

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, January 8, 2025
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office
- IV. Public Participation
- V. Consent Agenda
 - Approval of Board Meeting Minutes of December 4, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- VI. Board Training: Board Basics and 2025 Master Schedule
- VII. Strategic Plan
- VIII. Policy Development
 - Review: Collection Development
 - Assign: Public Participation at Board Meetings; Public Posting and Distribution of Free Materials; Photography at Library Events
- IX. Old Business
- X. New Business
 - Annual Administrative Resolution
 - 2025 Projects and Goals
 - Other business
- XI. Adjournment

Next Meeting: February 12, 2025

Berthoud Library District
Board of Trustees Minutes
Special Budget Meeting
Date: December 4, 2024- 7:00pm
In person and hybrid

Call to order: Julie Oelman called the meeting to order at: 7:05 pm

Attendance: Julie Oelman, Amanda Thorstensen, Alyson Dratch, Karen Anderson, Bob Latchaw, Kathy Mitchell, Melissa Robinson, Amie Pilla –CEO

Public Participation: Nicole Buendia

Budget Hearing: Motion 1224-01 Made, seconded and carried to accept the 2025 Budget as presented.

Adjournment: Motion 1224-02 made, seconded and carried to adjourn the Budget Hearing.

Julie Oelman adjourned the meeting at 7:08 pm.

Regular Board of Trustees Meeting to follow.

Respectfully submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
Regular Board of Trustees Meeting
December 4, 2024 7:00pm
236 Welch Ave, Berthoud, CO
In person and on ZOOM

Call to Order: Julie Oelman called the meeting to order at: 7:09 pm

Attendance: Julie Oelman, Amanda Thorstensen, Karen Anderson, Alyson Dratch, Bob Lathaw, Kathy Mitchell, Melissa Robinson, Amie Pilla – CEO

Public Participation: Nicole Buendia

Consent Agenda: **Motion 1224-03** made, seconded and carried to approve:
Board Minutes for November 6 Board Budget Hearing and November 13 Regular Board meeting
CEO Report, Youth Services Report, Financial Report, Statistics, Acceptance of Expenditures.

Policy Reviews: **Motion 1224-04** made, seconded and carried to accept Library **Operations and Borrowing and Loan Policies**. Thank you Bob Lathaw and Kathy Mitchell

Assign: **Reconsideration or Library Materials** – Amanda Thorstensen and Alyson Dratch to review.

Old Business: **Building Repairs** – The Library will be closed on Monday December 9 and Tuesday December 10 for roof repair.

Board Vacancies: Kathy Mitchell is retiring from the Board. We all wish her well. Nicole Buendia will be joining the Board as soon as the Larimer County Board of Trustees approves her appointment. Also, Julie Oelman's second term needs to be approved by the Larimer Board of Trustees. The Berthoud Board of Trustees has already approved both of their appointments.

2025 Holiday and Building Closures: **Motion 1224-05** made, seconded and carried to approve the Holiday and Building Closures

2025 Board Meeting Schedule: **Motion 1224-06** made, seconded and carried to approve the Board Meeting Schedule.

Adjournment: Julie Oelman adjourned the meeting at: 8:04 pm.

Next Meeting: January 8, 2025

Respectfully Submitted: Melissa Robinson, Board Secretary

Berthoud Community Library District
CEO Report
December 2024

Library Operations and Services

Personnel

December tends to be a month when scheduling is difficult, but this year we were able to honor everyone's requests for vacation time and handle planned and unplanned sick time without any disruption to our community.

Special kudos go to Diane, Kelly, Thora, and myself for working to keep curbside operations running during the days the building was closed for repairs. The interior temperature ranged from 41 to 55 degrees during those days. Other staff members worked from home those days, completing classes, planning programs, or doing other work that can be completed off-site.

Classes/Services

We started hosting a "paint a ceiling tile" event on Mondays, which will continue to run through January. Participants are encouraged to paint a children's book character/cover on a ceiling tile for installation in the children's area. Some of the tiles are completed and installed, with more still to come.

In place of Christy's Winter Wonderland party, this year we hosted an all-ages Reading is a Gift event on the 21st. Kids and teens were able to choose a free book to keep, while adults were given a BCLD mug, and all made use of the hot chocolate bar.

