56,500.00	-\$ 49,498.08	12.39%
66000 Payroll Expense	1,992.62	0.00	1,992.62	
66100 Payroll Tax Expense	6,152.51	46,500.00	-40,347.49	13.23%
66200 Salaries	74,077.48	420,000.00	-345,922.52	17.64%
Total 66000 Payroll Expense	\$ 82,222.61	\$ 466,500.00	-\$ 384,277.39	17.63%
Accounting / Payroll Service	446.00	12,000.00	-11,554.00	3.72%
Advertising	0.00	12,000.00	-12,000.00	0.00%
Attorney	6.00	15,000.00	-14,994.00	0.04%
Collection Development	0.00	0.00	0.00	
Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	688.34	5,000.00	-4,311.66	13.77%
Children's Audiobooks	216.95	1,500.00	-1,283.05	14.46%
DVD - Adult	522.59	4,000.00	-3,477.41	13.06%
DVD - Youth	139.43	1,500.00	-1,360.57	9.30%
Total Audiovisual	\$ 1,567.31	\$ 12,000.00	-\$ 10,432.69	13.06%
Digital Materials	0.00	0.00	0.00	
E Books	11,000.00	6,000.00	5,000.00	183.33%
Total Digital Materials	\$ 11,000.00	\$ 6,000.00	\$ 5,000.00	183.33%
Online Resources	278.09	15,000.00	-14,721.91	1.85%

Print Materials	0.00	0.00	0.00	
Adult	2,452.99	13,000.00	-10,547.01	18.87%
Children's	3,660.28	16,000.00	-12,339.72	22.88%
Periodicals	45.00	4,500.00	-4,455.00	1.00%
Total Print Materials	\$ 6,158.27	\$ 33,500.00	-\$ 27,341.73	18.38%
Video Streaming	1,500.00	1,500.00	0.00	100.00%
Total Collection Development	\$ 20,503.67	\$ 68,000.00	-\$ 47,496.33	30.15%
Copier Lease	572.33	3,500.00	-2,927.67	16.35%
Courier	0.00	5,500.00	-5,500.00	0.00%
Donation	0.00	3,500.00	-3,500.00	0.00%
Grants	0.00	9,200.00	-9,200.00	0.00%
Total Donation	\$ 0.00	\$ 12,700.00	-\$ 12,700.00	0.00%
Furnishings	0.00	3,000.00	-3,000.00	0.00%
Hospitality	281.58	1,000.00	-718.42	28.16%
Lost book refund	28.00	300.00	-272.00	9.33%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	0.00	3,000.00	-3,000.00	0.00%
Custodial Services	1,390.00	10,000.00	-8,610.00	13.90%
Lawn Care/Snow Removal	2,775.50	13,500.00	-10,724.50	20.56%
Repairs	322.32	25,000.00	-24,677.68	1.29%
Security/Alarm	307.07	3,500.00	-3,192.93	8.77%
Supplies	0.00	2,200.00	-2,200.00	0.00%
Window Cleaning	0.00	1,200.00	-1,200.00	0.00%
Total Maintenance	\$ 4,794.89	\$ 58,400.00	-\$ 53,605.11	8.21%
Medical	0.00	42,500.00	-42,500.00	0.00%
Pension	2,380.42	14,500.00	-12,119.58	16.42%
Professional Development	255.62	12,000.00	-11,744.38	2.13%
Professional Memberships	305.00	8,000.00	-7,695.00	3.81%
Programming	0.00	0.00	0.00	
Adult	326.79	30,000.00	-29,673.21	1.09%
Youth	2,847.65	30,000.00	-27,152.35	9.49%
Total Programming	\$ 3,174.44	\$ 60,000.00	-\$ 56,825.56	5.29%
Supplies	0.00	0.00	0.00	
Library Supplies	953.71	6,000.00	-5,046.29	15.90%
Office Supplies	216.18	3,500.00	-3,283.82	6.18%
Programming supplies	0.00	10,000.00	-10,000.00	0.00%
Staff Appreciation	0.00	2,000.00	-2,000.00	0.00%
Total Supplies	\$ 1,169.89	\$ 21,500.00	-\$ 20,330.11	5.44%
Tax Collection Fees	7,205.84	20,000.00	-12,794.16	36.03%
Technology	0.00	0.00	0.00	
Computer Maintenance	4,790.00	28,740.00	-23,950.00	16.67%
Hardware	0.00	8,000.00	-8,000.00	0.00%
ILS	3,280.00	3,500.00	-220.00	93.71%
Internet Connection	325.72	0.00	325.72	

