

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, January 10, 2024
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office
- IV. Election of Officers
- V. Public Participation
- VI. Approval of Board Meeting Minutes of December 6, 2023
- VII. Reports
 - CEO's report
 - Statistics
 - Financial report
- VIII. Acceptance of Expenditures
- IX. Strategic Plan
- X. Old Business
- XI. New Business
 - Annual Administrative Resolution
 - Policy Review, 2024 Schedule
 - 2024 Projects and Goals
 - Other business
- XII. Adjournment

Next Meeting: February 14, 2024

**Berthoud Community Library District
2024 Budget Hearing Minutes
Date: Wednesday December 6, 2023
7:00 pm
236 Welch Ave, Berthoud, CO**

Call to Order: Julie Oelman called the meeting to order at 7:06 pm

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

Public Participation - Ella Dratch (Guest)

Budget Hearing: **Motion 1223-01** to approve the Budget Proposal for 2024 made, seconded and carried. Adjustments will be made if needed.

Adjournment: Julie Oelman adjourned the meeting at 7:15pm

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday December 6, 2023
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:15 pm

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

Public Participation - Ella Dratch (Guest)

Consent Agenda:

Motion 1223-01 – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services report, Financials, Statistics and Expenditures.

Strategic Plan: Amie Pilla presented all of the completed and active actions for the Library Operations, Library Community, and Library Innovation strategies.

New Business: Wellness Leave Policy: Amie Pilla reviewed the Wellness Leave Policy for employees which were piloted for one year.

Motion 1223-02 made, seconded and carried to make the Policy permanent.

2024 Library Closures for 2024 was discussed. Motion 1223-03 made, seconded and carried to approve the Library Closures for 2024

Board Meeting calendar was presented.

Staff appreciation: Amie Pilla purchased gift certificates for the staff for restaurants of their choosing. The Board members signed Thank-you cards for the staff.

Julie Oelman adjourned the regular Board Meeting at 8:03 pm.

Next Meeting: January 10, 2024

Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
December 2023

Library Operations and Services

Personnel

Many of our staff members were able to use Wellness Leave and vacation time to spend some time away from the library during the month. All staff members were flexible and accommodating to make sure that everyone had the chance for a break during the holidays but the library still ran smoothly.

Classes/Services

Due to Christy's extended absence from the building this month, our storytime families got to experience a storytime with 5 different staff members during the month. Christy, Amie, Thora, Sarah, and Bella all presented at least one storytime. Other staff members also filled in to help present Construct and Concoct for the teens and the annual Winter Wonderland party for families.

Circulation/Collection

We spent a good portion of the last two weeks of the month completing inventory of all our circulating material. We have to take each item off the shelf, scan the barcode, and then put it back where it belongs. After completing the process and running the appropriate reports, we had only 16 items unaccounted for from the entire collection.

Building and Grounds

The urinal in the men's room has given us trouble for some time, and finally needed a full valve replacement this month. It now works just as it should. We used funding from an undesignated donation given to the library this month to cover the cost of the repairs.

Technology

Though it took a couple months from start to finish, our internet speed upgrade project is complete. We have a new router and new account with Comcast that gives us about ten times the internet speed we had previously for almost the same cost.

Policies and Procedures

Nothing to report.

Outreach and Publicity

We posted our final podcast episode for the 2024 season. We did an interview with Tiffany Brodie from Berthoud's Habitat for Humanity, and the episode had 15 listens in the first 12 hours it was available.

Financial

We were able to work within the adjusted schedule for filing our 2024 budget paperwork and submitted the appropriate documents to the county and state agencies before the end of the year.

The Friends of the Library's annual Silent Auction wrapped up early in the month. The Friends set a new record, raising over \$8,000 in funding through the auction.

Strategic Plan

From a statistical standpoint, 2023 was the library's best year ever. Checkouts, e-book use, programming attendance, new library cards, and almost every other category that we track was higher in 2023 than in 2022.