Book Club was impacted by our building repair closures. Many thanks to City Star Brewing for making space for the group to meet in a building that had heat.

While we try not to add too many things to people's schedules during December, we did host a ranger talk with the Larimer County Department of Natural Resources, a POPCO discussion, and Game Night during the month.

Circulation/Collection

Nothing to report.

Building and Grounds

Extensive building and grounds work was completed during the month. Schra Tree Care pruned all of the trees on the property. Allen Services removed the HVAC unit and exterior ductwork from the building so that Schultz Roofing could replace approximately half of the roof. Allen Services returned to reinstall the HVAC unit and ductwork. The building was without heat for one week and closed to the public for three days. Our old sheds were emptied and hauled away to make room for our new Tuff Shed.

Technology

We purchased and installed an additional computer in the staff work room for staff use. Due to the size of our building, we often have times where staff members have overlapping shifts on the public service desk, so this gives them a machine to work on during those times.

Policies and Procedures

Nothing to report.

Outreach and Publicity

We posted our ninth and final podcast for season five. That episode is an interview with Kate Gaddis, the Executive Director of A Woman's Work. The analytics allow us to see which episodes people are listening to on any given day, and it's always interesting to see that when we post a new episode, people listen to the new one and then go back and visit other older episodes. As long as it's possible, we intend to keep all the episodes linked on our website so that listeners can review or discover whatever intrigues them.

Financial

It's common for us to receive small donations at the end of the calendar year, and this year was no exception. We used some of that donation money to purchase things that fall outside of our regular purchases, including items ranging from washable mousepads to replacement ceiling tiles. We appreciate the generosity of our community, as well as their willingness to allow us to spend those donated funds as we see fit.

Strategic Plan

Completing our extensive building repairs this month allowed us to switch the allotment of 2025 funding away from building repairs. A good portion of that funding was reallocated to staff salaries, with a portion of it being placed into reserves in anticipation of furnishing and filling a potential new building.

Meetings and Workshops

Amie— Envisionware meeting, December 3; Libraries as Launchpads training, December 4; Berthoud Faith Coalition meeting, December 9; Town Board Meeting, December 11; Larimer County Library Directors meeting, December 11; How the Work of Fred Rogers Supports the Evolution of Public Libraries webinar, December 18; Sacred Librarianship, Indigenous Knowledge for Sustainable Practice webinar, December 20

Sam— CSLP Summer Symposium webinar; Sunshine and Stories, Colorado State Library podcast recordings

Grants and Gifts

\$400 donation, in honor of Teri Leiker

Respectfully submitted,

Amie Pilla

January 2, 2025

December 2024 Youth Services Report to the Library Board

Events:

- Musical moments: December 2, 16 average participation 10.
- Story time Tuesday (20), Wednesday (42) and Friday (28).
- Tinker Tots: 10 participants This science class for 3-6 yo focused on boats and things that float this month.
- Budding Artists: 4 participants This art class for 7yo + focused on shapes this month.
- Construct and Concoct: 0 participants This teen class focused on handmade gifts. We've made an effort to advertise in the High School, so far we have not seen results.
- Reading is a gift: 47 participants The library offered a hot chocolate bar and free books for kids and teens. Although most of our participation was intentional, we did have a handful of people of different ages participate because they were already here.
- Yoga: 2 participants These participants had not signed up, so this was an impromptu lesson.
- Fundamentals of play: 0 Participants This is a time for relaxing free play with lego and play doh.

Volunteers: Leslie and Shelby, Tisha

Professional Development:

Take Me Outside Certification - I have completed this course and am waiting for the certificate.

Display: Winter books

Children's area: Set up a cleaning routine for children's toys. Ceiling tiles are being painted. Two bird feeders have been attached to windows in the children's area.

With the sheds being replaced, Sam and I have been going through supplies and we are organizing them into the purchased bins. Although I have created an inventory list, I have not yet completed it for the Shared Drive.

Five summer performers have been engaged, four left to book. The collaborative summer theme 2025 will be Color Your World.