Office Equipment	0.00	1,500.00	-1,500.00	0.00%
Software	114.99	15,000.00	-14,885.01	0.77%
Total Technology	\$ 8,510.71	\$ 56,740.00	-\$ 48,229.29	15.00%
Telephone	139.85	0.00	139.85	
Utilities	0.00	0.00	0.00	
Data Connection	468.63	7,000.00	-6,531.37	6.69%
Power	1,161.07	12,000.00	-10,838.93	9.68%
Trash Removal	80.00	500.00	-420.00	16.00%
Water	238.75	2,000.00	-1,761.25	11.94%
Total Utilities	\$ 1,948.45	\$ 21,500.00	-\$ 19,551.55	9.06%
Total Expenses	\$ 140,947.22	\$ 971,140.00	-\$ 830,192.78	14.51%
Net Operating Income	\$ 235,124.31	\$ 25,655.00	\$ 209,469.31	916.49%
Net Income	\$ 235,124.31	\$ 25,655.00	\$ 209,469.31	916.49%

Monday, Mar 10, 2025 08:57:42 AM GMT-7 - Accrual Basis

Expenses by Vendor Summary

Berthoud Community Library District

February 1-28, 2025

VENDOR	TOTAL
	39,627.92
Aflac	309.00
AJ's Backflow Testing , LLC	150.00
Canon Financial Services, Inc.	275.78
Cardmember Services	1,341.21
Center Point Large Print	50.34
Charles Schwab	1,190.21
Colorado Library Consortium	3,280.00
Comcast - Business	937.26
CU Science Discovery	215.00
Denise Gard	325.00
EasyTrack Payroll	198.00
Ingram	2,965.66
Lamar Public Library	28.00
McCrary and Sons LLC	640.00
Midwest Tape	845.77
Mountain View Commercial Cleaning	1,390.00
ODP Business Solutions LLC	67.35
Public Sector Health Care Group	3,427.62
RCOM Computer Services	4,380.00
Think 360 Arts	922.50
Town of Berthoud - Water	122.13
United Waste Systems	80.00
Xcel Energy	1,118.11
TOTAL	\$63,886.86

Date	Name	Amount
2/3/2025	Amazon.com*ZC0NZ2YG0 Amzn.com/bill WA	-16.92
2/5/2025	REAL WORLD TRAINING 214-5150577 TX	-29.95 - quickbooks training
2/5/2025	AMAZON MKTPL*Z713G7XC0 Amzn.com/bill WA	-146.09
2/6/2025	DicksSportingGoods.com Coraopolis PA	-97.21 - Summer learning
2/6/2025	SP MARLEY AND MOOSE BERTHOUD CO	-100.00 - Summer learning
2/6/2025	SQ *WILDFIRE COMMUNITY BERTHOUD CO	-65.00 - Summer learning
2/6/2025	SQ *RISE ARTISAN BREAD Berthoud CO	-50.00 - Summer learning
2/7/2025	BERTHOUD A&W BERTHOUD CO	-25.00 - Summer learning
2/10/2025	OTC BRANDS *OTC BRAND OMAHA NE	-60.55 } Summer learning
2/10/2025	OTC BRANDS *OTC BRAND OMAHA NE	-34.74 }
2/12/2025	ADOBE *ADOBE 4085366000 CA	-20.59 - monthly fee
2/13/2025	USPS PO 0707200378 BERTHOUD CO	-5.38 - return book
2/13/2025	BERTHOUD AREA CHAMBER BERTHOUD CO	-120.00 - Gala tickets
2/14/2025	AMAZON MKTPL*RF1XP3BZ3 Amzn.com/bill WA	-58.97
2/14/2025	AMZN Mktpl US*2K0AF6B83 Amzn.com/bill WA	-41.75
2/18/2025	AMERICAN LIBRARY ASSOC CHICAGO IL	-57.67 - Class
2/18/2025	Amazon Prime*537PI54J3 Amzn.com/bill WA	-139.00
2/21/2025	INTERNET PAYMENT THANK YOU	1354.20
2/25/2025	USPS PO 0707200378 BERTHOUD CO	-5.38 - return book
2/27/2025	FSP*CAL-COASSOCLIBRARI ARVADA CO	-150.00 - membership Diana

Credit
card
purchases