

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, July 12, 2023
7:00 P.M.
236 Welch Ave, Berthoud and Zoom

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - Approval of Board Meeting Minutes of June 14, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Approval of 2022 Financial Statements with Independent Auditor's Report
- VI. Old Business
- VII. New Business
 - Upcoming Board Vacancies
 - Other business
- VIII. Adjournment

Next Meeting: August 9, 2023

Meeting ID: 867 8340 9946
Passcode: 803897

Berthoud Community Library District

Regular Board Meeting Minutes

Date: Wednesday June 14, 2023

7:00 pm

236 Welch Ave, Berthoud, CO and ZOOM

Call to Order: Julie Oelman called the meeting to order at 7:02 pm

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

Public Participation - None

Consent Agenda:

Motion 0623-01 – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services Reports, Statistics, Financial Reports and Expenditures.

Strategic Plan: Amie Pilla presented the update to the June 2023 plan.

Policy Review: **Motion 0623-02** made, seconded and carried to accept the Employee Handbook as amended.

Financial Policy – still under review

Youth Services Policy: Bob Latchaw and Julie Oelman will review.

Old Business:

Total Compensation Audit: The staff will review. The number of holiday closures and which holidays should be considered was discussed.

New Business:

Financial Audit: Amie Pilla will send the report to Board Members for their review and submit comments/questions in one week.

Other Business: None

Julie Oelman adjourned the meeting at 9:08 pm

Next Meeting: July 12, 2023

Respectfully Submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
June 2023

Library Operations and Services

Personnel

Jennifer Miller resigned from her position on June 15. As a result, we are shuffling job duties among some of the other staff members here and working on developing a new position and job description to get us up to a full staff.

Classes/Services

Rick from RCom presented a class on cybersecurity early in the month. Ten people attended and stayed late to get all the information they could to protect themselves while using the internet. Many thanks to Rick for an excellent and informative presentation.

Our focus during June and July is on the annual Summer Learning Initiative. We host weekly events for families on Wednesday afternoons and for teen/tweens on Thursday afternoons. In addition, people of all ages are invited to track their reading and earn tickets to enter our prize drawings. Participation has been steady throughout June, and we anticipate that continuing all the way through to the first part of August.

Circulation/Collection

Diane weeded the adult fiction section during the month to free up some shelf space for all the new books we've been ordering.

Building and Grounds

Nothing to report.

Technology

We experienced sporadic internet outages throughout the month, in part caused by all the work happening with utilities around town and in part caused by Comcast adjusting settings on our accounts without informing us. RCom is working on getting us a new gateway device in July that will hopefully cut back on some of those interruptions.

Policies and Procedures

We distributed copies of the updated Employee Handbook to all staff members.

Outreach and Publicity

The Chamber of Commerce hosted their annual Berthoud Day on June 3. As part of their efforts to have more volunteers to run the event, the Chamber decided to pay a small amount to local nonprofits in exchange for volunteer time. I volunteered for part of the morning, and the Friends of the Berthoud Library will receive a small donation.

Bella created a Library Card Design Contest. Kids in our community were able to submit their designs for a limited-edition library card, and community members voted for their favorites. That new design will debut during National Library Card Signup Month in September.

Financial

Nothing to report.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Larimer Connects Exercise, June 6; Friends of the Library Meeting, June 7; Larimer County Digital Navigator Meeting, June 14; Internship Evaluation Meeting, June 20; Federal Infrastructure Grant Webinar, June 27; SDA Legislative Update, June 27

Diane— MacMillan Fall Preview Webinar; Summer Scares Webinar; Indie Press Fall Preview Webinar; Koha Users Group Meeting

Kelly— Financial Peace University, Nine Courses

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
July 10, 2023

June report to the board

Finance: purchased print materials from Kids Reference and Ingram. I plan to ask Friends for funding to replace the AWE computer.

Events:

Musical Moments: Volunteer Tish Goodemate leads preschool music classes every other Friday in June beginning June 2nd at 4 p.m. She averaged 11 participants per class.

Story time participation: 35 average in Wed / Friday storytime

Summer Learning Performers: 57 average Wednesday family events

Summer Learning Tween / Teen events: 8 average Thursday events

Weeding the collection: J fiction

Volunteers: Tish, Parker, Carson, Scott, Ian, Derek, Van, Zane, Keegan. All of my volunteers have been punctual and helpful. I'm very pleased to have the crew I do this summer. There have been 143 volunteer hours in June 2023.