Respectfully submitted by Christy Headrick, Youth Services Instructor and Research Librarian

**Berthoud Community Library District
Statistics December 2024**

Statistics	Dec-23	Dec-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	4052	5051	25%	53720	64882	21%
Reference Questions	45292	41040	-9%	45292	41040	-9%
Program attendance	289	216	-25%	1896	4894	158%
People counter	2542	2375	-7%	26369	36216	37%
3M Ebook	291	0	-100%	2681	3223	20%
Overdrive	554	803	45%	1119	8015	616%
Comics+		1			102	
Interlibrary Loans						
Number of items borrowed	43	40	-7%	208	481	131%
Number of items loaned	27	53	96%	122	540	343%
AspenCat						
Borrowed	801	0	-100%	5216	8542	64%
Loaned	348	0	-100%	3508	3931	12%
Registered Patrons						
New cards	48	36	-25%	572	843	47%
Total number of card holders	10511	11332	8%	10511	11332	8%
Residents	8745	9378	7%	8745	9378	7%
Non- Resident	1766	1954	11%	1766	1954	11%
Collection						
Materials added	163	148	-9%	2501	2694	8%
Materials withdrawn	24	53	121%	1971	1757	-11%
Total materials owned	25918	26728	3%	25918	26728	3%
Technology						
Computer use	182	0	-100%	2518	2957	17%
Web usage	11000	0	-100%	29854	71828	141%
Tech Coaching	226	0	-100%	1124	2518	124%
Volunteer hours worked	12	0	-100%	420	309	-26%
Hours Community room was used by non-library people in 2024	122	172				

Berthoud Community Library District

Balance Sheet

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	837,299.48
Independent Bank Savings	498,767.52
Building fund cash	0.00
Total Independent Bank Savings	498,767.52
Petty Cash	100.00
Programming supplies	570.35
Total Bank Accounts	\$1,336,737.35
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	\$1,350,219.46
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	\$1,566,480.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-4,268.03
Total Accounts Payable	\$ -4,268.03
Other Current Liabilities	
22000 Payroll Liabilities	0.00
22100 CO Income Tax	236.00
22200 CO Unemployment Tax	-207.98
22300 Federal Taxes (941)	1,481.65
22400 Federal Unemployment (940)	39.16

Berthoud Community Library District

Balance Sheet

As of November 30, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,548.83
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,082.55
Total Current Liabilities	\$ -3,185.48
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -3,185.48
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	506,273.91
Total Equity	\$1,569,666.24
TOTAL LIABILITIES AND EQUITY	\$1,566,480.76

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	2,085.38	1,000.00	1,085.38	208.54%
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	2,040.92	300.00	1,740.92	680.31%
Interest Earned	8,732.90	2,500.00	6,232.90	349.32%
Property Tax	929,755.11	958,727.00	-28,971.89	96.98%
SOT Tax	55,140.90	40,000.00	15,140.90	137.85%
Total Income	\$ 1,007,140.48	\$ 1,015,427.00	-\$ 8,286.52	99.18%
Gross Profit	\$ 1,007,140.48	\$ 1,015,427.00	-\$ 8,286.52	99.18%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	35,933.34	41,000.00	-5,066.66	87.64%
60250 Property & Liability	10,192.00	10,000.00	192.00	101.92%
60350 Worker's Compensation	715.00	1,700.00	-985.00	42.06%
Total 60000 Insurance	\$ 46,685.84	\$ 52,700.00	-\$ 6,014.16	88.59%
65000 Operations	0.00	0.00	0.00	
65020 Postage, Mailing Service	0.00	0.00	0.00	
65050 Telephone, Telecommunications	12.18	0.00	12.18	
Total 65000 Operations	\$ 12.18	\$ 0.00	\$ 12.18	
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	9,710.14	0.00	9,710.14	
66100 Payroll Tax Expense	28,309.26	40,000.00	-11,690.74	70.77%
66200 Salaries	349,212.17	390,000.00	-40,787.83	89.54%
Total 66000 Payroll Expense	\$ 387,231.57	\$ 430,000.00	-\$ 42,768.43	90.05%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	9,884.40	12,000.00	-2,115.60	82.37%
Advertising	6,328.73	12,000.00	-5,671.27	52.74%
Attorney	1,818.72	12,500.00	-10,681.28	14.55%
Collection Development	0.00	0.00	0.00	

Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	4,164.03	5,000.00	-835.97	83.28%
Children's Audiobooks	1,051.64	1,500.00	-448.36	70.11%
DVD - Adult	3,330.97	4,000.00	-669.03	83.27%
DVD - Youth	1,380.69	1,500.00	-119.31	92.05%
Total Audiovisual	\$ 9,927.33	\$ 12,000.00	-\$ 2,072.67	82.73%
Digital Materials	2,500.00	0.00	2,500.00	
E Books	2,500.00	6,000.00	-3,500.00	41.67%
Total Digital Materials	\$ 5,000.00	\$ 6,000.00	-\$ 1,000.00	83.33%
Online Resources	7,127.43	15,000.00	-7,872.57	47.52%
Print Materials	0.00	0.00	0.00	
Adult	15,248.76	16,000.00	-751.24	95.30%
Children's	16,184.45	16,000.00	184.45	101.15%
Periodicals	4,481.28	4,500.00	-18.72	99.58%
Total Print Materials	\$ 35,914.49	\$ 36,500.00	-\$ 585.51	98.40%
Video Streaming	1,225.00	1,000.00	225.00	122.50%
Total Collection Development	\$ 59,194.25	\$ 70,500.00	-\$ 11,305.75	83.96%
Copier Lease	3,213.40	3,500.00	-286.60	91.81%
Courier	4,733.85	4,200.00	533.85	112.71%
Donation	425.00	0.00	425.00	
Friends of the Library	-485.00	0.00	-485.00	
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	\$ 9,176.98	\$ 12,900.00	-\$ 3,723.02	71.14%
Furnishings	257.92	3,000.00	-2,742.08	8.60%
Hospitality	1,158.84	1,000.00	158.84	115.88%
Lost book refund	48.70	300.00	-251.30	16.23%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	700.00	3,000.00	-2,300.00	23.33%
Custodial Services	6,950.00	10,000.00	-3,050.00	69.50%
Lawn Care/Snow Removal	2,701.40	13,500.00	-10,798.60	20.01%
Repairs	20,494.98	125,000.00	-104,505.02	16.40%
Security/Alarm	1,078.35	3,500.00	-2,421.65	30.81%
Supplies	1,574.82	1,800.00	-225.18	87.49%
Window Cleaning	777.00	1,200.00	-423.00	64.75%
Total Maintenance	\$ 34,276.55	\$ 158,000.00	-\$ 123,723.45	21.69%
Pension	12,617.77	14,000.00	-1,382.23	90.13%
Professional Development	7,637.49	12,000.00	-4,362.51	63.65%
Professional Memberships	5,901.07	8,000.00	-2,098.93	73.76%
Programming	0.00	0.00	0.00	
Adult	14,732.83	30,000.00	-15,267.17	49.11%
Youth	7,070.73	30,000.00	-22,929.27	23.57%
Total Programming	\$ 21,803.56	\$ 60,000.00	-\$ 38,196.44	36.34%

Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	4,331.80	6,000.00	-1,668.20	72.20%
Office Supplies	3,991.32	3,500.00	491.32	114.04%
Programming supplies	1,950.86	10,000.00	-8,049.14	19.51%
Staff Appreciation	1,939.07	2,000.00	-60.93	96.95%
Total Supplies	\$ 12,213.05	\$ 21,500.00	-\$ 9,286.95	56.80%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	23,970.00	28,740.00	-4,770.00	83.40%
Hardware	7,939.84	8,000.00	-60.16	99.25%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	2,680.73	0.00	2,680.73	
Office Equipment	481.29	1,500.00	-1,018.71	32.09%
Software	7,647.91	15,000.00	-7,352.09	50.99%
Total Technology	\$ 45,945.87	\$ 56,240.00	-\$ 10,294.13	81.70%
Telephone	3,123.32	0.00	3,123.32	
Utilities	0.00	0.00	0.00	
Data Connection	1,904.94	5,500.00	-3,595.06	34.64%
Power	8,990.16	12,000.00	-3,009.84	74.92%
Trash Removal	440.00	500.00	-60.00	88.00%
Water	1,853.96	1,500.00	353.96	123.60%
Total Utilities	\$ 13,189.06	\$ 19,500.00	-\$ 6,310.94	67.64%
Total Expenses	\$ 686,697.35	\$ 983,840.00	-\$ 297,142.65	69.80%
Net Operating Income	\$ 320,443.13	\$ 31,587.00	\$ 288,856.13	1014.48%
Other Expenses				
Reconciliation Discrepancies-1	-166,102.22	0.00	-166,102.22	
Total Other Expenses	-\$ 166,102.22	\$ 0.00	-\$ 166,102.22	
Net Other Income	\$ 166,102.22	\$ 0.00	\$ 166,102.22	
Net Income	\$ 486,545.35	\$ 31,587.00	\$ 454,958.35	1540.33%