Meetings and Workshops

Amie— Larimer County Library Directors meeting; CLiC Spring Workshop Presenter Training

Diane— HR Fundamentals, two-day course through Employers Council

Thora— Digital Navigators of Larimer County meeting; League of Women Voters meeting; Colorado Office of Film Television and Media meeting; 970West Studio - Mesa County Libraries meeting; Northern Colorado Credit Union meeting; Philosophy Outreach Program of Colorado (POPCO) University of Colorado, Boulder meeting

Grants and Gifts

\$500 undesignated donation

Respectfully submitted,
Amie Pilla
January 5, 2024

**Berthoud Community Library District
Statistics December 2023**

Statistics	Dec-22	Dec-23	% change	YTD 2022	YTD 2023	% change
Circulation						
Circulation	3689	4052	10%	50072	53720	7%
Reference Questions	44400	45292	2%	44400	45292	2%
Program attendance	183	289	58%	1896	3896	105%
People counter	2671	2542	-5%	26369	35253	34%
3M Ebook	226	0	-100%	2681	3169	18%
Overdrive	362	554	53%	1119	4544	306%
Interlibrary Loans						
Number of items borrowed	7	43	514%	100	208	108%
Number of items loaned	0	27	#DIV/0!	0	122	#DIV/0!
AspenCat						
Borrowed	663	801	21%	5216	8490	63%
Loaned	356	348	-2%	3508	3968	13%
Registered Patrons						
New cards	33	48	45%	572	790	38%
Total number of card holders	9722	10511	8%	9722	10511	8%
Residents	8087	8745	8%	8087	8745	8%
Non- Resident	1635	1766	8%	1635	1766	8%
Collection						
Materials added	180	163	-9%	2325	2501	8%
Materials withdrawn	29	24	-17%	1824	1969	8%
Total materials owned	25380	25918	2%	25380	25918	2%
Technology						
Computer use	209	182	-13%	2739	2264	-17%
Web usage	555	11000	1882%	29854	44671	50%
Tech Coaching	177	226	28%	1124	1527	36%
Volunteer hours worked	13	12	-8%	86	419	387%
Hours Community room was used by non-library people in 2023	101	122				

Berthoud Community Library District
Balance Sheet
 As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,418.62
Petty Cash	100.00
10000 · Independent Bank Checking	485,929.99
Total Checking/Savings	816,448.61
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	829,967.21
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,046,228.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	612.08
Total Accounts Payable	612.08
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	14,936.78
Total Liabilities	14,936.78
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	134,929.50
Total Equity	1,031,291.73
TOTAL LIABILITIES & EQUITY	1,046,228.51

Berthoud Community Library District Profit & Loss Budget vs. Actual

January through December 2023

Accrual Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Copies	1,571.30	700.00	871.30	224.5%
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	923.93	1,000.00	-76.07	92.4%
Total Donations	23,354.08	13,800.00	9,554.08	169.2%
Fees	678.86	500.00	178.86	135.8%
Interest Earned	6,276.19	100.00	6,176.19	6,276.2%
Property Tax	724,598.68	709,274.00	15,324.68	102.2%
Reserve Fund/Remodel	0.00	0.00	0.00	0.0%
SOT Tax	20,798.60	40,000.00	-19,201.40	52.0%
47200 - Program Income	12.00			
Total Income	777,289.71	764,374.00	12,915.71	101.7%
Gross Profit	777,289.71	764,374.00	12,915.71	101.7%
Expense				
Accounting / Payroll Service	11,021.00	12,000.00	-979.00	91.8%
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	3,966.59	5,000.00	-1,033.41	79.3%
Children's Audiobooks	1,071.33	1,500.00	-428.67	71.4%
DVD - Adult	3,927.78	4,000.00	-72.22	98.2%
DVD - Youth	227.92	1,500.00	-1,272.08	15.2%
Audiovisual - Other	141.95			
Total Audiovisual	9,335.57	12,000.00	-2,664.43	77.8%
Digital Materials				
E Books	4,000.00	4,000.00	0.00	100.0%
Total Digital Materials	4,000.00	4,000.00	0.00	100.0%
Online Resources	4,422.35	11,000.00	-6,577.65	40.2%
Print Materials				
Adult	12,113.82	16,000.00	-3,886.18	75.7%
Children's	11,685.64	16,000.00	-4,314.36	73.0%
Periodicals	1,914.45	3,500.00	-1,585.55	54.7%
Total Print Materials	25,713.91	35,500.00	-9,786.09	72.4%
Video Streaming	500.00	500.00	0.00	100.0%
Total Collection Development	43,971.83	63,000.00	-19,028.17	69.8%
Copier Lease	2,872.48	3,500.00	-627.52	82.1%
Courier	3,790.89	4,000.00	-209.11	94.8%
Donation				
Grants	8,927.85	8,200.00	727.85	106.9%
Memorials/Designated	13,470.74	4,600.00	8,870.74	292.8%
Undesignated	87.78	1,000.00	-912.22	8.8%
Total Donation	22,486.37	13,800.00	8,686.37	162.9%
Furnishings	51,340.85	50,000.00	1,340.85	102.7%
Hospitality	251.88	750.00	-498.12	33.6%
Lost book refund	269.37	250.00	19.37	107.7%
Maintenance				
Carpet Cleaning	0.00	2,500.00	-2,500.00	0.0%
Custodial Services	5,700.00	10,000.00	-4,300.00	57.0%
Lawn Care/Snow Removal	3,860.85	10,000.00	-6,139.15	38.6%
Repairs	4,717.30	15,000.00	-10,282.70	31.4%
Security/Alarm	1,127.20	300.00	827.20	375.7%
Supplies	1,195.52	1,500.00	-304.48	79.7%
Total Maintenance	16,600.87	39,300.00	-22,699.13	42.2%
Pension	11,230.72	14,000.00	-2,769.28	80.2%
Professional Development	8,518.05	10,000.00	-1,481.95	85.2%
Professional Memberships	4,570.00	5,600.00	-1,030.00	81.6%
Programming				
Adult	2,743.89	3,500.00	-756.11	78.4%
Youth	4,069.17	5,500.00	-1,430.83	74.0%
Total Programming	6,813.06	9,000.00	-2,186.94	75.7%
Reserves	8,353.27	50,000.00	-41,646.73	16.7%
Supplies				
Library Supplies	3,377.06	3,500.00	-122.94	96.5%
Office Supplies	2,253.38	2,700.00	-446.62	83.5%
Programming supplies	1,988.33	2,500.00	-511.67	79.5%
Staff Appreciation	54.03	1,500.00	-1,445.97	3.6%
Total Supplies	7,672.80	10,200.00	-2,527.20	75.2%