Partnerships: The fire department brought over books and coloring books talking about fire safety for us to give away, they've been well received. The Cornerstone Cafe / New Freedom Church has opened the sanctuary to the library for our summer performers again. I've been very pleased with performers and participation, there have been two "bumps" that I need to mitigate in the future (one being a fire door was found open the following morning exiting the sanctuary, the other was resetting the room as the church wants it).

Summer Learning Initiative: We have 294 youth registrations. 34 participants are 13 - 17. We've given out 78 drawing tickets and around 50 prizes from the treasure chest.

Respectfully submitted by Christy Headrick

**Berthoud Community Library District
Statistics June 2023**

Statistics	Jun-22	Jun-23	% change	YTD 2022	YTD 2023	% change
Circulation						
Circulation	5252	5473	4%	24471	25923	6%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	242	643	166%	1403	2356	68%
People counter	3412	3555	4%	17116	17314	1%
3M Ebook	290	280	-3%	1437	1681	17%
OverDrive	270	445	65%	1072	2094	95%
Interlibrary Loans						
Number of items borrowed	13	10	-23%	52	52	0%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
ASPENCAT						
Borrowed	570		-100%	3171	3549	12%
Loaned	292		-100%	1600	1635	2%
Registered Patrons						
New cards	82	91	11%	367	374	2%
Total number of card holders	9288	10088	9%	9288	10088	9%
Residents	7714	8384	9%	7714	8384	9%
Non-Residents	1574	1704	8%	1574	1704	8%
Collection						
Materials added	193	176	-9%	1074	1170	9%
Materials withdrawn	22	389	1668%	1655	1682	2%
Total materials owned	24352	24581	1%	24352	24581	1%
Technology						
Computer use	255	303	19%	1323	1086	-18%
Web usage	3453	4364	26%	20321	23596	16%
Tech Coaching	179	197	10%	1203	1002	-17%
Volunteer hours worked	28	159	468%	28	215	666%

Berthoud Community Library District
Balance Sheet
 As of June 13, 2023

	Jun 13, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,212.35
Petty Cash	100.00
10000 · Independent Bank Checking	535,547.93
Total Checking/Savings	865,860.28
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	879,378.88
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,095,640.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-20.29
Total Accounts Payable	-20.29
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	14,304.41
Total Liabilities	14,304.41
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	184,973.54
Total Equity	1,081,335.77
TOTAL LIABILITIES & EQUITY	1,095,640.18

**Berthoud Community Library District
 Expenses by Vendor Summary
 May 2023**

	<u>May 23</u>	
Ace Hardware	18.96	
Aflac	349.22	
Berthoud Chamber	250.00	
Blind Solutions of Colorado	497.77	- Blind for office
Canon Financial Services, Inc.	270.00	
Cardmember Services	8,274.64	
Center Point Large Print	49.14	
Charles Schwab	900.19	
Colorado Library Consortium	2,672.35	- EBSCO Renewal
Comcast	126.90	
Demco - supplies	664.63	
Dolores County Public Library	20.00	- Lost Book
EasyTrack Payroll	156.77	
Hay's Market	50.32	
High Plains Library District	25.00	- Lost Book
Hinkle & Company , PC	5,000.00	- Audit
Ingram	1,843.63	
Integrated Safety Service	107.50	- Fire Extinguisher Repair
Jones Plumbing	573.79	- Fountain Repair
Julia Mcgee	59.98	- Refund of host item
Kanopy Inc.	500.00	
Kids Reference Company	92.92	
MetLife	208.36	
Midwest Tape	984.91	
ODP Business Solutions LLC	150.72	
PS Planning Solutions	1,800.00	- Remodel
Public Sector Health Care Group	3,766.85	
RCOM Computer Services	2,395.00	
Salida Circus	350.00	- SLI Program
Scholastic Inc.	351.94	
Smart Marketing with EasyChair Media	449.10	
Town of Berthoud - Water	109.59	
United Waste Systems	40.00	
Xcel Energy	596.59	
TOTAL	<u>33,706.77</u>	