Tuesday, Dec 10, 2024 10:25:08 AM GMT-8 - Accrual Basis


Berthoud Community Library District

Expenses by Vendor Summary

November 2024

	TOTAL
Aflac	309.00
Berthoud Ace Hardware	29.98
Berthoud Weekly Surveyor	38.72
Canon Financial Services, Inc.	340.71
Cardmember Services	1,979.14
Center Point Large Print	50.34
Charles Schwab	1,147.07
Colorado Library Consortium	3,121.77
Comcast - Business	465.48
Diamond Lake Books	263.45
EasyTrack Payroll	198.00
EnvisionWare, Inc.	3,545.00
Kanopy Inc.	225.00
Lookout Books	738.04
MetLife	163.43
Midwest Tape	1,196.97
Mountain View Commercial Cleaning	955.07
ODP Business Solutions LLC	55.98
Public Sector Health Care Group	3,109.68
Talewise	400.00
Town of Berthoud - Water	137.80
Tri-City Heating and Air Conditioning, Inc.	187.50
United Waste Systems	80.00
Not Specified -	542,788.00
TOTAL	\$561,526.13

wrong numbers put in for
Savings account - discrepancy of 511,709.21
Put checking # in savings acct balance
on accident



Credit Card Expenses

Date	Name	Amount	
11/1/2024	ALLEN SERVICES FORT COLLINS CO	-5043	- Hot Water Heater
11/5/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95	- Quickbooks
11/7/2024	INTERNET PAYMENT THANK YOU	6115.82	
11/7/2024	AMZN Mktp US*7G5EC7YU3 Amzn.com/bill W	-29.74	
11/7/2024	SQ *RISE ARTISAN BREAD gosq.com CO	-81.02	- Food for Thoughts
11/8/2024	AMAZON MKTPL*CE9LB57M3 Amzn.com/bill \	-67.94	
11/12/2024	ADOBE *ADOBE 4085366000 CA	-19.99	
11/14/2024	AMAZON MKTPL*0Y7W94IM3 Amzn.com/bill V	-71.93	
11/18/2024	WIX.COM 14156399034 CA	-348	- Website
11/18/2024	MOUNTAIN STATE EMPLOYE 3038395177 CC	-975	- Training Pass
11/18/2024	AMAZON MKTPL*9O02R5GR3 Amzn.com/bill \	-54.99	
11/18/2024	AMERICAN LIBRARY ASSOC CHICAGO IL	-47.4	- Training
11/20/2024	AMAZON MARK* SS3OT2X23 SEATTLE WA	-36.32	
11/21/2024	LOVELAND GARDEN CENTER LOVELAND CC	-50	- Gift Card Kathy M
11/22/2024	SP YOGA ACCESSORIES RICHMOND VA	-196.81	- Youth Programming
11/25/2024	INTERNET PAYMENT THANK YOU	1979.14	→ Youth Programming
11/25/2024	DISCOUNTSCH 8006272829 800-482-5846 C	-127.49	→ Newsletter software
11/26/2024	SMORE.COM PITTSBURGH PA	-299	
11/29/2024	INTUIT *QBooks Live CL.INTUIT.COM CA	-95	

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

2025

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 8th at the Berthoud Community Library, 236 Welch Avenue, Berthoud, Colorado, the following Trustees were present:

Julie Oelman, President	Bob Latchaw
Amanda Thorstensen, Vice President	Kathleen Mitchell
Melissa Robinson, Secretary	Alyson Dratch
	Nicole Buendia

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 statues 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:

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)

Nicole Buendia (term expires December 2028)

Julie Oelman (term expires December 2028)

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 8th DAY OF JANUARY, 2025.

Berthoud Community Library District

By: _____

President – Julie Oelman

ATTEST:

By: _____

Secretary – Melissa Robinson