Berthoud Community Library District Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Tax Collection Fees	9,773.58	17,000.00	-7,226.42	57.5%
Technology				
Computer Maintenance	23,920.00	8,400.00	15,520.00	284.8%
Hardware	19,307.07	5,000.00	14,307.07	386.1%
ILS	2,153.50	2,500.00	-346.50	86.1%
Internet Connection	3,000.16	3,200.00	-199.84	93.8%
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	50,195.52	27,600.00	22,595.52	181.9%
Telephone	1,404.08	2,200.00	-795.92	63.8%
Utilities	11,380.82	12,000.00	-619.18	94.8%
60000 · Insurance				
60100 · Aflac	-427.04			
60200 · Medical/Dental/Vision	31,376.45	40,000.00	-8,623.55	78.4%
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	41,363.41	49,200.00	-7,836.59	84.1%
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	24,615.71	34,000.00	-9,384.29	72.4%
66200 · Salaries	316,414.44	345,000.00	-28,585.56	91.7%
Total 66000 · Payroll Expense	341,030.15	379,000.00	-37,969.85	90.0%
66900 · Reconciliation Discrepancies	-116.80			
Total Expense	662,494.27	799,400.00	-136,905.73	82.9%
Net Ordinary Income	114,795.44	-35,026.00	149,821.44	-327.7%
Net Income	114,795.44	-35,026.00	149,821.44	-327.7%

11:05 AM
12/05/23
Accrual Basis

Berthoud Community Library District
Expenses by Vendor Summary
November 2023

	<u>Nov 23</u>
Aflac	245.04
Berthoud Weekly Surveyor	33.36
Business Products Deluxe Bus. Sys	98.89
Canon Financial Services, Inc.	294.51
Cardmember Services	185.48
Center Point Large Print	49.14
Charles Schwab	1,082.46
Christy Headrick	5.07
Colorado Library Consortium	591.70
Colorado Special Districts	10,414.00
Comcast	126.90
Comcast - Busniess	174.69
Dolores County Public Library	11.00
EasyTrack Payroll	186.00
Hay's Market	82.30
Ingram	3,277.41
McCrary and Sons LLC	262.50
MetLife	163.43
Midwest Tape	814.76
Mountain View Commercial Cleaning	951.17
PS Planning Solutions	1,300.00
Public Sector Health Care Group	3,013.48
RCOM Computer Services	2,395.00
Town of Berthoud - Water	141.99
United Waste Systems	40.00
Xcel Energy	1,042.18
TOTAL	<u>26,982.46</u>

