

**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, August 11, 2021**  
**7:00 P.M.**  
**Library Community Room/ Zoom Hybrid Meeting**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Karen Anderson, Oath of Office
- IV. Public Participation
- V. Approval of Board Meeting Minutes of July 14, 2021
- VI. Reports
  - CEO's report
  - Youth Services report
  - Statistics
  - Financial report
- VII. Acceptance of Expenditures
- VIII. Old Business
  - Master Plan/Owners Representative Update
  - Policy Review
  - Use of Surveillance Policy
- IX. New Business
  - Covid-19 Updates
  - Other business
- X. Adjournment

Next Regular Meeting: September 8, 2021  
Next Special Meeting: August 25, 2021

Zoom Meeting ID: 827 5731 7634  
Zoom Meeting Password: **487032**

## **Berthoud Community Library District**

### **Board Meeting Minutes**

**Date: July 14, 2021**

**Call to Order:** Lorna Greene called the July 14, 2021 meeting to order at 7:01 pm. Combination in-person and ZOOM.

**Roll Call in Attendance:** Trustees: Lorna Greene, Vickie Dunn, Melissa Robinson, Kathleen Mitchell, Julie Oelman, Bob Latchaw and Library CEO Amie Pilla.

**Public Participation:** Karen Anderson, Quintin Rockwell, John Britz, Liam O'Connell.

#### **Approval of Board Meeting Minutes**

**Motion 0721-01** to approve Board minutes of June 9, 2021 made, seconded and carried.

**CEO's Report:** Amie Pilla presented the CEO report.

**Youth Services Report:** Christy Headrick submitted the Youth Services Report.

**Statistics:** Amie presented the statistics for June, 2021

#### **Financial Reports:**

**Motion 0721-02** to accept May 2021 Financial Report made, seconded and carried.

**Motion -0721-03** to accept May 2021 expenditures, made, seconded and carried.

**Motion 0721-04** to accept June 2021 Financial reports made, seconded and carried.

**Motion 0721-05** to accept June 2021 Expenditures made, seconded and carried.

#### **Old Business**

#### **Master Plan: Owners Representative Update**

Quintin Rockwell of Wember and John Britz of Britz submitted a report on the Master Plan Capital Project and the public engagement process and timeline.

**Meeting Tuesday July 20 7:00 via ZOOM to work with Campaign ideas. All invited to attend.**

**Policy Reviews:**

**Record Retention Policy.** Julie Oelman and Kathleen Mitchell will assist Jennifer Miller in reviewing and updating the records.

**Surveillance Policy:** Lorna Greene and Bob Latchaw will review the Surveillance Policy and usage.

**New Business:**

**Computer Usage Update:** The Board decided that all of the computers can now be utilized by Library Users. A sign will be posted, and/or a document with the policy and recommendations, will be available at the computer stations.

**Other Business:**

**Outreach Opportunities:**

**Farmer's Market:** Last Saturday of the month (July, August, And September) from 8:30 -noon. The Library will have a booth and Board Members are encouraged to help.

**Heron Pointe Block Party, August 14 - 11:00 am-3:30 pm**

(Celebration of 100% occupied.) Library will have a booth and Board Members should let Amie know if they can help.

Lorna Greene adjourned the meeting at: 8:34.pm

Next Meeting: In-person and ZOOM. Wednesday August 11, 2021.

**Respectfully Submitted:** Melissa Robinson

Berthoud Community Library District  
CEO Report  
July 2021

**Library Operations and Services**

*Personnel*

Bella Schramm received a promotion and is our new Technology and Marketing Specialist. Bella will take over managing the website, creating and distributing our marketing materials, and assisting library visitors with the use of our online tools and their own devices. Congratulations to Bella!

We are now searching for a Customer Service Specialist to take Bella's place, and hope to have someone hired in the next several weeks.

*Classes/Services*

We changed the name of one of our adult events from Civic Breakfast/Dinner to Food for Thoughts, and participation increased. We deliberately keep this group small, but this month 9 people had dinner together and 5 people had breakfast together while we discussed the topic "taking care of yourself." August's discussion will focus on participant's use of technology.

*Circulation/Collection*

We switch out the board games that are available for our community to borrow every couple of months. A new batch of games went out this month, and most of them saw immediate checkouts.