Full Cash Requirements Report

November 20 to December 3, 2023

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

Total Cash Remitted By Gusto	\$13,238.63
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$13,396.48

Debits Summary: Debit Date 2023-12-05

Total Direct Deposits	\$9,482.32
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,756.31
Total Debit	\$13,238.63

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

October 23 to November 5, 2023

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

Total Cash Remitted By Gusto	\$13,240.15
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$13,398.00

Debits Summary: Debit Date 2023-11-07

Total Direct Deposits	\$9,482.31
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,757.84
Total Debit	\$13,240.15

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

November 6 to November 19, 2023

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

Total Cash Remitted By Gusto	\$13,310.38
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$13,468.23

Debits Summary: Debit Date 2023-11-20

Total Direct Deposits	\$9,539.12
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,771.26
Total Debit	\$13,310.38

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

Date	Name	Amount	
11/13/2023	SQ *COCINA BURRITOS Berthoud CO	-86.25	Food for Thoughts
11/16/2023	AMZN Mktp US*Q41MS37H3 Amzn.com/bill WA	-22.79	
11/16/2023	AMZN Mktp US*SE0XY6Q63 Amzn.com/bill WA	-35.77	
11/17/2023	OTC BRANDS INC OMAHA NE	-63.54	-winter wonderland
11/17/2023	JERRY'S ARTARAMA 800-827-8478 NC	-150	staff apprec
11/20/2023	WIX.COM 14156399034 CA	-324	- website
11/20/2023	TST* TANGERINE - LONGM Longmont CO	-30.66	- Amie Lunch
11/27/2023	SMORE.COM PITTSBURGH PA	-254.21	- newsletter software
11/29/2023	SQ *STYLE CURATED Berthoud CO	-150	} Staff Apprec
11/29/2023	SQ *AUSSIE'S POKE PITS Loveland CO	-50	
11/29/2023	SQ *THE SOURCE ZERO NO Berthoud CO CO	-50	
11/30/2023	KO-FE DRIVE THRU BERTHOUD CO	-30	-Top 3 borrowers
11/30/2023	NEW ASIAN CAFE BERTHOUD CO	-50	staff apprec

**CERTIFIED COPY OF ANNUAL ADMINISTRATIVE RESOLUTION OF THE
BERTHOUD COMMUNITY LIBRARY DISTRICT**

2024

STATE OF COLORADO)

) ss.

COUNTY OF LARIMER)

At a regular meeting of the Board of Trustees of the Berthoud Community Library District, Town of Berthoud, Larimer County, Colorado, held at 7:00 p.m., January 10th at the Berthoud Community Library, 236 Welch Avenue, Berthoud, Colorado, the following Trustees were present:

Julie Oelman, President

Amanda Thorstensen, Vice President

Melissa Robinson, Secretary

Kathleen Mitchell

Alyson Dratch

The following proceedings were had and done, to wit:

It was moved by Trustee _____ to adopt the following Resolution and ratify actions taken in connection herewith:

WHEREAS, the Berthoud Community Library District (the “District”) was organized as a library district pursuant to §24-90-101 *et seq.*, C.R.S.; and

WHEREAS, the Board of Trustees of the District has a duty to perform certain obligations in order to assure the efficient operation of the District; and

WHEREAS, Colorado statutes require the Board to publish legal notices in a newspaper of general circulation in the District chosen as the newspaper for official publications; and

WHEREAS, § 24-90-109(1)(a), C.R.S. requires that a copy of the District’s bylaws shall be filed with the State Library; and

WHEREAS, § 24-90-109(1)(k), C.R.S. authorizes the Board of Trustees to bond persons entrusted with library funds; and

WHEREAS, Section 24-90-109(1)(p.5), C.R.S requires the District to maintain a current, accurate map of the legal service area and provide for it to be on file with the State Library; and

WHEREAS, § 24-90-109(2.5), C.R.S. requires the Board of Trustees to respond to a survey by the state library at the close of each calendar year; and

WHEREAS, the statutes require that the Board of Trustees to meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, § 24-6-402(2)(c), C.R.S. specifies the duty of the Board of Trustees to designate a public posting place within the boundaries of the District for notices of meeting, in addition to any other means of notice; and

WHEREAS, in accordance with the Colorado Governmental Immunity Act, the Board is given authority to obtain insurance against liability for injuries for which the District may be liable under the Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