*Building and Grounds*

One of the sinks in the women's restroom needed a minor repair. We grateful that Jones Plumbing responded promptly and didn't charge us an obscene amount to get the restroom fully operational.

Our lawyer, Kim Seter, is working with town staff to finalize the lease agreement for the spot on Waggener Farm Park available to us for a potential new library building.

*Technology*

Our new printer is equipped with a wireless printing option, and many people are glad that they can print documents straight from their phones instead of having to log into a computer.

*Policies and Procedures*

We re-instituted payment for printing with the modifications that were made at the June board meeting. Most people have been grateful that, with the changes, their first several pages of printing are free. Thank you to the board for approving that permanent change.

*Outreach and Publicity*

I attended the Farmers Market, with soon-to-be board member Karen Anderson, to sign people up for library cards. Twelve people got their library card in the 3 hours we were there, which may set a Farmers Market record. All were people new to the community who hadn't made it to the library yet.

### *Financial*

I applied for an ARPA Grant (American Recovery Plan Act). The funding is being funneled through the Institute of Museum and Library Services at the federal level through the Colorado State Library. The funds are meant to be spent on Covid-19 recovery. I'll know soon whether we're approved and, if so, how much funding we'll receive.

### *Strategic Plan*

Nothing to report.

### **Meetings and Workshops**

Amie—Master Plan meeting, July 7; Colorado Public Library Directors meeting, July 8; Planning Committee meeting, July 8; Friends of the Library meeting, July 8; CAL Futures Interest Group meeting, July 9; Chamber Board meeting, July 13; ARPA Grant webinar, July 13; Planning Committee meeting, July 15; School District Outreach meeting, July 21; Business After Hours, July 21; Planning Committee meeting, July 29; Farmers Market outreach, July 31

Diane—Larimer County Covid-19 Update webinar, July 29

Jennifer—Friends of the Library meeting, July 8

### **Grants and Gifts**

Nothing to report.

Respectfully submitted,

Amie Pilla

August 4, 2021

## **Youth Services**

### **Programs and services**

#### **Story times:**

July storytime participation has averaged 12 people. I will be take a two week break in August and then I will offer Wednesday and Friday storytimes at 10:30 a.m.

#### **Summer Learning Registration:**

Registration of youth participants are at 340. Youth program attendance averaged 42 for July programs. Teens fell off with an average of 3.

#### **Children's:**

An incident was reported in July in the children's area after storytime. I am now including a statement of intention at the beginning of storytime to help mediate community.

#### **Displays:**

Graphic novels that don't revolve around super heroes are on display. Summer Learning Prize Drawings are also on display.

#### **Volunteers:**

We have not invited back our volunteers into the library, but we will have a few adult volunteers at our outdoor performances at Fickel Park.

#### **In general:**

With the vaccine more widely available, and mask mandates being waived, I'm seeing more families returning to the library and excited for this year's summer learning programs and events.

**Berthoud Community Library District  
Statistics July 2021**

Statistics	Jul-20	Jul-21	% change	YTD 2020	YTD 2021	% change
<b>Circulation</b>						
Circulation	2768	4589	66%	18516	28216	52%
Reference Questions	0	0		11232	0	-100%
Program attendance	80	180	125%	1039	820	-21%
People counter	838	2491	197%	9030	13862	54% **
3M Ebook	282	248	-12%	1611	1580	-2%
<b>Interlibrary Loans</b>						
Number of items borrowe	7	11	57%	37	61	65%
Number of items loaned	2	0	-100%	54	0	-100%
<b>Aspen Cat</b>						
Borrowed	300		-100%	1684	2639	57%
Loaned	225		-100%	1003	1731	73%
<b>Registered Patrons</b>						
New cards	12	70	483%	193	315	63%
Total number of card holders	8171	8604	5%	8171	8604	5%
Residents	6761	7127	5%	6761	7127	5%
Residents - NON	1410	1477	5%	1410	1477	5%
<b>Collection</b>						
Materials added	280	182	-35%	1291	1432	11%
Materials withdrawn	30	15	-50%	1274	188	-85%
Total materials owned	23336	24786	6%	23336	24786	6%
<b>Technology</b>						
Computer use	70	193	176%	1115	1238	11%
Web usage	1946	2854	47%	15572	16879	8%
Tech Coaching	38	72	89%	378	680	80%
Volunteer hours worked	0	1	#DIV/0!	272	1	-100%
OverDrive		102			528	

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People Counter down for 9 days

## Berthoud Community Library District

## Balance Sheet

As of August 10, 2021

08/10/21

Accrual Basis

	<u>Aug 10, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Independent Bank Savings	279,015.78
Petty Cash	100.00
10000 · Independent Bank Checking	450,274.45
Total Checking/Savings	<u>729,390.23</u>
Other Current Assets	
Building Fund CD 1014	13,426.30
15150 · Payroll Clearing	-5,738.29
Total Other Current Assets	<u>7,688.01</u>
Total Current Assets	<u>737,078.24</u>
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	<u>216,261.30</u>
<b>TOTAL ASSETS</b>	<b><u>953,339.54</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	256.00
22200 · CO Unemployment Tax	13.49
22300 · Federal Taxes (941)	1,635.69
22400 · Federal Unemployment (940)	42.74
Total 22000 · Payroll Liabilities	<u>1,947.92</u>
Total Other Current Liabilities	<u>1,947.92</u>
Total Current Liabilities	<u>1,947.92</u>
Total Liabilities	<u>1,947.92</u>
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	20,000.00
32000 · *Fund Balance Unreserved	617,811.68
Net Income	287,665.48
Total Equity	<u>951,391.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>953,339.54</u></b>



**Berthoud Community Library District**  
**Payment summary by Vendor**  
 July 2021

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	<u>Jul 21</u>	
Ace Hardware	-14.98	
Aflac	-142.56	
Britz Company, LLC	-15,000.00	- Consulting
Canon Financial Services, Inc.	-276.72	
Cardmember Services	-1,582.24	
Center Point Large Print	-46.74	
Charles Schwab	-741.80	
Comcast	-126.90	
Comcast - Busniess	-312.33	
EasyTrack Payroll	-163.00	
Employers Council , Inc.	-3,300.00	- Membership
FrederickPolls, LLC	-15,000.00	- Survey
Ingram	-2,086.55	
Jones Plumbing	-70.00	- Sink Repair
McCrary and Sons LLC	-169.80	
Midwest Tape	-553.82	
Mountain View Commercial Cleaning	-1,907.36	-
Office Depot	-43.19	
Petty Cash	-72.52	- Replenished
Public Sector Health Care Group	-2,130.72	
RCOM Computer Services	-695.00	
Salida Circus	-350.00	- Summer Learning
Seter & VanderWall, P. C.	-3,442.50	
Town of Berthoud - Water	-129.67	
United Waste Systems	-50.00	
Wember Inc.	-6,506.80	
Xcel Energy	-1,378.27	
<b>TOTAL</b>	<b>-56,293.47</b>	

# Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From 2021-07-01 To: 2021-07-31

Location: All Department: All Position: All



Number of employees paid during the selected period: 7

Pay Type	Hours/Units	Pay Amount
Salary	114.250	4588.57
Regular	531.000	9376.90
Vacation	77.000	1787.93
Sick	22.750	568.49
Holiday	36.000	877.58
	781.000	\$17,199.47

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$17,118.03	\$1,061.31
Federal Income Tax	\$17,118.03	\$1,326.98
Medicare	\$17,118.03	\$248.22
State Withholding - CO	\$17,118.03	\$694.00
		\$3,330.51

Deduction	Deduction Amount
AflacAccTaxable	\$5.52
AFLAC STD Post-Tax	\$61.20
Dental/Vision	\$5.60
Aflac Cancer Pre-tax	\$43.20
AflacAccPre-tax	\$32.64
	\$148.16

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$17,118.03	\$1,061.31
ER_FUTA - FED	\$2,613.05	\$15.67
Employer Medicare Tax	\$17,118.03	\$248.22
ER_SUTA - CO	\$17,118.03	\$51.35
		\$1,376.55

Employee Benefit	Benefit Amount
	\$0.00

## Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 2021-07-01 To: 2021-07-31

Location: All Department: All Position: All



Payroll Totals = \$18,576.02	Gross = \$17,199.47	Benefits = \$0.00	Deductions = \$148.16	Total Net = \$13,720.80
Total Taxes = \$4,707.06	941 Taxes = 3946.04	EE Taxes = \$3,330.51	ER Taxes = \$1,376.55	Chk = \$0.00 DD = 13720.80