WHEREAS, concerning the public records of the District, § 24-72-202(2), C.R.S. defines “Official Custodian” to mean and include any officer or employee of any political subdivision of the state who is responsible for the maintenance, care, and keeping of public records, regardless of whether the records are in his or her actual personal custody and control; and

WHEREAS, the Local Government Budget Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S. requires the Board to hold a public hearing on proposed budgets and amendments thereto, to adopt budgets, and to file copies of the budgets and amendments thereto; and

WHEREAS, the Board of Trustees desires to appoint a finance officer for the District to assist with providing financial services and to assist with the financial operations of the District, and who shall also be designed as the budget officer required to prepare and submit to the Board a proposed District budget by October 15, pursuant to §§ 29-1-104 and 29-1-105(3)(d), C.R.S. ; and

WHEREAS, § 29-1-205, C.R.S. requires the District to prepare an informational listing on an annual basis of all contracts in effect with other political subdivisions; and

WHEREAS, if required under § 29-1-603, C.R.S., the governing body of the District shall cause to be made an annual basis of all contracts in effect with other political subdivisions; and

WHEREAS, the statutes requires the Board to elect officers, including a Chairman of the Board and President of the District, and a Secretary, who may be member of the Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BERTHOUD COMMUNITY LIBRARY DISTRICT THAT:

1. The Board designates the *Berthoud Surveyor* as the official newspaper of general circulation within the boundaries of the District, or in the vicinity of the District if none is circulated within District, and directs that all legal notices shall be published in accordance with applicable law therein.
2. The Board directs the Chief Executive Officer to file a copy of the District bylaws with the State Library.

3. The Board directs the Chief Executive Officer to obtain bonding for the persons entrusted with the Library funds.
4. The Board directs the Chief Executive Officer to maintain a current, accurate map and file it with the State Library
5. The Board directs the Chief Executive Officer to complete the annual questionnaire submitted by the State Library at the end of each year.
6. The Board will hold its regular meetings on the second Wednesday of every month at 7:00 p.m. at the Berthoud Community Library at 236 Welch Avenue, Berthoud, Colorado.
7. Regular and Special Meeting notices shall be posted at the Berthoud Community Library District at 236 Welch Avenue, Berthoud, Colorado and on the website of Berthoud Community Library at www.berthoudcommunitylibrary.org.
8. The Board directs the Chief Executive Officer to obtain quotes and maintain insurance for the District, to insure the Trustees acting with the scope of employment by the Board against all or any part of liability for an injury; to insure against the expense of defending a claim for injury against the District, its staff or its Board. The Board will annually review all insurance policies in effect.
9. The Board designates the Chief Executive Officer to serve as the official custodian of public records for the District, who shall coordinate with legal counsel to the extent it maintains any public records.
10. The Board designates Amie Pilla, Chief Executive Officer, as the District's Finance Officer. The Board designates the Finance Officer to serve as the budget officer, and to submit a proposed budget to the Board by October 15, and, in cooperation with legal counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levy on or before December 15; and to file the approved budgets and amendments thereto with the proper governmental agencies in accordance with the Local Government Budget Law of Colorado.
11. The Board directs the Chief Executive Officer to prepare and file an informational listing of all contracts in effect with other political subdivisions with the Division of Local Government on or before February 1.

- 12. The Board directs the District Chief Executive Officer to prepare or cause to be prepared for the State Auditor, if required, an audit of the financial statements annually or as required by state law.

- 13. The Board acknowledges the terms of the Board of Trustees as set forth below and directs the Chief Executive Officer to provide notice to the Board by June 1 of each year of any terms due to expire in December of the year:

- Julie Oelman (term expires December 2024)
- Kathleen Mitchell (term expires December 2024)
- Amanda Thorstensen (term expires December 2025)
- Karen Anderson (term expires December 2026)
- Alyson Dratch (term expires December 2026)
- Melissa Robinson (term expires December 2027)
- Bob Latchaw (term expires December 2027)

The District Board elects the following officers for the District:

- President – Julie Oelman
- Vice President – Amanda Thorstensen
- Secretary – Melissa Robinson

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The motion was seconded by Trustee_____. Upon vote, the motion was unanimously carried. The President declared the motion carried and so ordered.

ADOPTED AND APPROVED THE 10th DAY OF JANUARY, 2024.

Berthoud Community Library District

By: _____

President – Julie Oelman

ATTEST:

By: _____

Secretary – Melissa Robinson